

OMB Position Approval Form

ADN: 10-2025-5006

Department	Natural Resources
Division/Component:	Admin and Support / Office of Project Management and Permitting
Date:	July 2, 2024
Prior ADN(s):	

Position Details:

	PCN or Tracking number	Position Title	Range	Location	Position Type (FT, PT, NP)	Vacant or Filled	Start Date	End Date
Current Status	10#001	Large Project Coordinator	23	ANC	FT		7/1/2024	
Requested Change								

Action(s) Requested:

OMB Approval required***:

- ☒ Establish new permanent position
☐ Reclassification up of three (3) or more ranges
☐ Location change to or from Juneau
☐ Position transfer between departments
☐ Establish new temporary exempt position
☐ Extend temporary exempt position
☐ Other: _____

Administrative Service Director or Commissioner Approval required***:

- ☐ Establish new non-permanent position greater than 120 days (90 days for SU)
☐ Establish short-term non-permanent position
☐ *Extend expiration date of long-term non-permanent position**
☐ Reclass existing permanent position two-range increase or less
☐ Duty station location change other than to or from Juneau
☐ Delete position
☐ Position Type Change (aka time status)
☐ Other: _____

Position Status: (check one)

- ☐ Classified
☐ Partially exempt
☒ Fully exempt

For exempt and partially exempt position(s), cite the statute or action that authorizes the position:

- ☐ Statute AS _____
☐ Other _____

* The department must document the business reason why an extension is necessary. Short-term positions may not be extended.

** Non-permanent positions may not be reclassified.

*** Not necessary for Trin/Trout or Atrin/Atrout transactions

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Position Costs:

ABS Fund Code	Fund Name	Current Cost	Projected Cost	Difference
1004	General Fund (CACFA)	0.0	\$145,000.	\$145,000.

- Is sufficient funding available in the current budget authorization?
☒ Yes ☐ No
Explain:
- Is there a change in the geographic differential associated with this request?
☐ Yes ☒ No
What is the percentage increase/decrease?
- If deletion, how will the department use the budgeted funds for this position?

This request is a part of:

☒ Authorized scenario ☐ Management Plan scenario ☐ Governor scenario	☐ Governor Amended scenario ☐ Other
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1. Why is this request necessary?

SB 34 reinstates the Citizens' Advisory Commission on Federal Management Areas in Alaska (CACFA), which sunset in 2021 and had been unfunded and inactive for several years prior to that. This bill also repeals a prior expiration date for the Commission, sets terms for initial commission members, and sets an effective date for the act.

2. How will the existing workload change if this request is approved?

The CACFA Director will be a large project coordinator position housed in the Department of Natural Resources, Office of Project Management and Permitting (OPMP), and is essential to carry out the intent of the bill. The position reports to the commission, coordinates commission feedback, and responds to citizen inquiries and concerns about actions on federal lands.

3. What will happen if this request is denied?

If this request is denied we will be unable to fill the CACFA Director position, which will delay the intent to reinstate the Citizens' Advisory Commission on Federal Management Areas in Alaska (CACFA)

4. Is this position change reflected in the personal services module?

- ☐ Yes, reflected in current scenario.
☒ No, will be reflected in the next scenario. FY2025 Management Plan
☐ No, will not be budgeted in ABS. Reason:

5. If extending a non-permanent position expiration date, how many times has this position been extended? N/A

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ADN: 10-2025-5006

6. How many positions have been vacant for one year or longer in the department?

29 FT | 18 PT | 14 NP

7. Why is reclassification of an existing position not an option?

It's not necessary to reclassify an existing position because we were given a position in the fiscal note. While this position will be housed in DNR's Office of Project Management and Permitting, it will report to the Commission and our current position point to the OPMP Executive Director.

Department/Division Director Approval⁺:



7/2/2024

Ashlee Adoko, Executive Director

Signature/Date

Printed Name

(No standing delegation.)

Department/Agency/ASD Approval⁺:



07/09/2024

Theresa Cross, Admin Services Director

Signature/Date

Printed Name

(No standing delegation.)

OMB Approval⁺:



09/02/2024

Signature/Date

⁺

Refer to the RP Manual

OMB Approval is valid for twelve months from the date approved.

Documentation attached that supports request, as applicable:

- ABS – Change Record Detail with Description
- ABS – Personal Services Detail for PCN
- Any prior related approval memos/forms
- Copy of temporary delegation if signed by other than the Department Commissioner or ASD
- Division of Personnel and Labor Relations Online Position Description (OPD) current position information and position history printout
- Enacted Fiscal Note authorizing position
- Organizational Chart – showing changes from current to proposed

- ABS – Personal Services Position Counts by All Locations (136) report (department)
- ABS – Personal Services Vacant PCN (1087) report – one year range report (department)



9/24/24

Other attachments as applicable:

- ABS – Capital Project Summary if funded by CIP receipts