



# ALASKA LAND MOBILE RADIO

## Alaska Land Mobile Radio Communications System

### Asset Management Procedure 400-8

Version 15

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Developed in conjunction with:



**Bering Straits Information Technology, LLC**

A Subsidiary of the Bering Straits Native Corporation



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## Document Revision History

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## **Acronyms and Definitions**

**Agreement:** shortened term used to refer to the Cooperative and Mutual Aid Agreement, Service Level Agreement, or Membership Agreement within each associated document after the initial use.

**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, as established in the Cooperative and Mutual Aid Agreement.

**Alaska Municipal League:** 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 Public Safety (DPS) that operates and maintains the SOA Telecommunications System (SATS) supporting ALMR and provides public safety communication services and support to state agencies.

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

**APCO Project 25 (P25):** is a set of standards produced through the joint efforts of the Association of Public Safety Communications Officials International (APCO), the National Association of State Telecommunications Directors (NASTD), selected Federal Agencies and the National Communications System (NCS), and standardized under the Telecommunications Industry Association (TIA). The P25 suite of standards involves digital Land Mobile Radio (LMR) services for local, state/provincial, and national (federal) public safety organizations and agencies.

**Base Station:** a fixed transmitter (i.e., consolette, Quantar, Motorola Summit Station GTR 8000).

**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.



**Encryption:** the process of coding data so that a specific code or key is required to restore the original data. Used to make transmissions secure from unauthorized reception.

**Executive Council:** governing body which is 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).

**Help Desk:** where repair, maintenance, and programming issues/problems are reported; under the ALMR System Manager.

**Information Systems Security Manager (ISSM):** the individual responsible for establishing and maintaining security controls that ensure the availability, confidentiality, and integrity of the ALMR system.

**Infrastructure:** the physical hardware used to interconnect computers and users. Infrastructure includes the transmission media, including telephone lines, cable television lines, satellites, antennas, and also the routers, aggregators, repeaters, and other devices that control transmission paths. Infrastructure also includes the software used to send, receive, and manage the signals transmitted.

**Member:** a public safety agency including, but not limited to, a general government agency (local, state, tribal or federal), its authorized employees and personnel (paid or volunteer), and its service provider, participating in and using the system under a Membership Agreement.

**Membership Agreement:** the agreement entered between the ALMR Operations Management Office, as the designated agent for the Executive Council, and the user agency, which sets forth the terms and conditions under which the system provides services to the user agency and the user agency's responsibilities while operating the System.

**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 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.

**Portable Radio:** a hand-held, low-power, two-way radio.



**Return Authorization:** authorization needed by the System Support Center prior to sending equipment in for repair.

**Risk Management Framework (RMF) for DoD Information Technology (IT):** a structured approach used to oversee and manage risk for an enterprise. The program and supporting processes to manage information security risk to organizational operations (including mission, functions, image, reputation), organizational assets, individuals, other organizations, and the Nation, and includes: (i) establishing the context for risk-related activities; (ii) assessing risk; (iii) responding to risk once determined; and (iv) monitoring risk over time. Requires the completion of the Assessment and Authorization (A&A), formerly certification and accreditation (C&A), process which results in an Authorization Decision (AD). The system must be reauthorized no later than every three (3) years.

**Service Level Agreement:** outlines the operations and maintenance services as required by the User Council membership for the sustainment and operation of the ALMR infrastructure. The performance metrics contained in the SLA describes the maintenance standards for the ALMR system infrastructure. ALMR cost share services are also outlined in the SLA.

**State of Alaska (SOA):** the primary maintainer of the State's microwave system, and shared owner of the System. The State of Alaska sponsors local/municipal agencies onto the system.

**Subscriber:** an individual or organization that is uniquely identified within the system as a user of services.

**Subscriber Equipment:** portable, mobile and console equipment that is intended to operate on the ALMR infrastructure for day-to-day intra-agency communications and/or inter-agency cross-jurisdictional interoperability purposes. Subscriber equipment can also include network management terminals, key management facility equipment, gateway and other assets which are determined not to be a cost share burden in applicable Memoranda of Agreement (MoAs).

**System:** the ALMR Communications System, as established in the Cooperative and Mutual Aid Agreement and as described in 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.

**Transportable Unit:** a fully self-sustaining portable ALMR communications site that can be used as a stand-alone site anywhere in the state, as a replacement site if an existing site fails or is destroyed or to add channel capacity to an existing site during an incident or special event.



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**User:** an agency, person, group, organization, or other entity which has an existing written Membership Agreement with one of the parties to the Cooperative and Mutual Aid Agreement. The terms user and member are synonymous and interchangeable. All terms and conditions of the Cooperative and Mutual Aid agreement defined apply to local/municipal government agencies that are sponsored/represented by the State of Alaska.

**User Council (UC):** 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 operations 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.

**Zone:** a grouping of channels within the radio; also refers to the two geographic areas of division pertaining to the Master Controllers (Zone 1 and Zone 2).





## **1.0 Purpose**

This procedure documents the process for tracking all user agency-owned Alaska Land Mobile Radio (ALMR) Communications System infrastructure equipment, spare infrastructure equipment, software, and subscriber units that connect to ALMR, hereafter known as the “system.”

All assets connected to the system should be inventoried, and the information provided to the ALMR Asset Manager, or a designee, and validated.

Contracted inventory management may include accountability of infrastructure equipment and spare equipment. Inventory services are available to all user agencies; interested parties may contact the ALMR Help Desk for more information.

## **2.0 Roles and Responsibilities**

### **2.1 Executive Council**

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

### **2.2 User Council**

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

### **2.3 System Management Office**

The System Management Office (SMO) is responsible for the execution of the Asset Management Procedure and maintenance of the master inventory list.

The SMO maintains records of all reported infrastructure equipment, spare infrastructure equipment, subscriber units, and software using the Help Desk and Asset Management tracking software tool in accordance with Records Management Procedure 300-1.

In addition, the SMO maintains a permanent record of all audits, missing, lost or stolen equipment and provides periodic inventory and accountability information to the owning agencies as outlined in Section 3.7, Reports.

Only SMO personnel have access and authority to make changes to the master inventory list. This maintains the integrity and accountability of the inventory system.





## **2.4 Information Systems Security Manager**

Database server backups and validations for the Help Desk and Asset Management tracking software tool are the responsibility of the ALMR Information Systems Security Manager (ISSM). At a minimum, automatic/manual backups are scheduled to be performed as follows:

- Daily Full backup – Monday thru Friday
- Monthly full backup – First business day of the month

These backups are labeled and placed in a fireproof file cabinet located off site.

## **2.5 Agencies**

Accountability of equipment is the responsibility of the owning agency. ALMR policy is that each user agency will perform an annual inventory for accountability purposes. This inventory should include applicable infrastructure equipment, spare infrastructure equipment, system keys, and subscriber units. Each agency who owns subscriber units should ensure appropriate accountability to prevent unauthorized use or monitoring. Asset changes are reported using the Subscriber Request Form (Attachment A) (see paragraph 3.2 for detailed instructions).

The theft, loss, damage, or destruction of a subscriber unit should be immediately reported to the ALMR Help Desk at 907-334-2567 (within the Anchorage bowl) or at 888-334-2567 (outside the Anchorage bowl but within Alaska). If the subscriber unit has been lost or stolen, the reporting agency must immediately file a police report with the proper authorities ensuring that the authorities also notify the National Crime Information Center (NCIC). All means should be utilized to account for any missing equipment.

Agencies should also have an internal system to track subscriber units that have been sent out for warranty/out-of-warranty repair services.

Agencies are required to report infrastructure equipment additions and changes made on the system in accordance with paragraph 3.1.

## **3.0 Procedures**

The SMO maintains a permanent record of all reported changes to infrastructure equipment on the system, including the following information:

- Agency owning the equipment
- ALMR SOA/DOD Asset Tag Number



- Asset Type - equipment types are defined by the SMO in categories such as router, console, GTR8000, power supply, etc.
- Brief description of the equipment
- Manufacturer
- Model number (if applicable)
- Serial number - applies only if the owning agency is tracking the asset by serial number. If so, then the manufacturer serial number is documented. If the equipment has a serial number, but is not tracked by that number, then the serial number will not be documented in the Help Desk and Asset Management tracking software tool.
- Location - the location table within the Asset Management tracking system lists all site/storage locations by site name followed by the Site ID number (i.e., Portage-SZ0142128, BSIT spare storage-Fairbanks).

**NOTE:** In most cases, the site name originated from the name of an existing building or specific geographical location, as determined by the agency who built the original site.

- The Site ID Number is the number used by Motorola™ to identify system sites.
  - The digits that make up the Site ID number hold the following significance:
    - Digits 1-6 – “SZ0142” for ALMR Smart Zones or “MB0142” for MotoBridge®
    - Digit 7 – identifies the Zone in which the Master Site is located, and the site is connected to.
    - Digit 8 – this digit will be inserted only when identifying one of the following types of site:
      - ❖ B – BDA (bi-directional amplifier)
      - ❖ D – Dispatch
      - ❖ G – Gateway
      - ❖ K – KMF
      - ❖ P – SMO
      - ❖ S – Spare inventory
    - Remaining digits - identify the site number assigned by Motorola™
- Value - value of the equipment will be tracked if provided by the owning agency.
- Cost Center - accounting code the agency uses to track the costs against will be tracked if provided by the owning agency.

### **3.1 Infrastructure Equipment**

Additions or changes made to infrastructure equipment on the system should be reported by the System Technologist performing the work, by emailing the Help Desk within two business days, or by the agency authorized point of contact (POC). Upon receipt, the Help Desk opens a Service Request assigned to the SMO personnel who will update the master database accordingly.



**NOTE:** This applies only to those types of equipment that have already been validated under the Risk Management Framework (RMF) for DOD Information Technology (IT). New equipment or software must be submitted and approved using the System Change Request (CR) Management Procedure 400-3 prior to implementation. Agencies are cautioned against purchasing any equipment without first contacting one of the ALMR offices.

If a piece of infrastructure equipment has been retired or determined to be obsolete, the owning agency's POC will be notified to make arrangements to retrieve the equipment. The POC will be responsible for disposal of the equipment based on their agency's guidelines and in accordance with the Information Systems Clearing and Sanitization Procedure 200-4.

### **3.2 Subscriber Units**

All subscriber unit changes made on the system are required to be reported. These changes are reported by faxing or emailing a completed ALMR Subscriber Request Form to the Help Desk. Requests received are handled as outlined in the SMO Help Desk Procedure 400-13, Section 4.0.

Requested actions for subscribers fall into the following categories:

- Enable – to add a new subscriber to the system
- Delete – to remove a subscriber from the system
- Change –used to change information on a subscriber (normally an alias/ID change) (both the old and new information must be provided)
- Inhibit - to disable or “brick” a subscriber (Example: a radio is unable to be located, but not presumed lost or stolen and will still be carried on agency inventory.)
- Reinstate – to reactivate from inhibit

**NOTE:** Subscribers placed in “inhibit” status will be kept in this status permanently , if not requested for reinstatement by the agency.

Some user agencies (DOD) can make changes on their own system management terminal. However, this does not negate the requirement to submit a completed Subscriber Request Form to the Help Desk.

A permanent record is maintained of all reported subscriber unit additions and changes on the system including the following information:

- POC - individual within the owning agency appointed as having the authority to make changes to their subscriber units on the system. It is the responsibility of



the owning agency to notify the Help Desk of changes to the POC list when they occur.

- Asset type - subscriber units are defined by the SMO in categories of portable, mobile, or base station units.
- Serial number - manufacturer serial number.
- User alias - a unique sequence of alpha/numeric characters used to identify a specific radio and the owning organization.

**NOTE:** The SMO provides the agency unique identifier portion for the alias while the user agency provides the subscriber identity portion. Twelve digits are the maximum length allowed for the entire subscriber alias. Other than the number of digits allowed, the only restriction on the identifier is that there may be no duplicates in the ALMR system.

- Host Version - firmware version of the radio. This is the internal working code that makes this device truly “a radio.” Upgrades may be required to support new features (see flash code).
- DSP Version - software version of the Digital Signal Processor (DSP) in the radio.
- Secure Version - software version installed in the encryption module (sometimes referred to as UCM – Universal Crypto Module).
- Flash Code - code that describes the options purchased with the radio.

### **3.3 Advanced System Keys - iButtons**

The SMO will maintain the owning agency name, serial number, and expiration date as part of the permanent record on all assigned iButtons and/or software.

The agency designated point of contact must maintain a current list of individuals who they assign keys to. (See System Key Usage Procedure 400-16.)

### **3.4 Spare Equipment**

It is the responsibility of the owning agency to maintain a supply of spares for the ALMR infrastructure equipment they own. All agencies are required to report their spare infrastructure equipment to the Asset Manager for tracking.

In the event of an emergency, should the owning agency find they do not have a spare available, they can contact the Help Desk to assist them in locating a spare from another agency that may be available to them to temporarily borrow.

The Help Desk will open a Service Request assigned to the SMO personnel. The SMO will contact the appropriate agency to obtain permission and will immediately contact the System Technologist to advise whether permission has been granted.



It is the owning agency's responsibility for making the determination whether the repaired equipment will need to be exchanged out with the spare used. In the event it does, the Asset Manager will open a Service Request in the Help Desk and Asset Management tracking software tool. The exchange will take place during the next scheduled site visit.

If the emergency occurs after hours, the System Manager may be contacted directly for coordination with another agency. Under no other circumstance should the process of obtaining permission be circumvented.

### **3.5 Software**

All user agencies are required to report any software installed on their equipment that is attached to the system for the SMO to track. The following information should be provided:

- Owning agency
- Software title
- Asset ID of equipment installed on
- Asset name of equipment installed on
- Manufacturer of equipment installed on
- Model of equipment installed on
- User name where equipment is issued to
- Location where equipment is located

**NOTE:** This applies only to software that has already been validated under the RMF. New software must be submitted using the System Change Request (CR) Management Procedure 400-3 prior to installation.

### **3.6 Annual Inventory**

The SMO will provide owning agencies with an annual inventory, which lists all reported infrastructure equipment, spare infrastructure equipment, software, system keys, and subscriber units, as outlined in Section 3.7.2.1.

### **3.7 Reports**

The Asset Manager provides the following reports via email to the owning agency appointed POC. These reports are based on information reported by the owning agency and contain information specific to equipment owned only by that agency.



### 3.7.1 Monthly Report

The monthly Help Desk Metrics Report will provide a list of all additions, changes and deletions made to infrastructure and spare equipment, subscriber units and/or transportable system equipment for each agency. This report is sent to those agencies with Network Management Terminals. The report reflects activity for the previous month.

### 3.7.2 Annual Reports

#### 3.7.2.1 Annual Inventory Report

An annual audit report (Attachment B) containing all reported infrastructure equipment, spare infrastructure equipment, software, system keys, and subscriber units will be provided to owning agency POCs no later than the end of December each year. This report will show current inventory based on prior information reported by the owning agency. At a minimum, the report will contain the following information:

- Report date
- Owning organization
- Site name and ID number, if applicable (does not apply to subscriber units)
- Asset type and description
- Manufacturer
- Model number and serial number if applicable
- Location of equipment (does not apply to subscriber units)
- Value and/or Cost Center, if provided by the owner agency

Within two weeks of receipt, the POC should reconcile the report against their records and forward any discrepancies via email or fax to the SMO. The SMO will open a Service Request to document and make any changes necessary to the System Network Management Terminal (NMT) and/or the master inventory list.

## **4.0 Compliance**

Compliance with the Asset Management Procedure is outlined in the ALMR Asset Management Policy Memorandum 400-8.









## **Attachment B Annual Report – Example**



**ALASKA LAND MOBILE RADIO**

**ALMR Annual Account Audit**

October 1, 2013

For  
Name of Agency



## Alaska Land Mobile Radio Communications System Asset Management Procedure 400-8

The following is the most current information we have on file for your agency. As a requirement of your membership agreement, please assist us in updating your records by making any additions, changes or deletions to the following information. If you need assistance or have any questions please contact the ALMR Help Desk at 907-334-2567 or 888-334-2567 within Alaska, outside the Anchorage calling area. If we do not hear back from you within 14 business days from the date of this report we will assume there are no changes to be made to our information.

Member:  
 Physical Address:  
 Mailing Address (if different):  
 Primary Account Point of Contact(s) (POC):  
 Title:  
 Wk Phone:  
 Cell Phone:  
 Fax:  
 Email:

**Sub Agency:**

*If you have radios that need to be tracked as a separate entity please complete the following:*

Sub Agency Name:  
 Primary Account Point of Contact (POC):  
 Title:  
 Wk Phone:  
 Cell Phone:  
 Fax:  
 Email:

*The following is a list of other POC's currently authorized for your agency. The primary account POC is the only individual who has the authority to make changes to the authorized POC's and notification list.*

	<b>Radios</b> Allowed to Add, Change, Delete, or Request Information	<b>Passwords</b> Allowed to Add, Change, Delete, or Reset User Passwords on Consoles & Network Management Terminal	<b>Inventory</b> Receives annual Infrastructure & Radio inventory lists for verification	<b>Notification List</b> Receives site outage and issue notifications for all sites
Name: Title: Wk Phone: Cell Phone: Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Wk Phone: Cell Phone: Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Wk Phone: Cell Phone: Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## *Alaska Land Mobile Radio Communications System Asset Management Procedure 400-8*

### Current Radio List:

Radio User Alias	Security Group	Radio Serial Number	Radio ID	Data Enabled	Radio User Capabilities Profile Alias	Radio User Site Access Profile Alias
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The ALMR System Management Office provides the agency identifier portion for the alias while the user agency provides the unique identity portion. Twelve digits are the maximum length allowed for the entire user alias. The Radio User Alias prefix that has been assigned to your agency is "APV." All radios for your agency must be entered with this prefix. This leaves you 9 digits, includes spaces, for you to use for your unique identity portion (i.e. APV Dispatch, APV 2).

### Current Infrastructure List: