

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Leadership Team

DATE: September 25, 2026

PHONE NO: 465-3900

FROM: Ryan Anderson, P.E.
Commissioner



SUBJECT: FY27 Hiring and Vacancy
Hold Guidance

This memorandum supersedes the May 19, 2025 memorandum titled "Hiring Approval Process Directive - Administrative Order 358" and establishes DOT&PF's FY27 hiring and vacancy hold requirements.

Administrative Order 364 revoked Administrative Order 358 effective September 21, 2026, ending the statewide hiring freeze. DOT&PF must continue to manage personal services costs within its FY27 operating budget, available revenue, and approved spend plans. Under this memorandum, Division Directors may approve recruitment and hiring for positions not on the Department's vacancy hold list, subject to the controls below.

Division Directors are responsible for managing personal services expenditures within their authorized FY27 spend plans. Before approving recruitment or hiring, directors must confirm that funding is available, include the position in current projections, and defer or restrict hiring as necessary to remain within authorized limits. Division approval does not authorize spending beyond the approved spend plan.

General Guidelines

- Division Directors may approve recruitment and hiring for positions not on the Department's vacancy hold list after confirming that each position is operationally necessary, supported by available funding, and reflected in the division's current spend plan and projections.
- Recruitment and hiring may not proceed for a position on the vacancy hold list unless the Commissioner or designee provides written approval for an exception or releases the position from hold.

Vacancy Hold List

The Department will provide Division Directors and Recruitment with the official list of vacant position control numbers (PCNs) that must remain unfilled because of Indirect Cost Allocation Plan (ICAP) revenue constraints and limits in the FY27 operating spend plan. Recruitment and hiring may not proceed for a listed PCN without written approval from the Commissioner or designee.

Requests to Fill a Held Position

- A Division Director may request approval to fill a held position when it is essential and affordable within the division's current spend plan and projections. Route the request through the Division Director's office to dot.hiringrequest.commish@alaska.gov using the subject line: Hiring Exception Request: [Position Title and PCN], [Division], [Location].
- The request must identify the PCN, job class, location, proposed start date, funding sources and percentages, estimated FY27 personal services cost, operational need, consequences of continued vacancy, and the effect on the division's projected year-end balance.

Monthly Review

Each division must submit updated personal services, revenue, and expenditure projections with its monthly spend plan. The Department will review the vacancy hold list each month and may add, continue, or release positions based on revenue recovery, expenditure rates, vacancy savings, operational priorities, and the projected year-end financial position.

Questions may be sent to dot.hiringrequest.commish@alaska.gov.

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