



Alaska Land Mobile Radio Communications System

Facility Security Penetration Procedure 200-2

Version V14

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Table of Contents

Document Revision History	ii
Acronyms and Definitions	iii
1.0 Purpose	1
2.0 Overview	1
3.0 Roles and Responsibilities	1
3.1 Executive Council	1
3.2 User Council	1
3.3 Operations Management Office	1
3.4 System Management Office	2
3.5 Office of Information Technology	2
3.5 Trusted Agent/OMO Staff	2
4.0 After Action Review.....	2
5.0 Compliance	3
Appendix A Security Penetration Procedural Checklist	4



*Alaska Land Mobile Radio Communications System
Facility Security Penetration Procedure 200-2*

Document Revision History

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3/23/2011	Approved by the User Council - final.	1
4/20/2012	Annual review. Approved by the User Council - final.	2
4/3/2013	Annual review. Approved by the Operations Management Office - final.	3
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Alaska Land Mobile Radio Communications System Facility Security Penetration Procedure 200-2

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).

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.

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.



Alaska Land Mobile Radio Communications System Facility Security Penetration Procedure 200-2

Operations Manager (OM): 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 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 ALMR 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 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. 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: 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 as the guideline for conducting annual testing of the physical security measures protecting the Alaska Land Mobile Radio (ALMR) Communications System assets located in Anchorage and Fairbanks and defines the roles and responsibilities for the Operations Management Office (OMO), System Management Office (SMO), and the State of Alaska (SOA) Alaska Public Safety Communications Service (APSCS).

2.0 Overview

The ALMR system has two primary zone controllers; one is located in the North Zone, and one located in the South Zone. The Zone 2 (North Zone) controller is located in Fairbanks and the Zone 1 (South Zone) controller is located in Anchorage. Access to the general public is controlled by the State and the Department of Defense.

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 Facility Security Penetration Procedure warrant such action.

3.2 User Council

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

3.3 Operations Management Office

The OMO will:

- Ensure unannounced building security penetration testing is conducted once each calendar year, at a minimum.
- Immediately notify APSCS manager or DoD representative if the penetration test reveals a serious threat to life, State or Federal property, or presents an environmental hazard.
- Prepare an audit report of findings and provide a copy to SOA APSCS or DoD.
- Maintain a copy of the report on file.
- Work with the SMO and APSCS to update procedures and brief personnel, if unauthorized access is gained.
- Provide results to the User Council on the results annually.



Alaska Land Mobile Radio Communications System Facility Security Penetration Procedure 200-2

- Challenge all unknown personnel without a valid access badge or any unescorted visitor encountered.

3.4 System Management Office

The SMO will:

- Challenge all unknown personnel without a valid access badge or any unescorted visitor.
- Ensure the zone controller room is properly secured at all times.
- Ensure ALMR personnel are aware and trained in access requirements and procedures.

3.5 Alaska Public Safety Communications Service

APSCS will:

- Challenge all unknown personnel without a valid access badge or any unescorted visitor.
- Ensure the zone controller room is properly secured at all times.
- Ensure APSCS personnel are aware and trained in access requirements and procedures.

3.6 Trusted Agent/OMO Staff

Any/all of the following shall be attempted by a trusted agent/staff member:

- Attempt to gain access directly through the main facility entry point, fail to obtain a visitor badge and/or fail to sign in.
- Walk the perimeter and attempt to gain access through any unsecured door.
- Attempt to roam the building unescorted and unchallenged.
- Attempt to enter the Operations Management and System Management Offices and the zone controller area unchallenged, if building access is gained.
- Attempt to leave the facility without signing out or returning the visitor badge.
- Complete the security penetration checklist (Appendix A) to document the results.

4.0 After Action Review

Results of the facility penetration attempt, if successful, will be provided to SOA APSCS by the Operations Manager. Procedural changes, if needed, will be discussed, agreed upon, and implemented by each organization.

Both ALMR and APSCS staff personnel will then be briefed, accordingly.



Alaska Land Mobile Radio Communications System Facility Security Penetration Procedure 200-2

5.0 Compliance

Compliance with the Facility Security Penetration Procedure is outlined in ALMR Facility Security Penetration Policy Memorandum 200-2.



*Alaska Land Mobile Radio Communications System
Facility Security Penetration Procedure 200-2*

**Appendix A
Security Penetration Procedural Checklist**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unannounced visitor enters facility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unannounced visitor is stopped upon entering the facility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APSCS staff inquires who the visitor is there to see.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APSCS staff ensures that visitor signs in on the visitor log and is assigned a visitor badge to be worn visibly while on premise.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APSCS staff calls person being visited and requests that they come and escort the visitor to their area, or escorts the visitor to the requested person/area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Person being visited is not in. Alternative group/person (OMO or SMO) contact is attempted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No internal contact can be made. Visitor is turned away.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitor requests access to the zone controller room. Was access granted by the SMO or APSCS staff?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unescorted visitor wanders around the facility and is stopped and questioned as to his/her business.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unescorted visitor gains access to the zone controller room, OMO or SMO office areas (circle each one that was penetrated).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unescorted visitor leaves the facility without signing out and retains their visitor badge.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OMO staff member/trusted agent walks the building perimeter and gains access through unsecured door.

NOTE: "N/A" means not applicable.

Signature: _____

Date: _____