



# **Alaska Land Mobile Radio Communications System**

## **Employee Termination Procedure 200-1**

**Version V13**

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## Document Revision History

<b>Date</b>	<b>Reason for Changes</b>	<b>Version</b>
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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, as established in the Cooperative and Mutual Aid Agreement.

**Alaska Municipal League (AML):** a voluntary non-profit organization in Alaska that represents 165 cities, boroughs, and unified municipalities.

**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 providing public safety communication services and support to state agencies.

**Department of Defense (DoD) – 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(14).

**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 (OM):** 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 operational or repair decisions; establishes policies, procedures, contracts, organizations, and agreements that provide the service



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levels as defined in the ALMR Service Level Agreement in coordination with the User Council.

**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 State's infrastructure system, and shared owner of the system. The State of Alaska sponsors local/municipal agencies onto 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 any 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:** 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. 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:** 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.



## **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.



- 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.
- 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**

When utilized, 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.").
- Provide the completed checklist to the Operations Manager.



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## **4.0 Compliance**

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





## **Appendix A Employee Termination Checklist**

The 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 Department of Public Safety 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).



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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 departing employee.
- Have the employee box up their personal belongings while being served. (hostile termination)
- Escort the employee to the door (hostile termination)

A = Applicable      N/A = Non-Applicable

Verifying official's signature: \_\_\_\_\_ Date: \_\_\_\_\_