



A FEDERAL, STATE AND MUNICIPAL PARTNERSHIP

Alaska Land Mobile Radio

*Alaska Land Mobile Radio Communications System
Employee Termination Policy Memorandum 200-1*

Alaska Land Mobile Radio Employee Termination Policy

1. Applicability

This policy applies to the Alaska Land Mobile Radio (ALMR) Communications System Operations Management Office (OMO) and System Management Office (SMO) employees, contractors, subcontractors and any other individuals performing business activities in regards to the ALMR System.

ALMR partnering agencies which include Department of Defense, State of Alaska, Federal Non-DOD agencies, Municipality of Anchorage, local, and tribal governments are encouraged to comply. Any substantial revision or update of this policy must be approved by the User Council.

2. Policy

The Operations Manager will ensure proper termination procedures are followed for all departing or terminated employees, contractors or subcontractors. ALMR member agencies will follow their own existing employee termination policies and procedures but should be aware of this policy and the specific requirements stated in the procedure regarding access to the ALMR System.

3. Procedures

The Operations Manager will ensure termination actions are completed as outlined in the Employee Termination Procedure 200-1.

The SMO will perform all necessary actions to ensure precautionary measures are taken to safeguard ALMR equipment and preserve pertinent data when an employee or other individual with access to the System is terminated.

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This policy shall become effective upon signature and shall remain in effect until rescinded.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.

 4-10-17

Del Smith
Operations Manager
Alaska Land Mobile Radio