



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



**MEMORANDUM FOR ALMR Executive Council**

May 8, 2006

**FROM:** DoD Executive Co-Chair

**SUBJECT:** May 11, 2006 ALMR Executive Council Meeting Agenda (2 Hours)

**TO:** See Distribution

1. Call to Order. Colonel Clifton, Executive Co-Chairman, will call the meeting to order at 5900 East Tudor Road at 1:30 p.m. Roll will be taken. (5 Min)
2. Opening Statements and Other Announcements.
3. Approval of Previous Meeting Minutes, dated March 14, 2006 (Atch 1).
4. ALMR Project Status.
  - a. ALMR Project Status: Implementation activities report (Atch 2). Status of activities to be provided by State PM, Dr. Jones; DoD PM, Mr. Woodall; and AML PM, Mr. Erickson. (Open) (10 Min)
    - 1) ALMR Program Performance Metrics. OPR: ALMR PMs (Open)
    - 2) ALMR Risk Management Report. OPR: ALMR PMs (Open)
    - 3) Progress Report. OPR: ALMR PMs (Open)
  - b. Tri-Borough Project. Mr. Trygve Erickson will provide an update on current plans and activities regarding the Tri-Borough Focus Project. (Open) (5 Min)
5. Executive Council Focus Areas.
  - a. Transition Activities:
    - 1) Dr. Jones will present a review of the Valdez Beta Use Agreement and comparison with the DoJ COPS Model Cooperative Agreement. The ALMR Beta Use Agreement will contain "Hold Harmless and Indemnify statements protecting the Executive Council and Joint Project Team. (5 Min)

2) ALMR Communications System Cooperative Agreement Motion.

This agreement (Atch 3) is the next step in laying down the governance framework for the ALMR Executive Council and ALMR Users Council to govern and oversee operations and maintenance of the cooperatively shared infrastructure implemented under the original MoU/As. Motion, as previously written, is presented for review and modification. A summary of change overview will be presented by Mr. Woodall. This document is still undergoing revision. It is recommended by the DoD Project Team that this issue be tabled, and the changed document be distributed to EC members for their review/comment in preparation for an approval vote at the June EC meeting. OPR: EC Voting Members (Open) (15 Min)

Motion: Move to accept and approve for signature and implementation the "Alaska Land Mobile Radio Communications System Cooperative Agreement" Rev 3, dated December 15, 2003, to be finalized with all recommended changes and updates and presented for signature by the ALMR Executive Council Voting Members by December 15, 2005. (Open/Tabled)

Recommend Change to Motion: Move to accept and approve for formal coordination, signature and implementation the "Alaska Land Mobile Radio Communications System Cooperative Agreement" Rev 5, dated May 5, 2006 by 31 July 2006.

b. ALMR Users Council. OPR: ALMR Users Council Representative (10 Min)

c. Total Cost of Ownership and Cost Share. Mr. Woodall will provide status of the Service Level Agreement (Atch 4) and the timeline to establish an agreed upon cost share approach and agreement. (Open) (5 Min)

d. Transition/Cutover Status.

1) The PMs will identify and report to the EC key transition and critical path issues affecting their ability to successfully transition on to operational sites within 90 days of a site being declared operational. The PMs will propose a report format and content, to the EC for approval as required by previous approved motion. The PMs will provide an operational site list (Atch 5), showing the sites that their agency is responsible for implementing that identifies the: sites operational date, what agencies are expected to use the site, and which agencies are currently using the site(s). (10 Min)

2) Spectrum Conflict. DoD has requested the SoA PM provide a transition plan and timeline associated with spectrum conflict between DoD ALMR sites in operation and SOA users operating on the legacy conventional State LMR system. Dr. Jones will provide the EC with an overview of the transition plan, timeline and current status of resolution actions. OPR: Dr Jones (5 Min)

3) Communications and Training Reports. Members will have opportunity to report on major outreach/communication and contact activity undertaken by their respective agencies. OPR: All Members (Open) (5 Min)

6. New Business.

a. EC approve the Service Level Agreement. Motion submitted by the Users Council Chair and the Joint Program Team. (5 Min)

Motion: The Alaska Land Mobile Radio Service Level Agreement (SLA) be approved by the ALMR Executive Council to be formally coordinated for signature with the partnership agencies that make up the ALMR Users Council and upon signature become Appendix D to the ALMR Communications System Cooperative Agreement.

b. EC approve adding Gilmore Creek (Atch 6) as a new ALMR site. Motion submitted by SOA PM. (5 Min)

Motion: Move to accept Gilmore Creek as a new ALMR site.

c. Proposed changes to Program Change Process (Atch 7). Motion submitted by DoD project team. (5 Min)

Motion: The ALMR Executive Council approve the proposed ALMR Records Management Policy, and the revised ALMR Change Management Process. The ALMR Change Management process will use the ALMR Change Request Form Version 2.0, that is inclusive of Executive Council, Users Council, Joint Project Team, and Operations and Maintenance changes to documentation.

d. EC approve the establishment of a Cost Share Technical Working Group. Joint Motion submitted by SOA and DoD PM.

Motion: The ALMR Executive Council establish a cost sharing technical support committee to assist and guide the Joint Program team and the Users Council in the development of a cost sharing recommendation to be submitted to the ALMR Executive Council.

That each EC representative assign, appoint or make available expertise representing their agency in the following disciplines; contracting, legal, budget, financial analysis and other such disciplines as may be necessary. The appointed, assigned or support personnel with the collective disciplines identified above will form the technical support committee membership and shall be drawn from State, DoD, local government, and Federal Non-DoD agencies, as appropriate. The technical support committee may be formed by no less than two of

the four EC voting member agencies representative in the stated disciplines.

The technical support committee shall review all relevant aspects of the cost sharing plan and provide recommendations for action to the ALMR Users Council not later than July 15, 2006.

- e. EC accept for review and approval by next EC meeting draft version 1.0 "Alaska Land Mobile Radio Information Security Policy. Overview to be provided by Mr. Roger Hull (5 Min)
7. Next Meeting. June 8, 2006, 1:30 p.m. at the Tudor Road facility.
8. Adjourn Meeting.

*Kristine M. Clifton*

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

7 Atch:

1. March 14, 2006 Executive Council Minutes
2. Program Management Reports: State, DoD, AML
3. ~~Alaska Land Mobile Radio Communications System Cooperative Agreement, Ver 5, dated May 5, 2006, with four attachments~~ *wld*
4. ~~ALMR Service Level Agreement Ver 6.0, dated May 4, 2006~~ *wld*
5. Operational Site List
6. Program Change Request for Gilmore Creek
7. Proposed Revision to the Program Change Process



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



Memorandum for ALMR Executive Council

March 20, 2006

FROM: DoD Co-Chair

SUBJECT: March 14, 2006 ALMR Executive Council Meeting Minutes

TO: See Distribution

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**Executive Council Members Present:**

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

**ALMR Project Team Member Present:**

Mr. Mike Callahan	SoA Project Manager
Mr. Tim Woodall	DoD Project Manager
Mr. Jim Robinson	DoD Deputy Project Manager
Ms. Toni Dixon	DoD Project Team
Mr. Steve Eason	SoA ETS Project Manager
Mr. Dean Strid	SoA ALMR System Engineer
Ms. Sharon White	SoA ETS Project Manager

**Guests Present:**

Mr. Bill Rasmussen	SoA Department of Homeland Security
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1. **Call to order:** Colonel Clifton called the meeting to order at 9:00 a.m.
2. **Opening Statements and Other Announcements:** Colonel Clifton announced that Mr. Callahan is now serving as the SoA Enterprise Technology Services Director. Mr. Callahan announced that Dr. Jones assumed the position of SoA Project Manager through July 1, 2006. Commissioner Tandeske stated he met with the Director of the DOJ Bureau of Justice Assistance, Domingo Herraiz, during his



recent trip to Washington D.C. He asked the ALMR Project Office to send Mr. Herraiz an ALMR information package, DVD, and reiterate his offer to Mr. Herraiz to visit Alaska.

3. **Approval of Previous Meeting Minutes (November 21, 2005):** Ms. Handyside moved that the minutes be accepted as written; Commissioner Tandeske seconded the motion. There were no objections from the other Executive Council members and the minutes were accepted unanimously

4. **ALMR Project Status:**

- a. **PMO DoD** – Mr. Woodall provided the Executive Council with his status reports and distributed four (4) program change requests (PCR) for the Executive Council approval and signatures. The changes were to temporarily install DoD RF equipment for three (3) sites at SoA locations on the Kenai Peninsula and to relocate the Beckwitts Bluff site to Cottonwood Creek to improve ALMR coverage and to better protect the ALMR infrastructure. The equipment loan was approved by the Executive Council via e-mail.

10 January 2006: Colonel Clifton  
10 January 2006: Commissioner Tandeske

Note: Neither the Federal non-DoD nor Alaska Municipal League (AML) representatives were needed to approve the temporary move of DoD equipment to already approved sites. The decision was made between the State and DoD and executed by a Memorandum Of Agreement between the two agencies.

As a result, the ALMR PMO was able to support the Arctic Winter Games and assist with the Alaska State Trooper's (AST) transition effort. Mr. Callahan explained that the Cottonwood Creek site is state owned, the infrastructure is already in place, and the location is easily accessible from the road compared to Beckwitts Bluff which is located on the side of a mountain and accessible by helicopter only. The Executive Council approved and signed all change proposals.

Mr. Woodall explained that Motorola is currently driving Alaska roadways testing for actual rather than predictive coverage. Motorola provide the ALMR PMO coverage maps that are being reformatted for distribution to AST. These maps will also be made available to all ALMR users. Mr. Woodall added that coverage map versions must be developed for summer and winter as there is a significant difference between the seasons. Winter coverage is usually better.

Mr. Woodall added that a number of system design activities (SDA) are on-going, primarily in-building coverage analysis on military installations and the Gateway SDA. The Gateway Operational Management Center (OMC) installations at the Anchorage Emergency Operations Center and Fairbanks Police Department Dispatch are complete. Finally, the ALMR upgrade to 7.1 has been ordered. The

plan is to complete the migration from 6.5 to 6.8 by the end of August, and migrate from 6.8 to 7.1 by the end of 2006.

b. **PMO SoA** – Mr. Callahan reported (on behalf of Dr. Jones) that the primary activity at this time is the transition of ALMR efforts from the DMVA to DoA. Mr. Callahan advised that the Gilmore Creek site (NOAA and DHS) is very interested in joining ALMR. There is a DHS grant that will cover part of the costs. This site would come in right behind Cottonwood Creek. Mr. Rasmussen advised this site is part of the DHS Buffer Zone Protection Plan and DHS will want the entire Steese Highway covered. Mr. Callahan said that would be done in a future phase of the project.

c. **Tri-Borough Focus Project** – Ms. Handyside announced that the MOA posted a \$10 million dollar bond request to build out the Anchorage Wide Area Network (AWAN). If the MoA bond is approved, a project manager will be hired to manage the Tri-Borough Project. She noted that the DHS provided TICP (Tactical Interoperable Communication Plan) consultants to help MOA complete their TICPs. One hundred and twenty-seven people participated in a process which identified all of the radios in MOA and other parts of the state. This information is housed in a database called CASM. TICPs will be completed in 2006 and implemented in May 2007. A comprehensive COMEX will be planned to thoroughly test the plans. Ms. Handyside mentioned that the Mayor's Tri-Borough Commission, consisting of Anchorage, Kenai Peninsula and MatSu mayors, wrote a letter to the Governor requesting funding for user fees. The Commission's purpose is to work on common issues affecting the boroughs. In addition to the Tri-Borough, the Valdez, Fairbanks and the North Star boroughs are also discussing ALMR issues and developing letters requesting funding for user fees. Ms. Handyside noted these groups are great assets that can help advocate ALMR funding efforts.

d. **Program Change Request (PCR)** – Four (4) PCRs (temporarily install DoD RF equipment for three (3) sites at SoA locations on the Kenai Peninsula and relocate Beckwitts Bluff site to Cottonwood Creek) were approved and signed by Colonel Clifton, Ms. Handyside, and Ms. Smith. They will be forwarded to Commissioner Tandeske for his signature.

e. **Roles, Responsibilities, Processes and Procedures** – Mr. Woodall explained the new ALMR contract includes language that outlines the responsibilities of the General Manager to include oversight of contractors. These responsibilities are also included as an appendix to the Service Level Agreement (SLA) that is currently under review by the ALMR Users Council. A number of other draft documents have been prepared and provided to the Users Council for final review and presentation to the Executive Council for approval. A change management process has been set up to support this effort. The priority for the Users Council at this point is finalizing the SLA. The SLA is critical to determine an organization's requirements and subsequent cost share for those services. Therefore, each agency must provide a signatory authority that can commit the agency to potential costs. Mr. Woodall

explained that he will meet with Major Leveque to discuss current operating costs for the Users Council.

5. **Executive Council Focus Areas:**

a. Transition Activities:

1) A comparison of the Valdez Beta Use Agreement with the DoJ COPS model was tabled until the next meeting. Dr. Jones was attending a conference and unable to present this information to the Executive Council. **(OPEN)**

2) Mr. Woodall explained that the changes made by the Executive Council to the Users Council Charter must be reflected in Article 9 of the ALMR Communications System Cooperative Agreement. Mr. Woodall has made the needed changes and will bring the amended document forward for approval. The Users Council has formally adopted the charter and elected officers. Major Leveque is Chairman and Mr. Johnson (Fairbanks PD) is Vice Chairman. The Secretary position is unfilled but Mr. Woodall has assigned PMO staff to handle that function.

3) The ALMR Communications System Cooperative Agreement has been validated by the SoA, DoD and MoA Executive Council members. Ms. Smith stated her staff is still reviewing the agreement and she asked Mr. Woodall to send her the latest revision. Colonel Clifton noted that completing the approval process on this document is critical to the project moving from the implementation phase to the sustainment phase.

b. Users Council: **Motion: Upon review of the Users Council Charter, the Executive Council finds that the Charter meets the governance requirements for fair and equitable representation, voting, arbitration and effective operation of the ALMR Users Council and moves that it be approved.**

This item was addressed out of session and electronically approved by all Executive Council members on the following dates:

11 January 2006: Colonel Clifton and Ms. Handyside

13 January 2006: Commissioner Tandeske and Ms. Deborah Smith

**The motion was unanimously APPROVED.**

Regarding the membership of federal non-DoD representatives, Ms. Smith stated the FBI and Department of Interior have selected Users Council representation. She is still waiting for the nominees from FEMA.

Mr. Woodall announced that Bryan Fischer from DMVA has started a Users Council Website; all of their minutes and documents are posted at that site. There is

controlled access but the Executive Council will be added to the user list. For access, log on to:

[http://www.ak-prepared.com/almr/user\\_council.htm](http://www.ak-prepared.com/almr/user_council.htm)

c. Transition/Cutover Plan Development: Colonel Clifton explained that this motion was brought forward several meetings ago and needs to be resolved. She stated the DoD still supports this motion and it's needed to ensure the Executive Council has more visibility into how the infrastructure is being utilized or not being utilized. Contracts are in place to operate and maintain the equipment and the ALMR PMO must provide the Executive Council assurance that viable plans exist to transition users to this interoperable capability as rapidly as possible.

**Motion: The Joint Project Office (State, Local and DoD PMs) through a cooperative approach will develop a transition/cutover plan for each of their member agencies that will operate on the ALMR system. This plan will be a written plan that is made available to agencies that will transition to the system. The plan will also be established and maintained on the Joint Project server. The PM's will identify and report to the EC key transition and critical path issues affecting their ability to successfully transition on to operational sites within 90 days of a site being declared operational. The PM's will propose a report format and content, to be presented to the EC for approval at the next meeting. An operational site list will be provided with the report that identifies the: sites operational date, what agencies are expected to use the site, and which agencies are currently using the site(s).**

The motion to approve was made by Ms. Handyside and seconded by Commissioner Tandeske. **The motion was unanimously APPROVED.**

The PMO is currently conducting a gap analysis of the processes and procedures necessary to operate the system. The PMO will work with Motorola to document the operating procedures so that users have all the information they need to join the system. Colonel Clifton asked for a status update on resolving the spectrum interference issues affecting the R-1 North site. Mr. Callahan stated he will provide Colonel Clifton an update as soon as possible.

## **6. Open Floor**

a. Mr. Rasmussen shared that the issue of training continues to surface. Small communities have limited resources. Mr. Woodall detailed the efforts currently underway to address this issue. Mr. Woodall announced a radio loan program that includes training for subscribers. Subscribers may sign out a radio and see for themselves how the system provides effective communication. Currently the DMVA Newsletter and the Users Council community share this kind of information with the user base. Eventually, the Users Council will have its own newsletter that will regularly publish pertinent information. Ms. Smith shared a concern that training

issue may be compounded by not having an individual dedicated to provide outreach and training. Mr. Woodall explained that the Project Management Office is not divorcing itself from the Users Council. The PMO will continue to provide comprehensive support until the O&M organization can effectively take over.

## 7. New Business

a. Mr. Callahan noted that the 2006 Site Buildout included in the attachment he provided is incorrect and provides minimal information. He will provide the correct document to the Executive Council members via e-mail and asked that the members vote to accept the plan electronically. The Southeast sites are the most challenging as they are mostly only accessible by helicopter. Kodiak will have challenges as well. There are sites in Kodiak currently not on the list. Mr. Callahan noted that the site buildout priorities are not cast in stone; priorities can change because of a variety of variables including weather, staff availability, equipment shipment schedules, helo schedules, etc.

b. Mr. Rasmussen noted that Sitka has applied for DHS money to purchase a non-trunked system incompatible with ALMR. Several participants provided additional information about this issue. Mr. Woodall explained that the JPO asked Motorola to donate the old DoD consoles to small communities in Alaska as they can't resell them. Mr. Eason will follow-up with Sitka to make sure they have the information they need.

c. Mr. Robinson provided an overview of the efforts to support the Arctic Winter Games, a Communications Exercise scheduled for May and a demonstration of the system for the Triborough Mayors. Ms. Handyside commended Mr. Quickel and Mr. Robinson for pulling the demonstration together so quickly. Having the mayors in a communications van talking to their communities was very valuable. Mr. Callahan and the Executive Council then further lauded Mr. Eason, Mr. Strid and their teams, for the large amount of work accomplished in a very short period of time.

d. Mr. Strid proposed that every ALMR radio in the state of Alaska be programmed with a standard set of NIMS talkgroups. Mr. Woodall explained the value of this proposal was proven in numerous exercises involving ALMR. He added that the Concept of Operations documents the process for doing this and noted there is also a proposed Admin Zone. Ms. Smith inquired if the Users Council should be consulted before the EC motioned and acted upon the motion. Ms. Handyside, after some discussion, concluded that this is an issue that requires downward direction and review and feedback from the Users Council is not required to execute this policy.

**Motion: Every ALMR radio in the state of Alaska must be programmed with Incident Command Channels and Conventional Interoperability Channels.**

For the Executive Council, the motion was made by Ms. Smith and seconded by Ms. Handyside.

**The motion was carried and approved.**

For the State Interoperability Executive Committee, the motion was made by Commissioner Tandeske and seconded by Ms. Smith.

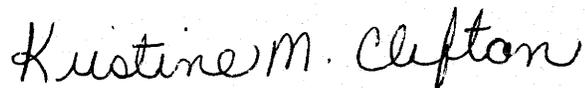
**The motion was carried and approved.**

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

- a. Mr. Callahan will e-mail the 2006 Site Buildout document to the Executive Council members for review.
- b. Executive Council members will review the 2006 Site Buildout document and e-mail their approval to Colonel Clifton.
- c. Ms. Handyside will send a copy of the Tri-Borough Commission's letter to the Governor to the Executive Council members.
- d. PMO to send 4 program change requests to Commissioner Tandeske for signature.
- e. Ms. Smith to move the ALMR Cooperative Agreement from review status to approval at DoJ.
- f. Mr. Woodall to send Ms. Smith the March 1, 2006 version of the ALMR Cooperative Agreement.
- g. Project Managers to present Transition/Cutover plan at the next meeting.
- h. Mr. Callahan to provide Colonel Clifton an R1 North status update.
- i. Mr. Eason to contact Sitka officials to ensure open channels of communication

**9. NEXT MEETING: May 11, 2006, 1:30 p.m. at the Tudor Road facility.**

Colonel Clifton made a motion to adjourn which was seconded by Commissioner Tandeske. Without further discussion, the Executive Council Meeting adjourned at 11:05 a.m.



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

**Attachments:**

1. PMO DoD Status Reports
2. ALMR 2006 Site Build Plan

# DOD Program Metric Report as of 21 April 2006

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



## DOD Program Status Report as of 21 April 2006

		Overall	Schedule	Budget	Resource
<b>Goverance</b>		●			
	Cooperative Agreement (Dec-2003)		●	●	●
	Membership Agreement		●	●	●
	User Council Charter		●	●	●
	MoA - Site Sharing		●	●	●
	MoA - BDA Ownership		●	●	●
	MoA - CNE Contingency Plan		●	●	●
	MoA - Informaiton Security Plan		●	●	●
<b>Implementation</b>		●			
	<b>Phase I</b>	●			
	<b>Training</b>	●			
	<b>SDA Refresh</b>	●			
	<b>Site Implementation (0308)</b>	●			
	Cooper Mtn		●	●	●
	In Wide Area Network; needs ATP				
	<b>Site Implementation (0345)</b>	●			
	Tahnetna Pass / Sterling		●	●	●
	Gerstle River / Ninilchik		●	●	●
	Honolulu / Seldovia		●	●	●
	In Wide Area Network; needs ATP				
	Byers Creek		●	●	●
	Requires completion of 600' access road (SoA)				
	Requires primary power (SoA)				
	Minimum risk for completion by 06-30-06				
	<b>Site Implementation (0345)</b>	●			
	Tsina		●	●	●
	Requires power (SoA)				
	High risk for completion by 06-30-06				

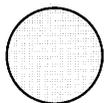
## DOD Program Status Report as of 21 April 2006

		Overall	Schedule	Budget	Resource
<b>Implementation (continued)</b>		●			
	<b>Subscriber Update (0364)</b>		●	●	●
	Approved to add subscriber equipment to contract in progress				
	<b>Motorbridge Gateway SD/SA (DO257)</b>		●	●	●
	Approved to add Concept of Operations to contract				
	<b>In-Building SD/SA (0367)</b>		●	●	●
	Approved to add 6 sites to contract				
	CDR Scheduled for 04 May 2006				
	<b>Key Management Facilities (KMF)</b>		●	●	●
	Standard Operating Procedures at 90%				

## DOD Program Status Report as of 21 April 2006

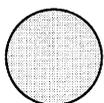
	Overall	Schedule	Budget	Resource
<b>Transition</b>	●			
<b>Spectrum Conflicts</b>	●			
20 channels are unavailable due to frequency conflicts, impacting 12 operational sites (SoA):				
Alcantra (SoA)		●	●	●
Atwood (SoA)		●	●	●
Bailey Hill (SoA)		●	●	●
Birch Hill (SoA)		●	●	●
Ester Dome (SoA); waiting on staff schedule		●	●	●
Girdwood (SoA)		●	●	●
Harding Lake (SoA); waiting for combiner to arrive		●	●	●
Hope (SoA)		●	●	●
Quarry Hill (SoA)		●	●	●
R1 North (SoA); waiting on staff schedule		●	●	●
Saddle Mtn (SoA)		●	●	●
Willow Creek (SoA)		●	●	●
<b>Agencies</b>				
Alaska State Troopers	●			
Transition Plan		●	●	●
Subscribers		●	●	●
Consoles		●	●	●
Training		●	●	●
Coverage		●	●	●
Department of Transportation	●			
<b>Cutover</b>	●			
Service Level Agreement (SLA)		●	●	●
Customer Support Plan		●	●	●
Standard Operating Procedures		●	●	●
<b>PMO Support</b>	●			
Schedule		●	●	●
Reports		●	●	●
Records Management (Documentation)		●	●	●
System Security		●	●	●

## SOA ALMR Program Office Metrics 11 May 06



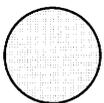
### Site Construction

- Phase 1: 8 of 12 sites preped for equipment installation
- No impediments to installation on any Phase 1 sites at this time
- Phase 2: Critical Design Review for sites to be conducted within the next month.



### Program Funding

- '06 COPS Grant submitted - 26 May (\$5 Million)
  - Final sign off 13-15 June
- SOA Funding
  - '05 Legislature – 12.5 Million Approx. \$6 Million remaining
  - '06 Legislature
    - \$1.7 Million – WAW
    - \$2 Million Directs SATS Support
    - \$2.5 Million Capital Funds



### Northern Zone Cutover

- Connectivity
  - AST
    - Spread Spectrum Radio Installation - Complete 12 May
    - Three T1s Installation - Complete 12 May
  - Fairbanks Airport
    - Four T1s Installation - Complete 12 May
    - Airport Ops radios installed and programmed Complete 12 May
  - Esther Volunteer Fire Dept frequency conflict cleared in March
  - DOC Freq Deconfliction Plan approved by DOC and being implemented.
    - DOC freq conflict does not prevent cutover of AST

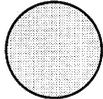
## SOA ALMR Program Office Metrics

### 11 May 06



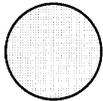
#### Outreach and Training

- Ongoing coordination with Northern Zone agencies and jurisdictions
- Central Zone, Kenai and SE Region need coordination and planning
- Fix Action: Coordinating to bring in direct support and training for customers



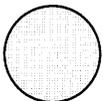
#### Coordination With ALMR GM

- Working relationship and coordination with ALMR GM is excellent
- Coordinating co-location of SOA and GM staffs for ALMR O&M



#### SOA Agencies Transition

- DOT Plan fully developed.
- AST Plan for Northern Region being implemented
- DNR cutting over commanders for fire season
- DOC Implementation plan under development now
- Other agencies awaiting assistance for cutover



#### Other System Issues

- FCC waiver extension in progress

# ALMR Radio Site Status as of 05 May 2006

Site	Equipment		Funded		Usable		Maintenance		Under Contract	Frequency Status	Comments 05-05-06	Potential Users		Current Users
	Site	Equipment	DoD	Yes	Sites	Yes	Contract	Comments				Potential Users	Current Users	
1 Alcantra - Wasilla	DoD	Yes								Chnl 2 & 3 Conflict w/Dept. of Corrections	AST, Wasilla, MSB, ARRC		DOT	
2 Anchor River - Anchor Point	SoA										AST, DOT, KPB			
3 Anchorage Regional Land Fill - 7	MoA									Reconciled MoA site	MoA			
4 Asplund Waste Treatment - 700MHz - Anchorage	MoA									Reconciled MoA site	MoA			
5 Atwood - 700MHz - Anchorage	MoA									Reconciled MoA site	MoA			
6 Atwood Bldg - 800MHz - Anchorage	SoA									Reconciled MoA site	MoA			
7 Atwood Bldg - VHF - Anchorage	SoA	Yes	Yes		Yes				R	Frequency Conflict	AST		DOT	
8 Auke Lake - Juneau	SoA	Yes	Yes		Yes				G		AST, CBJ		DOT	
9 Bailey Hill - Palmer	DoD	Yes	Yes		Yes				R	Frequency Conflict	AST, Palmer, MSB		DOT	
10 Beaver Creek - Alaska Hwy	SoA									Chnl 2 & 5 Conflict w/Dept. of Corrections	AST, DOT, Customs		DOT	
11 Birch Hill - Ft Wainwright	DoD	Yes	Yes		Yes				R	Frequency Conflict	AST, North Star Borough, DoD		DOT	
12 Black Rapids - Richardson Hwy	DoD	Yes	Yes		Yes				G		AST, EMS		DOT	
13 Blueberry Hill - 700MHz - Eagle River	MoA									MOD to add to contract 0399 is in process	MoA		DOT	
14 Blueberry Hill - VHF - Eagle River	SoA	Yes	Yes		Yes				G		AST		DOT	
15 Byers Creek - Parks Hwy	DoD									Separated from MoA site Implementation pushed to CY2006	AST, DOT, ARRC		DOT	
16 Canyon Creek - Richardson Hwy	DoD	Yes	Yes		Yes				G		AST, EMS		DOT	
17 Cathedral Rapids - Alaska Hwy	DoD	Yes	Yes		Yes				G		AST		DOT	
18 Chulitna - Parks Hwy	DoD	Yes	Yes		Yes				G		AST, ARRC		DOT	
19 Clear - Clear	DoD	Yes	Yes		Yes				G				DoD	
20 Cooper Mtn - Seward Hwy	DoD	Yes	Yes		Yes				R	Frequency Conflict	AST, DOT, KPB		DOT	
21 Cottonwood Creek - Mat-Su	SoA									Chnl 4 Conflict w/State Troopers ATP completed 4/26/06 Executive Council Change Request replaces Beckwitts Bluff Plan to move site to Ft Greely	AST, DOT, MSB AST, AST/DNR Dispatch AST, DOT, Homer AST, Valdez AST AST		DOT	
22 Delta - Delta Junction	DoD	Yes	Yes		Yes				G		AST, DOT, MSB		DOT	
23 Diamond Ridge - Homer	SoA										AST, DOT, Homer		DOT	
24 Divide - Richardson Hwy	DoD	Yes	Yes		Yes				G		AST, Valdez		DOT	
25 Donnelly Dome - Ft Greely	DoD	Yes	Yes		Yes				G		AST		DOT	
26 Dot Lake - Alaska Hwy	DoD	Yes	Yes		Yes				G		AST		DOT	
27 Eklutna Water Treatment Plant	MoA									Reconciled MoA site	MoA		DOT	
28 Ernestine Mtn - Richardson Hwy	DoD	Yes	Yes		Yes				G		AST		DOT	
29 Ester Dome - Fairbanks	DoD	Yes	Yes		Yes				R	Frequency Conflict	AST, DOT, ARRC		FNSB	
30 Federal Building - Juneau	SoA										AST, CBJ			
31 Fire Station 12 - 700MHz - Anchorage	MoA									Reconciled MoA site	MoA			
32 Fire Station 12 - VHF - Anchorage	SoA									Reconciled MoA site	AST, DOT		DOT	
33 Garner - Parks Hwy	DoD	Yes	Yes		Yes				G		AST, ARRC		DOT	
34 Gerstle River - Alaska Hwy	DoD									RF equipment installed at Ninlichik 02/28/06	AST, DOT			
35 Girdwood - 700MHz - Girdwood	MoA									Reconciled MoA site	MoA			
36 Girdwood - VHF - Girdwood	DoD	Yes	Yes		Yes				G		AST		DOT	
37 Glennallen - Glennallen	DoD	Yes	Yes		Yes				G		AST, Glennallen		DOT	
38 Gold Creek - Parks Hwy	SoA									Separated from MoA site	AST, DOT, ARRC		DOT	

Atch 5

# ALMR Radio Site Status as of 05 May 2006

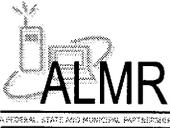
Site	Funded Equipment	Usable Sites	Under Maintenance Contract	Frequency Status	Comments	Potential Users	Current Users
39 Grandview - Seward Hwy	SoA					AST, DOT, ARRC	
40 Haines - Haines	SoA					AST, DOT, Haines	
41 Harding Lake - Richardson Hwy	DoD	Yes	Yes	R	Chnl 3 Conflict w/Ester Fire Dept.	AST	DOT
42 Henny Range - Cordova	SoA					AST, DOT, Cordova	
43 High Mtn - Ketchikan	SoA					AST, DOT, Ketchikan	
44 Hill 3265 - Eielson	DoD	Yes	Yes	G		AST, DOT	DoD
45 Honolulu - Parks Hwy	DoD				RF-equipment installed at Sterling 02/28/06 Shelter delivered to Tudor Rd 02/23/06 Reconciled MoA site	MoA	
46 Hope - 700MHz - Hope	MoA					AST	DOT
47 Hope - VHF - Hope	DoD	Yes	Yes	R	Chnl 5 Conflict w/Dept of Health; Separated from MoA site		
48 Hunter - Seward Hwy	SoA					AST, DOT, ARRC	
49 Hurricane - Parks Hwy	DoD	Yes	Yes	G		AST, DOT	
50 Kaslof - Kenai	SoA					AST, DOT	
51 Kenai - Kenai	SoA					AST, DOT, Kenai	
52 Kincaid Park - 700MHz - Anchorage	MoA				Reconciled MoA site	MoA	
53 Knik Fire Station 62 - 700MHz - Hope	MoA				Reconciled MoA site	MoA	
54 Latimer Chugiak Fire Station - 700MHz - Hope	MoA				Reconciled MoA site	MoA	
55 Lena Pt - Juneau	SoA	Yes	Yes	G		AST, CBJ	DOT
56 Lion Head - Glenn Hwy (Sheep Mtn)	DoD	Yes	Yes	G		AST	DOT
57 Money Knob - Dalton Hwy (Liven)	SoA					AST, DOT	
58 Moose Pass - Seward Hwy	DoD	Yes	Yes	G		AST	DOT
59 Mt Sunny Hay - Craig	SoA					AST, DOT, Craig	
60 Mt Susitna - Anchorage	SoA					AST, DOT	
61 Nenana - Parks Hwy	DoD	Yes	Yes	G		AST, ARRC	DOT
62 Nikiski - Nikiski	SoA					AST, DOT, Nikiski	
63 Ninilchik - Ninilchik	SoA	Yes	Yes	G	Site in wide-area trunking 3/16/06 ATP scheduled 3/22/06	AST, DOT, Ninilchik	
64 Paxson - Richardson Hwy	DoD	Yes	Yes	G		AST	DOT
65 Peger Road - Fairbanks	SoA	Yes	Yes	G		AST, Fairbanks	DOT, FNSB
66 Petersburg - Petersburg	SoA					AST, DOT, Petersburg	
67 Pillar Mtn - Kodiak	SoA					AST, DOT, Kodiak	
68 Pipeline Hills - Sterling Hwy	SoA					AST, DOT, KPB	
69 Pole Hill - Eielson	DoD	Yes	Yes	G		MoA	DoD
70 Portage - 700MHz - Portage	MoA				Reconciled MoA site	MoA	
71 Portage - VHF - Portage	DoD	Yes	Yes	G	Separated from MoA site	AST, ARRC	DOT
72 Quarry Hill - Eielson	DoD	Yes	Yes	R	Chnl 4 Conflict w/Dept. of Corrections	AST	DoD, FNSB
73 R1 North - Elmendorf	DoD	Yes	Yes	R	Chnl 6 Conflict w/Dept. of Corrections	AST	DoD
74 Rabbit Creek - 700MHz - Anchorage	MoA				Reconciled MoA site	MoA	
75 Rabbit Creek - VHF - Anchorage	DoD	Yes	Yes	G	Separated from MoA site	AST	DOT
76 Reindeer Hills - Parks Hwy	DoD	Yes	Yes	G		AST, ARRC	DOT
77 Saddle Mtn - Juneau	SoA	Yes	Yes	R	Chnl 4 Conflict w/State of Alaska	AST, CBJ	DOT
78 Sawmill - Glenn Hwy	DoD	Yes	Yes	G		AST	DOT
79 Seldovia - Seldovia	SoA	Yes	Yes	G	ATP completed 4/26/06	AST, DOT, KPB, Homer	
80 Seward - Seward Hwy	DoD	Yes	Yes	G		AST, DOT, Seward	
81 Ship Creek Water Treatment Plant	MoA				Reconciled MoA site	MoA	

# ALMR Radio Site Status as of 05 May 2006

Site	Equipment	Funded	Usable Sites	Under Maintenance		Frequency Status	Comments 05-05-06	Potential Users	Current Users
				Contract	Contract				
82	Silvertip - Seward Hwy	DoD	Yes	Yes	Yes	G		AST	DOT
83	Site Summit - Ft Richardson	SoA	Yes	Yes	Yes	G		AST, ARRC	DOT, DOD
84	Sitka - Sitka	SoA						AST, DOT, Sitka	
85	Skagway - Skagway	SoA						AST, DOT, Skagway	
86	Ski Hill - Soldotna	SoA						AST, DOT, Soldotna	
87	Sourdough - Richardson Hwy	DoD	Yes	Yes	Yes	G		AST	DOT
88	Sterling - Kenai	SoA	Yes	Yes	Yes	G		AST, DOT, Sterling	
89	Summit Lake - Seward Hwy	DoD	Yes	Yes	Yes	G		AST, DOT	DOT
90	Tahnetta Pass - Glenn Hwy	DoD					RF equipment installed at Seldovia 02/28/06 Land use agreement approved 02/06 Separated from MoA site	AST, DOT, Airport	
91	Ted Stevens AIAP - VHF - Anchorage	SoA	Yes	Yes	Yes	G			
92	Tok - Alaska Hwy	DoD	Yes	Yes	Yes	G		AST, AST/DNR Dispatch	DOT
93	Toisona - Glenn Hwy	DoD	Yes	Yes	Yes	G		AST	DOT
94	Trims - Richardson Hwy	DoD	Yes	Yes	Yes	G		AST	DOT
95	Tsina - Richardson Hwy	DoD					Implementation pushed to CY2006 - at risk to not have completed by 07/06	AST, DOT	
96	Tudor/4800 Bragaw - 700MHz - A	MoA					Reconciled MoA site	MoA	
97	Valdez - Valdez	DoD	Yes	Yes	Yes	G		AST	DOT, Valdez
98	Whittier - Whittier	DoD	Yes	Yes	Yes	G		AST, Whittier, ARRC	
99	Willow Creek - Willow	SoA	Yes	Yes	Yes	R	<b>Chnl 1 Conflict w/Alaska Troopers</b>	AST, MSB, ARRC	DOT
100	Willow Mtn - Richardson Hwy	DoD	Yes	Yes	Yes	G		AST	DOT
101	Wolcott Mtn - Seward Hwy	DoD	Yes	Yes	Yes	Y	Chnl 2 Conflict w/Seward Dept. of Corrections.	AST, DOT, Seward	
102	Womens Bay - Kodiak	SoA						AST Dispatch	
103	Wrangell - Wrangell	SoA						AST, DOT, Wrangell	
104	Yanert - Parks Hwy	DoD	Yes	Yes	Yes	G		AST, ARRC	DOT
X	St Paul Island - St. Paul Island	DoD	Yes	Warranty	Yes	Y	No maintenance contract - manufacturer warranty		
C1	Birch Hill - Controller	DoD		Console	Console	G			
C2	Tudor Road - Controller	SoA		Console	Console	G			
T1	Transportable - South	DoD	Yes	Trans	Trans	G			
T2	Transportable - North	DoD							

59	61	60	Total
Yes	57	46	Green
Transportable Warranty Console	1 1 2	2	Yellow
		12	Red





Alaska Land Mobile Radio

# ALMR Program Change Request Form (CR)

Change Request ID # \_\_\_\_\_

Change Request Current Status/Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section III – Documentation Change

<b>11. Document title and version:</b>	<b>12. Other documents affected:</b>
<b>13. Paragraph and page number affected (attach pertinent pages when possible):</b>	
<b>14. Change Description (From/To):</b>	
<b>15. Rationale for Change:</b>	
<b>16. Impact</b>	

## Section IV - Approval Signature Blocks

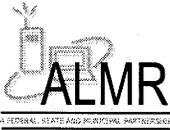
<b>ALMR Project Manager (DOD) Approval:</b> Name/Date/Title/Signature	<b>ALMR General Manager Approval:</b> Name/Date/Title/Signature	<b>ALMR Project Manager (SOA) Approval :</b> Name/Date/Title/Signature
<b>Air Force Approval:</b> Name/Date/Title/Signature	<b>AML Approval:</b> Name/Date/Title/Signature	<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	<b>SOA Approval:</b> Name/Date/Title/Signature	<b>Vendor Approval:</b> Name/Date/Title/Signature

### User Council Approval: (12)

<b>DoD (3) Name/Date/Title/Signature</b>	<b>Federal Non-DoD (3) Name/Date/Title/Signature</b>
<b>SOA (3) Name/Date/Title/Signature</b>	<b>Municipalities (3) Name/Date/Title/Signature</b>

### Executive Council Approval: (4)

<b>DoD Rep:</b> Kristine M. Clifton, Colonel, USAF Director of Command, Control, Communications and Computer Systems Date: _____ Signature: _____	<b>Federal non-DoD Rep:</b> Ms. Deborah Smith, 1 <sup>st</sup> Assistant US Attorney Date: _____ Signature: _____
<b>SOA Rep:</b> Mr. William Tandeske, Commissioner, Alaska Department of Public Safety Date: _____ Signature: _____	<b>MOA Rep:</b> Ms. Heather Handyside, Director of Emergency Management, Municipality of Anchorage Date: _____ Signature: _____



Alaska Land Mobile Radio

# ALMR Program Change Request Form (CR)

Change Request ID # \_\_\_\_\_

Change Request Current Status/Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For internal use only**

## Section V - CR Status / Assignment / Recommendation

To Change Status, check appropriate box and complete info requested

Status	Date of Change to Status	User Name / Notes
<input type="checkbox"/> Submitted		
<input type="checkbox"/> Tracked		
<input type="checkbox"/> Evaluated		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Cancelled		
<input type="checkbox"/> Rejected		
<input type="checkbox"/> Change Made		
<input type="checkbox"/> Verified		
<input type="checkbox"/> ReApproved		
<input type="checkbox"/> Closed		

**For internal use only**

## Section VI - CR Assignment / Recommendation / Comments

<b>17a. Evaluator assigned:</b> (to be assigned by CCB Chair)	<b>17a. Modifier assigned:</b> (to be assigned by CCB Chair)	<b>18a. Verifier assigned:</b> (to be assigned by CCB Chair)
<b>17b. Evaluator recommendation and comments:</b> (to be completed by CR Evaluator)	<b>17b. Modifier recommendation and comments:</b> (to be completed by CR Modifier)	<b>18b. Verifier recommendation and comments:</b> (to be completed by CR Verifier)

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### ALMR Program Change Request Form (CR)

Change Request ID # CR600-01\_TSSC

Change Request Current Status/Date 05/12/2006

Alaska Land Mobile Radio

Please read the attached instructions prior to completing this form.

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

1. Change Request Title: <u>New site: Gilmore Creek</u>		
2. Originator Name: <u>Bill Rasmussen, Alaska Department of Military &amp; Veterans Affairs, Division of Homeland Security</u>	3. Originator Contact Phone/Email: <u>428-7024 bill_rasmussen@admin.state.ak.us</u>	4. Response Requested By: <u>May 15, 2006</u>
5. Approving Authority (Check all that apply) <input checked="" type="checkbox"/> Executive Council <input type="checkbox"/> User Council <input type="checkbox"/> General Manager <input type="checkbox"/> Air Force <input type="checkbox"/> Alaska Municipal League <input type="checkbox"/> Army <input type="checkbox"/> Department of Homeland Security <input type="checkbox"/> DMVA <input type="checkbox"/> DOA <input type="checkbox"/> DoD <input type="checkbox"/> SOA <input type="checkbox"/> Vendor _____ (Provide Applicable Signature Block(s) on Page 2) (Specify)		
6. Approving Authority Rationale: <u>The Executive Council approves all requests for additions to the System</u>		
<b>Section II - Technology/Site/System Change</b>		
7. Request Description: <u>Add Gillmore Creek to the list of approved ALMR sites. Gilmore Creek is the name of the Alascom Earth Station site; it is also referred to as the National Oceanographic &amp; Atmospheric Administration (NOAA) site. Initial funding is from a Department of Homeland Security Buffer Zone Protection Plan grant of \$75,000 that will be managed through a Reimbursable Services Agreement (RSA) with the Department of Public Safety, Alaska State Troopers. Craig MacDonald is the Alaska State Trooper coordinator.</u>  <u>Gilmore Creek is located along the Steese Highway, in the mountains north of Fairbanks: The coordinates are W 147 31' 30" N 64 58' 30".</u>		
8. Rationale for Change: <u>1) Adds ALMR Coverage to the lower portion of the Steese Highway and the very critical infrastructure run by NOAA called the Fairbanks Command and Data Acquisition Station. 2) The Alaska Department of Public Safety/Alaska State Troopers (DPS/AST) and the Bureau of Land Management (BLM) are the two agencies responsible for protecting this site. 3) The Alaska Department of Transportation and Public Facilities (DOT&amp;PF) has requested Steese Highway coverage since ALMR inception.</u>		
9. Alternative Solutions: <u>None identified</u>		
10. What is Needed to Implement this Change? <u>Project management, coordination and engineering resources,</u>		
11. Impact: Scope: <u>n/a</u> Schedule: <u>n/a</u> Cost: <u>n/a</u> Quality: <u>n/a</u> Security: <u>n/a</u>		
12. Back Out Plan: <u>n/a</u>		

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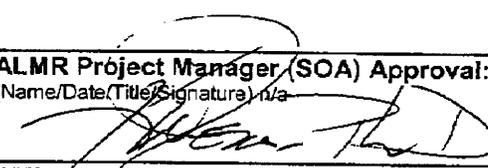


**ALMR Program Change Request Form (CR)**

Change Request ID # CR600-01 TSSC

Change Request Current Status/Date 05/12/2006

Alaska Land Mobile Radio

<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) n/a		<b>ALMR General Manager Approval:</b> (Name/Date/Title/Signature) n/a	
<b>ALMR Project Manager (SOA) Approval:</b> (Name/Date/Title/Signature) n/a 		<b>Air Force Approval:</b> (Name/Date/Title/Signature) n/a	
<b>AML Approval:</b> (Name/Date/Title/Signature) n/a		<b>Army Approval:</b> (Name/Date/Title/Signature) n/a	
<b>DHS Approval:</b> (Name/Date/Title/Signature) n/a		<b>DMVA Approval:</b> (Name/Date/Title/Signature) n/a	
<b>DOA Approval:</b> (Name/Date/Title/Signature) n/a		<b>DoD Approval:</b> (Name/Date/Title/Signature) n/a	

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Alaska Land Mobile Radio

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

Change Request ID # CR600-01 TSSC

Change Request Current Status/Date 05/12/2006

<b>SOA Approval:</b> (Name/Date/Title/Signature) n/a		<b>Vendor Approval:</b> (Name/Date/Title/Signature) n/a	
<b>Chairman, User Council Approval</b>			
<b>Chairman Approval:</b> (Name/Date/Title/Signature) n/a			
<b>Executive Council Approval: (All Signatures Required)</b>			
<b>DoD Rep:</b> (Name/Date/Title/Signature) Kristine M. Clifton, Colonel, USAF Director of Command, Control, Communications and Computer Systems  <i>Kristine Clifton</i> May 13 2006		<b>Federal Non-DoD Rep:</b> (Name/Date/Title/Signature) Ms. Deborah Smith, Acting United States Attorney  <i>Deborah Smith</i> May 14 2006	
<b>SOA Rep:</b> (Name/Date/Title/Signature) Mr. William Tandeske, Commissioner, Alaska Department of Public Safety  <i>William Tandeske</i> May 18 2006		<b>MOA Rep:</b> (Name/Date/Title/Signature) Ms. Heather Handyside, Director of Emergency Management, Municipality of Anchorage  <i>Heather Handyside</i> May 1 /2006	
For internal Use Only <b>Section V - CR Assignment/Recommendation/Comments</b>			
<b>20a. Modifier Assigned:</b> (To be assigned by CCB Chair) n/a		<b>20b. Modifier Recommendation and Comments:</b> (To be completed by CR Modifier) n/a	
<b>21a. Verifier Assigned:</b> (To be assigned by CCB Chair) n/a		<b>21b. Verifier Recommendation and Comments:</b> (To be completed by CR Verifier) n/a	

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Alaska Land Mobile Radio

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

Change Request ID # CR600-01 TSSC

Change Request Current Status/Date 05/12/2006

For internal Use Only Section VI - CR Status/Assignment/Recommendation		
To Change Status - Check Appropriate Box and Complete Info Requested		
Status	Date of Change to Status	User Name/Notes
<input type="checkbox"/> Submitted	5/04/2006	Woodall, Tim received from SOA
<input type="checkbox"/> Tracked	n/a	n/a
<input type="checkbox"/> Evaluated	5/11/2006	Executive Council
<input type="checkbox"/> Approved	5/11/2006	Executive Council
<input type="checkbox"/> Cancelled	n/a	n/a
<input type="checkbox"/> Rejected	n/a	n/a
<input type="checkbox"/> Change Made	n/a	n/a
<input type="checkbox"/> Verified	n/a	n/a
<input type="checkbox"/> Re-Approved	n/a	n/a
<input type="checkbox"/> Closed		Pending signatures

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

**Alaska Land Mobile Radio**

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**Section 1  
Section 1 - To be Completed by Originator**

**1.1. Block 1: Change Request Title:** Enter a brief phrase that indicates the specific subject of the change. Try to make the title unique to prevent confusion between CRs. (See Appendix for examples.)

**NOTE: The Title may be changed by the CM Team or higher authority with notification to originator**

**1.2. Block 2. Originator Name:** Enter the name of the single point of contact (SPOC) who is requesting the change.

**1.3. Block 3. Originator Contact Phone/Email:** Enter a contact phone number (including area code) or an email for the SPOC who is requesting the change. This is provided for purposes of clarification or if further detail is required.

**1.4. Block 4. Response Requested By:** Date by which a response is needed. If this is an urgent CR, contact the ALMR General Manager at 907-269-6724.

**NOTE: The Help Desk number will be determined at a future date.**

**1.5. Block 5. Approving Authority:** Select the approving authorities that supervise/fund your participation in ALMR. Select multiples, if applicable.





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

**Alaska Land Mobile Radio**

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**Section 2**

**Section II - For Technology/Site/System Changes**

**2.1. Block 6. Request Description:** Provide a detailed description of what would be changed if the request is approved.

**2.2. Block 7. Rationale for Change:** Identify the problem. State the advantages to be gained if this change is approved, which authority has directed the change, and/or how the change will solve the problem. Discuss the change as both a positive (opportunity) and a negative (risk).

**2.3. Block 8. Alternative Solutions:** Identify the other options available and explain why they were not chosen.

**2.4. Block 9. What is Needed to Implement this Change?:** Briefly discuss the activities/tasks that will be required to make this change.

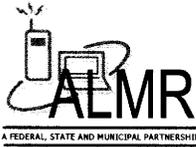
**2.5. Block 10. Impact:** As applicable, state how the change will impact:

- Scope (O&M or specific projects)
- Schedule (ordering and duration of activities/tasks)
- Cost (Budget)
- Quality (standards and compliance)
- Security

**2.6. Block 11. Back Out Plan:** Document a back-out plan to use if the change procedure fails. This is a plan to restore the original status quickly. A simple back-out plan is required. There is so such thing as a trivial change.

**2.7. Block 12a. Evaluator Assigned:** Evaluator will be assigned by the Change Control Board Chairman.

**2.8. Block 12b. Evaluator Recommendation and Comments:** This will be completed by the Change Request Evaluator. Analyze the impact of the proposed change and recommend appropriate action(s).



*ALMR Change Request (CR) Form  
Instructions*

Alaska Land Mobile Radio

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### Section 3

#### Section III - For Documentation Change Only

**3.1. Block 13. Document Title and Version:** Provide the Title and current version of the document in question.

**3.2. Block 14. Other Documents Affected:** Is the document the source for other documents? Is the document part of a series?

**3.3. Block 15. Paragraph and Page Number affected:** Enter the paragraph and page number or any other identifying characteristics.

**3.4. Block 16. Change Description (From/To):** State the current, and then the proposed, wording (or table, diagram, etc).

**3.5. Block 17. Rationale for Change:** Identify the problem. State the advantages to be gained if this change is approved, which authority has directed the change, and how the change will solve the problem.

**3.6. Block 18. Impact:** Describe the impact the change will have on any other documents, processes or procedures. As applicable, state how the change will impact:

- Scope (O&M or specific projects)
- Schedule (ordering and duration of activities/tasks)
- Cost (Budget)
- Quality (standards and compliance)
- Security

**3.7. Block 19a. Evaluator Assigned:** Evaluator will be assigned by the Change Control Board Chairman.

**3.8. Block 19b. Evaluator Recommendation and Comments:** This will be completed by the Change Request Evaluator. Analyze the impact of the proposed change and recommend appropriate action(s).



*ALMR Change Request (CR) Form  
Instructions*

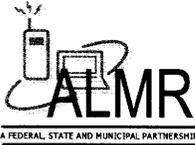
**Alaska Land Mobile Radio**

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**Section 4  
Section IV - Approval Signature Blocks**

**4.1. Originator:** Insert the required approval names, titles, and dates in the appropriate signature block, expanding to fit. E-mail the completed request to the approving authority.

**4.2. Approving Authority:** Review the requested change. To approve, forward the e-mail to the Documentation Specialist indicating approval in the body of the message. To reject, forward the e-mail back to the originator with an explanation for the rejection.



*ALMR Change Request (CR) Form  
Instructions*

Alaska Land Mobile Radio

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**Section 5**  
**Section V - CR Assignment/Recommendation/Comments**  
**(Internal Use Only)**

- 5.1. Block 20a. Modifier Assigned:** To be assigned by the Change Control Board Chairman.
- 5.2. Block 20b. Modifier Recommendations and Comments:** Modifier makes changes to the work product.
- 5.3. Block 21a. Verifier Assigned:** To be assigned by the Change Control Board Chairman.
- 5.4. Block 21b. Verifier Recommendation and Comments:** Determine if the change was made correctly.



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

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**Section 6  
Section VI - CR Status/Recommendation/Comments  
(Internal Use Only)**

- 6.1. Submitted:** The Documentation Specialist checks the *Submitted* box and enters the date the CR was received.
- 6.2. Tracked.** The Documentation Specialist checks the *Tracked* box after CR is reviewed for completeness, logged and forwarded to CCB Chair.
- 6.3. Evaluated.** The Evaluator checks the *Evaluated* box after analyzing the CR and completing Blocks 12a and 12b. The Evaluator forwards the CR to the CCB Chairman for approval.
- 6.4. Approved.** The CCB Chairman reviews the recommendation by the Evaluator and *Approves/Cancel/Rejects* the CR, checking the appropriate box. The CCB Chairman forwards the CR to the General Manager. The GM reviews the CR and assigns the work to a Modifier, forwarding the CR.
- 6.5. Change Made.** The Modifier executes the change, checks the *Change Made* box and completes Blocks 20a and 20b in Section V. The Modifier forwards the CR back to the GM. The GM forwards the CR to the Verifier.
- 6.6. Verified.** If the change cannot be confirmed, the Verifier forwards the CR back to the Modifier with instructions for correction. When executed properly, the Verifier confirms the change, checks the *Verified* box and completes Blocks 21a and 21b in Section V. The Verifier forwards the CR to the Documentation Specialist.
- 6.7. Closed.** The Documentation Specialist marks the CR *Closed* and notifies all parties to the CR. The Documentation Specialist files the closed CR.



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

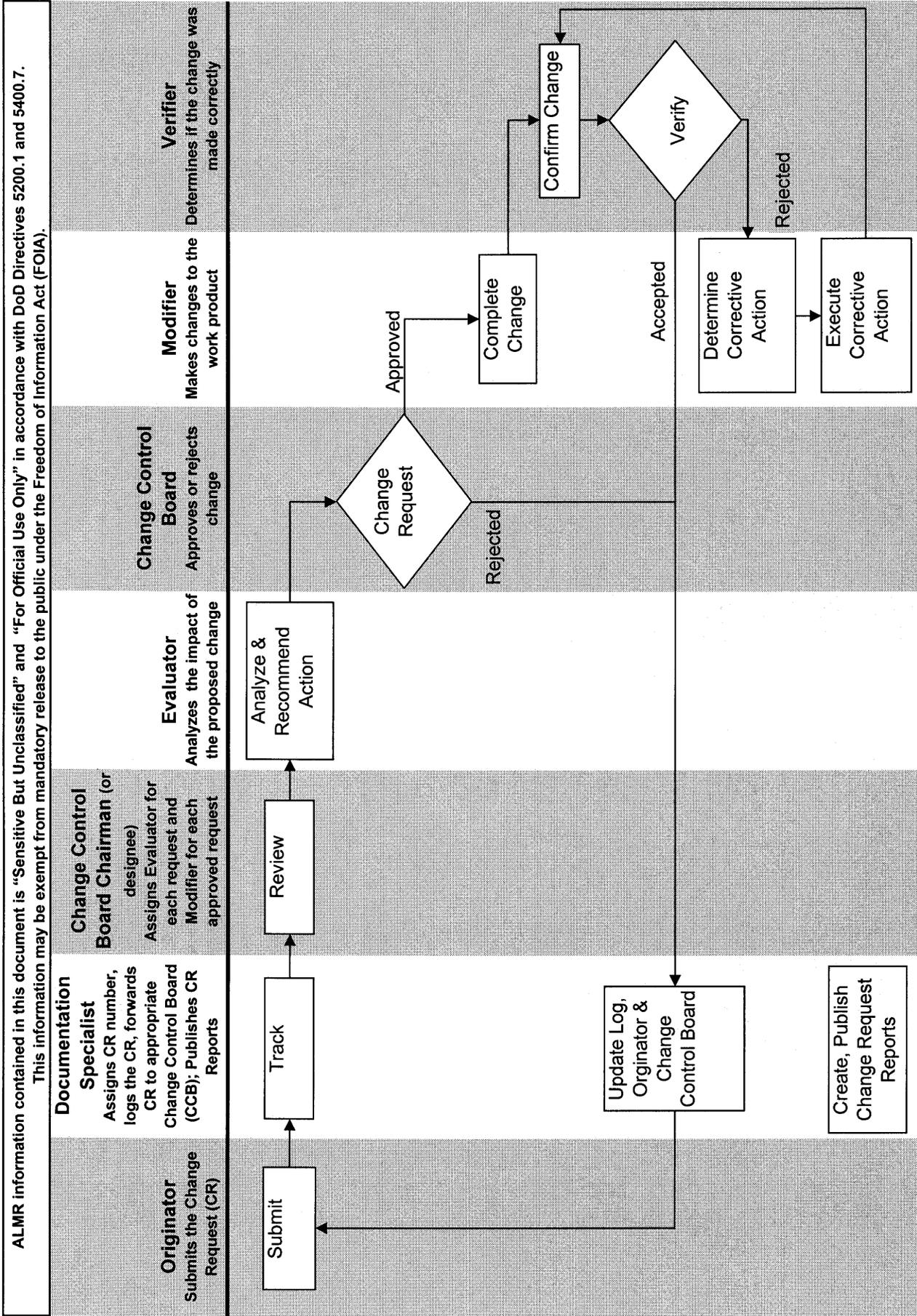
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## Appendix 1

The following are some examples of titles:

Original title	New and improved title
Move Radio Equipment – not specific enough	Move radio equipment from Delta to Greeley
Change the installation of the Honolulu radio site from October 28,2005 to June 1, 2006 – too long	Reschedule Honolulu install
Change SLA ALMR Network enterprise operations management section to include reference to MOA - too specific, too long	Change SLA Section 3.7





Alaska Land Mobile Radio

### ALMR Program Change Request Form (CR)

Change Request ID # \_\_\_\_\_

Change Request Current Status/Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please read the attached instructions prior to completing this form.

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

1. Change Request Title:

2. Originator Name:

3. Originator Contact Phone/Email:

4. Response Requested By:

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

Air Force  Alaska Municipal League  Army  Department of Homeland Security

DMVA  DOA  DoD  SOA  Vendor \_\_\_\_\_ (Specify)

(Provide Applicable Signature Block(s) on Page 2)

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

6. Request Description

7. Rationale for Change:

8. Alternative Solutions:

9. What is Needed to Implement this Change?

10. Impact:

Scope:

Schedule:

Cost:

Quality:

Security:

11. Back Out Plan:

12a. Evaluator Assigned:

(To be assigned by CCB Chair)

12b. Evaluator Recommendation and Comments:

(To be completed by CR Evaluator)

#### Section III - Documentation Change Only

13. Document Title and Version:

14. Other Documents Affected:

15. Paragraph and Page Number Affected (Attach Pertinent Pages When Possible):

16. Change Description (From/To):

17. Rationale for Change:

18. Impact:

Scope:

Schedule:

This information may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA).

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

Change Request ID # \_\_\_\_\_

Change Request Current Status/Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_



Alaska Land Mobile Radio

Cost: Quality: Security:	
<b>19a. Evaluator Assigned:</b> (To be assigned by CCB Chair)	<b>19b. 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)
<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)	<b>Federal Non-DoD Rep:</b> (Name/Date/Title/Signature)
<b>SOA Rep:</b> (Name/Date/Title/Signature)	<b>MOA Rep:</b> (Name/Date/Title/Signature)

This information may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA).



Alaska Land Mobile Radio

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

Change Request ID # \_\_\_\_\_

Change Request Current Status/Date \_\_\_\_\_ / / \_\_\_\_\_

<b>For internal Use Only</b>	
<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>For internal Use Only</b>		
<b>Section VI - CR Status/Assignment/Recommendation</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 type="checkbox"/> Submitted		
<input type="checkbox"/> Tracked		
<input type="checkbox"/> Evaluated		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Cancelled		
<input type="checkbox"/> Rejected		
<input type="checkbox"/> Change Made		
<input type="checkbox"/> Verified		
<input type="checkbox"/> Re-Approved		
<input type="checkbox"/> Closed		