

**From:** [Commissioner, DOT \(DOT sponsored\)](#)  
**To:** [DOT All Staff](#)  
**Subject:** Travel and Hiring Information  
**Date:** Wednesday, March 18, 2020 11:40:34 AM  
**Attachments:** [Memo - 03.09.2020 Travel and Hiring.pdf](#)  
[recruitment request 3-17-2020.pdf](#)  
[Hiring Freeze Waiver Memo 3-18-2020.pdf](#)  
**Importance:** High

---

*Good morning - The COVID-19 health crisis and the significant drop in the price of oil could be an economic crisis to Alaska and we need to ensure that we do not contribute to that crisis. It is important that state government does not shut down.*

*The announcement on March 9 suspending Out-of-State Travel is a not just a direct response to the COVID-19 crisis. The Travel Restriction and the Hiring Freeze is an effort to control state spending in response to the volatility in the price of oil in world markets. The Hiring Freeze will have significant impacts on the Department and we are actively working on mitigating measures. Personnel shortages can directly impact the safety of the traveling public and our ability to conduct many of our major lines of business.*

*The Hiring Freeze does include a couple of exceptions applicable to DOT&PF, including on-call non-perms and positions fully funded by federal funds. We've also asked for additional hiring exceptions (blanket hiring waiver) for a number of Mission Critical groups and are waiting for that approval.*

*Until that happens, and for any other recruitment requests, I've attached a fillable PDF recruitment request memo to assist you in keeping our workforce up to the performance levels we need. Please note there is some detailed information required and a number of approvals. Take the effort to provide sufficient detail and accuracy to ensure approval.*

*John MacKinnon*  
Commissioner