



**ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL**  
(A Federal, State and Municipal Partnership)



**MEMORANDUM FOR ALMR Executive Council**

**November 27, 2006**

**FROM: DoD Executive Co-Chair**

**SUBJECT: November 30, 2006, ALMR Executive Council Meeting Agenda  
(2 Hours)**

**TO: See Distribution**

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1. **Call to Order.** Colonel Clifton, Executive Co-Chairman, will call the meeting to order at 5500 East Tudor Road, Alaska State Crime Lab Library, at 13:30 p.m. Roll will be taken. (5 Min)

2. **Opening Statements and Other Announcements.**

3. **Approval of Previous Meeting Minutes.** ALMR Executive Council Meeting minutes, dated August 23, 2006. (Atch 1) (5 Min)

4. **ALMR Project Status.**

a. ALMR Project Status: Implementation activities report. (Open) (Atch 2 & 3)  
(15 Min)

Status of activities to be provided by:

- (1) DoD PM, Mr. Woodall – Status update
- (2) State PM, Dr. Jones – Status update
  - Site Risk Analysis
- (3) AML PM, Mr. Erickson – Status update

b. Tri-Borough Project. Mr. Erickson will provide an update on current plans and activities regarding the Tri-Borough Focus Project. (Open) (5 Min)

5. **Old Business.**

a. **Action Items Recommended as Closed**

b. **Actions Items Still Open**

(1) The Joint Project Office, in coordination with the ALMR User Council, will develop an ALMR training strategy and a training roadmap, to include communications exercises. The Executive Council requires a tool to ensure Team Alaska is prepared to operate ALMR on a day-to-day basis and is poised to conduct a full operational assessment during Alaska Shield/Northern Edge '07.

(2) Service Level Agreement Update. A motion was made and approved by the ALMR Executive Council to release the Service Level Agreement (SLA) for coordination with the partnership agencies that make up the ALMR User Council. Agency comments were requested by 18 October 2006 for adjudication by the User Council.

The SLA was coordinated and approved by the User Council.

**Motion: Recommend the ALMR Executive Council accept the User Council's approval of the Service Level Agreement and its release for distribution to the User community.**

(3) Cooperative Agreement. A motion was made and approved to approve the ALMR Communications System Cooperative Agreement, Rev 5, dated Aug 9, 2006, and all Appendices as a final draft for formal coordination by the participating agencies. The Cooperative Agreement was distributed for coordination with comments due by 18 October 2006. Comments were received and consolidated (Atch 4), and are recommended for inclusion, as written.

**Motion: Move to approve the recommended changes received during agency coordination of the ALMR Communications System Cooperative Agreement, Revision 5, dated 9 August 2006; incorporate the changes into the Cooperative Agreement, and release it for final signatures.**

(4) Trooper Encryption: A summary of the Trooper's encryption decision and their status in transitioning to ALMR. (Dr. Jones) (5 Min)

## **6. Executive Council Focus Areas.**

- a. ALMR User Council. (5 Min)
- b. Transition/Cutover Status. (5 Min)

## **7. New Business.**

- a. Approval of User Council Charter (Atch 5). (Major Matt Leveque) (5 Min)

**Motion: Move that the Executive Council approve the updated User Council Charter, dated 27 November 2006.**

b. Note the appointment of two new User Council representatives. (Mr. Joe Quickel) (5 Min)

(1) US Department of Justice, Federal Bureau of Investigation (Atch 6)

(2) US Department of Homeland Safety, Transportation Security Administration (Atch 7)

c. Discussion and agreement on final process for approval of Membership Agreements, and approval of current Membership Agreements (Atch 8). (Major Matt Leveque) (15 Min)

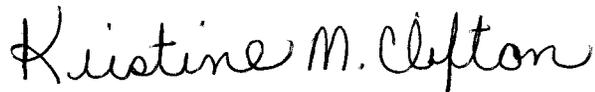
d. Summary of the success/challenges of using ALMR during the terrestrial communications affecting Fairbanks in mid October 2006. (Mr. Joe Quickel/Mr. Casey Borg) (5 Min)

e. Report from the State Project Manager on O&M funding and current status of the state budget for ALMR and DOA. (Dr. Jones) (5 Min)

f. Discussion concerning replacement for Ms. Deborah Smith, US Attorney Office.

**8. Next Meeting.** Proposed for January 25, 2007, 1:30 p.m. at the Alaska State Trooper facility conference room.

**9. Adjourn Meeting.**



KRISTINE M. CLIFTON, Colonel, USAF  
Department of Defense, Executive Co-Chair  
ALMR Executive Council

8 Atch:

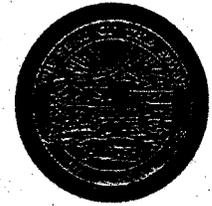
1. Executive Council Meeting Minutes, 23 August 2006
2. ALMR Project Status Implementation Activities Report
3. ALMR Site Status Report
4. Matrix Comments on Cooperative Agreement and Appendices
5. User Council Charter
6. Appointment Letter for US Department of Justice, Federal Bureau of Investigation, Anchorage Division
7. Appointment Letter for Homeland Safety, Transportation Security Administration, Law Enforcement
8. Membership Agreements for Executive Council Approval

Distribution:

SoA DPS, Commissioner William Tandeske  
ALCOM/J6, Colonel Kristine Clifton  
AML, Ms. Heather Handyside  
ALCOM/J64, Mr. Timothy Woodall  
SoA DOA, Dr. Kenneth Jones  
AST, Major Matthew Leveque



ALASKA LAND MOBILE RADIO EXECUTIVE COUNCIL  
(A Federal, State and Municipal Partnership)



Memorandum for ALMR Executive Council

23 August 2006

FROM: DoD Co-Chair

SUBJECT: 10 August 2006 ALMR Executive Council Meeting Minutes

TO: See Distribution

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**Executive Council Members Present:**

Commissioner Bill Tandeske	State of Alaska, Department of Public Safety
Colonel Kristine Clifton	Alaskan Command
Ms. Heather Handyside	Alaska Municipal League
Ms. Deborah Smith	US Attorney Office

**ALMR Project Team Members Present:**

Mr. Tim Woodall	DoD Project Manager
Dr. Ken Jones	SoA Project Manager
Mr. Trygve Erickson	Alaska Municipal League
Mr. Brad Johnson (via telecom)	User Council Vice-Chair
Ms. Toni Dixon	ALMR Project Team
Ms. Melissa Marshall	ALMR Project Team
Mr. Joe Quickel (via telecom)	ALMR Project Team
Ms. Ruthi Muffler	ALMR Project Team
Ms. Sharon White	SoA ETS Project Manager

1. **Call to order:** Colonel Clifton called the meeting to order at 1:37 p.m.
2. **Opening Statements and Other Announcements:** Colonel Clifton thanked the State of Alaska for transferring the Department of Corrections off of the channel that interfered with DoD operations at Elmendorf AFB. She also stated she greatly appreciated the State's continuing efforts to resolve interference plaguing other channels on the ALMR network.
3. **Approval of Previous Meeting Minutes (11 May 2006):** No issues. Motion made to approve the minutes, as written.

For the Executive Council, the motion was made by Ms. Handyside and seconded by Commissioner Tandeske. **The motion was carried and approved.**

**4. ALMR Project Status:**

**a. PMO DoD: Mr. Woodall briefed:**

- 1) Implementation CY05: The DoD has completed all tasks and is finalizing as-built documentation.
- 2) Implementation CY06:
  - a) The Byers Creek site is still pending SoA connectivity and power.
  - b) The Tsina site is still pending SoA connectivity and power.
  - c) Both transportable ALMR units (North and South) are complete. The transporter North is complete and the transporter South is 60 percent complete.
- 3) Transition: All DoD agencies are transitioned to the ALMR infrastructure.
- 4) In Building System Design and Analysis (SDA): The in building SDA and Critical Design Review were completed for DoD installations and critical infrastructure. Contract award to install in building coverage is expected by the end of September 2006.
- 5) Motobridge SDA: The SDA and Concept of Operations (CONOPS) will be completed in December 2006.
- 6) 7.1 Upgrade: The contract was awarded to Motorola; their team is on site and the initial assessments of north and south zone controllers are complete.
- 7) Memoranda of Agreements (MoAs): The DoD has 20 MoAs out to the respective agencies for coordination and comment.
- 8) Operations Implementation:
  - a) Cooperative Agreement: The Cooperative Agreement underwent an extensive review and editing to standardize it with all associated documents. There is further discussion concerning the Cooperative Agreement under "Old Business."
  - b) Maintenance and System Management: The DoD is working with the 3rd Contracting Squadron (3CONS) to execute the maintenance and system management services contract in accordance with the SLA. The DoD and SoA are coordinating an MoA to cost share these contracts.
  - c) Security Certification and Accreditation (C&A): The Information Assurance (IA) and security policy for the general operation of the shared system has been developed, and coordinated with the State and Municipal security representatives. The DoD expects to have C&A completed by July 2007.
  - d) Key Management Facility Over-the-Air Reprogramming Operation (KMF OTAR): The standard operating procedure (SOP) is complete. The US Army is preparing a test plan to validate the different subscriber brands, as well as processes under a large scale. A test report will be generated.

- e) Emergency Response CONOP and Tactical Interoperable Communication Plan (TICP): The effort to develop a statewide CONOP for ALMR Incident Command operations and TICPs for all agencies using ALMR is underway and should be completed by December 2006. This effort was coordinated with the Department of Military and Veteran Affairs (DMVA), Department of Public Safety (DPS), and local government for buy in and executive level support. A kickoff meeting was conducted on 2 August 2006 with the User Council. The DoD recommended exercising TICP and CONOP during local exercises and Ardent Sentry/Northern Edge 2007.
- f) Ardent Sentry/Northern Edge 2007: The DoD contracted for ALMR operations support in preparation for, and during, the exercises to ensure ALMR meets operational needs of participating agencies. An after action report will be provided.

**b. PMO SoA: Dr. Jones briefed:**

- 1) The SoA is currently working to complete build out of the remaining sites.
- 2) A critical issue is the lack of a known process to transfer funds from the SoA to the DoD to support the ALMR cost share.
  - a) The SoA tried using Denali Commission, but it is not in their Charter to support this type of effort and transfer funds.
  - b) The SoA then tried to transfer funds from the DOA to the DMVA to the Alaska National Guard then to the DoD. However, this approach may not pass legal scrutiny. Dr. Jones meets with the AK National Guard financial officer on 16 August 2006 to discuss this matter in further detail. Colonel Clifton requested an update following the discussions.
- 3) The Honolulu site is red because manufacturers are behind on building shelters. The SoA took the Honolulu shelter and put it on a mountain site because the weather will soon limit mountain access. The SoA will replace the Honolulu shelter by the end of the year.
- 4) The Army Guard has all 18 radios stored in battle boxes. The SoA sees this as a major area of concern since they are not training on how to use them.
- 5) The Air Guard is 80 percent implemented with its radios. They will complete implementation following an inspection in late September.
- 6) The cost to complete the transition of the Fairbanks International Airport (FAI) would be in excess of \$500,000. The SoA sent a request to the Department of Homeland Security (DHS), but were advised funds were not available. The SoA then forwarded the funds request to the SoA Transportation System Manager for the Department of Transportation and Public Facilities.

**c. Tri-Borough Project: Mr. Erickson briefed:**

- 1) There is continued support for ALMR from all local areas.
- 2) Most grant applications included requests for interoperable communications.

3) All interoperable grant requests were for P-25 compliant equipment. Most communities within the ALMR coverage footprint requested ALMR operable radios.

4) Anchorage is optimistic that it will receive additional Homeland Security funds for its infrastructure build-out. They intend to contract for the simulcast portion of the system soon.

## **5. Old Business:**

### **a. Action Items Recommended as Closed**

1) Colonel Clifton stated that no significant issues exist with Lieutenant General Fraser's dual roles as the Alaskan Command Commander and President of the Federal Executive Association. Any agreements involving Federal non-DoD partners would be coordinated with the Directors of the agencies.  
**(CLOSED)**

2) Since the last meeting, the Joint Project Team met with each member of the Executive Council and provided a briefing on the ALMR Service Level Agreement and cost-share approach approved by the User Council. During this meeting, Mr. Quickel presented a briefing on potential costs associated with each Service Level the User Council identified. The User Council reviewed required levels of maintenance support and divided the RF sites into three categories per their criticality within the System. One significant change was that 24/7 remote system monitoring was changed to after-hours monitoring only because system technicians are on site during duty hours.

a) Mr. Johnson had no issues. The User Council approved the SLA.

b) With respect to the State of Alaska Telecommunications System (SATS) charges that were presented in the Service Cost Levels, Dr. Jones stated that the SATS charges reflected would likely change. Mr. Woodall referred to the Service Level Agreement which relates to the SoA as a bandwidth provider, and does not currently see the cost share being calculated around the maintenance costs of SATS. Dr. Jones stated he agreed with Mr. Woodall's statement concerning SATS costs related to ALMR.

c) Ms. Smith expressed concerns about the lack of 24/7 monitoring. Mr. Woodall explained on site Motorola staff will monitor the system during the day, the network control center in Schaumburg, IL will monitor it after duty hours, and future installation of the Motorola System Control and Data (MOSCAD) fault alarm system may alleviate the need for external contract monitoring 24/7 in the future.

**Motion. The ALMR Executive Council release the Service Level Agreement (SLA) for coordination with the partnership agencies**

**that make up the ALMR User Council. Agency comments will be requested by 18 October 2006 for adjudication by the User Council.**

For the Executive Council the motion was made by Commissioner Tandeske and seconded by Ms. Handyside. **The motion was carried and approved.**

- 3) A visitor counter was added to the ALMR User Council Website on 6 June 2006. No issues. **(CLOSED)**
- 4) The Site Status Report was to be revised to show estimated completion dates, status changes since the last report, and a legend defining report symbols. The completion dates for actions were not clear in the document as currently implemented. Ms. Smith asked that comments section be shortened and completion dates be moved out of comments section to a separate column. Action completed. **(CLOSED)**
- 5) The Joint Project Team analyzed the hold harmless/indemnity language in the Draft Cooperative Agreement. Mr. Quickel briefed findings from research on Indemnity/Hold Harmless and compared language to that found in agreements in Utah, Michigan, Indiana and King County in Seattle, Washington.
  - a) IN, UT, and MI LMR communications systems were predominantly managed by the states under their own communications acts. They were governed by the laws of each state and the agreements did not contain indemnity/hold harmless language.
  - b) King County more closely mirrored ALMR. Their cooperative agreement was established in 1992. Each sub-region is required to carry one million dollars in self insurance or an insurance binder with a reputable insurance carrier. This language was extracted and used in the draft ALMR Cooperative Agreement. Ms. Smith's concern was that the ALMR Executive Council parties were exempt from being sued but the Federal Non-DoD agencies do not have similar protection. Ms. Smith said that she would check with the Tort Branch of Department of Justice (DOJ) and Integrated Wireless Network (IWN) Program to see if this matter has been addressed.
- 6) ALMR Cooperative Agreement: This agreement will lay the framework for the operations and maintenance of the cooperatively shared infrastructure implemented under the original MoU/As. The agreement underwent extensive review and editing. It is ready for final draft review. A change management process was described to the Executive Council and was approved for executing changes on the Cooperative Agreement and the Service Level Agreement. This process will ensure that all requested/required changes are properly documented and controlled, as well as providing and maintaining a record of who, what, why, and when changes were made. This record will be provided during adjudication

by the Executive Council and when the agreement is coordinated for final signature.

**Motion. Move to release the ALMR Communications System Cooperative Agreement, Rev 5, dated 9 August 2006, and all Appendices as a final draft for formal coordination by the participating agencies. Agency comments will be requested by 18 October 2006 for adjudication by the Executive Council.**

For the Executive Council the motion was made by Ms. Handyside and seconded by Ms. Smith. **The motion was carried and approved.**

**6. Executive Council Focus Areas:**

- a. ALMR User Council: No items.
- b. Transition Activities: No items.

**7. New Business:**

a. Trooper Encryption: Ms. Handyside advised that she required Executive Council assistance to get an acceptable option concerning AST encryption of transmissions. Currently, AST is sharing their key with only law enforcement agencies but not with Fire and Emergency Management Services (EMS). As a result, daily operations among public safety agencies are impacted. Several issues from local agencies are:

- 1) The existing equipment owned by local agencies is not compatible or is cumbersome for encryption.
- 2) The local agencies lack direction on equipment to purchase.
- 3) The policies and procedures that go along with sharing of key material were not fully explained to local agencies.
- 4) The perception is that local agencies won't be able to talk to AST and the AST process will exclude Fire and EMS.
- 5) The encryption of all AST communications is seen as a step backward from current operations and interoperability.
- 6) The inability to monitor AST transmissions for situational awareness and proactive response is the biggest concern with fire and EMS agencies.

Ms. Handyside suggested AST lead an assessment/analysis of the impact of encryption on operations at local levels. She thinks new policies would be workable but a letter from Commissioner Tandeske to the Fire Chief Board may be helpful. Mr. Johnson stated that if the main dispatch would remain unencrypted that would solve most if not all of the issues. Commissioner Tandeske agreed to discuss the issue with AST to understand their requirements, and will work to find a solution that would meet the collective Public Safety agencies requirements.

b. Site Name Change for Gilmore Creek. It was determined based on a coverage analysis and site support issues, the best location for the site in the Gerstle River area is Independent Ridge. The previous location selected was not available due to space and power issue, would have provided less coverage, and would have had a much longer development schedule. The new location will provide increased ALMR coverage. The shelter had already been installed at the Independent Ridge location by the State in July this year.

**Motion. Approve changing name of Gerstle River site to Independent Ridge.**

For the Executive Council, the motion was made by Ms. Handyside and seconded by Commissioner Tandeske. **The motion was carried and approved.**

EC members signed ALMR Change Request Form, CRID #CR600-02 TSSC approving the change request.

**8. Summary of Meeting Action Items:**

a. The Joint Project Office, in coordination with the ALMR User Council, will develop an ALMR training strategy and a training roadmap, to include communications exercises. The Executive Council requires a tool to ensure Team Alaska is prepared to operate ALMR on a day-to-day basis and is poised to conduct a full operational assessment during Alaska Shield/Northern Edge 2007.

b. Dr. Jones will provide Commissioner Tandeske all the State frequency issues NLT 18 August 2006.

c. Dr. Jones will provide a synopsis of all actions concerning SoA actions, concerning the transfer for funds from SoA to DoD, to Colonel Clifton.

d. The DoD will provide King County language on indemnity/hold harmless language to the Executive Council members.

e. Ms. Smith will check with Tort Branch of DOJ and IWN Group for indemnity/hold harmless language.

f. Commissioner Tandeske will address the issues concerning encryption with AST.

**9. Next Meeting:** The next meeting is scheduled 14 September 2006, 1:30 p.m. at the 5700 E. Tudor Road at the AST facility.

**10. Adjourn Meeting:** Colonel Clifton made a motion to adjourn the meeting, which was seconded by Commissioner Tandeske. Without further discussion, the Executive Council Meeting adjourned at 3:35 p.m.

*Kristine M. Clifton*

KRISTINE M. CLIFTON, Colonel, USAF  
Department of Defense, Executive Co-Chair  
ALMR Executive Council

1 Atch:

Signed Change Request Form, CRID #CR600-02 TSSC

Distribution:

SoA DPS, Commissioner William Tandeske  
ALCOM/J6, Colonel Kristine Clifton  
AML, Ms. Heather Handyside  
US Attorney Office, Ms. Deborah Smith  
ALCOM/J64, Mr. Timothy Woodall  
SoA DOA, Dr. Kenneth Jones  
AST, Major Matthew Leveque



### ALMR Program Change Request Form (CR)

Change Request ID # #CR600-02 TSSC

Change Request Current Status/Date 7/28/2006

Please read the attached instructions prior to completing this form.

#### Section I - To be Completed by Originator

1. Change Request Title: Change site name and location from Gerstle River to Independent Ridge

2. Originator Name: Dean Strid,  
Department of Administration,  
Division of Enterprise Technology  
Services

3. Originator Contact Phone/Email:  
dean\_strid@admin.state.ak.us  
907-269-5764

4. Response Requested By:  
August 15, 2006

5. Approving Authority (Check all that apply)  Executive Council  User Council  General Manager

Air Force  Alaska Municipal League  Army  Department of Homeland Security

DMVA  DOA  DoD  SOA  Vendor \_\_\_\_\_  
(Provide Applicable Signature Block(s) on Page 2) (Specify)

6. Approving Authority Rationale: Name/Site changes require Executive Council approval.

#### Section II - Technology/Site/System Change

7. Request Description: It has been determined the best location for ALMR in the Gerstle River area is the existing State of Alaska microwave site at Independent Ridge, a solar powered site accessible by helicopter only. A new 10x24 shelter for radio equipment and site support is being installed at the location in July, 2006.

The Independent Ridge site is located along the Alaska Highway, between Delta and Dot Lake.

The coordinates are - 63 44 21N 144 50 50W

8. Rationale for Change: This change adds increased ALMR coverage to that area of the Alaska Highway. See the attached coverage map. The Original location selected at AT&T's Gerstle River site is not available (space and power).

9. Alternative Solutions: A new site on the roadway near Gerstle River would provide less coverage than Independent Ridge and have a much longer site development schedule.

10. What is Needed to Implement this Change? FCC license coordination for revised records.

11. Impact:

Scope: n/a

Schedule: The schedule is improved to have this site operational in 2006.

Cost: n/a

Quality: n/a

Security: n/a



aska Land Mobile Radio

### ALMR Program Change Request Form (CR)

Change Request ID #\_#CR600-02 TSSC

Change Request Current Status/Date 7/28/2006

<b>12. Back Out Plan:</b> n/a	
<b>13a. Evaluator Assigned:</b> (To be assigned by CCB Chair)	<b>13b. Evaluator Recommendation and Comments:</b> (To be completed by CR Evaluator)
<b>Section III - Documentation Change Only</b>	
<b>14. Document Title and Version:</b>	<b>15. Other Documents Affected:</b>
<b>16. Paragraph and Page Number Affected</b> (Attach Pertinent Pages When Possible):	
<b>17. Change Description (From/To):</b>	
<b>18. Rationale for Change:</b>	
<b>19. Impact:</b> Scope: Schedule: Cost: Quality: Security:	
<b>20a. Evaluator Assigned:</b> (To be assigned by CCB Chair)	<b>20b. Evaluator Recommendation and Comments:</b> (To be completed by CR Evaluator)
<b>Section IV - Approval Signature Blocks</b>	
<b>ALMR Project Manager (DOD) Approval:</b> (Name/Date/Title/Signature)	<b>ALMR General Manager Approval:</b> (Name/Date/Title/Signature)
<b>ALMR Project Manager (SOA) Approval :</b> (Name/Date/Title/Signature)	<b>Air Force Approval:</b> (Name/Date/Title/Signature)
<b>AML Approval:</b> (Name/Date/Title/Signature)	<b>Army Approval:</b> (Name/Date/Title/Signature)
<b>DHS Approval:</b> (Name/Date/Title/Signature)	<b>DMVA Approval:</b> (Name/Date/Title/Signature)
<b>DOA Approval:</b> (Name/Date/Title/Signature)	<b>DoD Approval:</b> (Name/Date/Title/Signature)

**ALMR Program Change Request Form (CR)**

Change Request ID # #CR600-02 TSSC

Change Request Current Status/Date 7/28/2006

<b>SOA Approval:</b> (Name/Date/Title/Signature)		<b>Vendor Approval:</b> (Name/Date/Title/Signature)	
<b>Chairman, User Council Approval</b>			
<b>Chairman Approval:</b> (Name/Date/Title/Signature)			
<b>Executive Council Approval: (All Signatures Required)</b>			
<b>DoD Rep:</b> (Name/Date/Title/Signature) <u>Kristine M. Clifton</u> <u>8/10/06</u> <u>Alaskan Command/J6</u>		<b>Federal Non-DoD Rep:</b> (Name/Date/Title/Signature) <u>Abraham W. Smith</u> <u>8/10/06</u> <u>U.S. Attorney</u>	
<b>SOA Rep:</b> (Name/Date/Title/Signature) <u>[Signature]</u> <u>8/10/06</u> <u>Commissioner for Public Safety</u>		<b>MOA Rep:</b> (Name/Date/Title/Signature) <u>[Signature]</u> <u>8/10/06</u> <u>Alaska Municipal League</u>	
<b>Section V - CR Assignment/Recommendation/Comments</b>			
<b>20a. Modifier Assigned:</b> (To be assigned by CCB Chair)		<b>20b. Modifier Recommendation and Comments:</b> (To be completed by CR Modifier)	
<b>21a. Verifier Assigned:</b> (To be assigned by CCB Chair)		<b>21b. Verifier Recommendation and Comments:</b> (To be completed by CR Verifier)	

<b>Section VI - CR Status/Assignment/Recommendation</b>		
<b>For internal Use Only</b>		
<b>To Change Status - Check Appropriate Box and Complete Info Requested</b>		
<b>Status</b>	<b>Date of Change to Status</b>	<b>User Name/Notes</b>
<input checked="" type="checkbox"/> Submitted	7/10/2006	Dean Strid
<input checked="" type="checkbox"/> Tracked	7/28/2006	Toni Dixon
<input type="checkbox"/> Evaluated		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Cancelled		
<input type="checkbox"/> Rejected		



aska Land Mobile Radio

### ALMR Program Change Request Form (CR)

Change Request ID #\_#CR600-02 TSSC

Change Request Current Status/Date 7/28/2006

<input type="checkbox"/> Change Made		
<input type="checkbox"/> Verified		
<input type="checkbox"/> Re-Approved		
<input type="checkbox"/> Closed		

# Program Metric Report as of 24 November 2006

ALMR information contained in this document is "Sensitive But Unclassified" and "For Official Use Only" in accordance with DoD Directives 5200.1 and 5400.7 and may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA).  
This document is LAW ENFORCEMENT SENSITIVE and is a CONFIDENTIAL RECORD per Alaska Statute 40.25.120 (a) (6) E, F, & G.

	Overall
<b>Goverance</b>	●
<b>Implementation</b>	●
<b>Transition</b>	●
<b>Cutover</b>	●
<b>PMO Support</b>	●

Green = On Target  
Yellow = Minor Challenges  
Red = Major Risk

Atcha

# DoD Program Status Report as of 24 November 2006

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DoD	Overall	Schedule	Budget	Resource
<b>Governance</b>	●			
Cooperative Agreement (Dec-2003)		●	●	●
Membership Agreement		●	●	●
MoA - 7.X Upgrade. Pending final agreement		●	●	●
MoA - Site Sharing, pending DoD legal review		●	●	●
MoA - BDA Ownership, pending DoD legal review		●	●	●
MoA - CNE Contingency Plan; pending signature & release		●	●	●
MoA - Information Security Plan; pending User Group approval and release		●	●	●
<b>Implementation</b>	●			
<b>Site Implementation (0308)</b>				
Awaiting final documentation		●	●	●
<b>Site Implementation (0345)</b>				
See SoA Report for details		●	●	●
Awaiting final documentation		●	●	●
<b>Subscriber Update (0364)</b>		●	●	●
In progress				
<b>Motorbridge Gateway SD/SA (DO257)</b>		●	●	●
Motorola preparing Motobridge CONOPS				
<b>In-Building SD/SA (0367)</b>		●	●	●
Contract MOD approved to add 15 buildings for total of 19				
Initial walk throughs and project plan in progress				
<b>7.X Upgrade (0425)</b>		●	●	●
Completed Radio Frequency sites & master controllers upgrade				
Began software upgrade Gold Elite consoles & logging recorders				
MCC-7500 consoles and recorders will be installed last				
<b>TICP &amp; CONOPS</b>		●	●	●
CASM training and regional education meetings completed				
<b>7.X Training (0440)</b>		●	●	●
Technician pre-requisites scheduled for December 2006				

Green = On Target  
Yellow = Minor Challenges  
Red = Major Risk

# DoD Program Status Report as of 24 November 2006

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<b>DoD</b>	<b>Overall</b>	<b>Schedule</b>	<b>Budget</b>	<b>Resource</b>
<b>Implementation (continued)</b>	●			
<b>DIACAP Phase 1 Assessment</b>		●	●	●
Work progress minimally acceptable with assistance from Phase 2 team				
<b>DIACAP Phase 2 &amp; 3 Validation &amp; Verification</b>		●	●	●
Excellent progress, strong support to Phase 1 team				
Completion expected in June 07				
<b>Delta/Donnelly Dome/Ft Greely Move</b>		●	●	●
Awaiting completion of FCC Licensing				
<b>Transition</b>	●			
See SoA Section				
<b>Cutover</b>	●			
<b>Service Level Agreement (SLA)</b>		●	●	●
<b>Customer Support Plan</b>		●	●	●
<b>Standard Operating Procedures</b>		●	●	●
<b>Cost Share Task Force</b>		●	●	●
<b>PMO Support</b>	●			
<b>Schedule</b>		●	●	●
<b>Reports</b>		●	●	●
<b>Records Management (Documentation)</b>		●	●	●
<b>System Security</b>		●	●	●

Green = On Target  
Yellow = Minor Challenges  
Red = Major Risk



# DoD Project Manager Report

## 30 November 2006

### Implementation CY06 DoD

- **Delta to Fort Greeley Move (Ruthi Muffler/Toni Dixon)**
  - Paperwork for FCC licenses submitted to APCO, expect approval 6-8 weeks
  - The vendor is currently developing an impact statement and a detailed schedule

### CY06 Punch List (Ruthi Muffler/Melissa Marshall):

- No update on SOA Punch List
- No items on DoD Punch List

### De-Confliction (Chester Ince)

- Alcantra – DOC no update
- Atwood – AST – Installing consollette will complete requirements to allow for this channel to be turned on
- Bailey Hill – DOC no update
- Birch Hill – FAI on hold due to lack of funds
- Cooper Mtn – AST will be removed after transition on the Kenai
- Ester Dome – FAI on hold due to lack of funds – DHSS no update
- Hope – DHSS no update
- Quarry Hill – DOC no update

### TICP Project (Melissa R. Marshall/Chester Ince)

- CONOPS/TICP/CASM workshops for Federal DoD & non-DoD rescheduled for 11/09/06 at the Anchorage EOC, 1305 E Street - Complete
- Operations Planning Workshop in Fairbanks 11/6/06 - Complete
- Operations Planning Workshop in MatSu 11/7/06 - Complete
- Operations Planning Workshop for SOA on 11/15/06 at the SECC - Complete
- TICPs for local, state, federal, and DoD in development
- CASM entries for local, state, federal, and DoD continuing

### DIACAP Security (Roger Hull)

- Phase I contract awarded to Motorola. Site visits completed. DIACAP Implementation Plan and draft System Implementation Process documents delivered. Completion of final documents anticipated in mid-December
- Registration of ALMR in DoD Information Technology Portfolio Repository (DITPR) to be completed by 31 Nov.
- Phase II-II contract being conducted by EADS NA (San Antonio). Initial interviews, document review and site visits completed. EADS assisted with completion of Phase I documents
- Phase II-III (validation and verification) completion anticipated in July 2007



# DoD Project Manager Report

## 30 November 2006

- DIACAP DAAs for DoD to be assigned from each component Service. DAAs will issue Authority to Operate (ATO) for DoD entities

### **Motobridge SDA (Joe Quickel)**

- Review draft of Motobridge CONOPS has been received, reviewed and is being revised by Motorola
- Working closely with the SPAWARS TICP Team to ensure smooth input to CASM

### **7.1 Upgrade (Jim Robinson/Ruthi Muffler)**

- DoD & SoA working MoA details
- Project Schedule re-aligned to focus on the Radio Sites and Master Controllers before MCC7500 Consoles
- Radio Frequency and Master Controller sites installed and operational

### **7.1 Training (Ruthi Muffler)**

- Requested Agencies completed student assessments to better schedule classes to meet student needs
- December pre-requisite classes being scheduled
- Detailed schedule received from vendor

### **In-Building (Ruthi Muffler)**

- Detailed schedule to be delivered from vendor
- Walk-through for initial 3 Elmendorf sites completed

### **Transportable Training Video (Joe Quickel)**

- Rough cut expected by early December
- Final scheduled before the end of the year

# SoA Program Status Report as of 24 November 2006

ALMR information contained in this document is "Sensitive But Unclassified" and "For Official Use Only" in accordance with DoD Directives 5200.1 and 5400.7 and may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA).  
This document is LAW ENFORCEMENT SENSITIVE and is a CONFIDENTIAL RECORD per Alaska Statute 40.25.120 (a) (6) E, F, & G.

SoA		Overall	Schedule	Budget	Resource
<b>Governance</b>		●			
	Funding transfer from SOA to DoD				
<b>Implementation</b>		●			
<b>Site Implementation (DoD 0345, CY05-5)</b>					
	<b>Tahnetna Pass</b>		●	●	●
	Tower, power, shelter ready (Nov 2006)				
	RF equipment installed (Nov 2006)				
	Need M/W connectivity (Install Dec 2006)				
	<b>Gerstle River / Independent Ridge</b>		●	●	●
	Shelter sling loaded to site 7/21/2006				
	Requires primary power (Jan 2007)				
	RF equipment installed (Nov 2006)				
	<b>Honolulu</b>		●	●	●
	Expected completion Spring 2007				
	RF equipment at Tudor Road				
	<b>Byers Creek</b>		●	●	●
	ATP complete				
	<b>Tsina</b>		●	●	●
	Shelter sling loaded to site 7/21/2006				
	Requires primary power (Jan 2007)				
	RF equipment ATP'd 9/21/2006				

Green = On Target  
Yellow = Minor Challenges  
Red = Major Risk

# SoA Program Status Report as of 24 November 2006

SoA	Overall	Schedule	Budget	Resource
<b>Implementation (continued)</b>	●			
<b>Site Implementation (Kenai 12)</b>				
Anchor River - Completed 8/2/2006		●	●	●
Diamond Ridge - Scheduled Nov 2006		●	●	●
Cottonwood - Completed 10/24/06		●	●	●
Fire Station 12 - Scheduled Dec 2006		●	●	●
Kasilof - Completed 8/2/2006		●	●	●
Kenai (Prism) - Completed 10/27/06		●	●	●
Nikiski - Scheduled Dec 2006		●	●	●
Ninilchik - Completed 8/2/2006		●	●	●
Pipeline - Completed 9/19/06		●	●	●
Seldovia - Completed 8/4/2006		●	●	●
Ski Hill - Completed 8/2/2006		●	●	●
Sterling - Completed 8/2/2006		●	●	●
Tudor Road Hot Spare - Completed 9/18/06		●	●	●
<b>Site Implementation (Final 15)</b>				
9 sites' Equipment Ordered for completion Dec 2006		●	●	●
Beaver Creek				
Federal Building				
Haines				
Heney Range				
High Mtn				
Money Knob				
Pillar Mtn				
Skagway				
Womens Bay				
6 sites scheduled for completion 2007		●	●	●

Green = On Target  
 Yellow = Minor Challenges  
 Red = Major Risk

## SoA Program Status Report as of 24 November 2006

<b>SoA</b>	Overall	Schedule	Budget	Resource
<b>Transition</b>	●			
<b>Spectrum Conflicts</b>				
10 channels are unavailable due to frequency conflicts, impacting 8 operational sites:				
Alcantra		●	●	●
Atwood		●	●	●
Bailey Hill		●	●	●
Birch Hill		●	●	●
Cooper Mtn		●	●	●
Ester Dome		●	●	●
Hope		●	●	●
Quarry Hill		●	●	●
<b>Agencies</b>				
Alaska State Troopers				
Transition Plan		●	●	●
Subscribers		●	●	●
Consoles		●	●	●
Training		●	●	●
Coverage		●	●	●
Department of Transportation				
Transition Plan		●	●	●
Subscribers		●	●	●
<b>Cutover</b>				
See DoD Program Status Report				
<b>PMO Support</b>				
See DoD Program Status Report				

Green = On Target  
 Yellow = Minor Challenges  
 Red = Major Risk

**SOA ALMR/SATS  
Program Review**

**November 30, 2006**

- 1. AST Dispatch Relocation**
  - a. Statement of requirements from ProCom 6 Dec**
  - b. Critical Design Review 11 Dec**
  - c. Telephone switch on emergency procurement**
    - **Projected installation 2<sup>nd</sup> week of January**
  
- 2. Site Risk Analysis (SRA)**
  - a. SRA 70% complete**
  - b. Individual sites evaluated for critical maintenance in four categories:**
    - **Primary and backup power**
    - **Deferred maintenance**
    - **Impact of site failure on the system**
    - **Availability of site access**
  - c. Uses for SRA**
    - **Schedule PMI priorities**
    - **Documentation support for requests for additional personnel and budget**
  
- 3. ETS Operating and Capital Budgets**
  - a. Operating budget request - \$11.4 million**
    - **Includes funding for 17 additional engineering and technician positions**
  - b. Capital budget request - \$12.2 million**
  - c. 07 COPS Grant request - \$14 million**
    - **Implementation of nine original ALMR sites authorized but not yet ordered**
    - **These sites are not part of the FCC waiver requirement**
  
- 4. FCC waiver extension request prepared and submitted by 1 Dec.**
  
- 5. Questions?**

**Ken Jones, PhD  
SOA Program Manager**

**Comment Resolution Matrix**

ORG/ REVIEWER	Page #	Para #	Line #	Class	Comments	A/R/P
					<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	
11AF JA Lt Col David Beale, DSN: 552-5105 <a href="mailto:david.beale@elmendorf.af.mil">david.beale@elmendorf.af.mil</a>	18	1	1	U	<p><b>Substantive:</b> Change of wording to protect against Anti-Deficiency Act issues.</p> <p><b>Recommendation:</b> Change "Not later than 1 October, the first day of" to read "Upon first availability of fiscal funds, in the first quarter..."</p> <p><b>Rationale:</b> Protect ALCOM against Anti-Deficiency Act issues.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

### Comment Resolution Matrix

ORG/ REVIEWER	Page #	Para #	Line #	Class	Comments	A/R/P
11AF JA Lt Col David Beale, DSN: 552-5105 <u>david.beale@elmc            endorf.af.mil</u>	18	2	1	U	<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p> <p><b>Substantive:</b> Change of wording to protect against Anti-Deficiency Act issues.</p> <p><b>Recommendation:</b> Change “Not later than 1 October,” to read “Upon first availability of fiscal funds;”</p> <p><b>Rationale:</b> Protect ALCOM against Anti-Deficiency Act issues.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

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					<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	
11AF JA Lt Col David Beale, DSN: 552-5105 <a href="mailto:david.beale@elmendorf.af.mil">david.beale@elmendorf.af.mil</a>	20	6	7	U	<p><b>Substantive:</b> Additional wording to protect against Anti-Deficiency Act issues.</p> <p><b>Recommendation:</b> Add to additional sentence. "Any and all charges apportioned to the Parties are due contingent upon first availability of fiscal funds."</p> <p><b>Rationale:</b> Protect ALCOM against Anti-Deficiency Act issues.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

**Comment Resolution Matrix**

ORG/ REVIEWER	Page #	Para #	Line #	Class	Comments	A/R/P
11AF JA Lt Col David Beale, DSN: 552-5105 david.beale@elm endorf.af.mil	28	2	2	U	<p><b>Critical:</b> As a matter of law, the US may be found liable for its mistakes or negligence, but does not offer indemnity to other parties except in extraordinary circumstances such as authorized by Pub. L. 85-804 (applicable to ultra-hazardous activities such as nuclear weapons development/testing, etc.)</p> <p><b>Recommendation:</b> Add additional wording to clarify each Party is responsible for its own actions. End first sentence at line 2 after "agreement." Add second sentence to read "By signing this agreement, all Parties acknowledge responsibility for their own actions, and do not indemnify, or agree to hold harmless, other parties to the agreement."</p> <p><b>Rationale:</b> Clarify legal responsibility.</p> <p><b>Sponsor Comment:</b></p> <p><b>Substantive:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p> <p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

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ORG/ REVIEWER	Page #	Para #	Line #	Class	Comments	A/R/P
11AF JA Lt Col David Beale, DSN: 552-5105 <a href="mailto:david.beale@elmendorf.af.mil">david.beale@elmendorf.af.mil</a>	28	4	3	U	<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p> <p><b>Substantive:</b> Financial responsibility for future, indefinite, contingent liabilities cannot be agreed to by the United States unless funds are specifically appropriated therefore. Additional wording to protect again Anti-Deficiency Act issues.</p> <p><b>Recommendation:</b> Add additional wording to clarify. Add to additional sentence. <b>“Any and all costs, judgments, or awards apportioned to the Parties are due contingent upon first availability of fiscal funds.”</b></p> <p><b>Rationale:</b> Protect ALCOM against Anti-Deficiency Act issues.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

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					<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	
3 CS / MSgt Freed	30	2	11-13		<p><b>Substantive:</b> Cooperative agreement potentially protects contractors who negotiated a contract prior to this agreement from following federal discrimination and affirmative action requirements.</p> <p><b>Recommendation:</b> Remove line 11-13</p> <p><b>Rationale:</b> Contractors must comply with federal discrimination and affirmative action policies before they are awarded contracts with the federal government. By waiving the requirement to comply, the potential exist for federal money paid into a cooperative agreement supporting contractors that are noncompliant with federal mandates.</p> <p><b>Sponsor Comment:</b></p> <p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

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					<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	
11AF JA Lt Col David Beale, DSN: 552-5105 <a href="mailto:david.beale@elmendorf.af.mil">david.beale@ elmendorf.af. mil</a>	C9	4.1.1	4	U	<p><b>Substantive:</b> Change of wording to protect against Anti-Deficiency Act issues.</p> <p><b>Recommendation:</b> Add to additional sentence. "Any and all User fees payable are due contingent upon first availability of fiscal funds."</p> <p><b>Rationale:</b> Protect ALCOM against Anti-Deficiency Act issues.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

**Comment Resolution Matrix**

ORG/ REVIEWER	Page #	Para #	Line #	Class	Comments	A/R/P
11AF JA Lt Col David Beale, DSN: 552-5105 david.beale@ elmendorf.af. mil	C10	4.1.3	3	U	<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p> <p><b>Substantive:</b> Change of wording to protect against Anti-Deficiency Act issues.</p> <p><b>Recommendation:</b> Add to additional sentence. "Any and all maintenance and repair costs apportioned to the Users are due contingent upon first availability of fiscal funds."</p> <p><b>Rationale:</b> Protect ALCOM against Anti-Deficiency Act issues.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

**Comment Resolution Matrix**

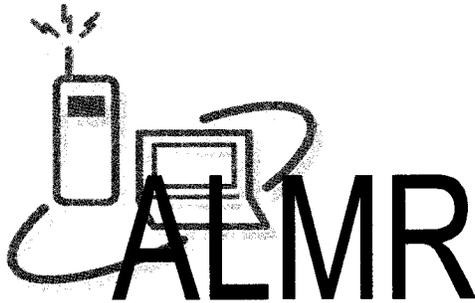
ORG/ REVIEWER	Page #	Para #	Line #	Class	Comments	A/R/P
11AF JA Lt Col David Beale, DSN: 552-5105 <a href="mailto:david.beale@elmendorf.af.mil">david.beale@elmendorf.af.mil</a>	C18	11.1.3	2	U	<p><b>Critical:</b> ALCOM has no authority to waive federal sovereign immunity.</p> <p><b>Recommendation:</b> After "State of Alaska," change to read "in so far as consistent with governing Federal law. In the event of conflict between the two, Federal law shall pre-empt State law."</p> <p><b>Rationale:</b> No authority and inadvisable to agree to be bound by laws of the State of Alaska.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Substantive:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	

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					<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	
11AF JA Lt Col David Beale, DSN: 552-5105 <u> david.beale@</u> <u> elmendorf.af.</u> <u> mil</u>	D9	2.2.1	3	U	<p><b>Administrative:</b> Comment only.</p> <p><b>Recommendation:</b> Acronym "DS0" be included in the list spelled out on Page 5, Definitions and Acronyms.</p> <p><b>Rationale:</b> Consistency</p> <p><b>Sponsor Comment:</b></p>	

**Comment Resolution Matrix**

ORG/ REVIEWER	Page #	Para #	Line #	Class	Comments	A/R/P
					<p><b>Critical:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	
11AF JA Lt Col David Beale, DSN: 552-5105 david.beale@ elmendorf.af. mil	D35	4.1	5	U	<p><b>Substantive:</b> Change of wording to protect against Anti-Deficiency Act issues.</p> <p><b>Recommendation:</b> Add to additional sentence. "Any and all costs borne by the Users are due contingent upon first availability of fiscal funds."</p> <p><b>Rationale:</b> Protect ALCOM against Anti-Deficiency Act issues.</p> <p><b>Sponsor Comment:</b></p>	
					<p><b>Administrative:</b></p> <p><b>Recommendation:</b></p> <p><b>Rationale:</b></p> <p><b>Sponsor Comment:</b></p>	



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

# **Alaska Land Mobile Radio Communications System**

## **User Council Charter**

**Version 3.e, 27 November 2006**

## Table of Contents

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## Document Revision History

<b>Name</b>	<b>Date</b>	<b>Reason for Changes</b>	<b>Version</b>
Joseph Quickel	1/11/06	Author	1.0
Toni Dixon	5/12/06	Add security labels	2.0
Toni Dixon	7/12/06	Prepare document for a required 6 month review: All changes above appeared in blue font for ease of initial review by User Council Members	3.0
Toni Dixon	8/30/06	Add Appendix B – Geographic Regions Changed font color for entire document to black. Turned tracking on and made changes and inserted comments for review by Mr. Quickel and Major Leveque. Accepted changes to the document as per Mr. Quickel and Major Leveque. See Summary of Changes page iv.	3.a
Toni Dixon	10/06/06	Accepted all changes as per User Council vote. Incorporated all suggested changes in preparation for Final User Council review. See Summary of Changes page iv.	3.b
Toni Dixon	10/25/2006	Added Summary of Changes	3.c
Toni Dixon	11/15/2006	Incorporated additional formatting and verbiage corrections to correspond to the Cooperative Agreement and its attachments as per Major Leveque.	3.d
Kristine Clifton	11/27/2006	Corrected minor spelling and punctuation errors.	3.e

## Summary of Changes

1. Reformatted to meet ALMR documentation standards, added title page; reformatted Table of Contents; completed Change History; added Definitions and Acronyms.
2. Replaced "Users" with "User."
3. Replaced "General Manager" with "Operations Manager."
4. Added Introduction.
5. Changed Article/Section formatting to correspond to Executive Council Charter.
6. Re-named articles to more closely correspond to content: deleted "Mission Statement"; added verbiage to "Responsibilities"; merged "Goals" and "Objectives/Duties" into a single section; added "Responsibilities" section and populated with related verbiage; changed "Organizational Procedures" section title to "Organization"; revised "Amendments to this Charter" and "Reporting" sections and inserted them under Article VII, "Additional Considerations."
7. Definitions and Acronyms: "Encryption" reworded; "System Redundancy" reworded; "Talkgroup" reworded.
8. Introduction: Removed a duplicative sentence.
9. Article 2 – Section 3: Replaced "under the rule of governance contained in the" with "as set forth in Article 8 of the" Cooperative Agreement.
10. Article 3 – Section 2: All references to "beneficial use" were changed to read "Sustained Operations and Maintenance."
11. Article 4 - Section 1: Change "objective(s)" to "responsibility(ies)."
12. Article 4 – Section 1.6: Reworded.
13. Article 4 – Section 1.9: Reworded.
14. Article 4 – Section 1.11: All references to the User Council "review and approve" were changed to "review and recommend."
15. Article 4 – Section 1.12: Corrected numbering.
16. Article 4 – Section 1.12: Reworded.
17. Article 4 – Section 1.13: Reworded.
18. Article 4 – Section 1.14: Reworded.

19. Article 5 - Sections 2.1 – 2.4: Reformatted to improve readability.
20. Article 5 – Section 3: Reworded.
21. Article 5 – Section 4: Reworded.
22. Article 5 – Section 5: Inserted reference to Appendix B.
23. Article 5 – Section 5.1: Added, “Appointment may be made by an e-mail from an authorized individual until such time the appointment letter is received by the Secretary. Members will not be accorded voting rights without an authorized and documented appointment.”
24. Article 5 – Section 9: Removed comma.
25. Article 5 – Section 10: Removed the following section, as it no longer applies “In order for the User Council to become operational as rapidly as possible, members from municipal regions will be elected at the first User Council meeting following approval of this charter by the Executive Council, unless regions have taken other organizational steps already.”
26. Article 6 – Section 1: Reworded.
27. Article 6 – Section 2.3: Replaced “will” with “may” regarding the appointment of a User Council Secretary.
28. Article 6 – Section 8: Deleted this section (duplicative of Section 1).
29. Article 6 – Section 8.1: Deleted this section (duplicative of Section 1).
30. Article 7 – Section 1: Changed the word “transparency” to “effectiveness.”
31. Updated Appendix A – ALMR Operations and Maintenance Organization.
32. Reversed version verbiage on cover.
33. Updated Table of Contents.
34. Added Document Revision History.
35. Updated Footer.
36. Made verbiage and formatting corrections to existing Summary of Changes.
37. Mapped definitions for *Department of Defense*, *Federal Executive Association of Alaska*, *Operations Manager* and *Talkgroup* to the existing definitions in the Cooperative Agreement.

38. Mapped definitions for *Project 25, State of Alaska, and Sustained Operations and Maintenance* to the existing definitions in the Membership Agreement.
39. Changed the numbering scheme for the Articles from Roman Numerals to prime numbers.
40. Removed underline from Article headings.
41. Added the word "management" to the title Joint Project Management Team.
42. Capitalized the word "System" throughout the document when used in reference to the ALMR System.
43. Corrected spacing and ensured formatting consistency throughout the document.

## Definitions and Acronyms

**Alaska Land Mobile Radio (ALMR) Communications System:** a statewide public radio communications infrastructure/network available to public safety agencies and first responders that become users. Hereafter referred to as the "System."

**Alaska Municipal League:** the entities that make up the Alaska Municipal League will operate on the shared ALMR system infrastructure.

**Charter:** a document that outlines the principles, functions, and organization of a corporate or other organized body.

**Cooperative Agreement:** the instrument that establishes the ALMR Communications System and sets out the terms and conditions by which the System will be governed, managed, operated and modified by the Parties signing the Agreement. The document facilitates the performance of the ALMR effort through a consortium approach to governance.

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

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

**Executive Council:** the Executive Council consists of the four Parties to the Cooperative Agreement: Department of Defense - Alaska, Federal Executive Association of Alaska, State of Alaska, and Alaska Municipal League.

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

**Interoperable Communication:** the ability of public safety, including emergency and other first responders, to talk to one another via radio and other communication systems, and to exchange voice and/or data with one another on demand in real time.

**Joint Project Management Team:** a diverse group of individuals from multiple organizations who work to achieve the ALMR project objectives and deliverables.

**Microwave System:** a high-capacity transmission system that transmits information via high-frequency radio signals called microwaves.

**Network Controller Equipment:** manages radio channels and provides encryption before user data is transmitted to and from the mobile unit.

**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.

**Party/Parties:** one or more entities who have signed the Agreement (i.e., the Department of Defense - Alaska, the Federal Executive Association of Alaska, the State of Alaska and the Alaska Municipal League, respectively or collectively).

**Project 25:** a Project 25 compliant control station, consolette, mobile or portable radio assigned to the System that has a unique identification number.

**Protocol:** a common standard that governs network communications by providing a set of rules for its operation.

**Quorum:** the minimum number of members of a deliberative body necessary to conduct the business of that group.

**State of Alaska:** the primary maintainer and shared owner of the System, who maintains the System on behalf of the Users.

**Subscriber:** a user of the voice and/or data services provided by the System.

**Subscriber Unit:** a portable (handheld), mobile (vehicle mounted) or consolette (base station) capable and authorized to transmit and receive voice and data information on the System.

**Sustained Operations and Maintenance (Sustained O&M):** declaration by the Executive Council that the System is ready and capable to support real-time, on-demand and secure public safety communications, and has received Authority to Operate through certification and accreditation under DITSCAP/DIACAP and other appropriate security programs.

**System Redundancy:** the ability of a system to keep functioning normally in the event of a component failure by having backup components perform duplicate functions.

**Talkgroup:** a unique group of radio users that can communicate with each other.

**Wireless Communication:** the transfer of electromagnetic signals from one location to another without cables, often using infrared light or radio waves.

## **Article 1**

### **Introduction**

§ 1. The Alaska Land Mobile Radio (ALMR) User Council, hereafter referred to as the User Council, is established by the ALMR Cooperative Agreement entered into by the United States Department of Defense - Alaska (DoD), the Federal Executive Association of Alaska (excluding DoD), the State of Alaska, and the Alaska Municipal League in their collective role as members of the ALMR Executive Council, hereafter referred to as the Executive Council. The User Council is responsible for making all operating and maintenance decisions affecting the ALMR Communications System, including those governing its day-to-day operations, and for fulfilling other duties and tasks as set out in this agreement. In all respects, the decisions, policy making and actions of the User Council are subject to the authority, oversight, and approval of the Executive Council.

§ 2. The Alaska Land Mobile Radio (ALMR) Communications System, hereafter referred to as the "System," is a multi-site dedicated public safety wireless communications system providing all-weather mobile coverage to its Users. User benefits and services include, but are not limited to, a Project 25 compliant system, multiple system redundancies with backup power, a wide range of talkgroups, auto-affiliation and de-affiliation, and electronic identification on all transmissions and microwave system connectivity. Also provided are encryption availability, emergency alert availability, private calling availability, system security, radio interoperability, and system management.

## **Article 2 Authority**

§ 1. The authority for the creation and operation of the ALMR User Council derives from Article 8 of the Cooperative Agreement. The User Council will function under the guidance and oversight of the Executive Council, as approved by motion and vote of the Executive Council.

§ 2. The User Council was formed prior to the total completion of all tasks and responsibilities by the Joint Project Management Team for implementing the System, and prior to the entire System having been transferred to the operations and maintenance organization for Sustained Operations and Maintenance.

§ 3. The User Council will assist and advise the Joint Project Management Team and the Operations and Maintenance organization on transition, operations, maintenance and management of operational portions of the System during the implementation phases of the System build out. Upon completion of the System implementation by the Joint Project Management Team, the User Council will function independently as set forth under Article 8 of the Cooperative Agreement.

§ 4. Provisions governing the appointment of members, terms and conditions of membership, selection of a chairperson, modification of the composition of membership, and the establishment of voting methods and procedures, will be set out in the User Council administrative procedures.

## **Article 3**

### **Goals and Objectives**

§ 1. The User Council will adopt a written charter stating its purpose, goals, objectives, duties and responsibilities in managing, operating, and maintaining the System. The User Council will also adopt written operating procedures and administrative procedures, pursuant to the charter.

§ 2. The User Council, under the direction and supervision of the Executive Council, shall assume the responsibility for management oversight and operations of the System from the Joint Project Management Team upon declaration of Sustained O&M of the ALMR System, as determined and directed by the Executive Council.

§ 3. The User Council shall oversee the development of System operations plans, procedures, and policies, under the direction and guidance of the Executive Council. Adoption of the User Council Charter, its operating and administrative procedures, system plans, procedures, and policies are subject to approval by the Executive Council.

## Article 4

### Responsibility

§ 1. The User Council is responsible for creating and maintaining a collaborative user-based management system to establish policy and operational procedures, and to operate and maintain the System under the oversight of the Executive Council. These responsibilities and duties include, but are not limited to:

§ 1.1. The User Council will be responsible for providing recommendations to the Executive Council regarding approval of the System design and approval of all proposed modifications to the System design, including defining performance standards, modifications to approved performance standards, extensions and expansions of the System, addition of Users to the System, and addition of new parties to this agreement.

§ 1.2. The User Council shall provide recommendations to the Executive Council regarding the adoption of System operation and maintenance standards, which at a minimum shall include: identification of minimum technical standards for System equipment and subscriber units; identification of protocols for the modification of talk group assignments and their usage; identification of minimum periodic maintenance standards and schedules for System equipment; identification of physical security and network security requirements; and identification of problem reporting and resolution practices for System equipment.

§ 1.3. The User Council shall provide recommendations to the Executive Council regarding approval of the terms and conditions of access of Users of the System, and the approval of user agreements.

§ 1.4 The User Council is responsible for conducting the dispute resolution process set out in the ALMR Cooperative Agreement, and for providing recommendations to the Executive Council regarding the final resolution of disputes.

§ 1.5. The User Council is responsible for investigating any allegation of breach of the Cooperative Agreement, formulating proposed remedies in instances of alleged breach, and providing recommendations to the Executive Council regarding the final disposition of alleged instances of breach.

§ 1.6. The User Council shall receive and review quarterly progress reports and schedules regarding modifications to System infrastructure from each responsible Party and shall use such reports and schedules as one basis to determine whether Parties are meeting their obligations as set forth in this agreement. Upon completion of such a review, the User Council may make recommendations, as necessary, to the Executive Council regarding actions or decisions needed from the Executive Council.

§ 1.7. Until Sustained O&M has been attained the User Council shall, in coordination with the Project Managers and the Operations Manager, be responsible for assessing and recommending service level requirements of the System, designating cost shared components of the ALMR Network Enterprise, recommending possible methods of funding the System, and for recommending a budget process for the System. (See Appendix A: ALMR Operations Management Organization)

§ 1.8. Subject to the approval of the Executive Council, and to the extent permitted under federal, state and local laws, the User Council may designate a consenting Party or consenting Parties to act as the User Council agent to procure and install System common shared-network equipment. Such procurement and installation shall be:

§ 1.8.1. Consistent with the System design as approved by the Executive Council;

§ 1.8.2. Subject to User Council supervision and oversight; and,

§ 1.8.3 Subject to the record-keeping, audit, and reporting requirements established by the User Council, as provided in the Cooperative Agreement.

§ 1.9. Subject to the approval of the Executive Council, and to the extent permitted under federal, state, and local laws, the User Council may designate a consenting Party or consenting Parties to act as the User Council agent to operate and maintain System common network controller equipment. This Party may be designated to negotiate, execute, and oversee an operations and maintenance agreement with a private or public entity to operate and maintain System common-shared network equipment in accordance with standards of operation and maintenance approved by the Executive Council. This agreement shall contain adequate provisions for emergency repair or replacement of the System common shared-network equipment.

§ 1.10. Performance Monitoring. The User Council will monitor and evaluate the operational performance of the System, including the efficiency and effectiveness of its operations and management as well as the performance of contracts and user agreements. The User Council will report to the Executive Council their assessment of the operational health of the System annually or as requested by the Executive Council.

§ 1.11. Financial Plan. The User Council will review and recommend annually, a financial plan developed and submitted by the Operations Manager to provide for the short and long-term financial needs of the System, including its funding needs as well as its capital replacement and enhancement needs. The Financial Plan will be updated annually, as well as at other times deemed necessary by the User Council and or the Operations Manager. The Financial Plan will then be presented through the User Council to the Executive Council for approval.

§ 1.12. Auditing and Control. The User Council will review and approve the Operations Manager's auditing and control policies and procedures to ensure accountability, compliance, monitoring and performance assessment.

§ 1.13. Risk Management. The User Council will review and recommend risk management and security policies and procedures developed by the Operations Manager, and pre-coordinated with the cooperative member agencies, that provide for the security, protection, and safety of the System, its personnel and its assets, and insures against the impacts of claims and liabilities. The Risk Management Plan will be presented through the User Council to the Executive Council for review and final approval.

§ 1.14. Procurement. The User Council will review and recommend procurement policies and a procurement plan developed by the Operations Manager and coordinated with the cooperative member agencies that meet System procurement needs and accommodate the different respective procurement authorities and constraints of the Parties to the extent permitted under federal, state, and local law. The Procurement Plan will be presented through the User Council to the Executive Council for review and final approval.

## Article 5

### Membership

§ 1. The Executive Council will approve the appointment of members and their alternates to the User Council. In the absence of the member, an alternate will have voting authority. Agencies may request multiple appointments of alternates.

§ 2. Membership of the User Council will be composed of twelve members representing the four foundational entities (DoD, Federal Non-DoD, State of Alaska, municipalities). There are no other members of the User Council. All members have a vote. ALMR user agencies and prospective user agencies are represented by one of the members of the User Council as defined below:

- § 2.1. DOD: US Army (1)  
Elmendorf AFB (1)  
Eielson AFB (1)
- § 2.2. Federal Non-DOD: Agencies to be determined (3)
- § 2.3. State of Alaska (SOA): Department of Transportation/Public Facilities (1)  
Department of Public Safety (1)  
All other SOA agencies (1)
- § 2.4. Municipalities: Northern Region (1)  
Central Region (1)  
Southeast Region (1)

§ 3. The DoD, the Federal Executive Association of Alaska (excluding DoD), and State User Council members will be selected by their respective chains of command. In cases where a single representative must vote on behalf of multiple agencies, the leadership of those agencies must reach accord about who is their designee. Agencies and regions must submit new letters of appointment (including those for alternate members), in a format to be determined, to the chair of the User Council upon approval of this charter by the Executive Council. Any letters of appointment for members who will represent multiple agencies should have as many co-signatories as possible to establish the veracity of the appointment.

§ 4. Replacement of User Council members is expected as members are transferred, promoted, separated, etc. It is the responsibility of agencies and municipal regions to anticipate these changes and to provide updated appointment letters. Appointment may be made by an e-mail from an authorized individual until such time as the appointment letter is received by the Secretary. Members will not be accorded voting rights without an authorized and documented appointment.

§ 5. Boundaries of municipal regions (See Appendix B – Geographic Regions):

§ 5.1. Northern Region includes all agencies that lay north of a line that extends west-southwest from the Alaska Highway crossing of the border with Canada, to Skwenta (not including same), and then running northwest to Unalakleet (and including same).

§ 5.2. Southeast Region includes all agencies that lay south of a line extending southwest from the Alaska Highway crossing of the border with Canada, to McCarthy (not including same), to the northern tip of Afognak Island, and then running northwest to Egegik (including same), and then extending to the northern tip of St Matthew Island.

§ 5.3 Central Region is comprised of all agencies not falling into either the Northern or Southeast Region.

§ 6. It is the responsibility of the three municipal voting members to establish methods whereby the needs and preferences of the region they represent can be determined. This may be through regularly scheduled teleconferences, meetings, or other arrangements. Minutes from regional meetings should be kept, distributed to regional member agencies and the User Council Secretary, maintained by the regional representatives, and transferred as the regional members change over time.

§ 7. In the event that Users feel their perspectives are not being given sufficient consideration by other members of a region, or in the case of non-municipal agencies, Users may provide written petitions or letters to the User Council Chair for consideration at the next scheduled meeting.

§ 8. While it may be desirable, it is not necessary, that the regional member be from the largest agency among municipal agencies in the region.

§ 9. Because User agencies who are not User Council members are represented by their regional or agency-specific member, they may observe User Council meetings, but may not participate without specific permission of the User Council Chair. Each regular User Council meeting will have a limited period of time set aside for the Chair to recognize individuals who may have dissenting viewpoints, or for those who feel they have information that may have been overlooked.

## Article 6 Organization

§ 1. The User Council will provide an administrative structure for the management and operations of the System including the development of a committee structure for receiving advisory input on operational matters. Ad hoc committees and subcommittees may be formed as deemed necessary by the User Council.

§ 1.1 Committees may be composed of User Council members only. However, this does not restrict committees from obtaining advice or testimony from other Users or prospective Users, or from technical experts who are not Users.

§ 1.2 Appointed committees shall provide reports and recommended action(s) to the User Council at each regularly scheduled meeting.

§ 2. The Chair, Vice Chair, and Secretary positions will be elected annually in whatever month is eleven months following their accession to office. They will assume their duties at the first meeting following their election.

§ 2.1. A Chair will be elected from among the twelve members of the User Council to be responsible for coordinating and facilitating the User Council meetings and agenda items. The Chair will also represent the User Council at Executive Council meetings.

§ 2.2. A Vice Chair will be elected with responsibilities as defined by the User Council, but primarily will serve as a partner to the Chair, and will assume the responsibilities of the Chair in their absence. The Vice Chair will not be from the same user sector as the chair.

§ 2.3. A Secretary may be elected with responsibilities as defined by the User Council, but may serve as principal records manager for the User Council.

§ 3. Regular meetings will be conducted and shall be composed of current action items and any new business introduced by members. Written minutes shall be kept for all meetings and distributed to User Council members and the Executive Council, at a minimum.

§ 4. At a minimum, at least five working days notice shall be given to User Council members before a meeting. If urgent circumstances dictate, the Chair may call a non-scheduled meeting.

§ 5. Meetings may be attended in person, or by teleconference, to facilitate statewide participation.

§ 6. A quorum shall exist when one-half plus one of current members are physically present or are participating via teleconference.

§ 7. Only the twelve members or their alternates (in the event of the primary appointee's absence), who have valid letters of appointment, shall have voting authority on matters presented for adoption, and for recommendation to the Executive Council. Matters brought before the User Council may be approved by a simple majority of those members in attendance at any scheduled meeting, during which a quorum exists.

## **Article 7**

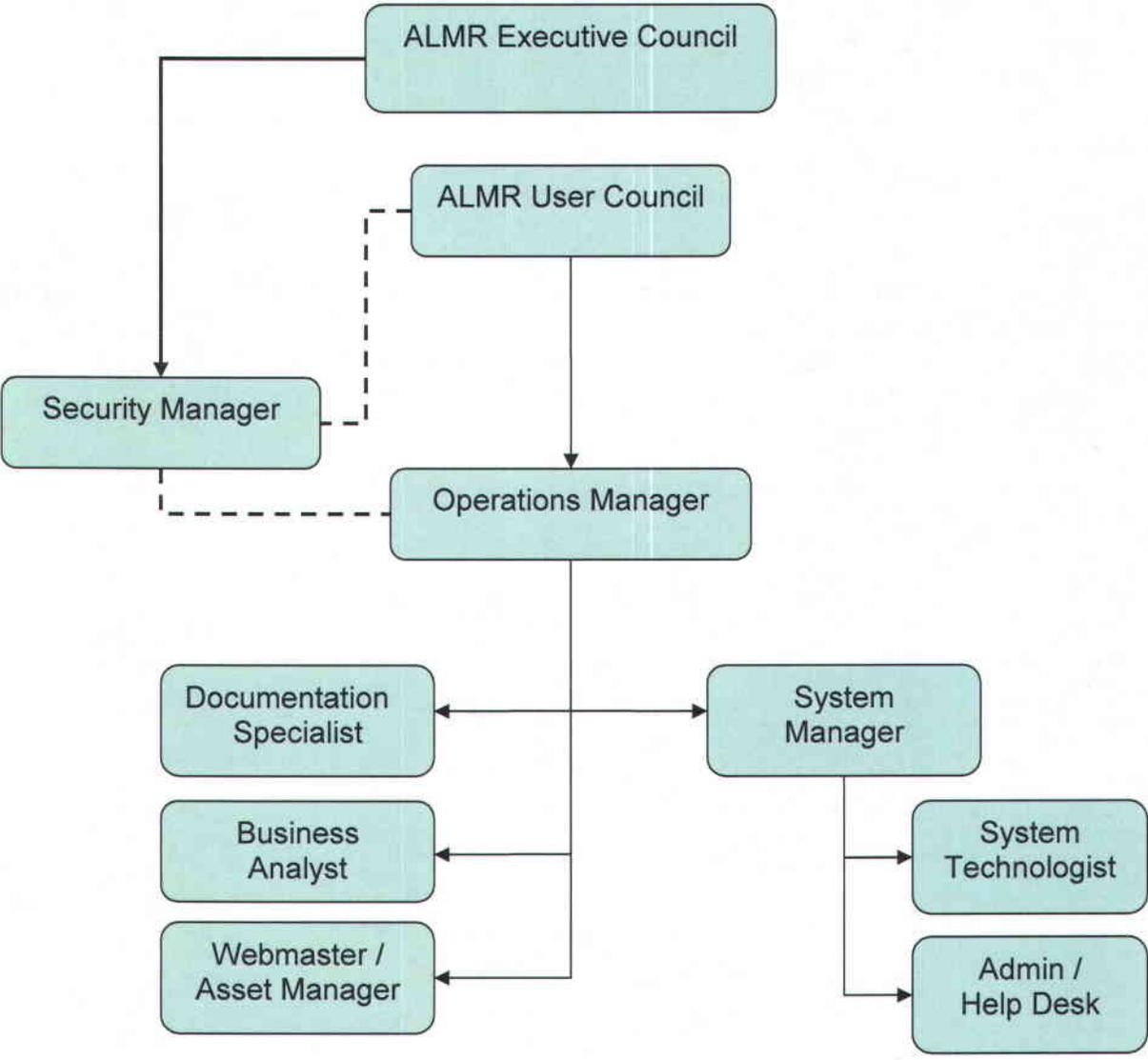
### **Additional Considerations**

§ 1. This document will require amendments over time. No later than six months after approval of the Charter by the Executive Council, and at any such time as determined by the User Council or Executive Council, the User Council shall review the charter and consider changes that will enhance the effectiveness and efficiency of User Council deliberation and functions.

§ 2. The User Council shall develop a reporting system to meet various System reporting requirements. The reporting system will encompass: 1) requirements that arise from federal, state and local laws and regulations; 2) policies of the User Council; 3) contracts and agreements; and 4) policies and decisions of the Executive Council. Areas of reporting, as determined by the User Council, may include management, budgeting, administration, finance, communications, outreach, and other areas as deemed appropriate and necessary.

# Appendix A

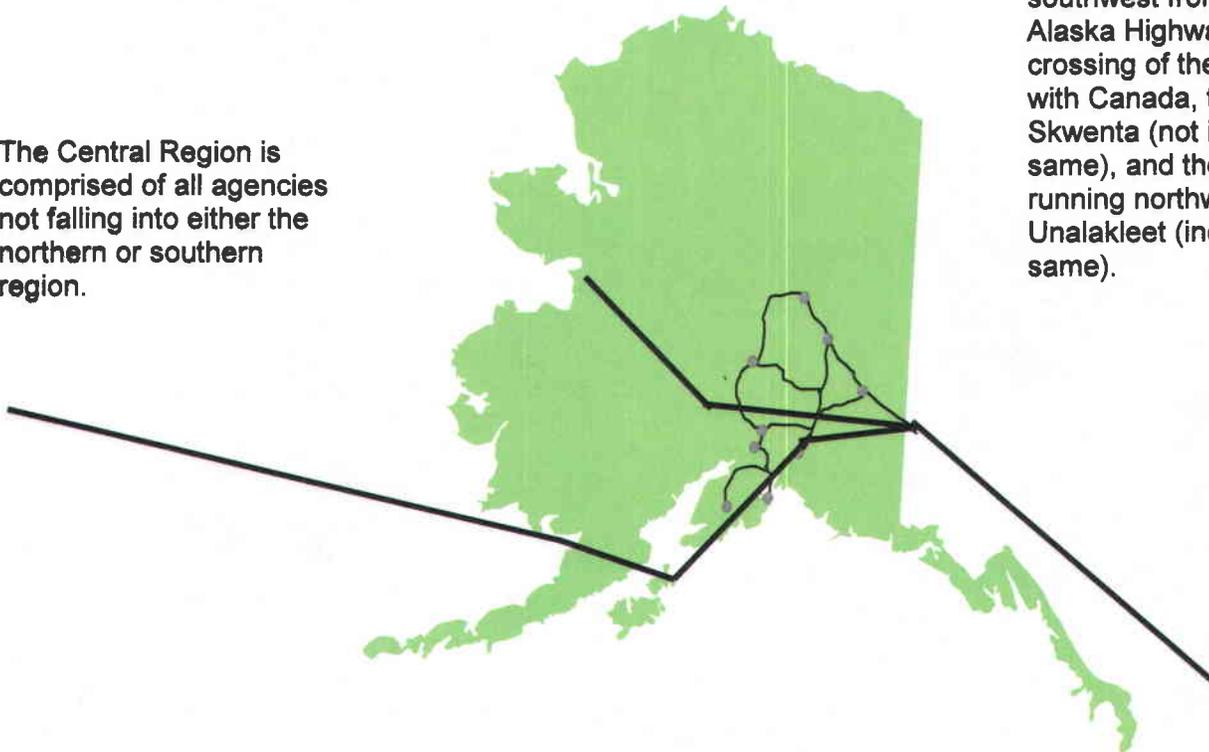
## ALMR Operations Management Organization



## Appendix B ALMR Geographic Regions

The Northern Region includes all agencies that lay north of a line that extends west-southwest from the Alaska Highway crossing of the border with Canada, to Skwenta (not including same), and then running northwest to Unalakleet (including same).

The Central Region is comprised of all agencies not falling into either the northern or southern region.



The Southeast Region includes all agencies that lay south of a line extending southwest from the Alaska Highway crossing of the border with Canada, to McCarthy (not including same), to the northern tip of Afognak Island, and then running northwest to Egegik (including same), and then extending to the northern tip of St Matthew Island.



U.S. Department of Justice

Federal Bureau of Investigation

MEMORANDUM FOR THE FEDERAL BUREAU OF INVESTIGATION

FROM: Anchorage Division (Section within the FBI making the appointment)

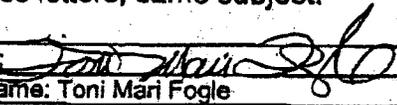
SUBJECT: Appointment of ALMR User Council Representative

1. ALMR User Council representatives are appointed to one-year terms and may be reappointed annually.
2. The following individuals are appointed as FBI representatives to the Alaska Land Mobile Radio User Council:

PLEASE PRINT OR TYPE

	Name	Title	Telephone	E-mail
PRIMARY	Peter Murphy	Telecommunications Manager	907-265-8500	petermurphy@gci.net
ALTERNATE	Susan Borrego	Special Agent	907-265-8118	Sborreg1@leo.gov

3. This letter supersedes all previous letters, same subject.

Signature: 
Printed Name: Toni Mari Fogle
Title: SAC Anchorage
Telephone: 907-265-8101
E-mail:

Atch 6



**Transportation  
Security  
Administration**

U.S. Department of Homeland Security

**MEMORANDUM FOR THE TRANSPORTATION SAFETY ADMINISTRATION**

**FROM:** Wilbur E. Hooks TSA Law Enforcement *within the TSA making the appointment*

**SUBJECT:** Appointment of ALMR User Council Representative

1. ALMR User Council representatives are appointed to one-year terms and may be reappointed annually.
2. The following individuals are appointed as FBI representatives to the Alaska Land Mobile Radio User Council:

PLEASE PRINT OR TYPE

	Name	Title	Telephone	E-mail
PRIMARY	Wilbur E. Hooks	AFSD/LE	907*-271-2247	Wilbur.e.hooks@dhs.gov
ALTERNATE*	Jim Caldwell	Inspector	907-271-5559	Jim.caldwell@dhs.gov

\* Each User Council member must have an Alternate. It is recommended that between the Primary and Alternate both technical and administrative skill sets are represented.

3. This letter supersedes all previous letters, same subject.

Signature: <i>Corky Caldwell</i>
Printed Name: Corky Caldwell FSD
Title: Federal Security Director
Date 11/14/2006
Telephone: 907-271-2247
E-mail: corky.caldwell@dhs.gov

Use this section if the appointment needs to be made by one person (above) and approved by another. Otherwise, just delete it.

4. Approved / Disapproved *(select one)*

Signature:
Printed Name:
Title:
Date:
Telephone:
E-mail:

*Atch 7*

