

# MEMORANDUM

# State of Alaska


Department of Transportation & Public Facilities  
Office of the Commissioner

**TO:** Regional Directors  
DFS Director  
AMHS Director  
Chief Engineer  
International Airport Director

**DATE:** April 15, 2025

**PHONE NO:** 465-3900

**FROM:** Ryan Anderson, P.E.  
Commissioner

Signed by:  
  
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**SUBJECT:** Updated Collective  
Bargaining Agreement  
Letter of Agreement  
Instructions

The State is conducting a comprehensive evaluation of all Letters of Agreement (LOAs) across agencies. As part of this effort, all existing LOAs will be rescinded effective June 30, 2025, unless they are incorporated into an approved Master Agreement.

Effective immediately, any request to establish or modify an LOA involving provisions of a Collective Bargaining Agreement (CBA) must follow the standardized protocols outlined in the attached documents. These steps are necessary to ensure consistency, transparency, and alignment with the department's and State's operational goals.

Please adhere to the following directives. Division Directors are responsible for:

- Completing the attached LOA Request Form Revised 3.27.25.
- Following the process detailed in the Instruction Guide Management Request for LOA.
- Providing a comprehensive justification for each LOA request, whether it pertains to individuals, sections, or divisions.
- Ensuring all supporting documentation is thorough, accurate, and demonstrates the LOA's necessity and benefit to the State.
- Costing and methodology supporting spreadsheets and documentation must be attached.
- Route LOA request with complete package to Jody Thomas for review, to move forward to Mike Rader and Commissioner for consideration and approval.

LOAs will be reviewed on a case-by-case basis. Incomplete or insufficiently justified requests will not be advanced. For questions or clarification, please contact Jody Thomas or Mike Rader.

**Attachments:**

LOA Request Form Revised 3.27.25  
Instruction Guide Management Request for LOA

**cc:** Katherine Keith, Deputy Commissioner  
Dom Pannone, PMA Director  
Jody Thomas, Special Project Liaison  
Mike Rader, Human Resource Business Partner