THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Administration
PAULA VRANA, COMMISSIONER

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DEPARTMENT OF ADMINISTRATION
STANDING ORDER OF DELEGATION – October 2026

STATUTORY APPOINTMENTS

Under the authority of AS 44.33.010 or as noted in the specified statute, I, Paula Vrana, Commissioner of the Department of Administration (DOA), hereby delegate the below identified Department officials to act in the Commissioners place on the following statutory board, council, or other similar entity. Unless noted below, the delegation may not be further delegated.

Alaska Public Safety Information Network (APSIN)

Pursuant to 13 AAC 68.215, I delegate to Deputy Commissioner Dave Donley, Chief Information Officer, Bill Smith, and Chief Information Security Officer, Dan Monarch, the authority to review, sign and submit appeals for any qualifying Department of Administration employee who has been denied a security clearance by the Alaska Department of Public Safety, CJIS Programs Unit.

As part of this delegation, I direct the delegate to comply with the provisions of AS 12.62 and 13 AAC 68, and that all persons under the delegate's supervision, who have or are making application to receive access to the criminal justice information and criminal justice information system read and comply with these statutory and regulatory provisions.

Chief Procurement Officer

Per AS 36.30.010, I hereby appoint Thomas Mayer as the Chief Procurement Officer.

Chief Information Officer

Pursuant to AS 44.21.020(9-10) and AS 44.21.350, Bill Smith, the Chief Information Officer, retains full authority over final decision making as State Chief Information Officer regarding all enterprise IT planning, policy, implementation, infrastructure, coordination, and operation oversight.

Labor Relations Manager

Under the authorities vested in the Commissioner of the Department of Administration through the operation of AS 23.40.070-260 and the Governor's delegation of collective bargaining authority to the Commissioner under AS 44.17.060, the following labor relations authorities are delegated to the Labor Relations Manager. These are delegations of legal authority. All actions must conform to the legal and regulatory boundaries and limitations. Some or all of these delegations may be limited, rescinded, or revoked at the Commissioner's discretion.

- **Grievance/Complaint Response and Resolution**: Effective immediately, the Labor Relations Manager, in coordination with the Labor Relations Advisor in the Governor's office, is hereby delegated and authorized to respond to employee grievances delegated through the collective bargaining agreements. The manager is delegated to respond to the grievances at the Commissioner's step as outlined in the various agreements. The Manager is also delegated to resolve grievances, if the Manager has determined it is in the State's best interest to do so.

  Some agreements require response at earlier steps in the process and list specific positions as respondents, and the contracts do not necessarily reflect current organizational structures. In those instances, the position having the equivalent functional duties as the named respondent should be considered the appropriate respondent.

  The manager may, if necessary, act as the respondent for any department. Again, the manager must coordinate with the Labor Relations Advisor to the Governor, must adhere to all controlling statutes, regulations, and administrative procedures.

- **Letters of Agreement**: Effective immediately, the Labor Relations Manager, in coordination with the Labor Relations Advisor, in the Governor's office is hereby delegated and authorized to enter into Letters of Agreement (LOA) that modify contract provisions when in the best interest of the State. As the manager, they are expected to adhere to all controlling statutes, regulations and administrative procedures, including Division of Personnel guidance memoranda and standard operation procedures, and to act within the word and spirit of the applicable collective bargaining language.

ADMINISTRATIVE ORDER APPOINTMENTS

Under the authority of AS 44.17.010 or as noted in the specified document, I, Paula Vrana, Commissioner of the Department of Administration, hereby delegate the below identified Department officials to act in the Commissioner's place on the following non-statutory appointments to commissions, sub-cabinets, or other similar entity that are established by Administrative Orders. Unless noted below, the delegations may not be further delegated.

Alaska State Bond Committee

I hereby delegate Deputy Commissioner Dave Donley to serve on my behalf as a member of the Alaska State Bond Committee.

Alaska Criminal Justice Information and Advisory Board

I hereby delegate the Chief Information Officer to serve on my behalf as a member of the Alaska Criminal Justice Advisory Board.

Alaska Student Loan Corporation

I hereby delegate Deputy Commissioner Dave Donley to serve on my behalf as member of the Alaska Student Loan Corporation Board of Directors.

Alaska Tax Credit Certificate Bond Corporation

I hereby delegate Deputy Commissioner Dave Donley to serve on my behalf as a member of the Alaska Tax Credit Certificate Bond Board.

Retiree Health Plan Advisory Board (RHPAB)

In addition to myself, I hereby delegate Deputy Commissioner Dave Donley to serve as a member of the Retiree Health Plan Advisory Board.

ADA Coordinators

I hereby designate Kelley Roberson, Equal Employment Opportunity Program Manager, to serve as the Department of Administration's Americans with Disabilities Act (ADA) Coordinator with regards to employment (Title I) matters. Ms. Roberson will coordinate the Department's efforts to comply with and carry out responsibilities under Title I of the ADA.

I designate Kelley Roberson, Equal Employment Opportunity Program Manager, to serve as DOA's ADA Coordinator with regard to public access to DOA's facilities, programs, and services (Title II). The duties and responsibilities of the Department ADA Coordinator are outlined in Section IV(D) of AO 129 and are summarized below:

1. Coordinate the Department's efforts to comply with and carry out its responsibilities under Title II of the Americans with Disabilities Act;
2. Serve as the Department's primary liaison between the Department, the public, and other agencies with regard to public access to facilities, programs, and services (Title II);
3. Supervise the Department's Title II complaint procedure, as required by 28 CFR 35.107 and 6 AAC 65.010 et seq. and ensure prompt and equitable resolution of citizen complaints;
4. Coordinate and provide training to ensure Department managers, supervisors, and employees are aware of their responsibilities under the ADA, State law and policy; and
5. Direct and assist division directors and division ADA coordinators within the Department to ensure compliance with AO 129 and the ADA.

Each division director or agency head in DOA is responsible for ensuring the effective implementation of the State ADA Compliance Program within her or his division or agency to ensure compliance with the Americans with Disabilities Act. Directors of divisions with 50 or more employees shall appoint a division ADA Coordinator. The duties and responsibilities of division ADA Coordinators are outlined in Section IV(E) of AO 129 and are summarized below:

1. Coordinate the division's efforts to comply with and carry out its responsibilities under Title II of the ADA;
2. Oversee and coordinate the preparation of the division's title II self-evaluation required under 28 C.F.R. 35.105 and assist in the preparation of any transitional plans developed under 28 C.F.R. 35.150;
3. Serve as the coordinator for ADA complaints within the division (see 6 AAC 65.010 et seq); Ensure that notice is given to applicants, participants, beneficiaries, and other interested persons on information regarding the Americans with Disabilities Act as required in 28C.F.R. 35.106. This can be accomplished by posting the State ADA Compliance Poster (see link below) in public areas.

GENERAL DELEGATIONS

AAM Waivers

Effective immediately, the Director of the Division of Administrative Services Director, Stefanie Bingham is authorized to approve AAM waivers on behalf of the Commissioner's office.

Effective immediately, Department Deputy Commissioners are hereby authorized to sign Allowance for Employee-Owned Electronic Communications Device forms.

Appointing Authority Signature

Effective immediately, the Director of the Division of Administrative Services and the Director of Personnel are hereby authorized to sign Appointing Authority Signature forms. This action is taken so the delegates can further delegate the function of signing as the appointing authority for Certifying Officer Affidavits, Certifying Officer, ALDER Affidavits, and One Card Alaska Affidavit forms to employees in the Division of Personnel and Labor Relations.

ESI Hold and Search Request Form

Effective immediately, Department Deputy Commissioners are hereby authorized to sign ESI Hold and Search Request forms and provide them to the State Security Office at the Office of Information technology.

Ethics Supervisor

In accordance with AS 39.52.960 (8)(G), I hereby designate Administration Services Director Stefanie Bingham, to serve as Ethics Supervisor for the Department of Administration.

Dispute Response and Resolution

Effective immediately, the Director of the Division of Personnel is hereby delegated and authorized to enter into Letters of Dispute Resolution in discipline matters if the Director has determined it is in the State's best interest to do so.

Some agreements require response at earlier steps in the process and list specific positions as respondents, and the contracts do not necessarily reflect current organizational structures. In those instances, the position having the equivalent functional duties as the named respondent should be considered the appropriate respondent.

Nepotism Waivers

Effective immediately, Administration Services Director, Stefanie Bingham, is hereby granted authority to review and approve/disapprove requests for Nepotism Waiver forms as necessary. In the event Administration Services Director Stefanie Bingham is absent or has a personal interest that conflicts with her ability to review and approve/disapprove requests, the Director of the Division of Personnel will review in her stead.

Records Disposition and Retention

Effective immediately, the Director of the Division of Finance is hereby delegated the authority to review and approve: 1) Records Disposition Authorization (unscheduled records only) for State agencies to determine if records have no further administration, legal, fiscal, or audit values for the designated agency; and 2) Records Retention Schedules for State agencies to determine if fiscal and/or audit values for the designated agency have been met.

Background Check Appeals

Pursuant to 13 AAC 68.215, I delegate the Chief Information Officer, Bill Smith, and Chief Information Security Officer, Dan Monarch, the authority to review, sign, and submit appeals for any DOA staff, contractors, and partners who require physical or logical access to CJI systems and data and have been denied a security clearance by the Alaska Department of Public Safety, CJIS Programs Unit.

As part of this delegation, I direct delegates to comply with the provisions of AS 12.62 and 13 AAC 68, and that all persons under the delegates' supervision, who have, or are making application to receive access to criminal justice information, read and comply with these statutory and regulatory provisions.

Plan Administrator

Commissioner Vrana retains authority as administrator of the Public Employees' Retirement System (AS 39.35), the Teachers' Retirement System (AS 14.25), the Judicial Retirement System (AS 22.25), the Supplemental Employee Benefits System (39.30.150-.180), the Elected Public Officers Retirement System (AS 39.27), the Public Employees' Deferred Compensation Program (AS 39.45), the active employee health plan (AS 39.30.90 -.98), the retiree health plan (AS 39.30.90-.98), and the Retiree Health Reimbursement Arrangement Plan (AS 39.30.300-.495). In the event Commissioner Vrana is absent or has a personal interest that conflicts with her ability to serve as administrator on a certain decision or issue, Deputy Commissioner Dave Donley is delegated authority in her stead.

Purchasing Delegation Authority

Effective immediately, the Director of the Division of Administrative Services is hereby delegated the full procurement authority granted to the Commissioner in statute to satisfy the State's purchasing needs, with the exception of the authority to hear and resolve procurement protest appeals.

Web Filtering Waiver Form

Pursuant to State Policy ISP-166, Web Filtering, Section 7, Website Filtering Waiver Form Requirement, I hereby delegate authority to Deputy Commissioner and Division Directors within the Department of Administration to approve web filtering waivers for staff members within their respective divisions.

Disposal of Property from State Museum Possession

In accordance with Code 4 AAC 58.140, which states "the museum will coordinate with the Department of Administration for compliance regarding disposal of state property.", I hereby delegate authority to the Chief Procurement Officer of the Office of Procurement and Property Management to review and approve disposal of State property possessed by the Alaska State Museum.

Public Information Requests

In accordance with relevant statutes, Deputy Commissioner Dave Donley and Public Information Officer Kate Sheehan are delegated authority to review, redact, and release information, documents, and records on behalf of the Department of Administration, its divisions, and the Office of the Commissioner in response to public records requests.

In accordance with relevant statutes, Department of Administration Division Directors, the Chief Information Officer, Chief Procurement Officer, and Deputy Chief Procurement Officer are delegated authority to review, redact, and release information, documents, and records on behalf of their respective divisions or subdivision units in response to public records requests.

Furthermore, I delegate to Deputy Commissioner Dave Donley and Public Information Officer Kate Sheehan authority under 2 AAC 96.335(b) to deny public records requests made to the Department of Administration. The authority to deny public records requests is also delegated

to Division Directors, the Chief Information Officer, Chief Procurement Officer, and the Deputy Chief Procurement Officer for records requests specific to their respective division or subdivision units.

Any response to public record request from the media, an attorney or any party representing an individual or entity engaged in litigation related to the request, the Alaska State Legislature, or any other governing body must be reviewed by Deputy Commissioner Dave Donley or Public Information Officer Kate Sheehan prior to release.

Any further delegation of authority to respond to or deny public records requires the Commissioner's written authorization.

Paula Vrana

Date: 10.22.2026

Paula Vrana
Commissioner
Department of Administration