Memorandum

To: All Agencies

From: Becky Hultberg
Commissioner

Date: March 29, 2013

Subject: STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 78

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective April 1, 2013.

Procurement

AAM 81.015 – Foreign Outsourcing in State Contracts for Services. Adding language to outline the procedures that must be followed when certification that all work will be performed in the United States cannot be obtained.

Appendix 1 – Items Not Covered by Procurement Code. Expanding and updating the language outlining the Departments’ responsibilities for documentation regarding items that do not fall under the Procurement Code.

Travel/Moving

AAM 60.010 – Introduction to Travel. Added statement to reflect current practice that policy exceptions for the Commissioner of Administration must be approved by the Governor’s Chief of Staff.

AAM 60.020 – Travel Definitions. Removing “RESX” from the E-Travel Online definition.

AAM 60.030 – E-Travel. Removing “RESX” from the second bullet under “E-Travel is comprised of:”.

AAM 60.250 – Meals and Incidental Expense Allowances. Added language to clarify when a traveler is eligible to receive the full amount of incidentals when on short-term travel outside of Alaska.
AAM 60.310 – Introduction to Moving. Added statement to reflect current practice that requests for a waiver for the Commissioner of Administration must be obtained from the Governor’s Chief of Staff.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at http://doa.alaska.gov/dof/manuals/aam/index.html.

BH/lp