Alaska Land Mobile Radio Communications System

Employee Termination Procedure 200-1

Version V11

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Document Revision History

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Acronyms and Definitions

Alaska Federal Executive Association (AFEA): federal government entities, agencies, and organizations, other than the Department of Defense, that operate on the shared ALMR system infrastructure.

Alaska Land Mobile Radio (ALMR) Communications System: the ALMR Communications System, which uses but is separate from the State of Alaska Telecommunications System (SATS), as established in the Cooperative and Mutual Aid Agreement.

Alaska Municipal League (AML): a voluntary non-profit organization in Alaska that represents local governments.

Alaska Public Safety Communication Services (APSCS): a State of Alaska (SOA) office in the Department of Pubic Safety (DPS) that operates and maintains the SOA Telecommunications System (SATS) supporting ALMR and provides public safety communication services and support to state agencies.

Department of Defense – Alaska: Alaskan Command, US Air Force and US Army component services operating under United States Pacific Command and United States Northern Command.

Department of Public Safety (DPS): a State of Alaska (SOA) department where the SOA Telecommunications System (SATS) and ALMR programs reside.

Executive Council: governing body made up of three voting members and two associate members representing the original four constituency groups: the State of Alaska, the Department of Defense, Federal Non-DOD agencies (represented by the Alaska Federal Executive Association), and local municipal/government (represented by the Alaska Municipal League and the Municipality of Anchorage).

Local Governments: those Alaska political subdivisions defined as municipalities in AS 29.71.800(13).

Municipality of Anchorage (MOA): the MOA covers 1,951 square miles with a population of over 300,000. The MOA stretches from Portage, at the southern border, to the Knik River at the northern border, and encompasses the communities of Girdwood, Indian, Anchorage, Eagle River, Chugiak/Birchwood, and the native village of Eklutna.

Operations Manager: the Operations Manager represents the User Council interests and makes decisions on issues related to the day-to-day operation of the system and any urgent or emergency system operational or repair decisions. In coordination with the User Council, the Operations Manager establishes policies, procedures, contracts,

organizations, and agreements that provide the service levels as defined in the ALMR Service Level Agreement.

Operations Management Office (OMO): develops recommendations for policies, procedures, and guidelines; identifies technologies and standards; and coordinates intergovernmental resources to facilitate communications interoperability with emphasis on improving public safety and emergency response communications.

State of Alaska (SOA): the primary maintainer of the SATS (the State's microwave system), and shared owner of the system.

State of Alaska Telecommunications Systems (SATS): the State of Alaska statewide telecommunications system microwave network.

System: the ALMR Communications System, as established in the Cooperative and Mutual Aid Agreement, and all System Design/System Analysis (SD/SA) and System Design/System Implementation (SD/SI) documents.

System Management Office (SMO): the team of specialists responsible for management of maintenance and operations of the system.

User/Member: an agency, person, group, organization, or other entity which has an existing written Membership Agreement to operate on ALMR with one of the parties to the Cooperative and Mutual Aid Agreement. The terms user and member are synonymous and interchangeable.

User Council: governing body responsible for recommending all operational and maintenance decisions affecting the system. Under the direction and supervision of the Executive Council, the User Council has the responsibility for management oversight and operation of the system. The User Council oversees the development of system operations plans, procedures and policies under the direction and guidance of the Executive Council.

1.0   Purpose

This document serves to define roles and responsibilities for the Alaska Land Mobile Radio (ALMR) Communications System Operations Management Office (OMO) and System Management Office (SMO) employees, contractors, subcontractors, and any user agency regarding the departure or termination of personnel assigned to activities on, or having access to, the system.

2.0   Overview

Employees generally leave their position in one of two ways, either by giving notice of resignation or through termination. Although employees that resign generally are not ones that would inflict harm or damage to persons or property, ALMR policy requires additional measures to ensure the safety and security of the system. The same precautions shall be applied in either case.

3.0   Roles and Responsibilities

3.1   Executive Council

The Executive Council (EC) shall be responsible for the management and enforcement of sanctions when violations of the Employee Termination Procedure warrant such action.

3.2   User Council

The User Council (UC) shall be responsible for the formal approval of the Employee Termination Procedure, and any substantial revisions hereafter.

3.3   Operations Management Office

The Operations Management Office (OMO) will:

- Ensure termination procedures for departing personnel are completed,
- Ensure that all security precautions are taken when an employee is terminated,
- Immediately notify the UC and EC if there are any instances where access to the system was breached by departing/terminated employees,
- Ensure system access accounts are disabled/deleted,
- Ensure desk and storage facility keys are recovered,
- Ensure access cards are collected and disabled or provided to the appropriate agency to disable,
- Ensure room access codes are changed,
- Ensure email and phone voice mail accounts are deleted,
- Ensure any paperwork/electronic files for on-going projects are collected,
- Ensure all equipment issued to the individual is collected, and

- Maintain a record copy of the completed checklist (Attachment A), as appropriate.

3.4   System Management Office

The System Management Office (SMO) will be responsible for applicable contractors or subcontractors assigned to any functions within the SMO area of responsibility. The System Manager shall:

- Notify the Operations Manager of resignations/terminations of contractor or subcontractor personnel,
- Ensure System accounts/passwords are disabled/deleted,
- Ensure desk, storage facility, and room locks are re-keyed, or door access codes are changed, as required,
- Ensure email and phone voice mail accounts are deleted,
- Ensure access cards are collected and disabled, or provided to the appropriate agency to disable,
- Ensure any paper/electronic files for on-going projects are collected, and
- Ensure all equipment issued to the individual is collected/accounted for.

3.5   Member Agencies

3.5.1   Individual agencies are responsible for developing their own termination procedures and applying them accordingly.

3.5.2   Agencies must notify the OMO or the SMO immediately of employee resignations/terminations to ensure all access accounts to the system are disabled/ deleted.

Agencies will also collect any issued equipment that accesses the ALMR system, or report it as missing/stolen immediately, if unable to collect it.

3.6   Verification Agent

The individual assigned will:

- Collect facility/storage keys, as required,
- Collect access cards, as required,
- Collect all issued equipment, as required,
- Complete the employee termination checklist,
- Provide a note of explanation for any checklist items that could not be completed (i.e., checklist item "Collect any filing cabinet/desk keys;" provide explanatory note i.e., "Member stated they had lost the keys."), and
- Provide the completed checklist to the Operations Manager.

4.0   Compliance

Compliance with the Employee Termination Procedure is outlined in ALMR Employee Termination Policy Memorandum 200-1.

Appendix A
Employee Termination Checklist

Verification agent will complete each item, as applicable. Provide an explanatory note for those items you are unable to complete.

A   **N/A**

☐ ☐   Collect identification badge(s).

☐ ☐   Collect access key(s).

☐ ☐   Collect building access card(s). Cards not recovered will be immediately disabled.

☐ ☐   Notify the Troopers of employee termination and request they change the offsite media safe storage area combination (when applicable).

☐ ☐   Collect the offsite media storage filing cabinet key.

☐ ☐   Collect filing cabinet/desk key(s).

☐ ☐   Change door access code(s).

☐ ☐   Delete/change the Network Management account logon and password.

☐ ☐   Delete/change any Original Equipment Manufacturer (OEM) passwords.

☐ ☐   Change any shared passwords.

☐ ☐   Export and archive employee email and any work-related documents.

☐ ☐   Delete email address, as applicable.

☐ ☐   Check and respond to any telephone voice mail messages.

☐ ☐   Delete/change phone voice mail message.

☐ ☐   Change any offsite storage combinations.

☐ ☐   Collect government issued equipment (check with the Asset Manager for a detailed list).

A = Applicable   N/A = Non-Applicable

A   **N/A**

☐   ☐   Collect any issued ALMR radios. Any radios unable to be accounted for will be temporarily removed/disabled from the system.

☐   ☐   Obtain forwarding address and phone number for the departing employee

☐   ☐   Have the employee box up their personal belongs while being observed (hostile termination)

☐   ☐   Escort the employee to the door (hostile termination)

A = Applicable   N/A = Non-Applicable

Verifying official's signature: _____Date: _____