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Document Revision History

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Acronyms and Definitions

Agreement: shortened term used to refer to the Cooperative Agreement, Service Level Agreement or Membership Agreement within each associated document after the initial use.

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 Agreement.

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

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

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

APCO Project 25 (P25): is a set of standards produced through the joint efforts of the Association of Public Safety Communications Officials International (APCO), the National Association of State Telecommunications Directors (NASTD), selected Federal Agencies and the National Communications System (NCS), and standardized under the Telecommunications Industry Association (TIA). The P25 suite of standards involves digital Land Mobile Radio (LMR) services for local, state/provincial and national (federal) public safety organizations and agencies.

Base Station: a fixed transmitter (i.e. consollette, quantar, Motorola Summit Station GTR 8000).

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

Department of Administration (DOA): a State of Alaska (SOA) department that maintains the SOA Telecommunication System (SATS) and provides information technology (IT) and communications technical support to state agencies.

Department of Defense Information Assurance Certification and Accreditation Process (DIACAP): established process that helps users and information security officers ensure information systems operate at an acceptable level of risk. As defined in interim guidance contained in Department of Defense Directive 8500.1, Information



Assurance (IA), October 24, 2002, and DODI 8500.2, Information Assurance (IA) Implementation, February 6, 2003.

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

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, Non-DOD Federal agencies (represented by the Alaska Federal Executive Association), and local municipal/government (represented by the Alaska Municipal League and the Municipality of Anchorage).

Federal Acquisition Regulation Part 45 Government Property Subpart 45.5 (FAR Subpart 45.5): prescribes the minimum requirements contractors must meet in establishing and maintaining control over Government property. If there is any inconsistency between this subpart and the terms of the contract under which the Government property is provided, the terms of the contract shall govern. Complete details are found at <https://www.acquisition.gov/far/97-06/html/45.html#45.500>

Field Replaceable Unit (FRU): any module or board that can be removed from a piece of fixed equipment and exchanged with an identical module or board.

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

Infrastructure: the physical hardware used to interconnect computers and users. Infrastructure includes the transmission media, including telephone lines, cable television lines, satellites, and antennas, and also the routers, aggregators, repeaters, and other devices that control transmission paths. Infrastructure also includes the software used to send, receive, and manage the signals transmitted.

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.

Membership Agreement: the agreement entered into between the ALMR Operations Management Office and the user agency, which sets forth the terms and conditions under which the System provides services to the user agency.

Municipality of Anchorage (MOA): the MOA covers 1,951 square miles with a population of approximately 278,000. 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 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.

Portable Radio: a hand-held, low-power, two-way radio.

Return Authorization: authorization needed by the System Support Center prior to sending equipment in for repair.

Service Level Agreement: outlines the operations and maintenance services as required by the User Council membership for the sustainment and operation of the ALMR infrastructure. The performance metrics contained in the SLA describes the maintenance standards for the ALMR system infrastructure. ALMR cost share services are also outlined in the SLA.

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.

Subscriber: an individual or organization that is uniquely identified within the system as a user of services.

Subscriber Equipment: portable, mobile and console equipment that is intended to operate on the ALMR infrastructure for day-to-day intra-agency communications and/or inter-agency cross-jurisdictional interoperability purposes. Subscriber equipment can also include network management terminals, key management facility equipment, gateway and other assets which are determined not to be a cost share burden in applicable Memoranda of Agreement (MoAs).

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.

Transportable Unit: a fully self-sustaining portable ALMR communications site that can be used as a stand-alone site anywhere in the state, as a replacement site if an existing site fails or is destroyed or to add channel capacity to an existing site during an incident or special event.



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User/Member: an agency, person, group, organization or other entity which has an existing written Membership Agreement with one of the Parties to the 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.

Zone: a grouping of channels within the radio; also refers to the two geographic areas of division pertaining to the Master Controllers (Zone 1 and Zone 2).



1.0 Purpose

This procedure documents the process for tracking all user agency-owned Alaska Land Mobile Radio (ALMR) Communications System infrastructure equipment, spare infrastructure equipment, software, and subscriber units that connect to ALMR, hereafter known as the “System.”

All assets should be inventoried and the information provided to the ALMR Asset Manager, or a designee, and validated due to its interconnectivity to the System.

Additionally, contracted inventory management services for Alaskan Command (ALCOM) and United States Army Alaska (USARAK) include accountability of infrastructure equipment and spare equipment, as well as software and software data inventory management. Inventory services are available to other user agencies; interested parties may contact the ALMR Help Desk for more information.

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 Asset Management Procedure warrant such action.

2.2 User Council

The User Council (UC) shall be responsible for the formal approval of the Asset Management Procedure and any revisions hereafter.

2.3 Operations Management Office

The ultimate authority for ensuring compliance with inventory tracking issues lies with the Operations Management Office (OMO) under the direction of the User Council. The OMO monitors ALMR annual audits to ensure that accountability of the equipment is maintained. If inventory problems are experienced, the OMO investigates and determines what corrective actions are required and makes recommendations to the System Manager.

2.4 System Management Office

The System Manager reviews inventory discrepancies with the Asset Manager to ensure follow up actions are implemented to preclude future occurrences. The System Manager reports back to the OMO once corrective actions are completed.



2.5 Security Manager

Database server backups and validations for the Help Desk and Asset Management tracking software tool are the responsibility of the ALMR Security Manager. At a minimum, automatic/manual backups are scheduled to be performed as follows:

- Daily Full backup – Monday thru Friday
- Monthly full backup – First business day of the month

These backups are labeled and placed in a fireproof file cabinet located off site.

2.6 Asset Manager

The Asset Manager is responsible for the execution of the Asset Management Procedure and maintenance of the master inventory list.

Only the Asset Manager has access and authority to make changes to the master inventory list. This maintains the integrity and accountability of the inventory system.

The Asset Manager maintains a permanent record of all reported infrastructure equipment, spare infrastructure equipment, subscriber units, and software using the Help Desk and Asset Management tracking software tool.

In addition, the Asset Manager maintains a permanent record of all audits, missing, lost, or stolen equipment and provides periodic inventory and accountability information to the owning agencies as outlined in Section 3.7, Reports.

2.7 Agencies

Accountability of equipment is the responsibility of the owning agency. It should be the policy of each user agency to perform an annual inventory for accountability purposes. This inventory should include infrastructure equipment, spare infrastructure equipment, and subscriber units connected to the System. Each agency who owns subscriber units should ensure appropriate accountability in order to prevent unauthorized use or monitoring.

The theft, loss, damage, or destruction of a subscriber unit should be immediately reported to the ALMR Help Desk at 907-334-2567 (within the Anchorage bowl) or at 888-334-2567 (outside the Anchorage bowl but within Alaska). If the subscriber unit has been lost or stolen, the reporting agency must file a police report with the proper authorities ensuring that the authorities also notify the National Crime Information Center (NCIC). All means should be utilized to account for any missing equipment.

Agencies should also have an internal system to track subscriber units that have been sent out for warranty/out-of-warranty repair services.



Agencies are required to report infrastructure equipment additions and changes made on the System within two business days. These changes are reported by the System Technologist performing the work for the owning agency by faxing or emailing a completed ALMR Equipment Movement Form (Attachment A) to the Help Desk. A separate form is submitted for each piece of equipment affected. Upon receipt, the Help Desk opens a Service Request assigned to the Asset Manager who updates the master database accordingly.

In the event that a piece of infrastructure equipment has been retired or determined to be obsolete, the owning agency's point of contact (POC) will be notified to make arrangements to retrieve the equipment. The POC will be responsible for disposal of the equipment based on their agency's guidelines.

3.0 Procedures

The Asset Manager maintains a permanent record of all reported changes to infrastructure equipment on the System, including the following information:

- Agency owning the equipment
- ALMR Asset Tag Number (applies only if the SMO has placed a bar coded label to the equipment with a unique number assigned)
- Asset Type - equipment types are defined by the SMO in categories such as router, console, quantar, power supply, etc.
- Brief description of the equipment
- Manufacturer
- Model number (if applicable)
- Serial number - applies only if the owning agency is tracking the asset by serial number. If so, then the manufacturer serial number is documented. If the equipment has a serial number, but is not tracked by that number, then the serial number will not be documented in the Help Desk and Asset Management tracking software tool
- Location - the location table within the Asset Management tracking system lists all site/storage locations by site name followed by the Site ID number. (i.e. Portage-SZ0142128, BSIT spare storage-Fairbanks)

In most cases, the site name originated from the name of an existing building or specific geographical location, as determined by the agency who built the original site. The Site ID Number is the number used by Motorola® to identify System sites.

The digits that make up the Site ID number hold the following significance:

Digits 1-6 - "SZ0142" for ALMR Smart Zones
or "MB0142" for MotoBridge.



Digit 7 - identifies the Zone in which the Master Site is located and the site is connected to.

Digit 8 - this digit will be inserted only when identifying one of the following types of site:

B – BDA (bi-directional amplifier)

D – Dispatch

G – Gateway

K – KMF

P – SMO

S – Spare inventory

Remaining Digits - identify the site number assigned by Motorola

- Value - value of the equipment will be tracked if provided by the owning agency
- Cost Center - accounting code the agency uses to track the costs against will be tracked if provided by the owning agency

3.1 Infrastructure Equipment

All user agencies are required to report infrastructure equipment changes made on the System within two business days. Additions or changes made to infrastructure equipment on the System should be reported by the System Technologist performing the work for the owning agency by faxing or emailing a completed ALMR Equipment Movement Form to the Help Desk. A separate form should be submitted for each piece of equipment affected. Upon receipt, the Help Desk opens a Service Request assigned to the Asset Manager who will update the master database accordingly.

NOTE: This applies only to those types of equipment that have already been validated under the Defense Information Assurance Certification and Accreditation Process (DIACAP). New equipment must be submitted using System Change Request (CR) Management Procedure 400-3.

3.2 Subscriber Units

All user agencies are required to report subscriber unit changes made on the System. These changes are reported by faxing or emailing a completed ALMR Subscriber Request Form (Attachment B) to the Help Desk. Requests received are handled as outlined in the SMO Help Desk Procedure 400-13, Section 4.0.

Some user agencies (DOD) have the ability to make changes on their own system management terminal. However, this does not negate the requirement to submit a completed Subscriber Request Form to the Help Desk.

A permanent record is maintained of all reported subscriber unit additions and changes on the System including the following information:

- POC - individual with the owning agency as defined in the new user packet as having the authority to make changes to their subscriber units on the System. It is the responsibility of the owning agency to notify the Help Desk of changes to the contact list
- Asset type - subscriber units are defined by the SMO in categories of portable, mobile, or base station units
- Serial number - manufacturer serial number
- User alias - a unique sequence of alpha/numeric characters used to identify a specific radio user. (The SMO provides the agency identifier portion for the alias while the user agency provides the unique identity portion. Fourteen digits are the maximum length allowed for the entire user alias. Other than the number of digits allowed, the only restriction on the identifier is that there may be no duplicates in the ALMR System.
- Host Version - firmware version of the radio. This is the internal working code that makes this device truly “a radio.” Upgrades may be required to support new features (see flash code)
- DSP Version - software version of the Digital Signal Processor (DSP) in the radio
- Secure Version - software version installed in the encryption module (sometimes referred to as UCM – Universal Crypto Module)
- Flash Code - code that describes the options purchased with the radio

3.3 Advanced System Keys - iButtons

The Asset Manager will maintain the owning agency name, serial number, and expiration date as part of the permanent record on all assigned iButtons.

3.4 Spare Equipment

It is the responsibility of the owning agency to maintain a supply of spares for the ALMR equipment they own. All agencies are required to report their spare infrastructure equipment to the Asset Manager for tracking.

In the event of an emergency, should the owning agency find they do not have a spare available, they can contact the Help Desk to find out if another agency's spare is available for loan.

The Help Desk will open a Service Request assigned to the Asset Manager. The Asset Manager will contact the appropriate agency to obtain permission and will immediately contact the System Technologist to advise whether permission has been granted. The Asset Manager is responsible for making the determination whether or not the repaired equipment will need to be exchanged out with the spare used. In the event it does, the Asset Manager will open a service request in the Help Desk and Asset Management tracking software tool. The exchange will take place during the next scheduled site visit.



If the emergency occurs after hours, the System Manager may be contacted directly. Under no other circumstance should the process of obtaining permission be circumvented.

3.5 Software

All user agencies are required to report any software installed on their equipment that is attached to the System for the Asset Manager to track. The following information should be provided:

- Owning Agency
- Software Title
- Asset ID of equipment installed on
- Asset Name of equipment installed on
- Manufacturer of equipment installed on
- Model of equipment installed on
- User Name where equipment is issued to
- Location where equipment is located

3.6 Annual Audit

The Asset Manager will provide owning agencies with an annual inventory listing all reported infrastructure equipment, spare infrastructure equipment, software, and subscriber units connected to the System, as outlined in Section 3.7, Reports. Within two weeks of receipt, the POC should reconcile the report against their records and forward any discrepancies via email or fax to the Asset Manager. The Asset Manager will open a Service Request to document the discrepancies and ensure any necessary changes are made to the system management terminal and/or to the master inventory list.

3.7 Reports

The Asset Manager provides the following reports via email to the owning agency appointed POC. These reports are based on information reported by the owning agency and contain information specific to equipment owned only by that agency.

3.7.1 Weekly Reports

A Weekly Report (Attachment C) will be produced for all reported adds, changes, and deletes made to infrastructure and spare equipment, subscriber units, and/or transportable system equipment for each agency. This report is included as part of the ALMR Daily System Status Report that is mailed to all POCs on the notifications list the first business day of each week. The emailed report reflects activity for the previous week.



3.7.2 Annual Reports

3.7.2.1 Annual Audit Report

An annual audit report containing all reported infrastructure equipment, spare infrastructure equipment, software and subscriber units connected to the System will be provided to owning agency POCs no later than the end of July each year. This report will show current inventory based on prior information reported by the owning agency. At a minimum, the report will contain the following information:

- Report date
- Owning organization
- Site name and ID number, if applicable (does not apply to subscriber units)
- Asset type and description
- Manufacturer
- Model number and serial number if applicable
- Location of equipment (does not apply to subscriber units)
- Value and/or Cost Center, if provided by the owner agency

For agencies that have separately contracted services for accountability of assets, this report will only contain subscriber unit information.

Within two weeks of receipt, the POC should reconcile the report against their records and forward any discrepancies via email or fax to the Asset Manager. The Asset Manager will open a Service Request to document and make any changes necessary to the master database.

3.7.2.2 Annual Inventory Report

An annual inventory report (Attachment D) of all reported infrastructure equipment, spare infrastructure equipment, software, and subscriber units connected to the System will be provided to owning agency POCs by the end of August each year. This report will show current inventory based on the previously provided information from the owning agency, as well as any changes made during the Annual Audit. This report will contain the same information listed in Section 3.7.2.1, Annual Audit Report.

4.0 Radio Equipment Loan Process

The Asset Manager maintains some portable radios that could be made available for use during emergencies, exercises, training, meetings, etc.

4.1 Loan Request

To borrow an item, the agency POC contacts the Help Desk via email or fax at least five business days prior to when the item will be needed. The Help Desk will open a Service



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Request assigned to the Asset Manager. The Asset Manager will obtain any prior approvals that may be required, prepare the item(s) for loan and notify the POC via email when the item(s) is ready for pickup.

Any shipping required will be at the requestor's expense. Prior to release, the individual who will be responsible for the borrowed item(s) will be required to sign a Hand Receipt (Attachment E) accepting responsibility.

5.0 Compliance

Compliance with the Asset Management Procedure is outlined in the ALMR Asset Management Policy Memorandum 400-8.



Attachment C Weekly Change Report

1.6 Shared Asset and System Inventory Management (1/24/09 thru 1/30/10)

Reported infrastructure transactions by type, includes spare inventory.

| Number of items by Agency | Add | Move or Change | Delete | Retire | In Repair | Factory Replaced | *Loaned Out |
|---------------------------|-----|----------------|--------|--------|-----------|------------------|-------------|
| ALCOM | | | | | | | |
| SOA | | | | | | | |
| USAF | | | | | | | |
| USARAK | | | | | | | |
| TOTALS | | | | | | | |

- No reported activity this week.

1.6.1 Transportable Units to include associated Modules and spares

Reported infrastructure transactions by type, includes spare inventory.

| Number of items by Agency | Add | Move or Change | Delete | Retire | In Repair | Factory Replaced | *Loaned Out |
|---------------------------|-----|----------------|--------|--------|-----------|------------------|-------------|
| ALCOM | | | | | | | |

- No reported activity this week.

1.6.2 Portable and Mobile Units

| Number of items by Agency | Add (Enable/Reinstate) | Move or Change | Delete (disable) |
|---------------------------|------------------------|----------------|------------------|
| ALCOM | | | |
| SOA | 2 | 2 | 1 |
| USAF | | | |
| USARAK | | | |
| Other Agencies | 22 | | |
| TOTALS | 24 | 2 | 1 |

These numbers only reflect reported changes made by the agency to the ALMR Help Desk.



Attachment D Annual Report

Annual Inventory Report: October 1, 2008

| | | | |
|--------------|-------------------------|--------------|------------------------|
| Type | : Switch | Type | : Alarm |
| Description | : LAN Switch 01 NM Disp | Description | : SDM 3000 |
| Manufacturer | : HP | Manufacturer | : Motorola |
| Model | : Procurve 2626 | Model | : F4554A |
| Serial # | : TW443PB2UA | Serial # | : 468SGS0186 |
| Asset ID # | : ALMR2000190 | Asset ID # | : ALMR1000095 |
| Stock # | : 7025-01-C03-9971 | Stock # | : 6350-01-C06-8782 |
| Value | : 1,655.00 | Value | : 4,520.00 |
| Location | : | Location | : Alcantra- SZ0142107 |
| Type | : Antenna | Type | : Antenna |
| Description | : Combiner | Description | : Combiner |
| Manufacturer | : TXRX | Manufacturer | : TXRX |
| Model | : 74-37-04595-TA5-ALCA | Model | : 74-37-04595-TA5-ALCA |
| Serial # | : | Serial # | : |
| Asset ID # | : ALMR1000113 | Asset ID # | : ALMR1000114 |
| Stock # | : 5825-01-C06-2801 | Stock # | : 5825-01-C06-2801 |
| Value | : 2,006.00 | Value | : 2,006.00 |
| Location | : Alcantra- SZ0142107 | Location | : Alcantra- SZ0142107 |
| Type | : Antenna | Type | : Antenna |
| Description | : Combiner | Description | : Combiner |
| Manufacturer | : TXRX | Manufacturer | : TXRX |
| Model | : 74-37-04595-TA5-ALCA | Model | : 74-37-04595-TA5-ALCA |
| Serial # | : | Serial # | : |
| Asset ID # | : ALMR1000115 | Asset ID # | : ALMR1000116 |
| Stock # | : 5825-01-C06-2801 | Stock # | : 5825-01-C06-2801 |
| Value | : 2,006.00 | Value | : 2,006.00 |
| Location | : Alcantra- SZ0142107 | Location | : Alcantra- SZ0142107 |

Attachment E Hand Receipt

Hand Receipt

| Line # | Description | Model # | Quantity | Asset Tag # | Serial # | Misc Comments |
|--------|-----------------------------|------------|----------|-------------|------------|-------------------------|
| 1 | Radio, Handheld, VHF (JTF) | XTS5000 | 1 | N/A | 320CFH0538 | |
| 2 | Radio, Handheld, VHF (JTF) | XTS5000 | 1 | N/A | 320CFH2470 | |
| 3 | Radio, Handheld, VHF (JTF) | XTS5000 | 1 | N/A | 320CFH2471 | |
| 4 | Radio, Handheld, VHF (JTF) | XTS5000 | 1 | N/A | 320CFH2572 | |
| 5 | Radio, Handheld, VHF (JTF) | XTS5000 | 1 | N/A | 320CFH2577 | |
| 6 | Battery, Rechargeable (JTF) | NTN8299A-B | 5 | N/A | N/A | |
| 7 | Belt Clip | NTN8366B | 5 | N/A | N/A | Attaches to the battery |
| 8 | Antenna | NAD6563 | 5 | N/A | N/A | |

Equipment issued by (Please Print): _____
 Authorized By (Please Print): _____
 Company/Organization: _____
 Date: _____

I acknowledge receipt of and responsibility for the items described above and will return them no later than **Tuesday, April 1, 2008**, or when requested to do so. Department of Defense/ALCOM may seek to recover damages for any lost, damaged, or stolen equipment provided to the undersigned. Misuse of any equipment provided may further result in forfeiture of the right to use or repossession of said equipment. Any lost or stolen equipment must immediately be reported to the ALMR Help Desk at 334-2567.

Received By (Please Print): _____
 Company/Organization: _____
 Signature: _____
 Contact Number: _____
 Date: _____

Returned Date: _____
 Received By: _____
signature



Addendum A ALCOM Only

2.0 Roles and Responsibilities – Additional Information

This additional information further describes the procedures developed by the SMO to perform property administration for ALMR assets belonging to DOD-ALCOM. The procedures are designed to provide assurance that government property in our custody is accounted for, controlled, protected, preserved, maintained, and used only as authorized in accordance with regulatory and contractual requirements, including FAR Subpart 45.5.

The loss, damage, or destruction of ALMR equipment should be immediately reported to the Help Desk along with a completed Financial Liability Investigation of Property Loss Form (Attachment F). The form is submitted to the Help Desk by fax at 907-269-6797 or email at ALMR-helpdesk@inuitservices.com. The Help Desk opens a Service Request, attaching the form to the request, and assigns the request to the Asset Manager. All means should be utilized to account for any missing equipment.

2.4 System Management Office

In addition to managing ALMR assets, the SMO also manages the equipment and software necessary for the day-to-day operations of the ALMR management offices. Unless specifically stated otherwise, the following procedures also apply to the equipment and software utilized by the ALMR management offices.

2.6 Asset Manager

2.6.1 System Initial Inventory Verification and Acceptance

As agent for the management of DOD-ALCOM assets associated with the ALMR System, ALCOM requires that all equipment be accounted for. In order to establish the pieces of equipment for which SMO is accountable, a physical inventory must be completed. The Asset Manager will conduct a physical inventory of ALCOM-owned infrastructure and spare equipment. At the expense of ALCOM, an appointed representative from ALCOM may accompany the Asset Manager in performing this inventory. Having both representatives present during the physical inventory will expedite the documentation processes and satisfy accountability requirements necessary for ALCOM to verify the “on-hand” equipment to be turned over to SMO for management under the terms of the contract.

From this inventory, an equipment list is prepared for each location listing the following information for each asset:



- ALMR asset tag
- Brief description of the asset
- Manufacturer
- Model number (if applicable)
- Serial number (if applicable)
- Asset location
- Value and cost center coding (will be included if provided by ALCOM)

The SMO assumes Government property is self-insured and does not require additional insurance to be provided.

2.6.2 Asset Tagging

During the initial inventory, the Asset Manager attaches a bar code label containing a unique asset number to the equipment to be tracked.

2.6.2.1 New Equipment

Delivery of newly purchased equipment is coordinated with the Asset Manager. The Asset Manager inventories the equipment with the delivering Vendor, attaches a bar code label containing a unique asset number on the equipment, signs as received, and adds the items to the Help Desk and Asset Management tracking software tool. The Asset manager notifies the owning agency of the equipment arrival by providing an equipment list to their POC via email. If provided by the owning agency, the Asset Manager will add the value and cost center to the Help Desk and Asset Management tracking software tool.

2.6.2.2 Suspect Equipment

Suspect equipment is equipment that has been removed from a Site and sent in for repair. This equipment must be tracked throughout the repair process and the Help Desk notified of any problems. In addition to the information required in Section 3.0, the following steps must be taken:

- Provide the Motorola Return Authorization (RA) Number
- Notify the Help Desk once the suspect equipment is returned from repair and provide a copy of the Motorola Service Request Form for the repaired unit, or new unit under the Motorola Field Replacement Unit (FRU) program
- Return the equipment to the spare inventory location from which it was originally removed

The Asset Manager is responsible for making the determination whether or not the repaired equipment will need to be exchanged out with the spare used. In the event



that it does, the Asset Manager will open a Service Request in the SMO software tracking system. The exchange will take place on the next scheduled visit to the site.

2.6.2.3 Field Replacement Unit (FRU)

If the suspect equipment is covered under the Motorola FRU program the technologist shall notify the Asset Manager when the new equipment has been received. The Asset Manager will arrange to place an asset tag on the new unit. The technologist shall provide a copy of the Motorola Service Request Form which shows the information on the non-serviceable unit, as well as the replacement unit. The Asset Manager will retire the old unit with its associated Asset Tag Number in the Help Desk and Asset Management tracking software tool and provide copies to the owning agency for documenting any necessary changes to their property records.

2.8 Subcontractors

The SMO requires its subcontractors, possessing or controlling ALCOM assets under this contract, to comply with the requirements of FAR Subpart 45.5. SMO requires its subcontractors to adequately care for and maintain that property and assure that it is used only as authorized by the contract. The SMO asset management system includes procedures necessary to accomplish this responsibility.

3.0 Procedures – Additional Information

The Asset Manager, technician contracted to perform the annual Preventive Maintenance Inspection (PMI), or other designee will perform the physical inventory once annually for infrastructure equipment and spare equipment attached to the System, as well as the subscriber units that are assigned to the Transportable systems. Equipment is matched up against existing inventory and any discrepancies are investigated through an internal process. The owning agency POC will be contacted with any unresolved issues. This inventory will be performed no later than the end of July of each year. The owning agency is responsible for the physical inventory management of all other subscriber units owned by their organization. Each ALMR partnering organization should perform an annual inventory of these items for accountability.

3.4 Spare Equipment

3.4.1 Spare Storage

Spare ALMR equipment is stored in secure, heated facilities. Storage of critical spares may be signed over to subcontractors to provide immediate response to System outages.



Authorization to access spare storage sites is given to predefined administrative support and System Technologists by the Asset Manager. These individuals are required to sign an access agreement prior to being provided with the necessary key/combinations to the facilities.

3.5 Software

3.5.1 Software

It is the Asset Manager's responsibility to maintain the software installed on the ALMR infrastructure equipment. A complete list of software is maintained in the Help Desk and Asset Management tracking software tool to include the following information:

- Owning agency
- Software title
- Asset ID of equipment installed on
- Asset name of equipment installed on
- Manufacturer of equipment installed on
- Model of equipment installed on
- User name where equipment is issued to
- Location where equipment is located

The software is located in both Zones and kept in fireproof file cabinets off site. Access is given to System Technologists designated by the System Manager.

Any new software for the System should be delivered directly to the ALMR Asset Manager. The Asset Manager will provide copies of the software to designated technologists. The software will be added to the master books, which are kept off site, and the Help Desk and Asset Management tracking software tool will be updated.

NOTE: Software used in the ALMR management office is maintained in the SMO.

3.9 Loss, Damage or Destruction

The SMO maintains property management controls to reduce, if not eliminate, the loss, damage, or destruction of ALCOM equipment. In the event that property is missing, every effort should be made to recover the property. If it is determined that the property has been stolen, the proper law enforcement officials should be notified at once. The SMO investigates and reports all cases of loss, damage, or destruction on a Financial Liability Investigation of Property Loss Form. This form contains factual data as to the circumstances surrounding the loss, damage, and or destruction of the property. This form, along with copies of any official reports (i.e. police report, NCIC notification, etc.) or substantiating documentation, shall be sent within five business days of receipt to the Help Desk. The Help Desk will open a Service Request assigned to the Asset



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Manager. If the individual fails to provide the proper documentation, the issue is reported to the owning agency POC for further investigation.

Within five business days of receiving the completed Financial Liability Investigation of Property Loss Form, both the Asset Manager and System Manager will sign and forward the form, along with any supporting documentation, to the owning agency POC for handling.

The SMO requires its subcontractors possessing or controlling ALCOM property to be accountable under the contract to investigate and report all instances of loss, damage, or destruction of such property.

It is the responsibility of the immediate custodian to protect all property and take reasonable precautions against theft and abuse. In cases of negligence, the person who was entrusted with the property may be required to make restitution to the owning agency.

Addendum B USARAK Only

2.0 Roles and Responsibilities – Additional Information

This additional information further describes the procedures developed by the SMO to perform property administration for ALMR Assets belonging to United States Army Alaska (USARAK). The procedures are designed to provide assurance that government property in our custody is accounted for, controlled, protected, preserved, maintained, and used only as authorized in accordance with regulatory and contractual requirements, including FAR Subpart 45.5.

The loss, damage, or destruction of ALMR equipment should be immediately reported to the Help Desk along with a completed Financial Liability Investigation of Property Loss Form (Attachment F). The form is submitted to the Help Desk by fax at 907-269-6797 or email at ALMR-helpdesk@inuitservices.com. The Help Desk opens a Service Request, attaching the form to the request and assigns the request to the Asset Manager. All means should be utilized to account for any missing equipment.

2.6 Asset Manager

2.6.1 System Initial Inventory Verification and Acceptance

As agent for the management of USARAK assets, associated with the System, USARAK requires that all equipment be accounted for. In order to establish the pieces of equipment for which SMO is accountable, a physical inventory must be completed. The SMO Asset Manager will conduct a physical inventory of USARAK-owned infrastructure and spare equipment. At the expense of USARAK, an appointed representative from USARAK may accompany the Asset Manager in performing this inventory. Having both representatives present during the physical inventory will expedite the documentation processes and satisfy accountability requirements necessary for USARAK to verify the “on-hand” equipment to be turned over to SMO for management under the terms of the contract.

From this inventory, an equipment list is prepared for each location listing the following information for each asset:

- ALMR asset tag
- Brief description of the asset
- Manufacturer
- Model number (if applicable)
- Serial number (if applicable)
- Asset location



- Value and cost center coding (will be included if provided by ALCOM)

The SMO assumes Government property is self-insured and does not require additional insurance to be provided.

2.6.2 Asset Tagging

During the initial inventory the Asset Manager attaches a bar code label containing a unique asset number to the equipment to be tracked.

2.6.2.1 New Equipment

Delivery of newly purchased equipment is coordinated with the Asset Manager. The Asset Manager inventories the equipment with the delivering Vendor, attaches a bar code label containing a unique asset number on the equipment, signs as received and adds the items to the Help Desk and Asset Management tracking software tool. The Asset Manager notifies the agency of the equipment arrival by providing an equipment list to their POC via email. If provided by the owning agency, the Asset Manager will add the value and cost center to the Help Desk and Asset Management tracking software tool.

2.6.2.2 Suspect Equipment

Suspect equipment is equipment that has been removed from a Site and sent in for repair. This equipment must be tracked throughout the repair process and the Help Desk notified of any problems. In addition to the information required in Section 3.0, the following steps must be taken:

- Provide the Motorola Return Authorization (RA) Number
- Notify the Help Desk once the suspect equipment is returned from repair and provide a copy of the Motorola Service Request form for the repaired unit, or new unit under the Motorola Field Replacement Unit (FRU) program
- Return the equipment to the spare inventory location from which it was originally removed

The Asset Manager is responsible for making the determination whether or not the repaired equipment will need to be exchanged out with the spare used. In the event that it does, the Asset Manager will open a Service Request in the SMO software tracking system. The exchange will take place on the next scheduled visit to the site.

2.6.2.3 Field Replacement Unit (FRU)

If the suspect equipment is covered under the Motorola FRU program the technologist shall notify the Asset Manager when the new equipment has been received. The Asset Manager will arrange to place an asset tag on the new unit. The technologist shall



provide a copy of the Motorola Service Request Form which shows the information on the non-serviceable unit, as well as the replacement unit. The Asset Manger will retire the old unit with its associated Asset Tag Number in the SMO software tracking system and provide copies to the owning agency for documenting any necessary changes to their property records.

2.8 Subcontractors

The SMO requires its subcontractors, possessing or controlling ALCOM assets under this contract, to comply with the requirements of FAR Subpart 45.5. SMO requires its subcontractors to adequately care for and maintain that property and assure that it is used only as authorized by the contract. The SMO asset management system includes procedures necessary to accomplish this responsibility.

2.8.1 Period of Performance

We are currently in the optional five-year contract period beginning July 1, 2011. This contract year is for a 12-month period beginning July 1, 2011 through June 30, 2012. Subsequent years are annually from July 1 to June 30 of the following year.

In the event the contract is not renewed with the current contracted agency, the SMO will work with the new contractor for a period of 30 days prior to contract termination to ensure a smooth transition to the new contract. Travel costs to conduct a physical inventory at the end of the contract period are not included in this contract.

3.0 Procedures – Additional Information

The Asset Manager, technician contracted to perform the annual Preventive Maintenance Inspection (PMI), or other designee will perform the physical inventory annually for infrastructure equipment and spare equipment attached to the System. Equipment is matched up against existing inventory and any discrepancies investigated through an internal process. The owning agency POC will be contacted with any unresolved issues. This inventory will be performed no later than the end of July of each year. The owner agency is responsible for the physical inventory management of all subscriber units owned by their organization. Each ALMR partnering organization should perform an annual inventory of these items for accountability.

3.4 Spare Equipment

3.4.2 Spare Storage

Spare ALMR equipment is stored in secure, heated facilities. Storage of critical spares may be signed over to subcontractors to provide immediate response to System outages.



Authorization to access spare storage sites is given to predefined administrative support and System Technologists by the Asset Manager. These individuals are required to sign an access agreement prior to being provided with the necessary key/combinations to the facilities.

3.5 Software

3.5.1 Software

It is the Asset Manager's responsibility to maintain the software installed on the ALMR infrastructure equipment. A complete list of software is maintained in the Help Desk and Asset Management tracking software tool to include the following information:

- Owning agency
- Software title
- Asset ID of equipment installed on
- Asset Name of equipment installed on
- Manufacturer of equipment installed on
- Model of equipment installed on
- User Name where equipment is issued to
- Location where equipment is located

The software is located in both Zones and kept in fireproof file cabinets off site. Access is given to System Technologists designated by the System Manager.

Any new software for the System should be delivered directly to the Asset Manager. The Asset Manager will provide copies of the software to designated technologist. The software will be added to the master books, which are kept off site, and the Help Desk and Asset Management tracking software tool will be updated.

3.9 Loss, Damage or Destruction

The SMO maintains property management controls to reduce, if not eliminate, the loss, damage, or destruction of USARAK equipment. In the event that property is missing, every effort should be made to recover the property. If it is determined that the property has been stolen, the proper law enforcement officials should be notified at once. The SMO investigates and reports all cases of loss, damage, or destruction on a Financial Liability Investigation of Property Loss Form. This form contains factual data as to the circumstances surrounding the loss, damage, and or destruction of the property. This form, along with copies of any official reports (i.e. police report, NCIC notification, etc.) or substantiating documentation, shall be sent within five business days of receipt to the Help Desk. The Help Desk will open a Service Request assigned to the Asset Manager. If the individual fails to provide the proper documentation, the issue is reported to the owning agency POC for further investigation.



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Within five business days of receiving the completed Financial Liability Investigation of Property Loss Form, both the Asset Manager and System Manager will sign and forward the form, along with any supporting documentation, to the owning agency POC for handling.

The SMO requires its subcontractors, possessing or controlling USARAK property to be accountable under the contract, to investigate and report all instances of loss, damage, or destruction of such property.

It is the responsibility of the custodian to protect all property and take reasonable precautions against theft and abuse. In cases of negligence, the person who was entrusted with the property may be required to make restitution to the owning agency.



Attachment F Financial Liability Investigation of Property Loss Form

| FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS | | | |
|---|---------------------------------|--|---------------------|
| PRIVACY ACT STATEMENT | | | |
| PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification. | | DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable. | |
| 1. DATE INITIATED (MMDDYYYY) | 2. INQUIRY/INVESTIGATION NUMBER | 3. DATE LOSS DISCOVERED (MMDDYYYY) | |
| 4. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X One) <input type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> STOLEN <small>(Attach additional pages as necessary)</small> | | | |
| PROPERTY DETAILS <small>(Attach additional pages as necessary)</small> | | | |
| 5. QUANTITY | 6. ITEM DESCRIPTION | 7. NATIONAL STOCK NO. | 8. UNIT COST |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | 9. TOTAL COST |
| 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 4 AND PREVENT FUTURE OCCURANCES <small>(Attach additional pages as necessary)</small> | | | |
| 11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10 | | | |
| a. ORGANIZATION/ADDRESS <small>(Include Department Name, Street, City, State, Zip)</small> | | b. PRINTED NAME (Last, First, Middle) | c. TELEPHONE NUMBER |
| | | d. SIGNATURE | e. DATE SIGNED |
| 12. ALMR SYSTEM MANAGEMENT OFFICE | | | |
| a. NEGLIGENCE OR ABUSE SUSPECTED (X ONE) <input type="checkbox"/> YES <input type="checkbox"/> NO | | b. COMMENTS/RECOMMENDATIONS | |
| c. ORGANIZATION/ADDRESS <small>(Include Department Name, Street, City, State, Zip)</small> | | d. ASSET MANAGER - PRINTED NAME (Last, First, Middle) | e. TELEPHONE NUMBER |
| | | f. ASSET MANAGER-SIGNATURE | g. DATE SIGNED |
| h. SYSTEM MANAGER - PRINTED NAME <small>(Last, First, Middle)</small> | i. SYSTEM MANAGER-SIGNATURE | j. DATE SIGNED | |



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| | | | |
|---|--|---|---------------------------|
| 13. OWNING DEPARTMENT'S APPROVING AUTHORITY | | | |
| a. RECOMMENDATION (X ONE) | | b. ORGANIZATION/ADDRESS <small>(Include Department Name, Street, City, State, Zip)</small> | |
| <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE | | | |
| c. PRINTED NAME (Last, First, Middle) | | d. TELEPHONE NUMBER | |
| e. SIGNATURE | | f. DATE SIGNED | |
| 14. OWNING DEPARTMENT'S FINANCIAL LIABILITY OFFICER | | | |
| a. FINDING AND RECOMMENDATIONS (Attach additional pages as necessary) | | | |
| | | | |
| b. DOLLAR AMOUNT OF LOSS | | c. RECOMMENDED FINANCIAL LIABILITY | |
| d. ORGANIZATION/ADDRESS <small>(Include Department Name, Street, City, State, Zip)</small> | | d. PRINTED NAME (Last, First, Middle) | f. TELEPHONE NUMBER |
| | | g. SIGNATURE | h. DATE SIGNED |
| 15. INDIVIDUAL CHARGED | | | |
| a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one) | | | |
| <input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement. | | | |
| b. ORGANIZATION/ADDRESS <small>(Include Department Name, Street, City, State, Zip)</small> | | c. PRINTED NAME (Last, First, Middle) | d. SOCIAL SECURITY NUMBER |
| | | e. SIGNATURE | f. DATE SIGNED |
| 16. ALMR ASSET MANAGER | | | |
| a. SERVICE ORDER NUMBER(S) USED TO ADJUST PROPERTY RECORD | | | |
| | | | |
| b. PRINTED NAME (Last, First, Middle) | | c. TELEPHONE NUMBER | |
| d. SIGNATURE | | e. DATE SIGNED | |