



## **Alaska Land Mobile Radio New Member Checklist**

Welcome to the Alaska Land Mobile Radio (ALMR) Communications System. This checklist is designed to assist you by providing the guidelines for operating on the System, and also by addressing specific questions which will help you become an active member of the premier Public Safety communications system in Alaska.

### **1. Evaluate ALMR benefits**

- Who do you require interoperability with?
- Are you within the statewide coverage area?
- Do you require 24/7 System Monitoring?
- Do you require System Maintenance?

### **2. Compare the ALMR Coverage to your needs.**

- What regions do you operate in (statewide, boroughs, municipalities)?
- Do you require in-building coverage?

### **3. Identify your operational needs**

- What make/model of mobiles do you currently use?
- What make/model of portables do you currently use?
- What accessories (i.e. chargers, headsets, etc.) do you use?
- What make/model of console do you currently use?
- Do you require Gateway access?
- Do you require communication with disparate radios?
- Have you defined your radio talkgroups?

### **4. Order/Verify Radios**

- Verify radio compatibility with ALMR System
- Verify that required options are available
- Do you require intrinsically safe radios and batteries?
- Do you require secure (encrypted) radios?
- Do you require multiple encryption keys?

### **5. Communications**

- Describe how you operate within your agency or department
- Who do you want to talk to?
- Who is your point person for the templates?
- Who will program your radios?

### **6. Coverage tests**

- Define your coverage area for testing
- Identify specific areas of concern
- Identify participants in the test
- You will need to schedule your coverage tests (if required)
- Will additional infrastructure be required?

### **7. Agreements**

- A signed Membership Agreement is required prior to starting any template designs
- An approved Talk Group Sharing Request allowing the use of another agency's talkgroups is required before finalizing any template designs that involve shared talkgroups or channels



## **Alaska Land Mobile Radio New Member Checklist**

### **8. Template Design**

- Contact ALMR Help Desk for assistance 907-334-2567 (334-ALMR); outside of Anchorage 1-888-334-2567
- Develop your initial template
- Discuss encryption and sharing of encryption keys with the System Management Office (call the Help Desk)
- Discuss talkgroup priority

### **9. Finalize the Template**

- Review your communications needs
- Modify as needed

### **10. Program Radios**

- Radio model, control head type, portable model, flash, and options have been identified
- Programming has been tested and verified as accurate

### **11. Program Encryption Keys**

- ALMR common keys are loaded by ALMR personnel
- Agency keys are loaded by vendor or agency

### **12. Security**

- All management console or dispatch console operators read the ALMR Security Policy and sign written acknowledgment
- Comply with ALMR Security Policy and any organizational/local security policies
- No unauthorized components are connected to the system; no unauthorized connections are made to any port on the system
- No non-standard, unapproved applications are loaded on ALMR computers, servers or routers
- No unauthorized personnel are allowed access to system management components (e.g. management consoles)
- Encryption is used whenever appropriate

### **13. Training**

- Identify training needs of potential users
- Identify training availability and cost (ALMR Operations Management Office can help identify training available, in state)
- Request funding, if necessary
- Schedule training (the success of a transition to ALMR is proportional to the training provided to users)

### **14. Transition to ALMR**

- Provide Help Desk number to Dispatchers and staff for system support issues or problems

**NOTE: The ALMR Help Desk is available to assist you with assessing your system requirements and determining your interoperability needs.**