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## **Alaska Land Mobile Radio Asset Management Policy**

### **1. Applicability**

This policy applies to all employees, contractors, consultants, temporary employees, user agency personnel, and others assigned to the Alaska Land Mobile Radio (ALMR) Communications System. Any revision or update of this policy must be approved by the User council.

### **2. Policy**

The ALMR System Management Office (SMO) is responsible for ensuring the integrity and security of the System. Therefore, all assets must be reported to the Asset Manager, as well as any changes made to these assets. Only ALMR-approved, Association of Public Safety Communications Officials International (APCO) Project 25 compliant equipment may be connected to the System.

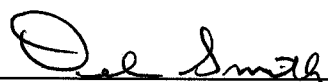
### **3. Procedure**

The Asset Manager shall be responsible for the tracking of ALMR assets. Annual audits of all assets will be conducted to confirm inventory validity. In order to maintain the integrity and accountability of the inventory system, only the Asset Manager has access and authority to make changes to the master inventory list as outlined in the ALMR Asset Management Procedure 400-8.

An asset is any infrastructure equipment, spare infrastructure equipment, subscriber unit, or software connected to the ALMR System.

### **4. Effective Date**

This policy shall become effective upon signature and shall remain in effect until rescinded. The policy shall be reviewed periodically and updated, as required.

 7-26-10  
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Del Smith  
Operations Manager  
Alaska Land Mobile Radio