

# MEMORANDUM

STATE OF ALASKA  
Department of Administration

**To:** All Agencies  
**Date:** March 28, 2008  
**From:** *for* Annette Kreitzer *pkreitzer*  
Commissioner  
Department of Administration  
**Phone:** 465-2200  
**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 59

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective April 1, 2008.

### Budgets

**AAM 25.130 – Account Controls.** Revised section to reflect the current OMB policy for the required levels of approval for processing changes to authorized budget accounts.

### Travel

**AAM 60.020 – Travel Definitions.** Added definition of “tourist class” for accommodations.

**AAM 60.030 – State Travel Office.** Extended hours of operation from to 6:00 pm daily. Added language authorizing fees and surcharges.

**AAM 60.050 – Travel Purchase Policies.** Replaced “coach” with “tourist class” language.

**AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience.** Revised item 8 to allow departments to opt to pay for combined airfare when the personal portion and fee can be recovered from the traveler’s reimbursement after travel is complete.

### Personnel

**AAM 130.270 Flexibly Staffed Positions.** This new section is added to reflect the use of flexible staffing as a tool to aid in the recruitment and retention of employees within a job class series. Current business practice is expanded to allow flexes to levels above journey.

**AAM 130.275 Multiple Class Positions.** This new section is added to reflect current business practice. Allows management to fill a position for either licensed or non-licensed work, depending on applicant qualifications.

**AAM 130.280 Coupled Job Classes.** This new section is added to reflect current business practice. Allows the establishment of coupled job classes for which the journey level work of all positions within the class requires very specialized certification and training.

You should keep this memorandum, as well as future transmittal memorandums, in your manual for reference.

AK/lp