

# 2025 LEGISLATIVE COMMUNICATIONS GUIDELINES

## DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

*Thank you in advance for your help in representing the department professionally to legislative offices.*

### General Communications with Legislators or Legislative Staff

- Requests for information from legislators or legislative staff should be responded to promptly. When information being requested is not readily available, provide the requestor with an estimated response time.
- Contact (phone or email) from a legislative office should always be reported via email no later than 24 hours to the DOT&PF Legislative Liaison, **Andy Mills** ([andy.mills@alaska.gov](mailto:andy.mills@alaska.gov), 907-465-8124). Depending upon your regional, divisional or sectional communication protocol, you should report the legislative contact via email to your regional designee, your Division Director and/or your immediate supervisor. Within that email, include a summary of the request/issue and your draft response or action, or the date upon which information will be provided. Courtesy copy (CC) the DOT&PF Legislative Liaison on that email and any PIO in your section (for awareness).
- All written correspondence with a legislator should be reviewed within your internal chain-of-command and forwarded to the DOT&PF Legislative Liaison for ultimate review and approval before responding. Correspondence from a legislator should be answered no later than **5-working days**. During a legislative session, we strive to meet a 3-working day response and the turnaround may occasionally need to be even quicker.
- The DOT&PF Legislative Liaison is responsible for coordinating attendance at legislative committee meetings related to all matters *other* than appropriation bills (e.g.: Capital, Operation, Supplemental Budgets).
- The DOT&PF Legislative Liaison is available to assist you with questions, coordination, potential testimony before a committee, and can provide direction as needed. Please ask for assistance if there is any doubt.

### Fiscal/Budget Specific Communications

- Responses to inquiries from the media, the Office of Management & Budget, Legislative Finance, a legislator, or legislative staff regarding performance measures, PCNs, financial issues, or budget issues must be coordinated within your internal chain-of-command and be reviewed and approved by the Administrative Services Director. When information is requested, provide the requestor with an estimated response time.
- Contacts (phone or email) from the entities referenced immediately above should **always** be reported via email within 24 hours to the Director of Program Development and Administration (PDA), **Dom Pannone** ([dom.pannone@alaska.gov](mailto:dom.pannone@alaska.gov)), Budget Manager, **Dayna Mackey** ([dayna.mackey@alaska.gov](mailto:dayna.mackey@alaska.gov)) and the DOT&PF Legislative Liaison, **Andy Mills** ([andy.mills@alaska.gov](mailto:andy.mills@alaska.gov)). Depending upon your regional, divisional or sectional communication protocol, you should report the contact via email to your regional designee, your Division Director, or your immediate supervisor. Within that email, include a summary of the request/issue and your response or action, or the date upon which information will be provided. Courtesy copy (CC) the PDA Director, the Budget Manager and the DOT&PF Legislative Liaison on that email.
- Inquiries should be answered no later than **5-working days**. During a legislative session, we strive to meet a 3-working day response and the turnaround may occasionally need to be even quicker than that.
- The Director of Program Development and Administration is responsible for coordinating attendance at legislative committee meetings related to appropriation bills.
- **All fiscal notes will be reviewed and signed by the Director of Program Management and Administration.** Please cc the DOT&PF Legislative Liaison on any emails coordinating fiscal notes or bill analyses.

### Legislative Testimony as a Private Citizen

- State employees have the right to express their personal opinions on their own time.
- Employees should be mindful of the appearance of a conflict of interest and should not testify on privileged information gained through their employment.
- Employees wishing to participate in the legislative hearing process on personal matters and during normal work hours must request annual/personal leave. Leave shall not be unreasonably denied.
- Should an employee choose to testify at a legislative hearing, it should be made clear at the start of the testimony being expressed that comments are their personal opinion and not that of the Department.
- If questioned about employment status, an employee should assure members of the committee that their testimony is being made as a private citizen and the employee is on approved leave.