



# Alaska Land Mobile Radio Communications System

## Site Book Procedure 400-9

Version V10

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Developed in conjunction with:



**Bering Straits Information Technology, LLC**

A Subsidiary of the Bering Straits Native Corporation



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## Document Revision History

Name	Date	Reason for Changes	Version
Shafer, Sherry	6/18/2009	Approved by the User Council – Final.	1
Shafer, Sherry	7/7/2010	Annual review/update. Approved by the User Council - final.	2
Shafer, Sherry	8/17/2011	Annual review. Approved by the User Council - final.	3
Shafer, Sherry	9/20/2012	Annual review. Approved by the User Council - final.	4
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Shafer, Sherry	9/16/2014	Annual review/update. Approved by the Operations Management Office – final.	6
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## **Acronyms and Definitions**

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

**Alaska Land Mobile Radio (ALMR) Communications System:** the ALMR Communications System, which uses but is separate from the State of Alaska Telecommunications System (SATS), as established in the Cooperative and Mutual Aid Agreement.

**Alaska Municipal League:** a voluntary non-profit organization in Alaska that represents local governments.

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

**Executive Council:** the ALMR Executive Council which is made up of three voting members and two associate members representing the original four constituency groups: the State of Alaska, the Department of Defense, Federal Non-DOD agencies (represented by the Alaska Federal Executive Association), and local municipal/government (represented by the Alaska Municipal League and the Municipality of Anchorage).

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

**Local Governments:** those Alaska political subdivisions defined as municipalities in AS 29.71.800(13).

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

**Municipality of Anchorage (MOA):** the MOA covers 1,951 square miles with a population of over 300,000. The MOA stretches from Portage, at the southern border, to the Knik River at the northern border, and encompasses the communities of Girdwood, Indian, Anchorage, Eagle River, Chugiak/Birchwood, and the native village of Eklutna.

**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.

**Operations Management Office (OMO):** develops recommendations for policies, procedures, and guidelines; identifies technologies and standards; and coordinates intergovernmental resources to facilitate communications interoperability with emphasis on improving public safety and emergency response communications.

**State of Alaska (SOA):** the primary maintainer of the SATS (the State's microwave system), and shared owner of the System.

**State of Alaska Telecommunications Systems (SATS):** the State of Alaska statewide telecommunications system microwave network.

**System:** the ALMR Communications System, as established in the Cooperative Agreement and as described in any and all System Design/System Analysis (SD/SA) and System Design/System Implementation (SD/SI) documents.

**System Management Office (SMO):** the team of specialists responsible for management of maintenance and operations of the System.

**User:** an agency, person, group, organization or other entity which has an existing written Membership Agreement to operate on ALMR with one of the Parties to the Cooperative Agreement. The terms user and member are synonymous and interchangeable.

**User Council (UC):** the User Council is responsible for recommending all operational and maintenance decisions affecting the System. Under the direction and supervision of the Executive Council, the User Council has the responsibility for management oversight and operations of the System. The User Council oversees the development of System operations plans, procedures and policies under the direction and guidance of the Executive Council.

## **1.0 Purpose**

Alaska Land Mobile Radio (ALMR) Communication System Site Books provide comprehensive information specific to each ALMR site including technical information, maps, drawings and photos for each location. This document serves as a guide to a standardized approach for the transition and maintenance of Site Books.

## **2.0 Roles and Responsibilities**

### **2.1 Executive Council**

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

### **2.2 User Council**

The User Council (UC) shall be responsible for the formal approval of the Site Book Transition and Maintenance Procedure, and any substantial revisions hereafter.

### **2.3 Operations Management Office**

The Operations Management Office (OMO) maintains the master copy of each Site Book, as well as a permanent record of all reported changes made.

The OMO makes Site Book changes and provides updates to the Help Desk, as required. The OMO will produce three copies of the updated Site Book on digital media. They will retain one copy for the library and provide one to the State of Alaska (SOA) Office of Information Technology (OIT) and one to the System Management Office.

### **2.4 System Management Office**

The System Management Office (SMO) has the responsibility for maintaining a digital copy of all Site Books, as provided by the OMO.

### **2.5 Agencies**

The owning agency point of contact (POC) is responsible for reporting any changes to sites affecting the content of the applicable Site Book using the System Change Request (CR) Management Procedure 400-3, as well as providing any updated photos, diagrams or schematics.

## **3.0 Procedures**

Site Books are considered valued System assets and should be maintained and protected accordingly.

Site Books can contain agreements and/or Memorandums of Understanding (MOUs) between the site owning agency and other entities, when appropriate.

### **3.1 Site Books**

Each Site Book should contain the following technical information, when provided and/or as applicable.

- Signed agreements/MOUs, as appropriate
- Appendix A - Attribute profile (site ID, coordinates, directions, shelter/equipment owner, access information, and microwave path information)
- Appendix B - Site drawings
- Appendix C - Photos
- Appendix D - Land use permits
- Appendix E - Spectrum agreements
- Appendix F - Spectrum licenses
- Appendix G - Shelter floor plan
- Appendix H - Shelter rack diagrams
- Appendix I - Optimization/Inventory sheet
- Appendix J - Tower drawings
- Appendix K - Tower photos
- Appendix L - Antenna drawings
- Appendix M - Antenna photos
- Appendix N - Power agreements
- Appendix O - Connectivity bandwidth allocations

**NOTE:** It is the site owner's responsibility to provide the appropriate documentation to the Operations Management Office. When the documentation is not provided by the owner of the site, a blank page will be inserted and the table of contents will be annotated as "null" for the particular section.

### **3.2 Site Book Maintenance**

#### **3.2.1 Changes and Updates**

Substantial changes to Site Books may be made as a result of a written System Change Request (CR) provided by the owning agency POC or their designee, or by a member of the ALMR staff, when discrepancies are noted.

Additionally, if discrepancies/changes are noted by the SMO during the Periodic Maintenance Inspection, the site books will be updated and the OMO prepares the replacement Site Book CDs/DVDs.

### 3.3.2 Disposal

Shredding is the only approved method of destruction for site documentation.

## **4.0 Compliance**

Compliance with the Site Book Procedure is outlined in the ALMR Site Book Policy Memorandum 400-9.