



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Administration**

KELLY TSHIBAKA, COMMISSIONER

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December 13, 2019

Juneau, AK 99801

**Subject:** Transfer of Duty Station,

Dear

I must notify you that the office you currently perform work in as  
, is being relocated to Anchorage effective March 16, 2020.

The Violent Crimes Compensation Board (VCCB) was established to help mitigate financial losses that are the direct result of violent crimes that occur to Alaskans and visitors to Alaska. In addition, the Board helps to foster victim advocacy and services and promotes victim recovery. The small office has a client base that is largely located in Anchorage and the Mat-Su areas; the VCCB board members are also based in Anchorage.

Moving the VCCB staff and office to Anchorage would better serve the client base and give the Board members better oversight and access to the office and staff. The move would reduce budgets and create efficiencies for clients as well as create more effective communication and greater customer satisfaction since VCCB would be more accessible to them. A final benefit is the significant reduction in travel budget and the ability to streamline processes. Because this position is needed in the move. It is important to be in the same office space with Keeping the a different location would cause additional expenses and hinder the efficiencies and streamlining processes.

Although the relocation of this position is necessary, we are very cognizant of the impact this will have on you personally. The Department is committed to working with you in making this transition as smooth as possible. As we discussed, you are welcome to relocate to Anchorage along with this office. If you choose this option, we can discuss any future leave you may need surrounding your relocation. If you elect to relocate with this position, the Department will reimburse expenses as outlined in the Alaska Administrative Manual (AAM) 60. Moving section.

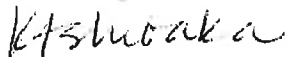
While we would be happy to have you join the Anchorage office, we understand if you choose not to relocate. If you should choose not to relocate, you are welcome to continue working in this position until the office relocation occurs. If you elect to decline the relocation, the layoff process will be initiated. If this is what you choose, the effective date of layoff would be March 16, 2020. For your reference, I have enclosed information regarding layoffs. Also enclosed is a form titled Conditions of Employment Upon Return from Layoff. This form allows you to select the location and position statuses in which you will accept employment. If you decide not to complete and return this form, you will be placed on layoff for the job classification, location and position status from which layoff occurred. Of course, if you are interested, you are also encouraged to apply for vacant positions for which you qualify, through Workplace Alaska.

Please know you are more than welcome to call Eric Hotchkiss, Human Resource Manager to answer any questions you may have regarding all this information. He can also assist you with answering any questions you may have about applying for vacant positions through Workplace Alaska. We want you to have as much information as possible so you can make the best decision for you. He can be reached at 907-465-4781 or via email at [eric.hotchkiss@alaska.gov](mailto:eric.hotchkiss@alaska.gov).

If you accept the duty station transfer, you are entitled to remain in this position. If you decline the relocation, then you will be placed on layoff in your current classification on the effective date of the relocation.

Please sign below to indicate if you accept or decline the office relocation and return your response to me within 10 working days.

Sincerely,



Kelly Tshibaka  
Commissioner  
Department of Administration

Accept transfer to Anchorage \_\_\_\_\_  
Signature Date

Decline transfer to Anchorage \_\_\_\_\_  
Signature Date

Enclosure

cc:

Mr. Eric Hotchkiss, HR Manager, Department of Administration