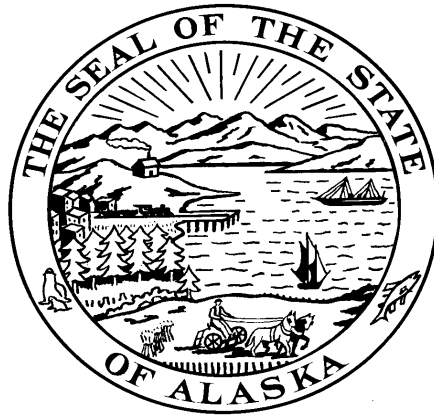


# HANDBOOK ON ALASKA STATE GOVERNMENT



State of Alaska  
Legislative Affairs Agency

April 2021



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## FOREWARD

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The Handbook on Alaska State Government is one of several publications produced by the Legislative Affairs Agency and outlines the functions of the various state agencies and their divisions.

The Handbook was first published in 1960. This edition reflects statutory and administrative changes that have taken place since the last printing in 2011.

Additional copies of this handbook may be obtained from any Legislative Information Office, or on the internet at [www.akleg.gov](http://www.akleg.gov)

Many departments have provided information for this publication and we appreciate all those who have helped update the Handbook.

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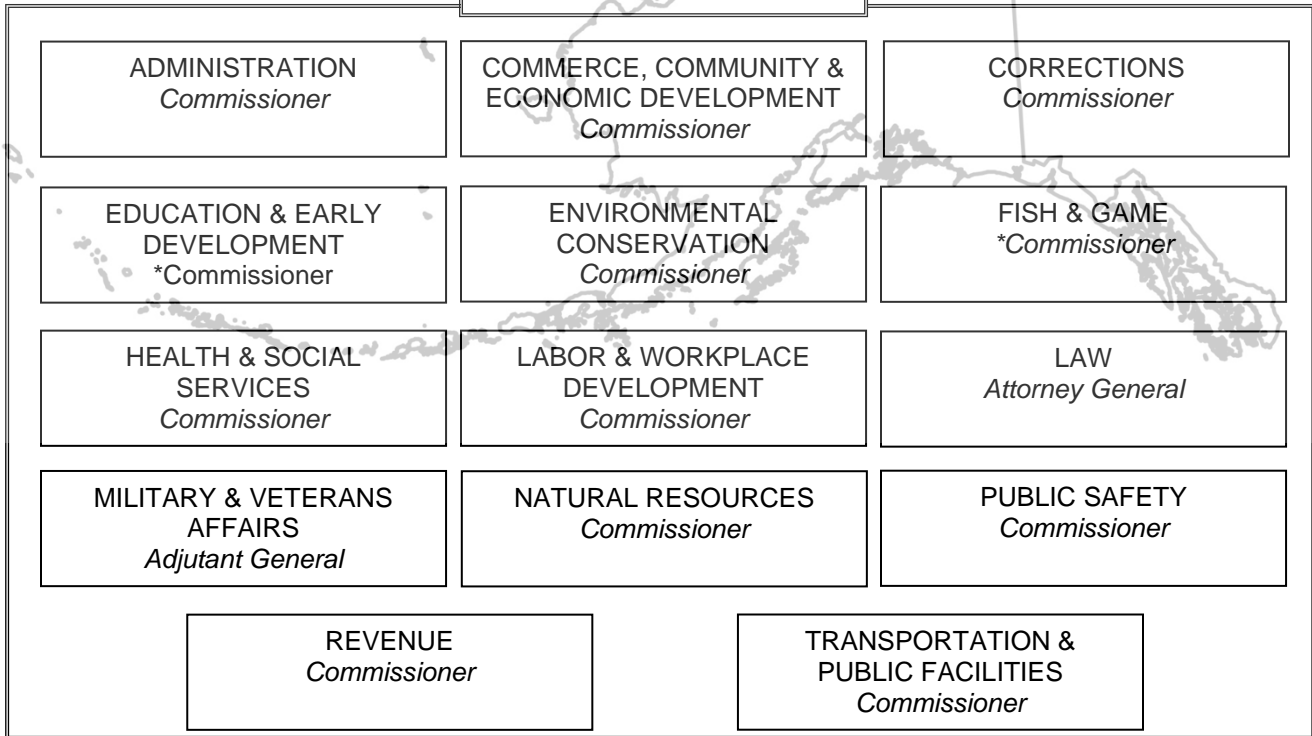
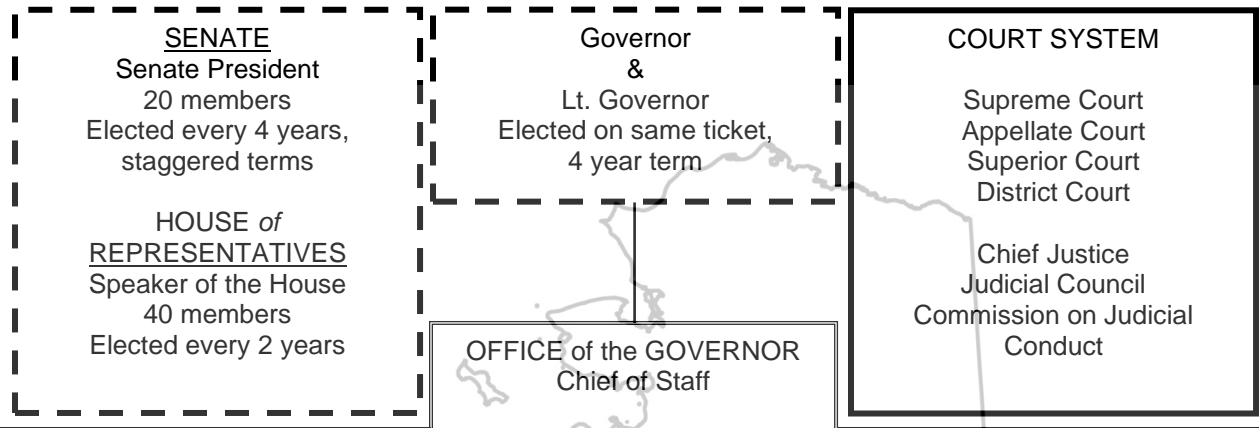
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# State of Alaska Organizational Chart

## BORDER LEGEND

- ELECTED BY POPULAR VOTE (includes Lt. Governor, elected on same ticket as Governor)
- Justices & Judges nominated by Judicial Council, selected by Governor & thereafter subject to voter approval
- *Department heads (italicized)* appointed by the Governor & confirmed by the Legislature
- \* SEE METHOD OF APPOINTMENT FOR DEPARTMENT IN TABLE ON NEXT PAGE

## VOTERS OF ALASKA



**UNIVERSITY OF ALASKA**  
Article VII of the AK Constitution establishes the University system  
Board of Regents

## Executive Officers of the State of Alaska

<b>Office</b>	<b>Method of Selection</b>	<b>Qualifications</b>	<b>Term of Office</b>
Governor	Elected by greatest number of voters in a general election	30 years of age; 7-year state resident; 7-year U.S. citizen; qualified state voter	4 years (limited to 2 consecutive terms)
Lieutenant Governor	Elected on same ticket as Governor	Same as Governor	Concurrent with Governor
Commissioner of Administration	Appointed by Governor, must be confirmed by Legislature in joint session	U.S. citizen	Serves at pleasure of Governor
Commissioner of Commerce, Community, & Economic Development	Same as above	Same as above	Same as above
Commissioner of Corrections	Same as above	Same as above	Same as above
*Commissioner of Education & Early Development	Appointed by Board of Education; approved by the Governor. Not confirmed by legislature	Master's degree plus 5 years experience	Serves at pleasure of the Board
Commissioner of Environmental Conservation	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. Citizen	Serves at pleasure of Governor
*Commissioner of Fish & Game	Appointed by Governor from list by Boards of Fish and Game; must be confirmed by Legislature in joint session	Same as above	Serves at the pleasure of the Governor, Boards may request removal by resolution to Governor

Commissioner of Health & Social Services	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. Citizen	Serves at the pleasure of the Governor
Commissioner of Labor & Workforce Development	Same as above	Same as above	Same as above
Attorney General Department of Law	Same as above	Same as above	Same as above
Adjutant General Department of Military and Veterans Affairs	Same as above	Same as above	Same as above
Commissioner of Natural Resources	Same as above	Same as above	Same as above
Commissioner of Public Safety	Same as above	Same as above	Same as above
Commissioner of Revenue	Same as above	Same as above	Same as above
Commissioner of Transportation & Public Facilities	Same as above	Same as above	Same as above

The annual salary of the governor is \$145,000 (AS 39.20.010). The annual salary of the lieutenant governor is \$115,000 (AS 39.20.030). The monthly salary of the head of each principal executive department of the state shall be in accordance with AS 39.23. Currently that salary level set by the salary Commission is \$135,000.



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## Office of the Governor

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[www.gov.alaska.gov](http://www.gov.alaska.gov)

Governor is the chief executive officer of the State of Alaska and the commander-in-chief of the state's armed forces. The functions of the Governor are set out in the Constitution and in the Alaska Statutes. The Governor is responsible for enforcing compliance with the law through appropriate court actions, granting pardons, commutations and reprieves, and suspending or remitting fines and forfeitures. As the chief executive officer of state government, the Governor must supervise each principal department and has the responsibility of changing the organization or reassigning functions for efficient administration of the executive branch. The Governor is also responsible for appointments of members for regulatory, quasi-judicial, and advisory boards. The Governor appoints District, Superior and Supreme Court judges and non-attorney members of the Judicial Council.

**OFFICE OF THE GOVERNOR**  
(Article III, Constitution of the State of Alaska, AS 44.19, AS 37.07.020, AS 37.07.062)

**STATE COMMISSION FOR HUMAN RIGHTS (AS 18.80)**

**OFFICE OF MANAGEMENT & BUDGET (AS 44.19.141, AS 37.07.040)**

- Office of the Director (AS 44.19.142)

AS = Alaska Statute

The Governor must inform the Legislature on the affairs of the State and submit a budget for each fiscal year, a general appropriations bill, and a bill covering recommendations for new or additional revenues. The Governor may convene the Legislature in special session.

The Governor's Office operates a Washington, D.C., branch office and offices in Anchorage and Fairbanks, as well as the main office in Juneau.

There are approximately 122 state councils, commissions and boards. The Governor appoints members to serve on a board, or commission.

The annual salary of the governor is \$145,000 (AS 39.20.010). The annual salary of the lieutenant governor is \$115,000 (AS 39.20.030). The monthly salary of the head of each principal executive department of the state shall be in accordance with AS 39.23. Currently that salary level set by the salary Commission is \$135,000.

### **State Commission for Human Rights**

The **State Commission for Human Rights** conducts investigations, conciliation conferences, and hearings (with powers to subpoena witnesses, administer oaths, etc.) to preserve the rights of persons aggrieved by discriminatory conduct. The Commission may recommend legislative action. It disseminates civil rights information to the public and reports annually to the Legislature.

### **Office of Management and Budget**

The **Office of Management and Budget** (OMB) works toward the allocation of state resources in a manner consistent with the goals and objectives of the Governor and within the framework of the Alaska Constitution and statutes. The director oversees administrative matters for the executive agencies, coordinates budget preparation, and provides liaison with the Office of the Governor.

OMB prepares annual capital and operating budget instruction, training materials, guidelines, and budget submission timetables for the executive agencies. The office serves as staff to the Governor and chief of staff during the budget review process. It coordinates development of the Governor's budget and general appropriations budget bill and prepares the final submission for duplication and distribution. OMB's staff reviews and approves proposed changes to agencies' plans to implement the budget appropriations.

OMB provides an independent audit and consulting activity for executive branch administrators by furnishing analyses, evaluations, recommendations and other information including reviews of internal controls and performance and acts as the coordinating agency for all single audits.

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# Office of the Lieutenant Governor

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[www.ltgov.alaska.gov](http://www.ltgov.alaska.gov)

The **Lieutenant Governor** performs duties prescribed by law and delegated by the Governor and serves as acting governor during the temporary absence of the Governor from the state. The Lieutenant Governor succeeds to the Office of the Governor in the event that the Governor leaves office prior to the end of the term. The Lieutenant Governor administers the state election laws, appoints public notaries, has custody of the state seal, and conducts the convening of the Legislature. The Lieutenant Governor is custodian of original copies of all state laws, administers the provisions of the Administrative Procedure Act dealing with administrative regulations, and publishes the Alaska Administrative Code and the Alaska Administrative Journal.

## **LIEUTENANT GOVERNOR**

(AS 44.19.020)

- Administrative Procedure Act
- Division of Elections

AS = Alaska Statute

The Lieutenant Governor administers the state election laws, appoints public notaries, has custody of the state seal, and conducts the convening of the Legislature. The Lieutenant Governor is custodian of original copies of all state laws, administers the provisions of the Administrative Procedure Act dealing with administrative regulations, and publishes the Alaska Administrative Code and the Alaska Administrative Journal.

The Lieutenant Governor appoints the director of the Division of Elections, which supervises the central and regional elections offices and the employment and training of election personnel. The Lieutenant Governor is responsible for the administration of all state elections, as well as those municipal elections that the state is required to conduct. The director of Elections assists the Lieutenant Governor in the administration of the Voter Registration Program and the modification of precinct boundaries.

## **Division of Elections**

The **Division of Elections** mission is to conduct impartial, secure and accurate elections. The Division's responsibilities include:

- Managing the statewide voter registration records. Update and maintain voter records and prepare voter rolls for local and statewide elections.
- Planning, preparing and conducting two statewide elections during even numbered years. Conduct Regional Educational Attendance Area (REAA) and Coastal Resource Service Area (CRSA) elections yearly. Conducting local liquor option, incorporation, consolidation, dissolution, recall, ASMI, and special elections as required by law.
- Overseeing and supporting the initiative petition process including signature verification and printing and distribution of petition books. Provide training and assist petition sponsors from the time the initiative is proposed through certification for placement on the ballot, or non-certification.
- Overseeing the recall and referendum processes.
- Improving the efficiency and accessibility of the electoral process.
- Improving accuracy of the voter registration list.
- Encouraging higher voter participation.

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# Department of Administration

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<http://doa.alaska.gov/>

*NOTE: Last updated by Department in 2011*

The Department of Administration provides centralized administrative services to state agencies in matters of finance, personnel, labor relations, leasing of space, central mail distribution, property management, risk management, procurement, retirement and benefits programs, information and telecommunication systems, and operation and maintenance of 15 state-owned buildings in Juneau, Anchorage, Palmer and Fairbanks.

The operation of all other state agencies depends on the efficient operation of administrative services in the Department of Administration. The goal of the department is to provide efficient and effective services to all agencies. The workload of the department is directly related to and dependent upon the programs of other agencies and the services they require.

The Department of Administration also provides indigent defense and children's advocacy through the Public Defender Agency and the Office of Public Advocacy, provides for vehicle registration and driver licensing through the Division of Motor Vehicles and is administratively responsible for the Alaska Public Offices Commission, the Alaska Public Broadcasting, the Alaska Oil and Gas Conservation Commission and the Office of Administrative Hearings.

## **Division of Administrative Services**

The **Division of Administrative Services** provides general administrative and support services including accounting, budget, procurement, and computer desktop support.

## **Division of Finance**

The **Division of Finance** develops, operates, and maintains statewide accounting and payroll systems that meet vendor payment, payroll, and financial reporting requirements of state government. The division maintains central payroll records for all departments. The division also provides a service to management and the public by recording, summarizing, and reporting financial information on a statewide basis. The division is responsible for producing the state's comprehensive annual financial report, the statewide cost allocation plan and other financial reports.

**DEPARTMENT OF ADMINISTRATION** (AS 14.25, AS 14.40, AS 15.13, AS 18.85, AS 22.25, AS 23.40, AS 26.05, AS 36.30, AS 37.05, AS 37.10, AS 39.20, AS 39.25, AS 39.27, AS 39.30, AS 39.35, AS 39.40, AS 39.45, AS 39.50, AS 39.52, AS 43.05, AS 44.21, AS 44.64, AS 47.45, AS 47.55)

### **DIVISION OF ADMINISTRATIVE SERVICES**

**DIVISION OF FINANCE** (AS 37.05, AS 37.10, AS 37.15, AS37.25, AS39.23, AS 44.21)

**DIVISION OF GENERAL SERVICES** (AS 36.30, AS 44.21, AS 44.68)

### **DIVISION OF ENTERPRISE TECHNOLOGY SERVICES**

- Computers (AS 44.21.150)
- Telecommunications (AS 44.21.310)

**DIVISION OF PERSONNEL** (AS 39.23, AS 39.25, AS 39.27, AS 39.52)

- Personnel Board

**LABOR RELATIONS** (AS 23.40.070-260)

### **DIVISION OF RETIREMENT AND BENEFITS**

- Public Employees' Retirement System (AS 39.35)
- Teachers' Retirement System (AS 14.25)
- Judicial Retirement System (AS 22.25)
- National Guard Retirement System (AS 26.05)
- Elected Public Officers Retirement System
- Supplemental Benefits System (AS 39.30)
- Public Employees' Retirement Board
- Teachers' Retirement Board
- Deferred Compensation Program (AS 34.45)
- Group Health & Life Insurance (AS39.30.090)

## **Division of General Services**

The **Division of General Services** (DGS) provides services that help other agencies perform their public missions. DGS consists of Central Purchasing, Leasing and Facilities, Central Mail, and Surplus Property.

**Central Mail Services** (CMS) handles incoming mail and inter-agency mail for state agencies in Juneau. CMS also processes payroll, retirement, AKSAS, and Permanent Fund dividend warrants.

**Central Purchasing** provides support to state agencies by issuing cost-effective multi-agency statewide term contracts. Cooperative purchasing agreements are established benefiting state agencies and political subdivisions through volume purchasing discounts. Central Purchasing also provides statewide procurement support and training to agency procurement staff.

**Leasing and Facilities** administers the operations and maintenance of certain state owned office buildings and administers leases for state office space throughout the state.

**Surplus Property** maintains the inventory management system for statewide property control, collects and coordinates used state property for reutilization and conducts sales or disposals of excess property. In addition, the agency administers the transfer of federal surplus equipment and supplies by allocating property to state agencies, political subdivisions and other qualified organizations.

## **Division of Motor Vehicles**

The **Division of Motor Vehicles** (DMV) creates, records and renews vehicle registrations and provides testing, issuance and recording of driver's licenses. Due to the high amount of vehicle ownership and the need to have a driver's license, DMV's activities reach virtually every person of driving age.

**Driver Services** compiles and maintains driver records used for insurance, court, and law enforcement purposes; administers the driver improvement program, which takes action against habitual traffic violators; administers the financial responsibility and mandatory insurance laws which protect victims involved in crashes with uninsured motorists; conducts administrative reviews of license actions under "drunk driver" laws; manages the commercial driver's license program and processes applications for licenses by mail. Driver Services administers limited licenses, licenses and monitors driving schools, approves defensive driving courses and manages third party skill testing partnerships.

**Field Services** operates 17 DMV offices and has 16 commission in locations not served by a DMV office which issue vehicle titles, registration, driver's licenses, and ID cards; register

**DIVISION OF RISK MANAGEMENT** (AS 09.50.270, AS 18.60.010, AS23.05.06, AS 23.30.090, AS 37.05.287, AS 37.05.289, AS 44.21.040)

**DIVISION OF MOTOR VEHICLES** (AS 28, AS 18.65.310-320)

**OFFICE OF PUBLIC ADVOCACY** (AS 44.21.400)

**PUBLIC COMMUNICATION SERVICES**  
Alaska Public Broadcasting Commission (AS 44.21.258-290)  
• Alaska Rural Communications Service (AS44.21.256)

**ALASKA PUBLIC DEFENDER AGENCY** (AS 18.85.010-.090)

**ALASKA PUBLIC OFFICES COMMISSION** (AS 15.13, AS24.25.011, AS 24.60.200-260; AS 39.50, AS43.05.085)

**ALASKA OIL & GAS CONSERVATION COMMISSION** (AS 31)

**VIOLENT CRIMES COMPENSATION BOARD** (AS 18.67)

**OFFICE OF ADMINISTRATIVE HEARINGS** (AS 43.05 AS 44.64.010)

AS = Alaska Statute

snow mobiles, register voters; collect municipal taxes; enforce municipal emission control programs; provide organ donor identification and information; and certify the collection of federal taxes for heavy vehicles. The Division is also responsible for boat registration of all watercraft in excess of 10 feet.

**Administration** manages accounting of more than \$65 million collected each year by DMV; refunds to sixteen municipalities more than \$12 million in motor vehicle registration taxes collected on their behalf; archives and maintains the records of all vehicle ownership and driver license documents; and provides overall division management.

In addition to the state public services and commission agents, the division has partnered with 91 private sector entities to expand the customer options for motor vehicle transactions. For example, DMV has partnered with emissions facilities in Anchorage to perform registration renewals. Automobile dealerships throughout the state have been authorized to act as motor vehicle agents and are issuing titles for new vehicles. Third party testers have been certified to perform road test examinations. A web-based venue is also available to individuals to renew motor vehicle registrations, order personalized license plates, update addresses, schedule road tests and apply for renewal of driver licenses through the mail.

### **Division of Personnel and Labor Relations**

The **Division of Personnel and Labor Relations** provides human resource policy guidance and assistance to state agencies; provides the infrastructure, guidance, and assistance for state hiring; develops and maintains the classification and pay plans; processes personnel and payroll actions; provides standardized and specialized training to facilitate and enhance employee productivity; represents the Administration in labor contract negotiations; responds to grievances and complaints on behalf of the commissioner of the Department of Administration; and represents the State in arbitration, mediation and other dispute resolution procedures. The division houses the Equal Employment Opportunity Program and provides administrative support to the State Officer Compensation Commission and the Alaska State Personnel Board.

The division also supports the **Personnel Board**, a regulatory body that adopts and assures adherence to personnel rules relating to the internal management of state agencies.

### **Division of Retirement and Benefits**

The **Division of Retirement and Benefits** administers and provides record keeping and counseling services for the following retirement systems: Public Employees, Teachers, Judicial, National Guard and Naval Militia, and Elected Public Officers. The division administers and provides record keeping and counseling services for these two benefit programs: Supplemental Annuity Plan and Optional Benefits System. The division administers and provides counseling services for the Deferred Compensation Plan and the Group Health and Life Insurance Program for active state employees and retired members of the retirement systems. The division has offices in Juneau and Anchorage and provides services to other Alaskan communities during field trips.

## **Division of Risk Management**

The **Division of Risk Management**'s objective is to protect the financial assets and operation of the State of Alaska from accidental loss through a comprehensive self-insurance program for normal and expected property and casualty claim of high frequency and low severity, combined with high limit broad form excess insurance protection for catastrophic loss exposures. Risk Management acts as the insurance carrier for each state agency, funding all sudden and accidental property and casualty claims. The annual premiums allocated by Risk Management are the maximum each agency is called upon to pay. This planning for known and catastrophic losses forestalls the need for the affected agency to seek supplemental appropriations or disrupt vital state services after a major property loss, adverse civil jury award, or significant compensation claim.

## **Enterprise Technology Services**

The **Enterprise Technology Services** (ETS) provides and maintains secure and reliable information technology (IT) infrastructure for voice and data and manages enterprise applications used across the executive branch. ETS partners with state agencies to meet citizen demand for access to data that is collected and/or maintained by state government. It facilitates statewide IT policy development, planning and implementation, working closely with the state's IT policy-making body, the **Enterprise Investment Board**. It also partners with information service providers and professionals to deliver cost-effective telecommunications, computing products and services 24/7 to state and other government entities.

The division manages the **State of Alaska Telecommunications System (SATS)**, a statewide network of sites supporting day-to-day operations of state agencies and public safety first-responders. ETS also manages the **Alaska Land Mobile Radio System (ALMR)** which provides emergency radio service for law enforcement, emergency personnel and first responders, primarily along Alaska's road system.

## **Office of Administrative Hearings**

The **Office of Administrative Hearings** is an independent, quasi-judicial agency whose administrative law judges hear and decide executive branch tax, retirement and benefits appeals, and conduct administrative adjudications on behalf of executive branch agencies in more than forty categories of cases. The office provides mediation services, web-publishes administrative decisions, provides training to adjudicators, monitors executive branch hearing processes, reviews regulations proposed for such processes, and administers the Code of Hearing Officer Conduct. The office also is authorized to enter into agreements to conduct adjudications for municipalities, school districts and other governmental entities.

## **Office of Public Advocacy**

The **Office of Public Advocacy** provides guardianship, child advocacy (guardian ad litem) and legal services to vulnerable Alaskans in a variety of circumstances. The agency is the state's Public Guardian for incapacitated adult wards of the state, guardian ad litem to abused and neglected children and conflict counsel for the Public Defender Agency to provide legal representation to indigent parents involved in criminal matter, child in need of

aid proceedings and delinquency matter. In addition, the agency provides legal services to qualifying Alaskans, age 60 and older, who have been the victims of fraud or other forms of financial exploitation.

### **Public Defender Agency**

The United States and Alaska Constitutions require that individuals accused of crimes have legal representation available to them for advice and counsel. The **Alaska Public Defender Agency** performs this constitutionally required governmental function by providing legal defense services for those who do not have the financial means to hire an attorney.

Besides representing indigent persons accused of felony and misdemeanor crimes, the Alaska Public Defender Agency provides legal representation to individuals in child in need of aid, juvenile delinquency and civil commitment cases. The Agency operates statewide through 13 regional offices. Over 20,000 cases a year are provided with legal representation.

### **Alaska Public Broadcasting Commission**

The **Alaska Public Broadcasting Commission** provides the citizens of Alaska with an integrated public broadcasting system. Through the use of satellite technology, the Alaska Public Broadcasting system provides four television channels: Alaska One (public broadcasting programming), Alaska Two (Gavel to Gavel-coverage of the Alaska State Legislature), distance learning opportunities from the University of Alaska, and the Alaska Rural Communications channel providing television service to rural Alaska. The satellite also carries radio signals throughout the state.

Operating and capital grants provide partial support to locally owned and controlled public (non-commercial) broadcast stations throughout the state. The Commission provides operating support for local program production to ensure essential service levels to public stations.

### **Alaska Public Offices Commission**

The **Alaska Public Offices Commission** administers the state's four disclosure laws: campaign disclosure, legislative financial disclosure, public official financial disclosure, and regulation of lobbying.

The mission of the Commission is to encourage the public's confidence in their elected and appointed officials by administering the laws and publishing financial information about the activities of election campaigns, public officials and lobbyists.

Candidates, groups (including political parties), and non-group entities file disclosure reports in 32 municipalities and in all state election campaigns. Information about the contribution and expenditure activities of candidates and political groups is intended to facilitate informed choices by the electorate. Approximately 2000 filers submit annual financial disclosure statements that are required by their elected or appointed positions. Lobbyists and their employers file reports concerning their expenditures and compensation disclosing that over 14 million dollars are spent annually to influence public decision-making.



## **Violent Crimes Compensation Board**

The **Violent Crimes Compensation Board** reduces the financial hardships caused by crime-related medical expenses or loss of income sustained by innocent victims of violent crimes in Alaska. It also provides financial payments to dependents of deceased victims.

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# Department of Commerce, Community, Economic Development

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[www.dcced.alaska.gov](http://www.dcced.alaska.gov)

The mission of the Department of Commerce, Community, and Economic Development is to promote a healthy economy and strong communities, and to protect consumers in Alaska. This mission is accomplished through the efforts of six core and seven corporate agencies that focus on four priorities:

- Economic Development
- Sustainable Energy
- Strong Communities
- Consumer Protection

The department provides a wide array of services including:

- Access to capital markets for businesses;
- State grants and loans;
- Programs aimed at key economic sectors, such as electric power generation, tourism, mining, fishing and timber;
- Marketing of Alaska products and visitor attractions;
- Regulation of banking, securities, corporations, insurance, occupations and public utilities;
- Financial and technical assistance to communities

## Corporate Agencies

The **Alaska Energy Authority** (AEA) operates and maintains the Bradley Lake Hydroelectric Project, and the Anchorage-Fairbanks Intertie and is responsible for the development of the Susitna-Watana Hydroelectric Project. Through a variety of financial and technical assistance programs, AEA also assists in the development of safe, reliable and effective energy systems throughout Alaska that are financially viable and environmentally sound. Emphasis is placed on rural energy programs in an effort to promote economic development and to advance the quality of life in remote areas of Alaska. Programs administered by AEA to assist in these objectives include Power Cost Equalization, which seeks to equalize the cost of electricity between urban and rural Alaska; Bulk Fuel Upgrades; Rural Power System Upgrades; Power Project Fund loans; Energy Conservation and Efficiency, and Alternative Energy Development.

### **DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT**

#### **OFFICE OF THE COMMISSIONER** (AS 44.33)

#### **DIVISION OF ADMINISTRATIVE SERVICES** (AS 44.33.010 – 020)

#### **DIVISION OF ECONOMIC DEVELOPMENT**

- Rural Development (AS 44.33.740)
- Tourism Development (AS 44.33.020(36))
- Economic Development Policy (AS 44.99.100)
- Alternative Energy Conservation Revolving Loan Fund (AS 45.88.010-090)
- Commercial Fishing Loan Act (AS 16.10.300-370)
- Fisheries Enhancement Revolving Loan Program (AS 16.10.500-560)
- Small Business Economic Development Revolving Loan Fund (AS 44.88.400-430)
- Rural Development Initiative Fund (AS 44.88.600-900)
- Commercial Charter Fisheries Revolving Loan Fund (AS 16.10.801 – 840)
- Mariculture Revolving Loan Fund (AS 10.10.905 – 945)
- Alaska Microloan Revolving Loan Fund (AS 44.33.950 – 990)
- Alaska Product Preference (AS 36.30.332-338)

#### **DIVISION OF COMMUNITY and REGIONAL AFFAIRS**

- Advise and assist local governments (AS 44.33.020)
- Various Grant Programs (AS 44.33.020)
- Rural Utility Business Advisory Program (44.33.020)
- Alteration of Municipalities (AS 29.06)
- Appointment, Qualification and Terms of Local Boundary Commission (AS 39.05.060)
- Local Boundary Commission (AS 44.33.810, AS 44.33.020(4))

The **Alaska Industrial Development and Export Authority** (AIDEA) is a public corporation that provides the means of financing industrial, manufacturing, export and other business enterprises to further the overall goal of developing and diversifying the state's economic base. The authority supports economic development through several different programs. Under the Loan Participation Program, the authority works with financial institutions, such as banks, to participate up to 90 percent to a maximum of \$25 million in long-term variable or fixed-rate financing for commercial business enterprises, such as hotels, retail and office buildings, warehouses, and fishing vessels. The Business and Export Assistance Program provides the financial institution up to an 80 percent guarantee of the principal balance of a loan to a maximum of \$1 million for working capital, real property, or equipment acquisition or export transactions.

Through its Development Project Finance Programs, the authority also promotes economic development through direct ownership or development project financing of resource development, transportation infrastructure, ports, airports, utilities, and other commercial and industrial infrastructure within the state. To be eligible for AIDEA funding, a project must be essential for the economic well-being of an area and must produce adequate revenues to repay AIDEA's direct investment, loans, or bonds sold to finance the project. The authority works closely with local governments and approves projects compatible with the local economy and supported by the community.

The authority is a self-sustaining public corporation of the State of Alaska, governed by a seven-member board, which it shares with AEA. The board is comprised of the commissioners of the departments of Revenue and Commerce, Community, and Economic Development, and five public members appointed by the Governor.

The **Regulatory Commission of Alaska** (RCA) regulates public utilities and pipeline carriers by certifying qualified providers of public utility and pipeline services and ensuring that jurisdictional utilities and pipeline carriers provide safe and adequate services and facilities at just and reasonable rates, terms, and conditions. The commission also determines eligibility and the per-kilowatt-hour support for electric utilities under power cost equalization. It is governed by a board of five commissioners appointed by the Governor.

- Municipal Lands Trust (AS 44.33.755)
- Capital Project Matching Grant Programs (AS 37.06)
- Municipal Capital Project Matching Grant Program (AS 37.06.010)
- Unincorporated Capital Project Matching Grant Program (AS 37.06.020)
- Grants to Municipalities (AS 37.05.315)
- Grants to Named Recipients (AS 37.05.316)
- Grants to Unincorporated Communities (AS 37.05.317)
- Community Assistance Fund (AS 29.60.850)
- Bulk Fuel Revolving Loan Fund (AS 42.45.250)
- Bulk Fuel Loan Account; Loans (AS 42.45.260)
- Bulk Fuel Bridge Account; Loans (AS 42.45.270)
- Rural Development (AS 44.33.020 & AS 44.33.740)
- Alaska Minerals Commission (AS 44.33.431)
- Alaska Regional Economic Assistance Program (AS 44.33.896)
- Made in Alaska Program (AS 45.65.010-070)
- Library Construction and Major Expansion Matching Grant Program (AS 14.56.355)
- Reclassification of Municipalities (AS 29.04.040)
- Alaska Arctic Policy Act (AS 44.99.105)
- National Forest Receipts (AS 41.15.180)
- Shared Fisheries Business Taxes (AS 29.60.450)
- Alaska Native Language Preservation and Advisory Council (AS 44.33.520)

**DIVISION OF BANKING & SECURITIES**

- Banks and Financial Institutions (AS 06)
- Alaska BIDCO Act (AS 10.13)
- Uniform Land Sales Practices Act (AS 34.55)
- Commercial Fishing and Agriculture Bank (AS 44.81)
- Alaska Native Claims Settlement Act: Corporations, Proxy Solicitations, and Stock (AS 45.55)
- Alaska Securities Act (AS 45.56)
- Takeover Bid Disclosure Act (AS 45.57)
- Money Transmission Licenses (AS 06.55.101)

The **Alaska Railroad Corporation** operates and manages the Alaska Railroad, which the federal government sold to the state in 1985. It is a public corporation with a legal existence independent of, and separate from, the State, and is governed by the board of directors consisting of the commissioners of the departments of Commerce, Community, and Economic Development and Transportation and Public Facilities, and five public members appointed by the Governor.

The Railroad operates year-round rail freight and passenger service from Seward to Anchorage and into the Interior city of Fairbanks. The Railroad also owns approximately 36,000 acres of land, half of which is devoted to operations, and the other half is available for lease. Mandated by law to be a self-supporting corporation, the Railroad fosters and promotes the long-term economic growth and development of the State.

The **Alaska Seafood Marketing Institute** (ASMI) was created in 1981 by the Alaska Legislature. It is a partnership of state government and private industry under the Department of Commerce, Community, and Economic Development, funded by the Alaska seafood industry, the State of Alaska and the federal government. ASMI's programs, which promote Alaska-brand seafood and conduct food safety and quality assurance education, are guided by a seven-member Board of Directors appointed by the Governor, which is made up of commercial fishermen and representatives of large and small seafood processing firms. The ASMI Board also includes ex-officio members, representing the two chambers of the Legislature, the DCCED Commissioner's Office, and the Office of the Governor advisory committees provide input to the seafood marketing and quality assurance programs. ASMI's programs are conducted in the United States and overseas to increase consumption of Alaska seafood and promote quality. Alaska processor and federal funds supply the funding for ASMI operations.

The International Marketing Program promotes Alaska seafood in over 40 countries overseas, mainly in Asia, Europe, and South America. The International Marketing Program is conducted partially with funding provided by the federal government through the USDA Market Access Program, as well as state matching funds.

The Seafood Technical Program at ASMI promotes Alaska seafood quality from the point of harvest to the consumer's

#### DIVISION OF INSURANCE (AS 21)

#### DIVISION OF CORPORATIONS, BUSINESS, AND PROFESSIONAL LICENSING

- Centralized Licensing (AS 08.01)
- Miscellaneous Provisions (AS 08.02)
- Termination, Continuation and Reestablishment of Regulatory Boards (AS 08.03)
- Board of Public Accountancy (AS 08.04)
- Regulation of Athletic Trainers (AS 08.07)
- Board of Barbers and Hairdressers (AS 08.13)
- Regulation of Behavior Analysts (AS 08.15)
- Board of Chiropractic Examiners (AS 08.20)
- Board of Professional Counselors (AS 08.29)
- Board of Dental Examiners (AS 08.36)
- State Board of Registration for Architects, Engineers, and Land Surveyors (AS 08.48)
- Board of Massage Therapists (AS 08.61)
- Board of Marine Pilots (AS 08.62)
- Board of Marital and Family Therapy (AS 08.63)
- State Medical Board (AS 08.64)
- Board of Certified Direct Entry Midwives (AS 08.65)
- Board of Nursing (AS 08.68)
- Board of Examiners in Optometry (AS 08.72)
- Board of Pharmacy (AS 08.80)
- State Physical Therapy and Occupational Therapy Board (AS 08.84)
- Board of Psychologists and Psychological Associate Examiners (AS 08.86)
- Board of Certified Real Estate Appraisers (AS 08.87)
- Real Estate Commission (AS 08.88)
- Board of Social Work Examiners (AS 08.95)
- Board of Veterinary Examiners (AS 08.98)
- Regulation of Acupuncturists (AS 08.06)
- Regulation of Audiologists and Speech-language Pathologists (AS 08.11)
- Regulation of Construction Contractors and Home Inspectors (AS 08.18)
- Regulation of Collection Agencies (AS 08.24)

plate. The program conducts quality assurance training and develops and disseminates seafood quality training and handling materials.

The **Alaska Oil and Gas Conservation Commission (AOGCC)** protects the public interest in exploration and development of Alaska's valuable oil, gas, and geothermal resources through the application of conservation practices designed to ensure greater ultimate recovery and the protection of health, safety, fresh ground waters and the rights of all owners to recover their share of the resource. The AOGCC administers the Underground Injection Control (UIC) program for enhanced oil recovery and underground disposal of oil field waste in Alaska. It serves as an adjudicatory forum for resolving certain oil and gas disputes between owners, including the state. The AOGCC also carries forth statutory mandates consistent with the protection of health, safety, and the environment. It strives for cooperation with industry, while maintaining well-defined and essential regulatory requirements. It is governed by a board of three commissioner appointed by the Governor for a term of six years. One commissioner is a petroleum engineer, one commissioner is a professional geologist, and one is the public commissioner.

The **Alaska Gasline Development Corporation (AGDC)** is Alaska's natural gas infrastructure development corporation established in 2013. AGDC's mission is to maximize the benefit of Alaska's vast North Slope natural gas resources for Alaskans through the development of infrastructure necessary to move the gas into local and international markets.

Alaska holds America's largest proven and conventional natural gas supply. AGDC is currently developing the integrated Alaska Liquefied Natural Gas (LNG) Project that will deliver 3.5 billion cubic feet of natural gas per day from Alaska's North Slope gas fields to a marine terminal located at tidewater in Cook Inlet. Alaska LNG is an integrated gas infrastructure project with three major components: a gas treatment plant located at Prudhoe Bay, an 807-mile (1,287 km) pipeline to Southcentral Alaska with offtakes for in-state use, and a natural gas liquefaction plant in Nikiski, Alaska.

The integrated Alaska LNG natural gas export project has several competitive advantages including proven gas resources, existing upstream infrastructure, an advantageous arctic climate for LNG production, proximity to LNG markets, a track record of reliability from a state that first began exporting LNG to Japan in 1969, and broad support from Alaskans. Through the development of the Alaska LNG Project, Alaska

- Regulation of Private Professional Guardians and Private Professional Conservators (AS 08.26)
- Regulation of Dental Hygienists and Assistants (AS 08.32 and AS 08.36)
- Regulation of Dietitians and Nutritionists (AS 08.38)
- Regulation of Electrical and Mechanical Administrators (AS 08.40)
- Regulation of Morticians (AS 08.42)
- Regulation of the Practice of Naturopathy (AS 08.45)
- Big Game Commercial Services Board (AS 08.54)
- Regulation of Hearing Aid Dealers (AS 08.55)
- Regulation of Nursing Home Administrators (AS 08.70)
- Regulation of Dispensing Opticians (AS 08.71)
- Regulation of Pawnbrokers and Secondhand Dealers (AS 08.76)
- Regulation of Concert Promoters (AS 08.92)
- Regulation of Professional Geologists (AS 08.02.011)
- Regulation of euthanasia for domestic animals (AS 08.02)
- Alaska Corporations Code (AS 10.06)
- Alaska Business License Act (AS 43.70)
- Athletic Commission (AS 05.05, 05.10)
- Certification of Storage Tank Workers (AS 46.03.375)
- Child Support Services Agency (AS 25.27.010)
- Alaska Corporations Code (AS 10.06)
- Alaska Revised LLC Act (AS 10.50)

#### **ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY**

- Alaska Industrial Development and Export Authority (AS 44.88)
- State Facilities Operations and Maintenance (AS 37.07.020(e))

#### **ALASKA ENERGY AUTHORITY**

- Alaska Energy Authority (AS 44.83)
- State Facilities Operations and Maintenance (AS 37.07.020(e))
- Rural and Statewide Energy Programs (AS 42.45)

can provide energy security to Alaskans and a stable source of LNG to the Asia-Pacific region for generations.

AGDC is governed through the oversight of an independent Board of Directors. As a state-owned corporation, the Alaska Legislature provided AGDC with broad authority to work in collaboration with the private sector to develop, construct, own, and operate natural gas infrastructure.

### **Division of Administrative Services**

The **Division of Administrative Services** provides administrative support services to the department in the areas of accounting, budget, procurement, property control, and information technology.

### **Division of Economic Development**

The mission of the **Division of Economic Development** is to promote economic opportunities for Alaskans. The division is a one-stop shop that can assist an existing or proposed business with financing, marketing, business assistance, and governmental coordination. Programs focus on business creation and retention, tourism, film, fisheries, forest products, minerals, and direct state lending.

- The **Development Section** provides specialized assistance in tourism, film, fisheries, forest products, minerals, and small business programs that are designed to further diversify Alaska's economic landscape and foster new employment opportunities for Alaskans. The **Investments Section** administers 8 loan programs that direct state funding in industries and areas of the state that are not adequately serviced by the private sector. Active lending is currently available in eight of the programs:

- Commercial Charter Fisheries Loan Program;
- Commercial Fishing Revolving Loan Fund;
- Community Quota Entity (CQE) Loan Program;
- Fisheries Enhancement Revolving Loan Fund;
- Mariculture Loan Program;
- Alaska Microloan Program;
- Small Business Economic Development (SBED);
- Rural Development Initiative Fund

### **Division of Banking and Securities**

The **Division of Banking and Securities** examines state-chartered and licensed depository and non-depository financial institutions, administers Alaska's securities laws, and provides consumer and investor education and outreach.

#### **ALASKA SEAFOOD MARKETING INSTITUTE**

- Alaska Seafood Marketing Institute (AS 16.51.010-180)

#### **REGULATORY COMMISSION OF ALASKA**

- Regulatory Commission of Alaska (AS 42.04)
- Public Utilities Regulatory Act (AS 42.05)
- Pipeline Act (AS 42.06)
- Alaska Gasline Development Corporation (AS 42.08)
- Rural and Statewide Energy Programs (AS 42.45)

#### **DCED STATE FACILITIES RENT**

- State Facilities Operations and Maintenance (AS 37.07.020(e))

#### **ALCOHOL AND MARIJUANA CONTROL OFFICE**

- Alcoholic Beverage Control Board (AS 04)
- Marijuana Control Board (AS 17.38)

#### **ALASKA OIL AND GAS CONSERVATION COMMISSION**

- Alaska Oil and Gas Conservation Act (AS 31.05)
- Geothermal Resources (AS 41.06)

#### **ALASKA GASLINE DEVELOPMENT CORPORATION**

- Alaska Gasline Development Corporation (AS 31.25)

AS = Alaska Statute

- The **Banking Section** charters and examines state-chartered banks, bank holding companies, credit unions, trust companies, small loan companies, business and industrial development corporations (BIDCOs), as well as premium finance companies.
- The **Securities Section** registers securities; approves exempt securities offerings; licenses, registers, and examines investment advisors and broker-dealers; investigates investor complaints and reports of fraud; and administers proxy filing requirements for Alaska Native Claims Settlement Act corporations.
- The **Consumer Finance Section** registers, licenses, examines and investigates complaints against non-depository financial institutions, which includes mortgage brokers, lenders and originators, as well as money service businesses, which include: (1) money transmitters (wiring of funds); (2) issuers of traveler's checks, money orders, or stored value cards; (3) sellers or redeemers of traveler's checks, money orders or stored value cards; and (4) currency dealers or exchangers.

### **Division of Community and Regional Affairs**

The mission of the **Division of Community and Regional Affairs** (DCRA) is to promote strong communities and healthy economies. DCRA does this by focusing on promoting efficient, accountable and effective local administration of boroughs, cities, tribal governments and nonprofit corporations that provide a public service to communities. DCRA coordinates the resources of state agencies and commissions, federal agencies and commissions, regional nonprofit organizations, municipal governments and tribal governing bodies to develop public service facilities and efficient public service delivery.

DCRA has staff located in seven regional locations across Alaska. Staff in each office are in frequent contact with the surrounding communities, helping to develop and maintain the efficiency and effectiveness of the communities' local governments.

DCRA is composed of the following sections:

- Local Government Assistance and the Rural Utility Business Advisor program
- Planning, Land Management and Resource Development
- Grants Program Administration
- Community Aid and Accountability
- Staff to the Local Boundary Commission
- Office of the State Assessor
- Research and Community Information

Specific key programs run by the DCRA include:

- Municipal Lands Trustee Program
- Shared Revenue Funding Programs like:
  - Community Revenue Sharing
  - Payments in Lieu of Taxes (PILT)
  - National Forest Receipts
  - Fish Tax Revenue Sharing
- Alaska Coastal Management Program (ACMP)

- Community Coastal Impact Assistance Program (CCIAP)
- Community Development Block Grants
- Administration of Designated Legislative Grants
- Alaska Community Database
- Alaska Regional Development Organizations (ARDOR)
- Made in Alaska
- Serve Alaska

**Serve Alaska** fosters, supports, and promotes the ethic of service and volunteerism and endeavors to engage Alaskans of all ages and backgrounds in tangible, results-oriented community projects. Since 1994, Serve Alaska has been increasing volunteerism and service to communities in Alaska. One of the commission's primary functions is to oversee grants provided to tribal, local non-profit and government agencies to run national service programs like AmeriCorps and Learn and Serve America. The commission is comprised of up to 25 members appointed by the Governor to establish the goals and objectives for the mission of the Serve Alaska. Commissioners also provide guidance and oversight to the Executive Director and staff.

### **Division of Insurance**

The mission of the **Division of Insurance** is to ensure that competitive, viable, ethical and lawful insurance is available to Alaskans. The Division also provides information about insurance through annual publications designed to heighten consumer awareness. The Division accomplishes this through:

- **Financial oversight:** The primary goal of the Division is to enforce the financial examination statutes and regulations to ensure that the insurance companies doing business in Alaska are solvent.
- **Licensing:** Issuing insurance company licenses and producer licenses within reasonable timelines ensures insurance products are available to Alaskans.
- **Compliance:** Various tools, including investigations of consumer complaints and market examination of insurance companies, are utilized to ensure compliance with Alaska statutes and regulations governing insurance companies.
- **Investigations:** Alleged fraudulent insurance activities are investigated leading to both civil administrative actions and criminal convictions, including felony convictions.
- **Filing review:** Rates and forms used by insurers providing insurance coverage of Alaskans are monitored for conformity with statutory standards.
- **Consumer outreach and education:** To ensure consumers have the tools to evaluate and purchase insurance products that are appropriate for their needs, various outreach programs are conducted.



## **Division of Corporations, Business and Professional Licensing**

The mission of the **Division of Corporations, Business and Professional Licensing** is to ensure that competent, professional, and regulated commercial services are available to Alaska consumers. The division issues corporate registrations, state business licenses, and occupational licenses to practice specific professions.

- **Corporations**

This Section examines organizational documents for a variety of business entities, such as corporations, limited liability companies and limited partnerships, and issues Certificates of Authority to foreign business entities doing business in Alaska. This Section also administers the State's trademarks laws and maintains a registry of business names.

- **Business Licensing**

A state license is required to conduct business in Alaska. Businesses are classified according to their primary activity. Application forms are available in the division's Juneau and Anchorage offices as well as on the Internet. Business licenses are issued for a one- or two-year period. Additional licensing is required for the sale of tobacco or tobacco products.

- **Investigations**

This Section reviews and investigates complaints concerning violations of the statutes and regulations that govern professional and business licenses. Investigations may include fraud, malpractice, negligence, misconduct, ethics and noncompliance of various licensing provisions. Unless the investigation results in public action, contents of an investigation are kept confidential.

- **Professional Licensing**

This Section ensures that qualified professionals get properly licensed for the 43 professional licensing programs requiring a professional license in the State of Alaska. Professional Licensing staff examine and process licensing applications, administer certain licensing examinations, and assist the State professional licensing boards.

### **Licensing Boards assisted by the Division:**

Architects, Engineers and Land Surveyors	Optometry Pharmacy (oversees Prescription Drug Monitoring Program)
Barbers and Hairdressers	Physical and Occupational Therapy
Big Game Commercial Service Board	Professional Counselors
Certified Direct-Entry Midwives	Psychologist and Psychological Associate Examiners
Certified Real Estate Appraisers	Public Accountancy
Chiropractic Examiners	Real Estate Appraisers
Dental Examiners	Real Estate Commission
Marine Pilots	Social Workers
Marital and Family Therapy	Veterinary Examiners
Massage Therapists	
Medical	
Nursing	

## **Licensing programs administered directly by the Division:**

Acupuncture	Geologists
Athletic Trainers	Guardians & Conservators
Audiologists	Hearing Aid Dealers
Behavior Analysts	Home Inspectors
Collection Agencies	Morticians
Concert Promoters	Naturopaths
Construction Contractors	Nursing Home Administrators
Dieticians and Nutritionists	Pawnbrokers
Dispensing Opticians	Speech-Language Pathologists
Electrical and Mechanical Administrators	Telemedicine Business Registry
Euthanize Domestic Animals/Permits	Underground Storage Tank Workers

## **Alcohol and Marijuana Control Office**

The mission of the **Alcohol and Marijuana Control Office** (AMCO) is to enforce alcohol and marijuana commerce laws and provide clear, consistent standards for licensure to protect the public from harm.

- **Boards**

The AMCO office serves the Alcoholic Beverage Control Board and the Marijuana Control board. The Boards hold regular public meetings in each judicial district on a yearly basis to approve board actions such as: new, transfer, or renewal applications, ongoing and proposed regulation projects, hearings, enforcement actions and suspensions, and other matters that may come before them.

- **Licensing**

This section reviews and processes all applications for alcohol and marijuana establishments in accordance with statutes and regulations.

The alcohol licenses are valid for two years. There are 19 alcohol license types such as: Beverage Dispensary, Brewery, Package Store, Restaurant Eating Place, etc. Additionally, there are various alcohol permits that can be applied for a one-time use.

The marijuana licenses are valid for one year. There are 6 marijuana license types such as: Retail Store, Standard Cultivation Facility, Marijuana Product Manufacturing Facility, etc. Any person that works within the marijuana industry must hold a marijuana handler's permit, which is obtained from our office, after all the necessary documents and training are complete.

- **Enforcement**

This section enforces the statutes and regulations that govern alcohol and marijuana licenses. Additionally, they review and investigate complaints concerning violations, conduct audits, and inspections. Investigations are kept confidential unless it results in a notice of violation or board action. Investigations may include illegal activity, odor complaints, noncompliance of license provisions, misconduct, and various other items.

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# Department of Corrections

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[www.doc.alaska.gov](http://www.doc.alaska.gov)

The mission and vision of the Department of Corrections is: “The Alaska Department of Corrections enhances the safety of our communities. We provide secure confinement, reformatory programs, and a process of supervised community reintegration. We are trained professionals committed to a safe, open and respectful organization. We are dedicated to public safety and will always respect the rights and dignity of victims of crime. Offenders in our charge will be treated in a safe and humane manner and will be expected to enhance their ability to reform every day.”

**OFFICE OF THE COMMISSIONER  
(AS 33.30.011)**

- Legislative/Interagency Affairs/Public Affairs
- Director of Administrative Services
- Director of Institutions
- Director of Probation and Parole

AS = Alaska Statute

## **Office of the Commissioner**

The **Office of the Commissioner** includes the Commissioner, two Deputy Commissioners, two Special Assistants, a Compliance Officer and an executive secretary. The Commissioner’s Office provides oversight for all activities of the Department of Corrections. The Deputy Commissioner for Operations oversees medical and mental health services, reentry and programming, education, prisoner transportation and the day-to-day operations of 13 correctional facilities, 13 probation field offices, the out-of-state contract, and 15 community jails. The Deputy Commissioner for Habilitation is responsible for Pretrial, Probation and Parole, Administrative Services and serves as community liaison. Responsibilities of Special Assistants include: Legislative Liaison, policies and procedures, media and community relations.

## **Division of Administrative Services**

The **Division of Administrative Services** provides support services to the Office of the Commissioner, the Office of the Deputy Commissioner, the Divisions of Institutions and Pretrial, Probation and Parole. Specifically, these services include budget management and analysis, accounting, procurement and oversight of medical and mental health services provided to prisoners housed in the institutions and community residential centers. Information technology support is also provided through the Division of Administrative Services. The division also has an internal auditor on staff that performs financial and program audits of components in the department.

## **Division of Institutions**

The **Division of Institutions**, through the Director’s Office, oversees all of the corrections beds in the State of Alaska, including the direct operation of state correctional facilities with department staff and community jails operated under contract by local law enforcement agencies. The Division of Institutions also provides contract oversight of the community residential centers located in most major cities operated by both private corporations and non-profit agencies. This mix of institutions, community jails, and community residential centers houses pre-trial and convicted offenders, felons and misdemeanants, males and

females, adjudicated juveniles, and non-criminal holds due to substance incapacitation or for a mental health evaluation.

The Division of Institutions oversees all health and rehabilitation services for the Department. It is the mission of DOC to provide timely access to essential care through an evidence-based multidisciplinary approach. DOC is committed to the wellbeing of those under the care of the Alaska Department of Corrections. Individuals will be treated in a safe, respectful and compassionate manner.

Prisoner programs and education are provided throughout the system, including general education diplomas, life skills, continuing education, vocational education and substance abuse treatment programs.

The state correctional facilities and locations are:

- Anchorage Correctional Complex – Anchorage
- Anvil Mountain Correctional Center – Nome
- Fairbanks Correctional Center – Fairbanks
- Goose Creek Correctional Center – Pt. MacKenzie
- Hiland Mountain Correctional Center – Eagle River
- Ketchikan Correctional Center – Ketchikan
- Lemon Creek Correctional Center – Juneau
- Mat-Su Pretrial Unit – Palmer
- Palmer Correctional Center – Sutton
- Pt. MacKenzie Correctional Farm – Pt. MacKenzie
- Spring Creek Correctional Center – Seward
- Wildwood Correctional Center – Kenai
- Yukon Kuskokwim Correctional Center – Bethel

The community jails, providing approximately 141 beds, are located in Homer, Cordova, Sitka, Dillingham, King Salmon, Seward, Kodiak, Craig, Unalaska, Petersburg, Haines, Wrangell, Valdez, and Barrow.

### **Division of Pretrial, Probation and Parole**

The **Division of Pretrial, Probation and Parole** is comprised of the Director's Office and eighteen (18) Regional Offices. The Director's Office provides support to those offices in the areas of supervision, accounting, training, policy development, budget, and performance audits. In addition, the Director's Office provides quality control throughout the state for sex offender supervision, coordinates with DHHS for child safety issues, improves consistency in sex offender case management, coordinates victim services, and researches and develops alternatives to incarceration. The Director's Office also oversees the Interstate Compact Unit. The Director's Office has overall responsibility for budget, policy development and the administration for pretrial/probation/parole services, and interstate compact agreements.

**Pretrial/Probation/Parole Supervision:** Pretrial Probation Officers conduct a pretrial risk assessment (AK-2SR) for all defendants detained in custody. The assessment is designed to predict failures during the pretrial period. These assessments rely solely on administrative data and contain two different scales, one for failure to appear (FTA) at further proceedings in the case and one for new crime arrests (NCA) during the pretrial period. If a defendant is

released to pretrial supervision, the officers will provide supervision as ordered by the Court. Probation/Parole Officers enforce conditions of supervision established by the Alaska Board of Parole and the Court. Conditions often focus on monitoring for victim contact, paying restitution/fines, and treatment for substance abuse and mental health. Probation/Parole Officers conduct a risk assessment (LSIR) to determine a defendant's risk and criminogenic needs. Probation Officers routinely conduct pre-sentence investigations and write pre-sentence reports in felony cases statewide for the Superior Court. The Division of Pretrial, Probation and Parole faces a major challenge in handling the increasing numbers of pretrial defendants and probation/parole offenders across the state. Pretrial, probation and parole also continue to play a key role in population management to relieve institutional overcrowding problems by exploring applications for technology, such as electronic monitoring and by targeting higher-risk offenders for intervention prior to revocation.

**Region 1:** With offices in Palmer, Kenai, Kodiak and Dillingham, the officers in this region supervise both probation/parole offenders as well as unsentenced defendants assigned to pretrial supervision by the Court.

**Region 2:** With offices in Fairbanks, Bethel, Nome, Barrow and Kotzebue, the officers in this region supervise both probation/parole offenders as well as unsentenced defendants assigned to pretrial supervision by the Court.

**Region 3:** This region supervises Probation/Parole offenders in the Anchorage area who have been ordered to supervision by the Court or Parole Board.

**Region 4:** This region supervises unsentenced defendants in the Anchorage area who have been assigned to pretrial supervision by the Court.

**Southeast Region:** With offices in Juneau, Ketchikan and Sitka, the officers in this region supervise both probation/parole offenders as well as unsentenced defendants assigned to pretrial supervision by the Court.

### **Alaska Parole Board**

The **Alaska Parole Board** is comprised of five members appointed by the Governor. The Governor designates one member as the Chair. The members are appointed to serve five-year terms. Each year one of the five-year terms expires. Members are not state employees. Members are appointed based on their representation of Judicial Districts as well as considerations of ethnic, racial, sexual, and cultural populations of the state. The Board hires the Executive Director. The Executive Director supervises the staff and assists the Board administratively. The administrative office of the Board is located in Juneau, Alaska.

Individual Board members hold preliminary hearings as needed as offenders violate conditions of release and are remanded to custody. The Board members hold regular meetings to consider parole release and parole revocation. The Board meets periodically to consider special requests and appeals.

There are three types of parole, discretionary parole, special medical parole and mandatory parole. The Division of Pretrial, Probation and Parole supervises offenders released on all three types under the direction of the Parole Board.

Discretionary and special medical parole are a conditional release of an offender, made after consideration by the Board. In order to be eligible for discretionary parole, a prisoner must be sentenced to a term of 181 days (6 months) or more. In addition, there are several factors which determine eligibility for discretionary parole, such as the offense, the classification of the offense, the length of the sentence and any prior convictions the inmate may have had. At a minimum, an offender must have completed one-quarter of their sentence for a misdemeanor or a classified felony. An offender convicted of an unclassified felony must serve at least one-third of the sentence for an unclassified felony. An offender who is sentenced within the presumptive sentencing range or during the mandatory minimum portion of an unclassified sentence as outlined in AS 12.55.125 is not eligible for parole. However, an offender would be eligible for parole after serving one-quarter of the enhanced portion of a sentence if sentenced to a term greater than the presumptive range. If an offender is sentenced to consecutive presumptive sentences, the offender will be eligible for discretionary parole after serving the longest sentence and one-quarter of the subsequent sentences.

To be eligible for special medical parole, an offender must have a sentence of 181 days (6 months) or more, may not have been convicted of a sexual offense, and must be certified by a licensed physician as severely medical or cognitively disabled. To be granted release on special medical parole, the Board must find that the offender was not suffering from their disability at the time of the offense, that the offender's disability is so severe that that the offender is unlikely to be able to commit the offense for which they were convicted, that necessary care can be provided in a more appropriate or cost-efficient manner than by the Department of Corrections, and there is no reasonable expectation that the disability will improve while on parole.

A prisoner who is not eligible for discretionary parole or has not been granted discretionary parole will be supervised to mandatory parole if the composite term of the imprisonment the prisoner is serving is two (2) years or more. The State of Alaska awards statutory good time at a rate of one day for every three days served. Prisoners who maintain good behavior during their incarceration are automatically released after serving two-thirds of their sentences. Mandatory parole supervision is through the period between an offender's release and the actual end of their sentence. A prisoner cannot refuse to be released to mandatory parole supervision.

Offenders serving a sentence for a Class B or C sexual offense and have prior sexual offense convictions, or prisoners who have been convicted of a Class A or unclassified sexual offense will not earn statutory good time and may not be released to mandatory, discretionary parole or special medical parole during their sentence. A prisoner convicted of Murder in the First or Second Degree committed after July 9, 2019, may not earn statutory good time and cannot be released to mandatory parole.

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# Department of Education & Early Development

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[www.education.alaska.gov/](http://www.education.alaska.gov/)

The Department of Education and Early Development exercises regulatory and supervisory authority over fifty-three public city and borough school districts and regional educational attendance areas and a residential high school. It certifies public school teachers and provides research and consulting services to schools, the Legislature, and other governmental agencies.

## **State Board of Education & Early Development**

The **State Board of Education and Early Development** is the executive board of the department. The commissioner serves as the administrator of the agency, which is supported by staff and advisory committees and commissions authorized or required under state or federal statutes. The board develops educational policy, promulgates regulations governing education, appoints the commissioner of Education and Early Development with the Governor's approval, and is the channel of communication between state government and the public for educational matters. The board also appoints advisory members to various education boards and commissions and establishes, by regulation, the requirements and types of teacher and administrator certification.

## **Office of the Commissioner**

The **Office of the Commissioner** oversees the executive functions of the Department of Education and directs the work of its divisions. The commissioner administers and supervises all fiscal matters concerning budget development and review, accounting, personnel services and purchasing. The office is responsible for carrying out the policies of the Board of Education. It is also responsible for regulation development, public information and legislative relations.

## **Division of Innovation and Education Excellence**

The **Division of Innovation and Education Excellence** is responsible for improving student academic performance. The division provides leadership and coordination in the development of student, school, and professional standards and assessments. Staff provides assistance to parents, families, and school districts to achieve greater involvement in students' education. The Division of Teaching and Learning Support is also responsible for the administration of statewide student testing and assessment. The Alaska Comprehensive Statewide Student Assessment System requires

**DEPARTMENT OF EDUCATION**  
(AS 44.27, AS 14, 4 AAC)

**STATE BOARD OF EDUCATION**  
(AS 14.07)  
Mt. Edgecumbe High School  
Advisory Board (AS 14.16.010,  
AS14.16.050(b))  
Museum Collections Advisory  
Committee (AS14.57.020)

**OFFICE OF THE COMMISSIONER**

- Public Information and Communication

**ALASKA STATE COUNCIL ON  
THE ARTS** (AS 44.27.040)

**POSTSECONDARY COMMISSION**  
(AS 14.42)

- Regulation and Authorization of Postsecondary Institutions
- Alaska Student Loan Corporation (AS14.42.100)
- WICHE Student Exchange (Western Interstate Commission on Higher Education) (AS 14.44.010)

**EDUCATION SUPPORT  
SERVICES**  
School Finance & Facilities

**DIVISION OF TEACHING AND  
LEARNING SUPPORT**

- Teacher Certification
- Migrant Education
- Special Education
- Child Nutrition
- Head Start
- No Child Left Behind
- Standards and Assessment
- State System of Support

**DIVISION OF STATE LIBRARIES,  
ARCHIVES AND MUSEUMS**

- State Library
- State Museums
- Archives and Records Management

**PROFESSIONAL TEACHING  
PRACTICES COMMISSION**  
AS14.20.380

AS = Alaska Statute



that students be assessed each year to determine whether they are meeting state standards in reading, writing, and mathematics at these grade levels. These assessments are designed to assess the skills necessary for students to be successful in meeting the standards at the appropriate grade level.

Division staff develops and implements high educational standards and standards-based assessment. Staff is responsible for:

- developing and implementing standards for fine arts, world languages, math, science, technology, English/language arts, history, geography, civics, and healthy life skills;
- providing statewide leadership to educators in each of the academic disciplines; and
- developing school accreditation and teacher/administrator standards.

The division also administers the following state and federal programs: No Child Left Behind; Schools for Handicapped; Youth in Action; Special Education; Statewide System of Support, Vocational Education; Standards Development; and a variety of other state and federal programs.

The **Teacher Certification Unit** processes over 4,000 applications annually for teacher certification in Alaska. The unit is responsible for oversight of the approval of teacher preparation programs in the state.

The **Title I Program** distributes federal funds to districts to assist schools with high concentrations of low-income families. These supplemental funds provide academic and support services to educationally disadvantaged children aged 3-21 who are failing or most at risk of failing to meet high state academic standards. Services may be provided through “targeted assistance” by providing services directly to the children who are eligible through academic criteria, or they may be provided through a “schoolwide” approach that upgrades the education of all students in the school. In addition, some Title I funds are distributed to districts to serve Title I schools that have been designated in school improvement, corrective action, or restructuring through not making adequate yearly progress on the state assessments for a number of years.

The **Migrant Education Program** provides federal funds to school districts for supplemental instruction to migrant students aged 3-21. Migrant students are those whose families have moved within the past three years from one school district to another, or if the child resides in a school district of more than 15,000 square miles, migrates at least 20 miles or more to a temporary residence, to obtain temporary or seasonal employment in agricultural or fishing work (work performed for wages or personal subsistence).

**Special Education** provides leadership, technical assistance, and supervision to educational programs serving children with special needs. Staff supports school districts in providing special education and related services to children with disabilities and gifted children from ages 3-21. Programs for children with disabilities from birth to three years are provided through the Department of Health and Social Services.

The **Career & Technical Education** program (formerly known as the **Vocational Education Program**) administers federal funds supporting career & technical education (CTE) provided by the state’s secondary schools and postsecondary partner programs. CTE funds are directed to programs including:

- grants to improve, update or expand local secondary and postsecondary career & technical education programs, especially in high skill, high demand, high wage career fields;
- technical assistance or mini-grants to promote the elimination of gender bias in career preparation;
- grant funds to support the Alaska Tech Prep Consortium to ensure smooth, non-duplicated transitions from one program level to the next, resulting in earned certificates, credentials and degrees; and
- technical assistance in the areas of professional development, program implementation, and program assessment and accountability.

To the greatest extent allowed, these activities are coordinated through the strategies of the Alaska Career & Technical Education State Plan with the priorities of the Alaska Workforce Investment Board and the University of Alaska.

The state **Head Start Program** provides supplemental grants to 16 Alaskan Federal Head Start grantees that deliver education, health, and family support services to at-risk children and their families, pre-natal through 4 years of age in over 100 communities. These community-based programs provide comprehensive services that contribute to, and invest in, the well being of families and children in regions across the state.

The **Child Nutrition Programs** distributes federal reimbursement and/or commodity foods to local sponsors participating in the National School Lunch, School Breakfast, Special Milk, Summer Food Service, Child and Adult Care Food, Fresh Fruit and Vegetable Program, USDA Food Distribution Program, and the Emergency Food Assistance Programs. Sponsors include public and private school districts, residential childcare institutions, childcare centers, family day care home providers, adult day care centers, summer camps, and charitable and correctional institutions.

The **State System of Support (SSOS)** supports districts as they build their capacity to implement sustainable school improvement strategies with fidelity. The SSOS provides resources to districts and schools in Alaska. Authority for developing and implementing a system of support for districts and schools comes from both State and Federal law. SSOS was established to support all students (in accordance with AS 14.03.015): (a) Succeed in education and work, (b) Shape a personally worthwhile and satisfying life, (c) Exemplify the best values of society, and (d) Be effective in improving the character and quality of the world.

### **Division of State Libraries, Archives and Museums**

The **Division of State Libraries, Archives and Museums** offers library and information service to state agencies, the Legislature, and the public; provides for the orderly management of and access to current state records and preserves non-current public records of permanent value for study and research; collects, organizes, preserves and provides access to Alaskan materials important to the state's culture and history by operating the Alaska State Archives, Alaska Historical Collections and the Alaska State Museums. It promotes the development of libraries, archives and museums statewide.

The **State Library** coordinates library services throughout the state and serves as the information resource for state government and the Legislature. The library is located in the

State Office Building in Juneau. It's **Historical Collections** collects Alaskan and preserves private papers and materials of historical and cultural value. Its **State Documents Depository** program collects all materials published by state agencies in all formats and distributes them to depository libraries in Fairbanks and Anchorage. It administers federal and state grants for library technology and services and coordinates and supports library services throughout the state, through its **Library Development** section. The **Alaska Library Network** (ALN) promotes interlibrary loans, cooperative collection development, and resource sharing among all libraries; and **SLED**, a web site of Alaskan resources, including the Alaska Digital Archives. The **Governor's Advisory Council on Libraries** advises on the goals for the federal long-range plan.

The **Talking Book Center**, located in Anchorage, serves Alaskans who cannot read standard print, loaning equipment, audio materials, large print, and Braille books.

The **Alaska State Museum** collects, preserves, interprets, and displays the human and natural history of Alaska. Its goal is to communicate the culture and heritage of Alaska. Extensive outreach takes the collections to Alaska's citizens through loans of artifacts, traveling exhibits and educational programming. The Sheldon Jackson Museum in Sitka is also a state museum. Museums statewide look to these two facilities for professional expertise and assistance. The Museum awards grants statewide for projects that improve the quality of museum services and operations within the state.

The **Museum Collections Advisory Committee** advises the EED State Board on museum acquisitions and de-accessions. Friends of the Alaska State Museum and Friends of the Sheldon Jackson Museum are nonprofit auxiliary groups that support and assist the museums.

**Records and Information Management Service (RIMS)** provides services to all branches of state government. The Records Management Section establishes records retention schedules, qualifies vendors to provide off-site storage and retrieval of inactive records, provides training in current records management, and sets statewide standards for the management of public records. The Archives Section identifies, preserves and makes the public records of the state available for research.

The **State Historical Records Advisory Board** reviews grant applications to the National Historical Publications and Records Commission and coordinates statewide historical records planning.

The Technical and Imaging Services team provides micrographics and digital imaging services to state agencies, assists in the development standards for digitization.

### **Finance and Support Services Division**

The **Finance and Support Services Division** provides financial and technical support services to Alaska's 53 school districts, the public and the Legislature. The division administers and supervises all fiscal matters concerning auditing and statistical services.

The division provides support through two offices: school finance and educational facilities.

The **School Finance Unit** administers the foundation program, tuition and boarding home programs, pupil transportation, state contract school, and school debt retirement.

The **Educational Facilities Unit** reviews school district six-year capital improvement project applications. The office assists school districts in developing projects, qualifying for debt reimbursement, and reviewing educational specifications for facilities.

### **Division of Administrative Services**

The division administers and supervises all fiscal matters concerning financial services, as well as budget development and coordination of departmental policies and procedures and provides support to all divisions.

The division provides support through two offices: information services and administrative services. The division provides direct support for school facilities, pupil transportation, school finance and all department programs through overall budget execution.

The **Information Services Unit** provides overall support for the data processing function of the department as well as developing and executing the annual Information Technology planning document. This includes application software, hardware, network services, email, desktop support, database administration and management consulting services related to technical advice for all sections.

The **Administrative Services Unit** processes budget transactions, revised programs, payments, grant awards, reimbursable services agreements, certification of transactions and management reporting in the Alaska State Accounting System. This unit also processes mail, delivery orders, provides formal bidding assistance in procurement for supplies and professional services contracts, reconciles invoices to deliverables prior to payment, oversees property control and is the department's inventory and lease contact.

### **Mt. Edgecumbe High School**

**Mt. Edgecumbe High School** in Sitka is a public boarding school open to all high school students. MEHS emphasizes technology and Pacific Rim languages and cultures and provides a rigorous college-preparatory academic program. Over 80% of MEHS graduates pursue higher education opportunities.

### **Alaska State Council on the Arts**

The **Alaska State Council on the Arts** encourages public interest, appreciation and participation in the performing, visual, literary, media, and Native arts. The council supports Alaska arts through grants to organizations and individuals. The Contemporary Art Bank is a collection of over 600 works of art by Alaskan artists; works may be borrowed by state offices and by Alaska's Congressional delegation. For more information, see [www.eed.state.ak.us/aksca/](http://www.eed.state.ak.us/aksca/).

### **Alaska Commission on Postsecondary Education**

The **Alaska Commission on Postsecondary Education** (ACPE), funded by the Alaska Student Loan Corporation (ASLC), promotes access to and success in education and career training beyond high school. ACPE provides outreach services to Alaskans, designed to

promote early awareness of the importance of preparing for success in higher education, and a suite of financial aid programs to access the education necessary for lifetime success. The Commission advocates and supports postsecondary participation in Alaska, and provides education consumer protection through institutional authorization and complaint investigation. ACPE is overseen by a fourteen-member body established by law, representing educational bodies and the general public. It is placed within the Department of Education and Early Development for purposes of the Executive Budget Act, but does not report to the DEED Commissioner or Board. Guided by the Commission, ACPE's Executive Director and staff develop and implement programs and policies to increase Alaskans' access to the benefits of higher education. The Commission's programs are substantially funded by the ASLC, a public corporation and government instrumentality that operates as an enterprise agency of the State, through tax exempt bond sales. The Corporation is governed by a Board of Directors with primary responsibilities of authorizing and overseeing investments; setting investment policies, loan fees, interest rates, and program benefits; and funding the Commission's education programs. The administrative staff of the Commission serve as the staff of the Corporation. They carry out ASLC activities through the delegated authority of the ASLC Executive Officer, who is also the Executive Director of the ACPE. Additional information on ACPE and ASLC may be found at [www.akadvantage.alaska.gov](http://www.akadvantage.alaska.gov).

### **Professional Teaching Practices Commission**

The **Professional Teaching Practices Commission**, made up of nine members appointed by the Governor, governs matters of ethical and professional standards of educators and compliance with applicable state laws and contractual obligations. The Commission has the responsibility and power to discipline members of the teaching profession and may issue reprimands and suspend or revoke educators' certificates. The services and resources of the Commission are available to individual or group. It is the intent of the Commission to serve as a preventative and positive force in helping to enhance the professional performance of all educators to ensure the best education possible for all of Alaska's students is adequately protected.

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# Department of Environmental Conservation

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[www.dec.alaska.gov](http://www.dec.alaska.gov)

It is the policy of the state to conserve, improve, and protect its natural resources and environment and control pollution, in order to enhance the health, safety and welfare of Alaskans and their overall economic and social well-being.

## **Office of the Commissioner**

The chief executive office of the Department of Environmental Conservation provides agency direction and administration and acts as policy liaison with the Governor's Office and Legislature.

## **Division of Administrative Services**

The **Division of Administrative Services** develops, coordinates and administers policies, programs, and planning related to the protection of the environment within the state. Program staff anticipates needs and provides responsive administrative support to allow the department to conduct business with its clients and customers. Division functions are budget preparation and oversight; fiscal control; departmental information systems; supply; grant, capital project, and contract accounting; and leasing, property control and building management functions.

Also housed in this division is the **Environmental Crimes Unit**. This unit addresses assaults against the environment and ensures a fair operating climate for the majority who comply with the law. This unit ensures full investigation and resolution of environmental crimes and correction of problems and environmental damage as needed.

## **Division of Air Quality**

The **Division of Air Quality** prevents, abates and controls air pollution in a cost-effective, accountable manner.

The **Air Non-point and Mobile Sources Program** is responsible for managing mobile and area sources of air pollution. Its mission is to protect public health and the environment by working to achieve ambient clean air standards throughout Alaska.

### **DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

AS 03.05, AS 17.20, AS 44.46, AS 46.03 -46.14, AS 46.30, AS 46.35,

### **DIVISION OF ADMINISTRATIVE SERVICES**

- Information Technology Services
- Financial Services
- Budget Services
- Environmental Crimes Unit
- Procurement Services

### **DIVISION OF AIR QUALITY**

- Air Non-point and Mobile Sources Program
- Air Permits Program
- Air Quality Monitoring & Assurance Program
- Air Compliance Program

### **DIVISION OF WATER**

#### **Water Quality Programs**

- Water Quality Standards, Assessment and Restoration Program
- Wastewater Discharge Authorizations and APDES Program
- Compliance Program
- Cruise Ship Program
- Village Safe Water Program
- Technical Assistance and Financing

### **DIVISION OF ENVIRONMENTAL HEALTH**

- Food Safety and Sanitation Program
- Laboratory Services
- Office of the State Veterinarian
- Pesticide Program
- Drinking Water Program
- Solid Waste Program

### **DIVISION OF SPILL PREVENTION & RESPONSE**

- Prevention Preparedness & Response Program
- Response Fund Administration Program
- Contaminated Sites Program

AS = Alaska Statute

The **Air Permits Program** controls significant, stationary sources of air pollution to protect and enhance air quality and abate air pollution impacts to ensure protection of public health and the environment.

The **Air Quality Monitoring Program** undertakes air quality assessments to provide measurement of air quality conditions to support decision making related to improving or preserving clean air.

### **Division of Water**

The **Division of Water** prevents, abates, and controls water pollution to enhance the health, safety and welfare of the people of the state and their overall economic and social well-being.

The **Water Quality Standards, Assessment, and Restoration Program** establishes standards for assessing and protecting the quality of the state's water resources.

**Waste Water Discharge Authorization and Alaska Pollutant Discharge Elimination System (APDES) Program.** These programs protect water resources and public health by regulating the discharge of wastewater to lands and waters of the state. Wastewater discharge permits are issued to municipal sewage treatment plants, to seafood processors, and to industrial facilities, such as mines and certain oil and gas facilities.

**Compliance Program** ensures permittee compliance with the Waste Water Discharge Authorization Program and the Alaska Pollutant Discharge Elimination System Program (APDES) permit and program requirements by using a combination of compliance monitoring, assistance, incentives and enforcement activities.

**Cruise Ship Program** ensures that cruise ships and State ferries comply with wastewater effluent and visible emission standards and conducts scientific research to assess the impact of cruise ship wastewater on Alaska's environment.

The **Village Safe Water Program** provides grants and engineering assistance to small communities for water and sewer projects. These grants are used for sanitation facilities including piped utilities, haul systems, a safe water source at a central location, a place to dispose of honeybucket wastes, and in some cases, laundry and shower facilities.

### **Technical Assistance and Financing**

- The **State Revolving Fund Program** provides partial grants and engineering assistance to larger communities for water, sewer and solid waste projects. The program funds part of the costs for water, wastewater, and solid waste improvements and offers communities low-interest loans for planning, design, and construction of water and wastewater management projects.
- The **Operator Certification and Training Program** develops training programs, administers examinations and certifies operators of community water and sewerage systems.

- The **Remote Maintenance Worker Program** provides over-the-shoulder and emergency assistance to water and sewerage system operators in 180 remote communities.

### **Division of Environmental Health**

The **Division of Environmental Health (EH)** deals with the basics: safe drinking water, food and sanitary practices. Its goal is to provide businesses with clear standards, so that they can protect our environment and provide safe food and drinking water to Alaskans.

The **Food Safety and Sanitation Program** works with retail food operators, food and seafood processors and shellfish growers to ensure food products are safe for consumption. This is accomplished by; approving plans, permitting, certifying, inspecting, training, and enforcing violations of standards.

The Environmental Health **Laboratory (EHL)** provides analytical and technical information in support of state and national environmental health programs. Such programs include, but are not limited to, those associated with the surveillance of seafood, food, water, air, soil and zoonotic diseases from wild and domestic animals. The EHL provides certifications or testing approval to several types of commercial laboratories. These include laboratories performing: drinking water analysis for microbiological and chemical contaminants, underground storage tank analysis for chemical contaminants, and dairy analysis on related dairy products.

The **State Veterinarian** works with livestock owners to control animal diseases, in order to ensure animal health and to prevent the spread of zoonotic diseases. All milk produced and processed in the State is tested and dairy plants and farms are inspected. The State Veterinarian coordinates the fish monitoring program that tests for environmental pollutants (toxic heavy metals and persistent organic pollutants) such as mercury, pesticides and PCBs in fish to determine the safety of this food source.

The **Drinking Water Program** works with public water system owners and operators to ensure the production of safe drinking water. The program helps public water systems comply with State regulations and the federal Safe Drinking Water Act which sets minimum health standards for drinking water. Activities include engineered plan review and approval of alternative technologies, evaluating compliance monitoring sample results, conducting sanitary surveys and watershed inspections, providing technical and compliance assistance, and enforcing noncompliance.

The **Solid Waste Program** works with municipalities, private businesses, and industrial companies to make sure Alaskans and industry have sanitary waste disposal options. Landfills are permitted and regulated so they do not attract vectors or unreasonably pollute the environment.

The **Pesticide Control Program** works with users and sellers of pesticides to prevent adverse effects on human health, wildlife and the environment. This is done by registering products for sale in Alaska, certifying professional applicators, permitting higher risk applications, conducting inspections and issuing enforcement actions.



## **Division of Spill Prevention and Response**

The **Division of Spill Prevention and Response** protects public safety, public health and the environment through prevention, preparedness and response to oil and hazardous substance releases.

The **Prevention, Preparedness and Response Program** is Alaska's primary response organization for protecting public health and the environment from the direct or indirect effects of spills and ensuring proper containment, control, removal and restoration of damages from oil and hazardous substance releases through government planning and preparedness. The program reviews and approves oil spill prevention and response contingency plans from producers, transporters and distributors of petroleum products, registers response action contractors and verifies the financial ability of regulated companies to be able to respond to a release.

The **Contaminated Sites Program** protects public health and the environment using a risk based approach to cleanup sites contaminated by past improper disposal or discharges of oil or hazardous substances and oversees the cleanups from federal facilities and leaking underground storage tanks.

The **Response Fund Administration Program** manages the prevention and response accounts of the Oil & Hazardous Substance Release Prevention and Response Fund. The program also manages the recovery of state costs for responding to spills and provides support services to the division in budget preparation, financial analysis, contracts management, federal grants and reimbursable services agreements.

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# Department of Fish and Game

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[www.adfg.alaska.gov](http://www.adfg.alaska.gov)

The Department of Fish and Game is charged with management, maintenance, protection, and improvement of the fish and wildlife resources of Alaska.

## Office of the Commissioner

The **Office of the Commissioner** provides departmental leadership and directs policy development for the agency. It coordinates budgeting and planning and has full responsibility for the department's missions of managing Alaska fish and wildlife resources. The commissioner is an ex-officio member of the Alaska Board of Fisheries and the Alaska Board of Game. The Office of the Commissioner participates in the Exxon Valdez Trustee Council, the Pacific Salmon Commission, the North Pacific Fishery Management Council, and the Pacific States Marine Fisheries Commission. The commissioner's office represents Alaska interests in national and international negotiations involving federal fisheries and wildlife legislation, such as the Magnuson-Stevens Fishery Conservation Act and the Endangered Species Act.

## Boards Support Section

The **Boards Support Section**, provides direct staff support and facilitates the work of the Board of Fisheries and the Board of Game. These two regulatory setting bodies meet several times each year to act on proposed regulatory changes concerning methods and means, seasons, bag limits, and areas for taking fish or game. The Boards Support Section coordinates public meetings, manages the flow of information, and advises the boards, agencies, and the public on the regulatory process. Boards Support Section also supports the state's 84 local fish and game advisory committees. Advisory committees are locally organized bodies that provide recommendations to the boards on current proposals and other fish and game matters. As a practical matter, the Boards Support Section's mission is to ensure the advisory committees and the general public are provided an opportunity to participate in the state's fish and wildlife regulatory system.

## Division of Administrative Services

The **Division of Administrative Services** is the department's support services center. It has responsibility for budgeting, fiscal management, accounting, information services, fish and game licensing, contracting, leasing, reimbursable services agreements, and procurement. The division provides support services to the resource management programs of the department and ensures adherence to Alaska statutes, regulations, policies, and procedures.

**DEPARTMENT OF FISH AND GAME** (AS 16; AS 44.39)

**OFFICE OF THE COMMISSIONER**  
(AS 16.05.050)

- Board Support Section
- Board of Fisheries (AS 16.05.221)
- Board of Game (AS 16.05.221)
- Local Advisory Committees (AS 16.05.260, 5 AAC 96.010)

**DIVISION OF ADMINISTRATIVE SERVICES**

**DIVISION OF COMMERCIAL FISHERIES**

**DIVISION OF SPORT FISH**

**DIVISION OF SUBSISTENCE**  
(AS 16.05.094)

**DIVISION OF WILDLIFE CONSERVATION**

**COMMERCIAL FISHERIES ENTRY COMMISSION** (AS 16.43.010-.090)

AS = Alaska Statute

## **Division of Commercial Fisheries**

The mission of the **Division of Commercial Fisheries** is to manage, protect, rehabilitate, enhance, and develop fisheries and aquatic plant resources in the interest of the economy and general well-being of the state, consistent with the sustained yield principle and subject to allocations established through public regulatory processes. The division is responsible for the management of the state's commercial, subsistence, and most personal use fisheries, the rehabilitation and enhancement of existing fishery resources, and the development of new fisheries. Technical support is provided to private sector mariculture and salmon ranching industries. The division also plays a major role in the management of fisheries in the 200-mile Exclusive Economic Zone and participates in international fisheries negotiations.

Alaska's commercial fisheries are annually worth more than one billion dollars directly to fishermen and even more when considered at the first wholesale level. This industry provides the state's largest private sector employment and the only major source of employment in several regions of the state.

## **Habitat Section**

The mission of the Habitat Section is "to protect Alaska's valuable fish and wildlife resources and their habitats as Alaska's population and economy continue to expand." We accomplish this mission through the following core tasks:

- Review applications and issue permits for activities in anadromous waterbodies and fish-bearing waters and legislatively designated Special Areas (Title 16); provide expertise to protect important fish and wildlife habitat; monitor authorized projects and conduct compliance actions.
- Maintain and revise the Catalog of Waters Important for the Spawning, Rearing, or Migration of Anadromous Fishes.
- Manage Alaska's Special Areas in accordance with legislative guidelines; prepare and update management plans for these areas.
- Review proposed timber harvest activities; conduct field inspections; work cooperatively with timber operators and other governmental agencies.
- Review development projects (e.g., oil and gas, hard-rock mining, roads, T16 elements of hydropower projects) authorized under other agencies' authorities.
- Conduct applied research to develop methods and means to minimize impacts of development projects on fish and wildlife resources.

## **Division of Sport Fish**

The **Division of Sport Fish** is responsible for the state's recreational fishery resources, the conservation of self-perpetuating populations of fish, management of sport fisheries in both salt and fresh water, and hatchery production and release of fish for sport fishing.

The mission of the Division of Sport Fish is *to protect and improve the state's recreational fisheries resources*. Services provided are founded on this mission, and addressed in the following seven core services:

- **Fishery Management:** The division ensures the sustained use of Alaska's recreational fisheries while optimizing social and economic benefits.

- **Fishery Research:** The division promotes excellence in fisheries research.
- **Fisheries Enhancement:** The division diversifies recreational fishing opportunities via supplemental production of hatchery-reared fish.
- **Angler Access:** The division protects and improves public access to recreational fisheries resources.
- **Information and Education Services:** The division informs and educates the public about recreational fishing with an emphasis on exceptional customer service.
- **Fish Habitat:** The division conserves habitat to sustain recreational fisheries resources.
- **Workforce Support:** The division provides exceptional support to our workforce to attain the division's vision and goals.

### **Subsistence Section**

The **Subsistence Section** is a social science research branch of the department created by state statute (AS 16.05.094). The duties of the division are detailed in state statute (AS 16.05.094). The division conducts scientific studies to gather information on all aspects of the role of subsistence fishing and hunting in the lives of state residents, including quantifying the amount, nutritional value, and extent of dependency of food acquired through subsistence hunting and fishing. The division provides this information to the public and to decision makers, assists in assessing the effects of regulations and management plans upon subsistence users, and makes recommendations to the Board of Game and Board of Fisheries regarding adoption, amendment, and repeal of regulations affecting subsistence hunting and fishing. Subsistence staff of approximately 46 is located in Anchorage, Fairbanks, Juneau, Bethel, Dillingham, and Kotzebue.

Subsistence resources provide important sources of food as well as satisfy cultural, social, and psychological needs of Alaska residents. The scientific data collected and reported by the division assist the Board of Fisheries and Board of Game in providing reasonable opportunities for customary and traditional uses of Alaska's fish and game.

### **Division of Wildlife Conservation**

The **Division of Wildlife Conservation** is responsible for the management of Alaska's wildlife resources. It maintains and enhances the state's wild mammal and bird populations on a sustained yield basis. The division conducts wildlife management and research programs to gather information on the status of Alaska's wildlife populations for use in proposing and establishing appropriate conservation measures. Division staff works within various federal and state agency processes to represent and protect state wildlife interests. The division is also responsible for hunter information and training. Wildlife education and viewing programs provide services to a wide array of public interests and facilitate economic development related to wildlife resources. The division implements hunting and trapping regulations promulgated by the Alaska Board of Game.

### **Commercial Fisheries Entry Commission**

The **Commercial Fisheries Entry Commission** (CFEC) is an independent, quasi-judicial, regulatory agency responsible for promoting the sustained yield management of Alaska's fishery resources and the economic health and stability of commercial fishing by regulating

entry into the fisheries. Entry limitation is governed by a balance of biological and economic considerations, with entry permits initially awarded to those most dependent on the fisheries.

The agency's staff of approximately 29 full-time employees includes three commissioners who serve as administrative law judges, regulatory decision-makers, and chief administrators. Agency staff performs the following functions: data processing, administration, research, adjudication, and licensing. Commission activities, all mandated by AS 16.43.010-.990, include:

- establishing maximum numbers of permits for fisheries to be limited
- establishing application periods and implementing systems to rank eligible applicants according to their relative hardship, if they do not receive a permit from the state
- processing entry permit applications and adjudicating claims not resolved in initial classification
- issuing entry permits in limited fisheries and interim-use permits in all other commercial fisheries
- issuing licenses required for all vessels used to participate in Alaska's commercial fisheries
- processing requests for emergency transfer and permanent transfer of permits
- compiling data on permit ownership trends and permit prices
- enforcing provisions of the Limited Entry Act
- monitoring unlimited fisheries
- monitoring effects of entry limitation
- monitoring limited fisheries to obtain information needed for setting optimum numbers in those fisheries
- participating in the development of comprehensive fisheries economic data and research, and dissemination of such information to policy makers and the public
- working closely with other management agencies, including the Alaska Department of Fish and Game, Alaska Board of Fisheries, Alaska Department of Commerce and Economic Development, North Pacific Fishery Management Council, National Marine Fisheries Services, and the International Pacific Halibut Commission, to develop and coordinate fisheries policies and management programs.

Additionally, as required by the statutes governing other state agencies and the court system, CFEC issues permit points for fishermen with commercial fishing violations and maintains a database of liens placed on permits for the Division of Investments, Commercial Fishing and Agricultural Bank, and for purposes of Child Support Enforcement. The CFEC, located in Juneau, is connected to the Alaska Department of Fish and Game for budgetary purposes.

### **Exxon Valdez Oil Spill Trustee Council**

EVOSTC is a joint fed-state entity and is not intended to exist perpetually and also cannot contract directly. The Alaska Department of Fish and Game is one of the six trust agencies and administratively houses the majority of the program staff. The office lease is handled through fed GSA, legal work through ADOL and USDOJ and contracts and staff are also contracted through the various trust agencies, as appropriate.

The mission of the **Exxon Valdez Oil Spill Trustee Council** (the Council) is to work toward restoring and enhancing the environment injured by the *Exxon Valdez* oil spill (EVOS) to a healthy and productive ecosystem through the use of the EVOS settlement. The program is

funded through the invested earnings of the *Exxon Valdez* Oil Spill Investment Joint Trust Fund. These funds are considered joint state and federal trust funds and guidelines for the use of these funds has been designated by the U.S. District Court in 1991, as well as being subject to any other applicable court orders, state and federal law. The Council was formed to jointly use the 1991 civil settlement to restore, replace, enhance, or acquire the equivalent of natural resources injured as a result of the oil spill and reduced or lost services provided by such resources. The Council consists of three State of Alaska trustees, including one from ADFG, and three Federal trustees. The Council provides an annual program that focuses restoration activities on supporting resources affected by EVOS, including scientific research regarding natural recovery and monitoring; habitat enhancement and protection; public participation; project evaluation; and efficient management of administration and the joint-trust funds.

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# Department of Health and Social Services

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<http://dhss.alaska.gov/>

The mission of the Department of Health and Social Services is to promote and protect the health and well-being of Alaskans. The Department is the lead state agency with statutory and regulatory authority to help individuals and families create safe and healthy communities. The key principles of the Department in the administration, funding and delivery of programs and services are to promote self-sufficiency and healthy behaviors; provide a safety net for those unable to provide for themselves; and promote access to health care.

The Department provides services in child protection and health; foster care; youth corrections and juvenile justice; public health; behavioral health; pioneer homes; assistance for Alaska seniors and individuals experiencing disabilities, and assistance to low-income Alaskans to help them become as economically self-sufficient as possible. The Department is responsible for enforcing laws relating to these programs and for adopting regulations under these laws. In addition to the Commissioner's Office, there are ten divisions, including Departmental Support Services and advisory councils.

## **Commissioner's Office**

The **Commissioner's Office** represents the Governor on health and social services issues and provides executive leadership in fulfilling the Governor's goals.

The Office defines and clarifies Department policy, has final review authority of Department programs and services, provides a unified focus for management direction and coordination amongst its divisions, and represents the Department in addressing private providers, federal delegations, and the Legislature.

The Office includes the Commissioner, an Assistant Commissioner, two Deputy Commissioners who have direct supervisory responsibility for eight division directors, and the State's Chief Medical Officer, who oversees Public Health.

The Commissioner's Office also works closely with its Governor-appointed citizen advisory councils, which advise the Department on policies.

### **DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

(AS 18, AS 44.29, AS 47)

#### **OFFICE OF THE COMMISSIONER**

#### **DIVISIONS**

##### **ALASKA PIONEER HOMES**

- Pioneers' Homes (AS 47.55)
- Pioneers' Homes Advisory Board (AS 44.29.500-530)

##### **ALASKA PSYCHIATRIC INSTITUTE**

##### **BEHAVIORAL HEALTH**

##### **CHILDREN'S SERVICES**

##### **HEALTH CARE SERVICES**

##### **JUVENILE JUSTICE**

##### **PUBLIC ASSISTANCE**

##### **PUBLIC HEALTH**

##### **SENIOR AND DISABILITIES SERVICES**

#### **DEPARTMENTAL SUPPORT SERVICES**

- Commissioner's Office
- Finance and Management Services

#### **ADVISORY COUNCILS**

- Alaska Commission on Aging
- Alaska Mental Health Board
- Governor's Advisory Council on Alcoholism and Drug Abuse
- Governor's Council on Disabilities and Special Education
- Medical Care Advisory Committee
- Pioneer Homes Advisory Board
- Suicide Prevention Council
- Alaska Children's Trust
- Juvenile Justice Advisory Board
- Alaska Council on Emergency Medical Services
- Alaska Health Care Commission

AS = Alaska Statute

## **Alaska Pioneer Homes**

The mission of the **Division of Alaska Pioneer Homes** is to provide the highest quality of life in a safe home-like environment for older Alaskans and veterans. Alaska Pioneer Homes provide residential and pharmaceutical services in Sitka, Fairbanks, Anchorage, Ketchikan, Palmer and Juneau to qualified Alaska seniors. The services are designed to maximize independence by addressing the physical, emotional and spiritual needs of Pioneer Home residents. Effective February 2007, the Palmer Home was certified as the Alaska Veterans and Pioneers Home.

## **Behavioral Health**

The mission of the **Division of Behavioral Health** is to manage an integrated and comprehensive behavioral health system based on sound policy, effective practices and partnerships.

Behavioral Health seeks to ensure that Alaskans who are experiencing mental health and substance abuse problems are afforded access to a continuum of statewide services, ranging from prevention, early intervention through treatment and recovery services. The broad array of programs is provided in community-based outpatient settings, school-based programs and residential facilities. Additionally, the division coordinates the development and implementation of housing options to assist individuals who have been homeless or are in need of assisted living. These services are located in small villages, regional centers and urban communities throughout the state.

## **Children's Services**

The mission of the **Office of Children's Services** is to ensure the safety, permanency and well-being of children by strengthening families, engaging communities and partnering with tribes. Children's Services administers Alaska's statewide child protection program through the provision of a wide range of services, including child abuse and neglect prevention services, operating the statewide child abuse reporting hotline, investigation of reports of child abuse, foster care, family support and family preservation services, permanency planning and adoption and guardianship. Services focus on enhancing families' protective factors to provide children with safe and permanent homes, to maintain cultural connections, and to help children realize their potential.

## **Division of Health Care Services**

The mission of the Division of Health Care Services is to improve health care access, outcomes, and safety for Alaskans.

Through its administration of the Medicaid program, the division provides access to quality and cost-effective health care for eligible Alaskans, improving health outcomes while simultaneously containing costs through effective planning and oversight. The division also ensures the health, safety, and welfare of all Alaskans through the centralized background check program, licensing and certification of health care facilities, and licensing of residential care settings.



## **Division of Juvenile Justice**

The mission of the **Division of Juvenile Justice** is to hold juvenile offenders accountable for their behavior, promote the safety and restoration of victims and communities, and assist offenders and their families in developing skills to prevent crime.

Juvenile Justice operates six youth correctional facilities and 15 juvenile probation offices around the state. Juvenile probation staff are responsible for processing reports from law enforcement officers, determining the best approach to addressing juvenile crime and working with the courts when formal intervention is necessary. The McLaughlin Youth Center in Anchorage, the Fairbanks Youth Facility, the Bethel Youth Facility and the Johnson Youth Center in Juneau provide long-term secure treatment services to adjudicated youth, as well as short-term secure detention. The Mat-Su Youth Facility in Palmer and the Kenai Peninsula Youth Facility provide only short-term detention.

## **Division of Public Assistance**

The mission of the **Division of Public Assistance** is to promote self-sufficiency and provide for basic living expenses to Alaskans in need. Public Assistance provides temporary economic support to needy families; financial assistance to elderly, blind and disabled individuals; food support and nutrition education; medical benefits; child care, heating assistance, and supportive services that enable and encourage Alaskans to pursue economic independence and self-sufficiency.

Public Assistance's core services include determining eligibility for benefits and making services available through a variety of programs that are intended to help Alaskans remain safe and healthy, prevent dependency and provide support for clients as they obtain employment. Public Assistance also licenses child care providers to promote safe, quality care for Alaska's kids.

## **Division of Public Health**

The mission of the **Division of Public Health** is to protect and promote the health of Alaskans. The work of Public Health is best described by the "3Ps": Prevention, Promotion and Protection. The division is the state's lead public health agency, responsible for operating programs that prevent injury, infections and chronic diseases while promoting healthy living and quality health care.

Public Health also plays a significant role in making sure that Alaska is ready to effectively respond to serious emergencies, such as natural disasters, emerging disease threats, and bioterrorism. In Alaska, the public health system is largely the responsibility of the state. The Municipality of Anchorage assumes some direct health powers and, to a lesser extent, so does the North Slope Borough. However, throughout the remainder of the state Public Health fulfills both state and local public health functions. To assist in meeting this challenge, Public Health provides funding through grants and contracts to many of its partners: local public health agencies, community- and tribal-based organizations, educational institutions and nonprofit agencies.

### **Division of Senior and Disabilities Services**

The mission of the **Division of Senior and Disabilities Services** is to promote the health, well-being and safety for individuals with disabilities, seniors and vulnerable adults by facilitating access to quality services and supports that foster independence, personal choice and dignity. The division provides home and community-based services for older Alaskans and individuals with disabilities, as well as protection of vulnerable adults. The division administers five Medicaid Waivers, Senior and Community Based Grant programs, and Early Intervention/Infant Learning Program grants.

In addition, the division includes the Medicare Information Office; Adult Protective Services; Personal Care; Governor's Council on Disabilities and Special Education, and the Alaska Commission on Aging.

### **Finance & Management Services**

The department support services provide quality administrative and information technology services to support the Department's mission, programs and goals. This component of the department serves both external and internal customers by administering all of the departments' budgetary, grants, contracts, planning, financial, information technology, human resource and management needs.

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# Department of Labor & Workforce Development

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[www.labor.alaska.gov](http://www.labor.alaska.gov)

The Department of Labor's primary mission is to foster and promote the welfare of the wage earners of the state, improve working conditions, and advance opportunities for profitable employment. The department provides employment services and unemployment insurance programs. It enforces laws and regulations dealing with the safety and health of Alaska's workers; workers' compensation for on-the-job injuries; hours of work, wages, and work conditions; electrical and mechanical installations, boilers and unfired pressure vessels; and elevators, escalators, ski lifts, and amusement rides. It collects, analyzes, and distributes labor and population statistics. The department also houses the labor relations agency for public employees and employers in the state.

## **Office of the Commissioner**

The Office of the Commissioner is responsible for the overall management of the department's programs and resources; serves as a liaison with other state agencies, cities and boroughs, and the Legislature; and acts on unemployment insurance appeals. The office coordinates all public communications for the department including public, press and media relations, and publication review.

## **Administrative Services Division (ASD)**

- Fiscal
- Research & Analysis
- Procurement
- Data Processing

## **Alaska Vocational Technical Center (AVTEC)**

The Alaska Vocational Technical Center (AVTEC) is a division of the Department of Labor and Workforce Development (DOLWD) and as a division of state government, operates like any other division with the added operational functions of a provider of post-secondary workforce training. In addition to adhering to the vision and mission of the State of Alaska administration and the DOLWD REACH values, AVTEC has a vision, mission and set of values that guide the day to day operations. AVTEC, as an employer and service provider, complies with Alaska Human Rights Law and federal civil rights laws.

## **Alaska Workforce Investment Board**

THE VISION for the Alaska Workforce Investment Board is to *"build connections that put Alaskans into good jobs."* This comprehensive vision keeps the board focused on developing

### DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

- [Office of the Commissioner](#)
- [Administrative Services Division](#) (ASD)
- [Alaska Vocational Technical Center](#) (AVTEC)
- [Alaska Workforce Investment Board](#) (AWIB)
- Division of [Employment and Training Services](#) (DETS)
- [Employment Offices](#)
- Alaska [Labor Relations Agency](#) (ALRA)
- [Labor Standards and Safety](#) (LSS)
- [Research and Analysis Section](#) (R&A)
- Division of [Vocational Rehabilitation](#) (DVR)
- Division of [Workers' Compensation](#) (WC)

AS = Alaska Statute

a workforce system that is useful, accessible and understandable to all of the system's customers, which include businesses looking for qualified workers, unemployed Alaskans looking for jobs, and incumbent workers wanting to upgrade their skills in a changing work environment.

The Board is tasked with reviewing plans and providing recommendations to the State of Alaska to further train and prepare Alaskans for the workforce - and help grow Alaska's economy.

### **Division of Employment and Training Services**

The Division of Employment and Training Services (DETS) works with business and industry to build a trained and prepared workforce by providing labor exchange, employment and training services, and unemployment insurance to Alaskans and Alaska businesses, thereby advancing opportunities for employment and economic stability for communities in Alaska. DETS has oversight of 12 job centers within Alaska. Alaska Employment Security Act (AS 23.20).

### **Alaska Labor Relations Agency (ALRA)**

Administers the Public Employment Relations Act ([AS 23.40.070 – 23.40.260](#)) and the labor provisions of the Alaska Railroad Corporation Act ([AS 42.40.705 – 42.40.890](#)) pertaining to collective bargaining for public employers, including the state, municipalities, boroughs, university, school districts and their employees in Alaska.

The agency conducts elections to certify or decertify employee representatives; hears unfair labor practice charges brought by employers, unions, or individuals; determines appropriate bargaining units; and enforces collective bargaining agreements ([8 AAC 97.010 – 8 AAC 97.990](#)).

### **Labor Standards and Safety Division**

The mission of Labor Standards and Safety is to ensure safe and legal working conditions. This mission is accomplished through occupational safety and health law enforcement, training, and consultation; electrical and mechanical code compliance inspection and training certification; and wage and child labor law enforcement and training.

- Alaska Occupational Safety and Health
- Mechanical Inspection Section
- Wage and Hour Administration
- Alaska Safety Advisory Council (AS 18.60.830)

### **Worker's Compensation**

The Division of Workers' Compensation is the agency charged with the administration of the Alaska Workers' Compensation Act (AS 23.30). The Act provides for the payment by employers or their insurance carriers of medical, disability and reemployment benefits to injured workers. The Division is required to administer the Act in a manner that is both fair and efficient to all parties. In addition to its administrative function, the Division also houses

the Alaska Workers' Compensation Board (AS 23.30.005) which hears disputes arising between employees and employers or their insurance carriers regarding the payment of benefits under the Act.

- Adjudications Section
- Special Investigations Unit
- Medical Services Review Committee
- Reemployment Benefits Section
- Special Funds Units: includes: Workers Compensation Benefits Guaranty Fund; Fisherman's Fund; Second Injury Fund; and Workers' Compensation Appeals Commission.

### **Vocational Rehabilitation Division**

Each year, the Division of Vocational Rehabilitation (DVR) helps hundreds of Alaskans with disabilities prepare for, get and keep good jobs. Alaskans who want to work or keep working and have a physical, intellectual or mental condition that makes this hard may be eligible for vocational rehabilitation (VR) services.

On our website you can find:

- **Employment Resources Guide for Alaskans with Disabilities:** [Empowerment through Employment](#) includes many resources, with web links, to support Alaskans with disabilities get and keep good jobs.
- **Jobs in Healthcare:** [www.ConnectToCareJobs.com](http://www.ConnectToCareJobs.com) connects job seekers with long-term service and support agencies that are hiring. State of Alaska licensed assisted living homes, skilled nursing facilities, and personal care agencies have listed open positions under this resource.
- **Transition Tools for Teachers, Parents and Students:** [Guidance and forms](#) on how to refer a student to DVR, JOBZ Club, Summer Work Programs and other Transition program materials as well as an orientation video on serving students with disabilities.
- **Low Interest Loans for Assistive Technology (AT):** This program helps eligible Alaskans with disabilities get lower interest rates and/or longer term repayment timelines for loans to purchase AT. AT includes not only things like hearing aids and wheelchairs, but a broad range of devices that a person can use to help with their disability in order to improve their quality of life.

### **Disability Resources:**

- [Client Assistance Program \(CAP\)](#)  
CAP can help with questions or problems when applying for or receiving services from the Division of Vocational Rehabilitation. CAP is run by the Disability Law Center of Alaska.
- [State Vocational Rehabilitation Committee](#)  
Governor-appointed volunteers from across Alaska who work with DVR to ensure quality services and provide input on implementing the Assistive Technology Act in Alaska.

- [Alaska Tribal Vocational Rehabilitation Programs](#)  
Contact information for Alaska's Tribal Vocational Rehabilitation Programs, listed on the Consortia of Administrators for Native American Rehabilitation website.
- [Disability Determination Services](#)  
Disability Determination Services (DDS) is contracted to the Social Security Administration (SSA) to adjudicate medical eligibility for disability benefits under Social Security Disability Insurance and Supplemental Security Income rules and regulations.
- [Procurement Preference List](#) and [Guidelines](#)  
Information on disability related preferences in the State of Alaska's competitive solicitations and small procurement processes.
- [Social Security Administration's Ticket to Work Program](#)  
The Ticket to Work program is a free, voluntary program that can help Social Security beneficiaries go to work, get a good job that may lead to a career, and become financially independent, all while they keep their Medicare or Medicaid.

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# Department of Law

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[www.law.alaska.gov](http://www.law.alaska.gov)

The **Department of Law** is headed by the Attorney General. The department prosecutes violations of state laws, acts as the Governor's legal advisor, and provides legal services to all executive branch agencies and, in some instances, to the legislative and judicial branches.

Alaska's attorney general is appointed by the Governor. Assistant attorneys general including prosecutors, are in turn appointed by and serve at the pleasure of the Attorney General. Unlike almost all other states, Alaska has a highly unified legal system. Many governmental legal activities handled at the county level in other states (such as courts and jails) are handled at the state level in Alaska.

The Alaska Department of Law includes the Office of the Attorney General, a Civil Division, a Criminal Division, and an Administrative Services Division. Each of these components has a distinct function.

## **Attorney General's Office**

The **Attorney General's Office** supports the attorney general in his performance as legal advisor to the governor and chief administrator of the three divisions of the Department of Law.

## **Administrative Services Division**

The **Administrative Services Division** provides for the normal day-to-day logistical needs and operations of the department, managing the department's budget, accounting, timekeeping and billing for legal services, technical oversight of the department's case management systems, and liaising with centralized and consolidated administrative functions within the Department of Administration. The division provides its support activities to the department's twenty offices located in thirteen communities across the state.

## **Civil Division**

The **Civil Division** represents the state in civil court and administrative proceedings; reviews all regulations prepared by executive agencies; drafts all legislation for introduction by the Governor; drafts or reviews regulations of state agencies; and provides legal advice to the Governor and to executive agencies and officers.

**Legal Advice and Assistance to Agencies** includes Attorney General Opinions and oral and written advice about the day-to-day operations of state government.

**General Litigation** includes both court cases filed on behalf of or against the state and its employees and contested administrative. Court cases include trial level matters

**DEPARTMENT OF LAW**  
(AS 44.23)

**OFFICE OF THE ATTORNEY  
GENERAL  
GENERAL  
CIVIL DIVISION**

- Child Protection
- Collections and Support Section
- Commercial/Fair Business Section
- Environmental Section
- Human Services Section
- Information and Project Support Section
- Labor and State Affairs Section
- Legislation & Regulations Section
- Natural Resources Section
- Oil, Gas and Mining Section
- Opinions, Appeals & Ethics Section
- Regulatory Affairs & Public Advocacy Section
- Torts and Workers Compensation Section
- Transportation Section

**CRIMINAL DIVISION**

- Central Office
- District Attorneys
- Office of Special Prosecutions and Appeals

AS = Alaska Statute

and appeals to the Alaska Supreme Court, federal circuit courts, and the Supreme Court of the United States.

**Drafting and Review of Legislation and Regulations** includes advising all state agencies on the adoption of regulations and alerting agencies to the need for regulations to implement or clarify statutes. The Civil Division also prepares all the legislation for the executive branch. Additionally, when requested by the Governor, the Civil Division reviews legislation passed by the Legislature that is awaiting action by the Governor.

The **Civil Division** consists of assistant attorneys general, paraprofessionals, and support staff, who work in fourteen sections.

The **Child Protection Section** provides legal services and advice on child protection. It initiates necessary court proceedings to take children into state custody until they can be safely reunited with their families, and handles all stages of these court cases to resolution.

The **Commercial Fair Business & Child Support Section** represents and advises 17 divisions, commissions, and public corporations within the Departments of Administration, Revenue, Education & Early Development, Natural Resources, and Commerce, Community and Economic Development. The section represents and advises 20 professional licensing boards and commissions. It also represents the Child Support Services Division (CSSD) of the Department of Revenue, handling paternity establishment and disestablishment, modification of child support orders, and employer non-compliance actions.

The **Environmental Section** provides advice and representation primarily to the Department of Environmental Conservation and the Department of Natural Resources, assisting them in duties related to environmental matters. This work spans a wide array of subjects for various programs and divisions of state agencies, including Spill Prevention and Response, Air Quality, Water Quality, Environmental Health, and Coastal Management. The section also investigates, defends, and prosecutes claims related to contaminated sites; investigate violations and enforces the state's environmental laws; advises on permitting; and provides representation in administrative appeals of agency decisions.

The **Human Services Section** provides legal services and advice to the Department of Health and Social Services. The section's legal work covers licensing matters, including assisted living home, foster home, and childcare licensing; all public benefits programs, including Medicaid, adult public assistance, temporary assistance to needy families, food stamps, and senior care; guardianships, mental health commitments, adult protection and conservatorships; and the Pioneer Homes.

The **Information and Project Support Section** advises the Department of Law and other agencies on legal issues regarding the management, interagency and intergovernmental exchange, and public disclosure, of information and non-electronic and electronic records. The section also manages the civil division's electronic discovery and matter-management, accounting, and timekeeping systems and maintains the department's website and intranet.

The **Labor and State Affairs Section** provides legal assistance needed for governmental management, including employment, labor relations, civil rights, elections, procurement, retirement programs, and issues of governmental authority. This section also provides legal



assistance with disaster management, Medicaid rate disputes, education, and homeland security.

The **Legislation and Regulations Section** provides legal advice and review for constitutional and statutory requirements in the preparation of state legislation and regulations, both civil and criminal. It also supervises all legislative drafting done on behalf of the Governor for introduction to the State Legislature and conducts final review of all regulations adopted by executive agencies. The legislative liaison for the Civil Division legislation matters is located in the section and assists with legislative requests related to legislation or other matters.

The **Natural Resources Section** provides legal advice to and represents the state departments, boards, and commissions that regulate Alaska's lands, waters, and renewable natural resources. The section helps to ensure that state agencies manage and allocated the state's natural resources in a manner that is consistent with the law, defends against legal challenges to actions taken by the state's natural resource agencies, and pursues legal actions against persons who are illegally using, damaging, or destroying Alaska's lands, waters, or renewable natural resources.

The **Oil, and Gas Section** ensures that the State effectively manages its resources and that the State receives its appropriate share of royalties and taxes from both the oil and gas industry and other businesses operating in the State. The section handles complex litigation including matters associated with disputes over amounts of oil and gas tax and royalty owed, oil and gas leasing matters, and pipeline tariff disputes.

The **Opinions, Appeals, and Ethics Section** oversees all civil division appeals and all attorney general opinions. The section is also responsible for interpretation and enforcement of the Executive Branch Ethics Act, (AS 39.52).

The **Regulatory Affairs & Public Advocacy Section** advocates for the public interest in rate cases and other utility matters that come before the Regulatory Commission of Alaska. The section gives particular attention to the interests of consumers who would not otherwise have an effective voice on the rates and services of regulated utilities or pipeline carriers operating in the state. Advocacy is not strictly limited to asking for the lowest possible rate for services provided to the public, but instead is balanced to also ensure that the utility and pipeline service providers are financially healthy and thus able to provide safe and reliable service.

The **Special Litigation Section**, which includes the Consumer Protection and Antitrust unit, was created to develop litigation expertise in the Civil Division and to employ that expertise—in collaboration with subject matter sections—to handle high-profile, expedited, or complicated litigation. The section also protects the public by enforcing the state's consumer protection and antitrust laws.

The **Torts and Workers' Compensation Section** provides legal defense in tort litigation cases filed against state agencies and employees, including personal injury, property damage, and civil rights suits. The section also represents state agencies as the employer in workers' compensation matters involving state employees and represents the Department of Corrections in administrative appeals and court cases.

The **Transportation Section** advises and represents the Department of Transportation and Public Facilities and other state agencies on legal issues related to the construction and operation of the state's public facilities, including buildings, highways, ferries, airports, harbors, and other public works. The section assists with project development as well as with the management and operation of the state infrastructure necessary for the well-being and safety of Alaskans.

### **Criminal Division**

The **Criminal Division** is responsible for prosecuting violations of state criminal laws and for providing legal services to agencies in the criminal justice system.

The **Central Office** is responsible for the coordination and administration of the entire Criminal Division. The office also provides civil representation and advice to other state agencies involved in the criminal justice process. The office also provides a statewide paralegal coordinator and handles the statewide victim-witness volunteer program.

The **Office of Special Prosecutions and Appeals** is responsible for prosecution of complex cases with emphasis on conflict cases that regional offices are not well suited to handle, white-collar crime, Medicaid provider fraud, welfare fraud, environmental crimes, criminal violations of fish and game laws, and cyber crimes.

The **Office of Criminal Appeals** is responsible for the management of all criminal appeals statewide in the Alaska Court of Appeals, the Alaska Supreme Court, the Ninth Circuit Court of Appeals, and the U.S. Supreme Court. They also handle all federal Habeas Corpus matters and provide support to the Division on complex legal issues that arise during trial or that impact criminal justice system in Alaska.

The **Regional District Attorney Offices** are responsible for prosecution of persons accused of violating the state criminal laws. These offices are located in Anchorage, Barrow, Bethel, Dillingham, Fairbanks, Juneau, Kenai, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka and Utqiagvik.

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# Department of Military and Veterans Affairs

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[www.dmva.alaska.gov/](http://www.dmva.alaska.gov/)

The **Department of Military and Veterans Affairs** is responsible for conducting the military affairs of the state through the Alaska National Guard, as prescribed by the military code. The Governor, as Ex-officio commander of the Guard, appoints an adjutant general to act as the principal executive officer and senior military advisor. The Office of the Adjutant General is responsible for all units and installations assigned or attached to the Alaska National Guard, Alaska Naval Militia, or the Alaska State Defense Force.

In addition to the Alaska National Guard, the Department also provides training and instruction to its members and others to prepare for emergency situations that may arise. The Department's primary divisions are the Army National Guard, Air National Guard, and the Division of Homeland Security and Emergency Management, and the Division of Administrative Services. The Alaska Military Youth Academy is a major program within the Department. Veterans Services is also a major component of the Department.

**DEPARTMENT OF MILITARY & VETERANS AFFAIRS (AS 26, AS 44.35)**

- Office of the Adjutant General
- Alaska Naval Militia
- Alaska State Defense Force
- Alaska Army National Guard
- Alaska Air National Guard
- Division of Homeland Security and Emergency Management
- Alaska Military Youth Academy
- Veteran's Affairs
- Alaska Aerospace Corporation
- State of Alaska Telecommunications System
- Division of Administrative Service

AS = Alaska Statute

The **Alaska National Guard** includes the Army National Guard and the Air National Guard. The Alaska Naval Militia is composed of members of the Navy Reserve and Marine Corps Reserves. The Alaska State Defense Force consists of units authorized by the Governor and is comprised of volunteer personnel, who are not subject to federalization.

The Alaska Air and Army National Guard Headquarters transitioned on 1 October 2003, to become the Joint Headquarters, Alaska National Guard. The Alaska National Guard, Alaska Naval Militia, and the Alaska State Defense Force can be ordered into state active duty by the Governor to preserve law, protect lives, execute laws, and perform such duties as the Governor considers proper within the state. The Alaska National Guard and Alaska Naval Militia can be called into federal service in times of hostility or national emergency. During emergency operations, both the Air and Army staffs work in close coordination to plan and execute operations that will involve both Air and Army units in Alaska.

## **Alaska Army National Guard**

The **Alaska Army National Guard Headquarters** formulates and administers plans, programs, and policies in accordance with the National Guard Bureau directives and advises and assists the Adjutant General in administration, fiscal, logistics, and training of the Alaska Army National Guard soldiers and units to meet State and Federal missions. The primary military missions assigned to the Alaska Army National Guard include infantry, military police, aviation, and combat support. During state disasters and or emergencies, the Headquarters coordinates with and provides mitigation, response, and recovery support through the Division of Homeland Security and Emergency Management.

Responsive leadership and proactive management are keeping the Alaska Army National Guard on track meeting the demanding manning requirements for Ground-Based Midcourse Defense in Alaska. The Alaska Army National Guard assumed the mission to provide security for the Ground-Based Midcourse Defense site at Fort Greely in September 2003 and assumed system operations in May 2004, with site activation in September 2004.

### **Alaska Air National Guard**

The **Air National Guard Headquarters** serves as the Adjutant General's primary staff for command and control of the Air National Guard units within the state. Alaska Air National Guard Headquarters assists two wings in maintaining readiness for federal and state missions as well as directs the deployment of Air National Guard resources during state emergencies. It not only represents the state and Air National Guard on national defense task forces, committees and boards, it also analyzes Air Force, Space Force and National Guard Bureau policies and coordinates, implementation and compliance within the state. The Alaska Air National Guard Headquarters provides technical assistance and policy guidance to field units and air liaison with the Army National Guard and the Division of Homeland Security and Emergency Management.

The Alaska Air National Guard provides strategic airlift, combat search & rescue, air defense surveillance, command & control and aerial refueling for Alaska. In addition, the Alaska Air National Guard is a force provider for the space missile warning, missile defense & surveillance mission, at Clear Air Force Station Alaska, for the United States Space Force.

### **Division of Homeland Security and Emergency Management**

The Division's mission is to protect lives and property from terrorism and all other hazards, and to provide rapid recovery from all disaster events. The Division's goals include reducing citizen and community vulnerability to loss of life, injury, and property damage resulting from disasters; providing efficient and timely homeland security and disaster management services to Alaskan citizens and communities; developing and implementing a statewide homeland security and emergency management training and exercise program; developing and prioritizing a State of Alaska critical infrastructure list; enhancing and expanding terrorist information and intelligence dissemination; and increasing community and local jurisdiction public outreach. The Division is committed to effectively prepare for, respond to, and recover from disasters or terrorist events.

### **Alaska Military Youth Academy**

The mission of the National Guard **Alaska Military Youth Academy's ChalleNGe** Program is to help intervene in and reclaim the lives of Alaska's at-risk youth and produce graduates with the values, skills, education, and self-discipline necessary to succeed as adults. The program consists of a 22-week residential phase and a one-year post residential mentoring phase for at-risk youth between 16 and 18 years of age who are not in trouble with the law, are drug free, and have dropped out of high school. Over the five-month period, cadets experience rigorous academic, vocational, life skills, and adventure-based training conducted in a disciplined, structured, military environment. The Alaska Military Youth Academy is accredited by the AdvancED/Northwest Accreditation Commission of Colleges, and Universities as a Special Purpose Secondary School. The Alaska Military Youth Academy is Alaska's only public statewide accredited high school with a quasi-military structure.

Graduates have the opportunity for their GED, High School Diploma, or credit recovery that allows them to catch up with their academic cohort. AMYA is consistently one of the top GED producers in the State.

Cadets must show improvement in eight core components to graduate from the residential school phase of the program. Each core area has a set of tasks, conditions and standards that must be demonstrated as learned/practiced before a cadet may pass. Instructors/Counselors/Cadre all teach from a specific set of pre-determined curriculum. The eight core components are: Leadership/Followership, Responsible Citizenship, Academic Excellence, Job Skills, Life Coping Skills, Health and Hygiene, Service to Community, and Physical Fitness. All staff from Admissions through Post Residential staff integrate their specific job responsibilities into a road map for the cadet. Staff works together as a team of resident experts to help the cadet navigate the requirements and the Post-Residential Action Plan which they take with them after graduation.

### **Veteran's Affairs**

The State of Alaska **Office of Veterans' Affairs** is dedicated to serving more than 73,000 Alaska veterans and 161,097 family members by developing and sustaining a comprehensive statewide Veteran's advocacy program. This office serves as the state representative to federal agencies (Alaska Congressional Delegation, the Department of Veterans Affairs (VA), the Department of Labor, HUD, NASDVA, and NASAA), other states and territories, and 46 nationally recognized veteran's organizations for the purpose of identifying, analyzing, prioritizing, and resolving problems Alaska Veterans experience.

It acts as the Governor's representative at veterans' meetings, conventions and conference's around the state. It analyzes legislation to determine if it meets the needs of veterans and to ensure new legislation interfaces with similar federal programs. It travels to a minimum of 100 communities each year to assist our veterans who live in rural areas and team with various agencies to provide transition assistance as needed for military members following deployments and separation from military service.

The Office of Veterans' Affairs is the single State Approving Authority (SAA) for all Veterans' Education Programs certified in the state. Currently it monitors and audits more than 800 educational programs veterans and active duty military members utilize. The SAA also provides compliance inspections of our approved education programs ensuring that each course meets federal requirements for higher education.

The Office of Veterans' Affairs also provides administrative support for the Governor's 13 member Alaska Veterans Advisory Council (AVAC). The AVAC is charged with delivering state wide veteran concerns and recommendations back to the Governor through the Commissioner of the Department of Military and Veterans' Affairs. This is accomplished through supporting town hall meetings and participating in the annual Veterans' Summit.

The Office of Veterans' Affairs provides assistance to the fall and midwinter Stand Down events organized by the federal Department of Veterans Affairs to help homeless veterans. This program annually serves more than 700 veterans who require special needs in the areas of housing, medical, food, and legal assistance.

## **Alaska Aerospace Corporation**

**Alaska Aerospace Corporation (AAC)** was established by the Alaska State Legislature in 1991 and is owned by the State of Alaska. AAC's mission is to promote development of an aerospace industry in the state. The corporation built and operates the Pacific Spaceport Complex – Alaska (PSCA) in partial fulfillment of its mission.

PSCA is located about 44 road miles south of Kodiak City on Kodiak Island, Alaska. The first launch was conducted in 1998 and was the first licensed commercial spaceport not co-located on a federal range. The spaceport is situated on 3,717 acres of state-owned land conveyed to AAC under authority of an Interagency Land Management Assignment (ILMA) from the Alaska Department of Natural Resources.

As a state-of-the-industry modern spaceport, PSCA is designed specifically to provide optimal support for space launches to high inclination and polar orbits, including sun-synchronous orbits. It is also a preferred site to conduct sub orbital test launches and assessments of advanced aerospace systems. The spaceport offers unobstructed launch azimuths from 110° to 220° for maximum flexibility.

Responsive, flexible, low-cost and digitally-connected is why government and commercial customers seek out Alaska Aerospace as their trusted launch partner. Beyond Kodiak, AAC is pursuing the licensing of other commercial spaceports, is developing the nation's longest ground-based test range, and owns/operates transportable tracking antenna systems to support other launch sites.

## **State of Alaska Telecommunications System**

**Telecommunications System (SATS)**, a statewide network of telecommunication sites supporting day-to-day operations of state agencies including the Alaska Railroad. SATS serves public safety first-responders and state agencies business communications. It also supports local and federal agencies services such as aviation weather cameras, state geophysical seismic sensors, state public utility communication systems, and state and federal air-to-ground communication equipment. The office also manages the **Alaska Land Mobile Radio System (ALMR)** which provides emergency radio service for law enforcement, emergency personnel, first responders, and public workers, primarily along Alaska's road system and several south-east communities. The ALMR system is a partnership with the Department of Defense, the Municipality of Anchorage, and the State of Alaska to provide a shared infrastructure for emergency communications used daily by over 130 state, federal, DOD and local user agencies.

## **Division of Administrative Services**

The Division of Administrative Services (DAS) delivers critical budget, financial management, human resources, procurement, and administrative products and services to the Department of Military and Veterans Affairs. DAS assists our colleagues across DMVA in executing their assigned duties and responsibilities and serves our State's Veteran population and the citizens of Alaska.

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# Department of Natural Resource

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[www.dnr.alaska.gov](http://www.dnr.alaska.gov)

The Department of Natural Resources (DNR) manages all of the state's surface and subsurface resources except fish and game. These resources include some of the largest oil fields in North America and the most extensive state park system in the U.S., as well as the state's land, water, timber, mineral, and agricultural base.

DNR encourages the settlement of state land and the development of its resources by making them available for use consistent with the public interest.

DNR contributes to the state treasury and stimulates investment and employment through the sale of oil and gas leases; land; coal and mineral permits and leases; gravel, timber, firewood and other resources. The department provides business and industry with resources inventory data and analyses, records all real and personal property transactions in Alaska, and helps promote tourism by providing recreational facilities for Alaskans and visitors alike.

DNR has several divisions and is headquartered in Anchorage. The divisions of Oil and Gas, Mining, Land and Water, Forestry, and Parks and Outdoor Recreation are based in Anchorage, while the Support Services Division is based in Juneau. The Division of Agriculture is based in Palmer, and the Division of Geological and Geophysical Surveys is based in Fairbanks. Most divisions maintain regional offices in Fairbanks, Anchorage, and Juneau, and some maintain small business offices in other locations. Each division has a director, responsible for division management and direction.

## **Office of the Commissioner**

The commissioner is the chief executive officer of the department, responsible for establishing resource management policies in accordance with state statutes and regulations, and for directing all departmental resource management programs and services. The commissioner and the two deputy commissioners are based in Anchorage. The commissioner's office administratively houses three subunits:

- Office of Project Management and Permitting
- Mental Health Trust Land Office
- Public Information Centers

**DEPARTMENT OF NATURAL RESOURCES** (AS 03, AS 18, AS19, AS 27, AS 29, AS 30, AS 31, AS 34, AS 37, AS 38, AS 40, AS 41, AS 44, AS 45, AS 46)

### **OFFICE OF THE COMMISSIONER**

- Office of Project Management & Permitting
- Mental Health Trust Land Office
- Public Information Centers

### **DIVISION OF AGRICULTURE**

- Agricultural Revolving Loan Fund
- Agricultural Land & Sales Management
- Alaska Plant Materials Center
- Board of Agriculture and Conservation
- Inspection Services Section
- Marketing Section

### **DIVISION OF FORESTRY**

- Forest Resource Management
- Forest Practices
- Wildfire & Aviation

### **DIVISION OF GEOLOGICAL & GEOPHYSICAL SURVEYS**

- Director's Office
- Engineering Geology
- Energy Resources
- Mineral Resources
- Geologic Information Center
- Geologic Materials Center
- Volcanology
- Alaska Geospatial Council
- Alaska Seismic Hazards Safety Commission

### **DIVISION OF MINING, LAND AND WATER**

- Alaska State Land Conveyance
- Appraisal
- Contract Initiation and Revenue Recovery
- IT Services
- Mining
- Program Support
- Public Access Assertion and Defense
- Realty Services
- Regional Land Offices
- Resources Assessment and Development
- Statewide Abatement of Impaired Lands
- Support Services
- Survey
- Water Resources



The **Office of Project Management and Permitting (OPMP)** [<http://dnr.alaska.gov/commis/opmp/>] supports private industries, regulatory agencies, and the Alaska public by implementing a multi-agency permit coordination program to ensure consistent, defensible, transparent, and timely state permit decisions for complex natural resource development projects, including mining, oil and gas, transportation and hydroelectric power generation. This model, unique to Alaska, assures the public and companies investing in the state that permit reviews are robust and responsive.

The office also represents the State in federal land-use planning projects and management programs to ensure the state's best interests are represented. OPMP is the lead coordinating agency responsible for state interagency review of federal actions subject to the Alaska National Interest Lands Conservation Act (ANILCA), National Environmental Policy Act (NEPA), Federal Land Policy and Management Act (FLPMA) and Outer Continental Shelf Lands Act (OCSLA).

The **Mental Health Trust Land Office (MHLTO)** [<https://alaskamentalhealthtrust.org/>] manages lands under contract for the Alaska Mental Health Trust Authority to generate income the Authority uses to improve the lives and circumstances of trust beneficiaries.

**Public Information Centers (PIC)** [<http://dnr.alaska.gov/commis/pic/>] in Anchorage and Fairbanks provide DNR information to the public; provide and receive DNR applications and permits; receipt payments to DNR; and help the public research land information.

**Division of Agriculture**

The **Division of Agriculture** [<http://dnr.alaska.gov/ag/index.htm>] provides services and oversight of Alaska's agricultural industry under state and federal law in support of its mission to promote and encourage an agriculture industry in Alaska. It is divided into two major components: Agricultural Production and Laboratory Services (Plant Materials Center), and Agricultural Market and Inspection Services. The division's programs promote expansion of the agriculture industry and protect Alaska's natural environment.

The **Agricultural Revolving Loan Fund (ARLF)** [[http://dnr.alaska.gov/ag/ag\\_arlf.htm](http://dnr.alaska.gov/ag/ag_arlf.htm)] promotes the development of agriculture as an industry by providing competitive interest rate loans. The fund promotes industry stability by providing stable

- DIVISION OF OIL AND GAS**
    - Commercial
    - Leasing
    - Permitting
    - Resources Evaluation
    - Royalty Accounting
    - Royalty Audit
    - State Pipeline Coordinator
    - Units
  - DIVISION OF PARKS AND OUTDOOR RECREATION**
    - Alaska State Parks
    - Design and Construction
    - Office of Boating Safety
    - Office of History and Archeology
    - Administration and Grants
    - Advisory Councils
  - OFFICE OF PROJECT MANAGEMENT AND PERMITTING**
  - SUPPORT SERVICES DIVISION**
    - Administrative Support
    - Information Resource Management
    - Recorder's Office
  - BOARDS, COMMISSIONS, COMMITTEES AND COUNCILS**
    - Alaska Boating Safety Advisory Council
    - Alaska Gasline Development Corp. Board of Directors
    - Alaska Geospatial Council
    - Alaska Historical Commission
    - Alaska Mental Health Trust Authority
    - Alaska Minerals Commission
    - Alaska Natural Resource Conservation and Development Board (NRCDB)
    - Alaska Royalty Oil and Gas Development Advisory Board
    - Alaska Seismic Hazards Safety Commission
    - Community Forest Council
    - Board of Agriculture and Conservation (BAC)
    - Board of Forestry
    - Citizens' Advisory Committee for the Tanana Valley State Forest
    - Exxon Valdez Oil Spill Trustee Council
    - Forest Stewardship Committee
    - Kenai River Special Management Area (KRSMA) Advisory Board
    - Outdoor Recreation Trails Advisory Board (ORTAB)
    - Snowmachine Trail Advisory Council (SnowTRAC)
- AS = Alaska Statutes



financing options for both existing and new agricultural enterprises. Established by the territorial legislature in 1953, the fund has been a key to development of Alaska's agricultural community and industry.

The **Agricultural Land & Sales Management** [[http://dnr.alaska.gov/ag/ag\\_sales.htm](http://dnr.alaska.gov/ag/ag_sales.htm)] develops projects on land classified as agricultural. In conjunction with the Division of Mining, Land and Water, this section makes land available through land sales, leases, and land use permits. It also provides oversight of agriculture lands to assure owners comply with state law and regulations governing its use.

The **Agriculture Product and Laboratory Services Unit** at the **Alaska Plant Materials Center** (PMC) [<http://plants.alaska.gov/>] helps the agriculture sector develop seed and plant materials suitable for Alaska producers. The PMC provides seed stock to the certified seed growers, and acts as a repository for Alaska-developed crops and varieties. The PMC also provides information and develops technology for erosion control, soil conservation, and native revegetation processes throughout Alaska, and its laboratory tests for plant and seed pathogens, and certifies all seed grown in Alaska.

The **Board of Agriculture and Conservation** (BAC) [[http://dnr.alaska.gov/ag/ag\\_bac.htm](http://dnr.alaska.gov/ag/ag_bac.htm)], through the division director, has oversight and management responsibility for the Agriculture Revolving Loan Fund. The seven members of the fund's board, appointed by the governor, serve staggered terms and represent various agriculture sectors.

The **Grants Section** conducts outreach and manages state agriculture grants. These include U.S. Department of Agriculture Specialty Crop grants and technical grants and invasive species grants, and will manage the Food Security Micro-Grant program authorized in the 2018 farm bill.

The **Inspection Services Section** [[http://dnr.alaska.gov/ag/ag\\_is.htm](http://dnr.alaska.gov/ag/ag_is.htm)] inspects, audits, and oversees movement of agricultural products, and provides grading services to Alaska producers and retailers. These services enable the private sector to comply with state and federal regulations so agricultural products can move through in-state, national, and international commerce.

The **Marketing Section** [[http://dnr.alaska.gov/ag/ag\\_ms.htm](http://dnr.alaska.gov/ag/ag_ms.htm)] helps the agriculture industry promote Alaska Grown products through advertising, in-bound and outbound trade missions through the U.S. Department of Agriculture (USDA) and Western US Agriculture Trade Association (WUSATA), and personal contact. Its work helps increase market share and maximizes use of cost-competitive Alaska Grown products.

### **Division of Forestry**

The **Division of Forestry** (DOF) [<http://forestry.alaska.gov/>] is the state's forest management agency, serving Alaskans through forest management and wildland fire protection. It accomplishes forest management goals through three programs: Resource Management, Forest Practices, and Fire Management. These programs are designed to meet Alaska's constitutional mandates of multiple use, sustained yield, and protection of forest resources. The state forester's office is in Fairbanks, along with the northern regional office. The coastal regional office is in Soldotna. There are five area offices with facilities in 10 communities located from Ketchikan to McGrath.

The **Forest Resource Management Program** [<http://forestry.alaska.gov/forestresources>] provides forest products to the timber industry and citizens for commercial or personal use. Active management of the state's forest resources ensures a long-term sustainable flow of forest products to various markets. Three state forests are legislatively dedicated to producing forest products and other multiple use benefits. Federally funded programs like Forest Stewardship, Forest Health and Community Forestry provide modern forestry management services to communities, businesses, and residents. The programs carry a nationwide message of the benefits of forests and trees, including forest products, wildlife habitat, clean water and air, and many other ecosystem services.

The **Forest Practices Program** [<http://forestry.alaska.gov/forestpractices>] administers the Forest Resources and Practices Act and regulations on state, municipal and private lands when managers are conducting commercial forestry activities. The Act is designed to protect water quality and fish habitat in managed forests.

The **Wildland Fire & Aviation Program** [<http://forestry.alaska.gov/wildland>] provides rapid and aggressive initial attack on wildland fires consistent with the Alaska Interagency Fire Management Plan. The full range of its other services include fire education, prevention, and risk reduction programs (Firewise in Alaska) in addition to an active fuel management program designed to reduce the risk from wildland fire to communities and citizens.

### **Division of Geological & Geophysical Surveys**

The **Division of Geological & Geophysical Surveys** (DGGS) [<http://dggs.alaska.gov/>] acquires and publishes information on the geologic resources and hazards of the state. Its statutory mission is to determine the potential of Alaska land for production of metals, minerals, fuels, and geothermal resources; to locate and estimate supplies of groundwater and construction material; and to assess potential geologic hazards to buildings, roads, bridges, and other installations and structures (AS 41.08.020). The division and its director, the state geologist, are located in Fairbanks; the Alaska Geologic Materials Center (GMC), a component of the division, is located in Anchorage. DGGS accomplishes its mission through five sections in addition to the director's office and the GMC: Energy Resources, Mineral Resources, Engineering Geology, Volcanology, and the Geologic Information Center. The division also administers the Alaska Seismic Hazards Safety Commission, and the Alaska Geospatial Council.

The **Director's Office** provides strategic planning for the division's programs to ensure that DGGS is meeting the needs of the public under AS 41.08.020, manages the division's fiscal affairs, and provides personnel and clerical services. The director acts as a liaison between the division and local, state, federal, and private agencies; seeks out and encourages cooperative geologic programs of value to the state; and advises the DNR commissioner on geologic issues.

The **Engineering Geology Section** [<http://dggs.alaska.gov/#verticalTab4>] collects, analyzes, and compiles geologic data useful for engineering and hazard risk mitigation. Surficial-geologic maps portray the distribution of unconsolidated surficial-geologic materials and provide information on their engineering properties and potential as sources of construction materials and placer minerals. Studies of major geologic hazards such as landslides, permafrost, earthquakes, active faults, and tsunamis result in reports outlining

potential hazards in susceptible areas. The section advises other DNR divisions and state agencies regarding potential hazard risks to proposed developments and land disposals.

The **Energy Resources Section** [<http://dggs.alaska.gov/energy/index.html>] generates new information about the geologic framework of energy basins that may host undiscovered oil, gas, coal, or geothermal resources. Summary maps and topical reports illustrate the geology of the state's prospective energy basins and provide data relating to the location, type, and potential of the state's energy resources. The Energy Resources Section seeks to improve the success of state-revenue-generating commercial oil and gas exploration and development, and to identify local sources of energy for rural Alaska villages and enterprises.

The **Mineral Resources Section** [<http://dggs.alaska.gov/#verticalTab3>] collects, analyzes, and makes available information on Alaska's geological and geophysical framework as it pertains to the state's mineral resources. Summary maps and reports illustrate the geology of the state's prospective mineral terranes and provide data on the location, type, and potential of the state's mineral resources. These data aid in the state's management of mineral development, and help to encourage mineral exploration in Alaska.

The **Geologic Information Center** [<https://dggs.alaska.gov/#verticalTab12>] publishes division-generated geologic information and maintains public access to Alaska's geologic and earth-science information. Advances in computer technology have resulted in faster preparation of maps and reports and a wider awareness of Alaska's geologic resources and hazards. The section designs and maintains a database for the division's digital and map-based geological, geophysical, and geochemical data; a database for the division's physical samples that are housed at the Geologic Materials Center; and websites for the division [<https://dggs.alaska.gov/>], the Alaska Seismic Hazards Safety Commission [<http://www.seismic.alaska.gov/>], and the Alaska Geospatial Council [<http://aqc.dnr.alaska.gov/>].

The **Geologic Materials Center** (GMC) [<http://dggs.alaska.gov/#verticalTab5>] archives and provides public access to non-proprietary oil and gas cores and drill-cutting samples, rock cores from mineral industry sources, and processed ore, oil, gas, and coal samples. Host- and source-rock samples are a critical data source for private-sector exploration projects. Government and private sector geoscientists use these samples to explore for and manage oil, gas, and mineral resources that maintain the flow of state revenues and provide in-state employment. The private sector contributes the cost of delivering all new samples, sample preparation and analyses, sample logs, and data logs. The GMC facility is staffed by three division geologists, a part-time contract geologist, and several student interns and private-sector volunteers.

The **Volcanology Section** focuses on processes and hazards associated with Alaska's 54 active volcanoes. The section contains the DGGS participants in the Alaska Volcano Observatory (AVO), an interagency collaboration between the U.S. Geological Survey, University of Alaska Fairbanks Geophysical Institute, and DGGS. The section maintains geophysical monitoring instruments on high-threat Alaska volcanoes and conducts geologic studies of active volcanoes to estimate their future eruptive potential and behavior to help mitigate volcano-hazard risks. The section uses real-time seismic data streams combined with geologic knowledge to warn of impending eruptions and volcanic unrest. The section also creates and maintains a large, public, web-accessible database of information on

volcano history and current activity [<https://avo.alaska.edu/>], as well as an internal website providing the interagency AVO with internal communication tools, access to monitoring data, and an expanding database of geologic sample data. The section issues alerts to emergency managers, aviators, communities, and the governor's office during hazardous eruptions.

The **Alaska Geospatial Council** [<http://agc.dnr.alaska.gov/>] provides coordination and organizational governance for statewide geospatial data, technologies, policies, and standards. The council ensures spatial data and services are available to all Alaskans and are developed, managed, procured and coordinated in accordance with best practices. The council also supports priority initiatives for the State (e.g., Emergency Response and Public Safety, Coastal Mapping) that rely on the integration of geospatial data to provide services to the public and a platform for data-driven decision making.

The **Alaska Seismic Hazards Safety Commission** [<https://seismic.alaska.gov/>] recommends seismic risk mitigation goals and priorities to the public and private sectors, and advises the governor and legislature on policies to reduce the state's vulnerability to damage from earthquakes and tsunamis. Administered by DGGs, the commission consists of 11 members appointed by the governor from the public and private sectors for three-year terms. The commission produces a separate annual report to the governor and legislature.

### **Division of Mining, Land and Water**

The **Division of Mining, Land and Water** (DMLW) [<http://dnr.alaska.gov/mlw/index.htm>] is the department's largest division, responsible for providing for the appropriate use and management of state-owned land and water, aiming for maximum use consistent with the public interest.

The division produces revenues through the lease, sale, or permitted use of state-owned land, and through the sale of materials. It also provides basic land-related services to the public. It manages subsurface mineral resources, coal, placer and hard-rock minerals such as gold. The mining section maintains property records and permits mining activities on state land. The water section's primary mission is to provide for water rights and allocations of surface and ground water. It also collects and disseminates water-related data. Most division staff are assigned to offices in Anchorage and Fairbanks, with some assigned to Juneau.

The **Alaska State Land Conveyance Section (LCS)** [<https://dnr.alaska.gov/mlw/landsales/>] is responsible for five DNR programs; land sales, municipal land entitlements, Native Allotment reconveyances, preference rights and land exchanges. Land sales are conducted through various land disposal programs including public auctions and over-the-counter sales. Sales are for fair market value and occur approximately twice each year. The unit prepares, executes and administers contracts, sets up payment schedules, ensures collection of income from sales, forecloses when necessary, and files and archives all current and past contracts for land and resource disposals. The Municipal Land Entitlement Program [<http://dnr.alaska.gov/mlw/muni/>] is a program within LCS that determines municipal land entitlements and transfers lands to municipalities, and will eventually transfer more than 1 million acres of state land to municipal ownership.

The **Appraisal Unit** [<http://dnr.alaska.gov/mlw/appraise/>] establishes fair-market value for sale and lease of state land and resources. The unit often contracts with private firms for such services. The range of work includes establishing value for leases, and sales, purchase,

The **Contract Initiation and Revenue Recovery (CIRR) Section** recovers outstanding fees due to the division, issues contracts for land conveyances, and maintains case files.

The **IT Services Unit** provides web application and graphics support to the division, department and other state agencies on request. This includes production of manual and GIS maps, informational brochures and flyers for public meetings and public information distributed through outbound sites, as well as publication support for department planning projects.

The **Mining Section** [<http://dnr.alaska.gov/mlw/mining/>] conducts mineral property management by maintaining and adjudicating state mining claim and upland leasing records. It is responsible for preparing the state's best-interest documentation and, as appropriate, issuing and administering offshore mineral prospecting permits, offshore mineral leases, and coal leases. It issues permits for all exploration, development, and extraction of state-owned placer and lode mineral resources, and collects all rents and royalty payments. It also provides input to all land-use plans, provides expert technical assistance to the mining industry, prepares documentation for mineral openings and withdrawal orders, and conducts field mineral inspections to ensure compliance with state mining laws, regulations, and any special permit terms and conditions. This section also implements the Alaska Surface Coal Mining Program and the Abandoned Mine Lands (AML) program. These two federally funded state programs are conducted under the oversight of the U.S. Department of the Interior's Office of Surface Mining. The section issues coal exploration and mining permits, and inspects coal mines and exploration sites. The AML program seeks to reduce or eliminate hazards associated with abandoned coal mines, and can also reduce hazards associated with hard rock and placer mines.

The **Program Support Section** coordinates responses to proposed legislation, develops regulations and procedures to implement laws, responds to public records requests, and assists the commissioner's office with appeals of decisions of DMLW adjudicators and land managers. It is also responsible for maintaining all division policies and approving division forms.

The **Public Access Assertion and Defense (PAAD) Section** [<http://dnr.alaska.gov/mlw/trails/paad/>] defends and asserts access easements (including ANCSA 17(b) easements), inventories navigable water bodies, determines and where necessary asserts state ownership of navigable waters, and provides the public with information about navigability. It also assists the Department of Law with related litigation.

The **Realty Services Section** [<http://dnr.alaska.gov/mlw/title/>] reviews and accepts federal title transfers under the Alaska Statehood Act, and acquires the State's interest in land, issues state title documents, prepares state land title status reports, and assists in defending the State's land title. It maintains state title records for the 100 million acres of uplands and 65 million acres of submerged lands owned by the Alaska people.



The **Regional Land Offices**, located in Anchorage, Fairbanks, and Juneau, receive and process all applications for state land-use activities; issue and administer permits, leases, and easement rights-of-way; and abate unauthorized use of state lands. They sell gravel and other materials to the public, and provide materials for use by other state agencies for highway construction and other public projects. They also implement land-use plans and prepare classification and mineral orders, and provide state land status and other information and assistance to the public.

The **Resources Assessment and Development Section (RADS)** is responsible for land planning and classification of state land. It prepares and updates regional land management plans. To date, plans have been prepared for over 80 million acres of state land. The unit is also responsible for setting priorities for ownership of State-selected lands.

The **Statewide Abatement of Impaired Lands Section (SAIL)** provides staff expertise on and coordination of the management, prevention, and reduction of: [contamination](#), [solid waste](#), and [abandoned and derelict vessels \(ADVs\)](#), on state-managed land and waters. SAIL is also the department's lead section for [spill response and preparedness](#), ensuring DNR is prepared to respond to spills impacting state-managed resources.

The **Support Services Section** is responsible for all administrative functions of DMLW, such as travel, timesheets, and payroll; recruitment; and human resources management. It also compiles each DMLW section's annual Operating and Capital Improvement Project budgets, tracks all expenditures, and manages accounts payable.

The **Survey Section** [<http://dnr.alaska.gov/mlw/survey/>] is responsible for boundary and control surveys on state land, and for defining the limits for the state's oil, gas, and other mineral leasing programs. It carries out those responsibilities by issuing survey instruction to private surveyors, contracting for state surveys, performing in-house surveys on a small scale, and reviewing and approving survey plats for state land prior to filing. It also acts as a statewide platting authority for replat and vacation petitions in the unorganized borough.

The **Water Resources Section** [<http://dnr.alaska.gov/mlw/water/>] is responsible for collecting, distributing, and maintaining water records and data, and for adjudicating the use and ownership of Alaska's surface and ground water resources. It also issues permits for the appropriation and beneficial use of state-owned waters regardless of land ownership. It administers the Dam Safety Program [<http://dnr.alaska.gov/mlw/water/dams/>], and provides technical support for all decisions on navigable waters of the state in order to establish state ownership of submerged lands and management of state waters.

### **Division of Oil and Gas**

The **Division of Oil and Gas (DOG)** [<http://dog.dnr.alaska.gov/>] manages lands for oil, gas, and geothermal exploration and development to maximize prudent use of resources for the greatest benefit of Alaskans, and facilitates safe and environmentally conscious maintenance and operation of common carrier pipelines. It also ensures the continued flow of state royalty revenues by monitoring lease and unit agreement operations, accounting for and auditing oil and gas rental and royalty payments, and continuing to promote new opportunities for the sale of royalty oil and gas.

The Division's primary responsibilities are:

- conducting competitive lease sales, on a timely and predictable schedule, of the mineral interest in oil, gas, and geothermal resources for exploration, development, and production
- ensuring the State receives full value from sale of these resources
- advancing innovative programs, such as exploration licensing and expanded exploration incentive credits, to promote exploration and development on both state and private lands and frontier Interior basins
- advancing competitive hydrocarbon resource development throughout the state where it is found to be in the state's best interest
- ensuring the State receives and allocates all royalty, rental and bonus revenues due from leasing and production, and ensuring shared federal royalties are properly received and allocated
- ensuring the surface operations of lessees and permittees are conducted in an environmentally, socially, and economically sound manner
- developing and advocating marketing strategies for Alaska oil and gas, including negotiating royalty oil purchase agreements with in-state refineries
- providing technical and policy support on oil and gas issues for the DNR commissioner's office, the governor's office and Alaska's congressional delegation, especially as these issues relate to the exploration, development, and generation of maximum value for Alaskans

The division is administratively distributed into eight sections, working in collaboration:

The **Commercial Section** provides the financial expertise that establishes the value of energy resources, and protects the state's economic position on energy and resource decisions. Commercial analysts serve as in-house advisors providing strategic insight in support of the division's statutory mission to maximize competition for, and economic recovery of, Alaska's natural resources, recognizing the state's ownership, regulatory, and legal positions. Their primary responsibilities include royalty modification, gas pipeline support work, royalty-in-kind contract negotiations, royalty settlement agreements, support for state tariff litigation and settlements, support for land sales and assignments, and improvement of the competitive environment. The section also provides economic analysis covering project economics, market structure, optimization, and price and cost assessments. It supplies expertise to support policy, legislative, and regulatory decisions by analyzing market implications of laws, regulations, and contract provisions, and works on negotiation strategy and support.

The **Leasing Section** markets and offers the state's oil, gas, and geothermal resource lands through areawide lease sales and exploration licensing, which are the initial stages of making state land available for oil and gas exploration, development, and production. The section manages state lands and protects the state's interest throughout the disposal, exploration, development, and production phases.

The **Permitting Section** evaluates and issues decisions for surface use and improvements supporting oil, gas, and geothermal projects statewide. Authorizations carry appropriate stipulations for environmental protection and safe operations. Permitting staff routinely

inspect field operations to monitor compliance with such requirements, and to ensure that proper financial securities are established before surface activities begin.

The **Resource Evaluation Section** provides in-depth analysis of the state's oil and gas resources, including evaluation of producing reservoirs and qualitative appraisal of undiscovered resource potential in all regions of the state. Geological, geophysical, and engineering analysis supplies the scientific basis for division decisions. Such analysis includes evaluating the prospectivity of unleased lands for lease sales, analyzing technical data for unit and participating area applications, assessing applications for exploration incentive credits, performing technical reviews for royalty modification applications, and conducting scientific studies to facilitate resource development.

The **Royalty Accounting Section** calculates, accounts for, and distributes over \$1 billion in annual royalties and revenues owed to the State from oil and gas production and development. It maintains all records for reported values and volumes of oil and gas produced from state lands, processes royalty reports from lessees and unit operators, and monitors monthly production volumes, royalty values, and amounts paid. It tracks royalty ownership and ensures the State receives its proper allocation of royalty revenue from each producing property. It verifies that lessees value royalty oil and gas in accordance with lease terms and/or settlement agreements establishing valuation methodologies. The section also manages the sale of production taken in-kind. It reports monthly allocations and distributes revenue to the General Fund, School Fund, Permanent Fund, and Constitutional Budget Reserve Fund by statute.

The **Royalty Audit Section** ensures the State receives the full value associated with oil and gas royalties and net profit shares. This section conducts audits under a several different authoritative rules, including royalty settlement agreements, lease agreements, statutes, and the Alaska Administrative Code. Audits examine volumes, values, net profit share leases, and costs claimed as deductions, such as marine tanker and tariff expenses. Revenues collected from audits are generally deposited into the state's Constitutional Budget Reserve Fund to help fund state government operations. The section also conducts federal audits through a contract with the U.S. Bureau of Ocean Energy Management. These audits are conducted under the authoritative guidelines and standards for federal leases such as Government Auditing Standards and the Code of Federal Regulations. This program ensures that lessees pay the royalties due from oil and gas development on federal leases where the state has a revenue share.

The **State Pipeline Coordinator's Section** (SPCS) is the state's lead agency in facilitating development and sound operation of common carrier pipelines on state land under the Right-of-Way Leasing Act (AS 38.35). The section monitors common carrier pipeline integrity and serves as the lead agency for processing oil and gas pipeline right-of-way leases. It also coordinates the State's efforts related to federal pipeline right-of-way processes. SPCS also coordinates state oversight of preconstruction, construction, operation, and termination of jurisdictional pipelines. The section consists of land managers, integrity engineers, and staff from five state agencies responsible for habitat assessment, safety and electrical inspection, spill prevention and response, and fire safety. These agency liaisons facilitate cooperation and maintain a system-wide approach to pipeline oversight.



The **Units Section** enforces state oil and gas lessees' obligations to explore, develop, and produce, by managing oil and gas units, which are groups of leases covering all or part of an accumulation of oil and gas, which are consolidated to facilitate efficient and timely production. When lessees propose to commit leases to a unit, unit managers evaluate the application and negotiate unit agreement terms to promote conservation of all natural resources, prevent economic and physical waste, and protect all parties of interest, including the State. In this process, unit managers consider the environmental costs and benefits of unitized exploration or development, geological, geophysical, and engineering characteristics of the reservoir, prior exploration activities, and economic costs and benefits to the State. Unit managers also review updated unit plans of exploration and development, and adjudicate contraction and expansion of participating areas, tract royalty allocations, and other unit issues. The section also oversees unit expansions, contractions, and terminations, and works across all sections to synthesize the division's areas of expertise into its decisions. Unit managers also serve as the primary point of contact for operators, and are responsible for both managing existing agreements and commitments and negotiating new ones.

### **Division of Parks and Outdoor Recreation**

The **Division of Parks and Outdoor Recreation** (DPOR) (<http://dnr.alaska.gov/parks/>) provides outdoor recreation opportunities and conserves and interprets natural, cultural, and historic resources for the use, enjoyment, and welfare of the people. In addition to its original mission of managing the Alaska State Parks system, it also manages the Office of History and Archaeology (OHA)| State Historic Preservation Office (SHPO); Alaska Office of Boating Safety; Administration and Grants; and Design and Construction.

**Alaska State Parks** is the nation's largest state park system, with 157 parks, recreation areas, historic sites and other units encompassing 3.6 million acres, and recreation facilities including campgrounds, visitor centers, picnic areas, trails, boating facilities and public use cabins. The division's regional offices (Fairbanks, Matanuska-Susitna, Anchorage, Kenai Peninsula, Juneau, Kodiak, and Aleknagik) provide support for park management and operations. Law enforcement in state park units is provided by park rangers, commissioned peace officers of the state under AS 41.21.955, whose primary responsibilities are providing for park visitors' safety and protecting park resources. Park units are also managed by park superintendents, park specialists, natural resource technicians, maintenance workers, volunteers, and Alaska Conservation Corps members.

The **Design and Construction** section is responsible for all aspects of park design, construction and improvement. The group works to realize the full potential of Alaska's physical park system by planning, designing, contracting, and monitoring capital improvement projects.

Alaska's **Office of Boating Safety** works to reduce boating deaths, injuries and property damage, to enhance enjoyment of Alaska's waterways, and to promote uniformity of laws relating to boat safety according to AS.05.25.050 through its "Kids Don't Float program, Alaska Water Wise program, Pledge to Live campaign, and other efforts.

The **Office of History and Archaeology** (OHA) is dedicated to preserving and interpreting Alaska's past, and serves as Alaska's **State Historic Preservation Office** (SHPO) pursuant to the National Historic Preservation Act of 1966. It is the state repository of historic

knowledge and preservation expertise. OHA administers federal and state historic preservation laws, and works with local governments, the public, and educational and not-for-profit organizations to identify, preserve, protect, and interpret the state's cultural, historic, and archaeological resources to ensure Alaska's heritage is passed on to future generations.

The **Administration and Grants Section**, in conjunction with the director's office, oversees operating and capital budgets for the division and revenue collection from state park fees; supervises area managers, section chiefs and administrative staff; manages park use permitting; and administers the federal Land and Water Conservation Fund (LWCF), Recreational Trails Program (RTP), and Snowmobile Trails Grant Programs.

The division has 14 local park or program **Advisory Councils**, including boards appointed by the governor or the DNR commissioner, that provide public input on issues ranging from managing park units, to naming Alaska geographic features, to allocating federal grant funds for recreation and historic preservation projects.

### **Support Services Division**

The **Support Services Division** (SSD) [<http://dnr.alaska.gov/ssd/>] provides centralized administrative and management services for all DNR divisions and offices. It also includes the Information Resource Management (IRM) section and the statewide Recorder's Offices (including the Uniform Commercial Code filing section).

The **Administrative Support Services** section provides centralized departmental support for procurement of goods and services, facilities leasing and management, property management and control, fiscal and accounting management, revenue accounting, human resources support, capital and operating budget development and implementation, and Anchorage mail room operations.

**Information Resource Management** [<http://dnr.alaska.gov/ssd/irm/>] maintains the department's land records repository and oversees DNR's computer systems. It provides for the department's data processing functions including application development, Geographic Information System (GIS) training, operations, and maintenance. Units in Information Resource Management include:

- Business Programming Unit (BPU): Provides business system support including Land Administration System (LAS), and revenue and billing, Mobius report support, recorder's office support, firefighting applications, and webmaster services
- Data Services Unit (DSU): Provides Oracle database support, GIS maintenance and development support including Alaska Mapper, DNR Business Reporting System, etc.
- GIS Services Unit (GISSU): Provides LAS administration and training, maintains the state Status Plat, administers GIS data, and supports cartography

The State **Recorder's Office** [<http://dnr.alaska.gov/ssd/recoff>] administers the statewide recording system and the **Uniform Commercial Code** (UCC) Central File System [<http://dnr.alaska.gov/ssd/recoff/ucc>]. Its mission is to provide a *secure, accessible, and impartial* place to record and to preserve the permanent public record of Alaska as directed by statutes under nineteen separate titles and by regulations in 11 AAC 06. The UCC Central

File System maintains the public record of filed documents related to security interests in personal property. The statewide recording system consists of 34 separate recording districts serviced by three separate offices located across Alaska.

### **Boards, Commissions, Committees and Councils**

The Department of Natural Resources oversees several active boards and commissions [<http://www.dnr.state.ak.us/commis/pic/boards.htm>], to which the Governor makes appointments. Advisory boards provide an important service to the State by assisting department staff with management and development issues.

On the Department's website can be found a list of active boards, commissions, committees and councils related to the Department of Natural Resources:

- Alaska Boating Safety Advisory Council [<https://gov.alaska.gov/services/boards-and-commissions/roster/?board=203>]
- Alaska Gasline Development Corporation Board of Directors [<https://gov.alaska.gov/services/boards-and-commissions/fact-sheet/?board=367>]
- Alaska Geospatial Council [<http://agc.dnr.alaska.gov/>]
- Alaska Historical Commission [<http://dnr.alaska.gov/parks/oha/histcomm/histcommission.htm>]
- Alaska Mental Health Trust Authority [<https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/>]
- Alaska Minerals Commission [<https://gov.alaska.gov/services/boards-and-commissions/fact-sheet/?board=065>]
- Alaska Natural Resource Conservation and Development Board (NRCDB) [<http://dnr.alaska.gov/commis/nrcdb/>]
- Alaska Royalty Oil and Gas Development Advisory Board [<https://gov.alaska.gov/services/boards-and-commissions/fact-sheet/?board=092>]
- Alaska Seismic Hazards Safety Commission [<https://seismic.alaska.gov/>]
- Community Forest Council [<http://forestry.alaska.gov/community/council>]
- Board of Agriculture and Conservation (BAC) [[http://dnr.alaska.gov/ag/ag\\_bac.htm](http://dnr.alaska.gov/ag/ag_bac.htm)]
- Board of Forestry [<http://forestry.alaska.gov/alaskaboardforestry/>]
- Citizens' Advisory Committee for the Tanana Valley State Forest [[http://forestry.alaska.gov/tvsf\\_committee](http://forestry.alaska.gov/tvsf_committee)]
- Exxon Valdez Oil Spill Trustee Council [<https://evostc.state.ak.us/>]
- Forest Stewardship Committee [<http://forestry.alaska.gov/stewardship/committee>]
- Kenai River Special Management Area (KRSMA) Advisory Board [<http://dnr.alaska.gov/parks/krasma/krsmaindex.htm>]
- Outdoor Recreation Trails Advisory Board (ORTAB) [<http://dnr.alaska.gov/parks/misc/ortaboard.htm#:~:text=The%20primary%20purpose%20of%20the,comment%20on%20trail%20and%20outdoor>]
- Snowmachine Trail Advisory Council (SnowTRAC) [<http://dnr.alaska.gov/parks/grants/groompl.htm>]

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# Department of Public Safety

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<https://dps.alaska.gov>

*NOTE: Last updated by Department in 2011*

The Department of Public Safety (DPS) is the state agency charged with providing functions relative to the protection of life, property, and wildlife resources. Department members enforce criminal laws, traffic laws and regulations, wildlife laws and regulations, fire laws and regulations, and are additionally responsible for a number of public safety related functions such as search and rescue, court services, and criminal justice records.

## Office of the Commissioner

The Commissioner, Deputy Commissioner, and their staff provide overall policy and management direction to the department. The commissioner's office oversees the divisions, boards, and councils that make up the agency. The commissioner's office works with the legislature to insure that the governor's and the department's goals and initiatives are met and to insure that adequate resources are available for the department to carry out its missions.

The **Alaska Police Standards Council** is responsible for certifying all police, correctional, probation and parole officers in the state and monitors the officers for these minimum standards set by the legislature. The Council also provides training opportunities and funding for numerous classes to local and state law enforcement agencies. The Council further investigates officer misconduct complaints that are filed by law enforcement agencies or the public in reference to the status of the officer's certification.

The **Council on Domestic Violence and Sexual Assault** awards and monitors grants; provides technical assistance to nonprofit corporations dealing with domestic violence, sexual assault, incest, and crisis intervention; recommends legislation; and coordinates the domestic violence and sexual assault activities of the Departments of Law, Education, Health and Social Services, and Public Safety.

The mission of the **Alaska Fire Standards Council** is to establish fire training and performance standards for fire service personnel and support accreditation of fire department training programs in Alaska. The Fire Standards Council is responsible for the administration and management of Alaska Firefighter Certification programs.

The **Scientific Crime Detection Laboratory** responds to requests by statewide law enforcement agencies for scientific analysis of physical evidence, including analysis of controlled substances, blood alcohol, breath alcohol, serology, DNA, CODIS, firearms/tool marks, trace evidence, arson, latent fingerprints, and shoe impressions.

### **DEPARTMENT OF PUBLIC SAFETY**

(AS 44, AS 28, AS 16, AS 18)

#### **OFFICE OF THE COMMISSIONER**

- Public Safety Academy
- Highway Safety Planning Agency (AS 28.90.040)
- Council on Domestic Violence and Sexual Assault (AS 18.66)
- State Crime Lab

#### **DIVISION OF STATEWIDE SERVICES**

- Criminal Justice Information System (AS 12.62)
- Central Repository of Criminal Records (AS 12.62.110(1))
- Automated Fingerprint System (AS 44.41.025)
- Uniform Crime Reporting (AS 12.62.110(3))

#### **DIVISION OF ALASKA STATE TROOPERS** (AS 18.65.080)

- Search & Rescue Fund

#### **DIVISION OF ALASKA WILDLIFE TROOPERS** (AS 16.05.150)

#### **DIVISION OF FIRE PREVENTION**

- Fire Marshal (AS 18.70)

AS = Alaska Statute

### **Division of Administrative Services**

The **Division of Administrative Services** provides management assistance and administrative support to the commissioner and all divisions. These services include: operating/capital budget preparation and coordination, financial and grants management, purchasing, property control, leasing, contracting, accounts payable, accounts receivable, interagency agreements, and warehouse operation.

### **Division of Alaska State Troopers**

The **Division of Alaska State Troopers** is charged with enforcement of all criminal and traffic laws of the State of Alaska. Identification and apprehension of violators and the prevention of crimes and traffic violations are their main tasks. The identification and apprehension of violators throughout Alaska, with an emphasis in areas not covered by a local police unit, is the first step in the justice process. Other responsibilities include the management of the Village Public Safety Officer Program, serving of warrants, transportation of prisoners, and search-and-rescue missions. The Search-and-Rescue Fund is used by the director to reimburse local search-and-rescue operation expenditures.

### **Division of Alaska Wildlife Troopers**

The primary responsibility of the **Division of Alaska Wildlife Troopers** is to provide the necessary enforcement programs to ensure the success of state long- and short-term objectives for fish and game management. The division has the responsibility to allow equal opportunities in harvesting fish and game resources and to closely monitor that harvest to ensure that it is taken in accordance with the rules, regulations, and statutes governing such activities. Wildlife Troopers patrol the state by road, air and waterway. They issue citations, seize equipment used in violations, and actively assist in search and rescue operations. They are the only law enforcement presence in several rural areas and communities. They provide general police services as dictated by emergencies or lack of other enforcement personnel.

### **Division of Fire and Life Safety**

The mission of the **Division of Fire and Life Safety** is to “prevent the loss of life and property from fire and explosion.” The State Fire Marshal is responsible for the statewide coordination and control of fire inspections in public buildings, fire training, fire safety education programs, building plan review, fire and life safety code adoption and regulations, and oversight of fire and life safety code issues regarding the strategic reconfiguration of the Trans Alaska Pipeline.

### **Division of Statewide Services**

The **Division of Statewide Services** provides law enforcement information through the Alaska Public Safety Information Network (APSIN), which includes criminal histories, wanted persons, stolen property, motor vehicles, and driver license data. APSIN also connects to the FBI’s National Crime Information Center and to other states via the National Law Enforcement Telecommunications System. The Alaska Automated Fingerprint Identification System (AAFIS) verifies the identity of persons arrested with prints on file. AAFIS is a participant in the nine-state Western Identification Network, which shares a fingerprint database. Statewide Services is also responsible for the administration of the

Sex Offender and Child Kidnapper Registry and the Permits and Licensing Office which deals with concealed handgun permits and security guard and process.

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# Department of Revenue

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[www.dor.alaska.gov](http://www.dor.alaska.gov)

*NOTE: Last updated by Department in 2011*

The Department of Revenue administers and enforces state tax laws and is responsible for the collection, accounting, custody, investment and management of all state funds with the exception of revenue incidental to a licensing and regulation program conducted by another department. It manages the Permanent Fund dividend program that distributes an annual payment to qualified resident Alaskans. The department administers the Child Support Services Division by obtaining and enforcing child support orders. It also houses the Tax Division's Charitable Gaming Section, which permits and regulates games such as raffles, pull-tabs and bingo conducted for charitable purposes.

## **Office of the Commissioner**

The **Office of the Commissioner** is responsible for overall management and control of the department's activities and conducts special projects, including a continual review of oil and gas tax cases. The commissioner sits on a number of state boards and commissions, including the Alaska Permanent Fund Board of Trustees and the Alaska Retirement Management Board.

## **Division of Administrative Services**

The **Division of Administrative Services** provides centralized support services for the department and maintains the Local and Wide Area Networks that provide the department's electronic connection between Juneau, Anchorage and Fairbanks. Additionally, the division provides advisory support to the other divisions regarding fiscal, contractual, personnel and procurement matters.

The division also provides administrative support to the Alaska Housing Finance Corporation, Alaska Municipal Bond Bank Authority, Alaska Mental Health Trust Authority, Alaska Retirement Management Board, Alaska Natural Gas Development Authority, and Alaska Permanent Fund Corporation.

## **Child Support Services Division**

The **Child Support Services Division** obtains, modifies and enforces child support orders issued administratively by the division or issued by the courts or other states. The program is a federal/state effort that locates absent parents; establishes paternity; establishes, modifies and enforces support orders; and collects and distributes child support payments. Child support collections are paid either directly to custodial parents or to the state and federal governments as reimbursement for public assistance benefits paid to families.

### **DEPARTMENT OF REVENUE (AS44.25)**

- Commissioner's Office
- Administrative Services Division
- Child Support Services Division
- Tax Division
- Permanent Fund Dividend Division
- Treasury Division

### **OTHER AUTHORITIES, BOARD, CORPORATIONS AND FOUNDATIONS**

- Alaska Housing Finance Corporation (AS 18.56.020)
- Alaska Medical Facility Authority (AS 18.26.020)
- Alaska Mental Health Trust Authority (AS 47.30.011)
- Alaska Municipal Bond Bank Authority (AS 44.85)
- Alaska Permanent Fund Corporation (AS 37.13)
- Alaska Retirement Management Board (AS 37.10.210)
- Alaska Natural Gas Development Authority (AS 04.05)
- Public School Fund Advisory Board (AS 37.14.120)
- State Assessment Review Board (AS 43.56.040)

AS = Alaska Statute



## **Tax Division**

The **Tax Division** administers state tax programs, and charitable gaming. Taxes include oil and gas production and property taxes, corporate net income tax, fisheries business tax, salmon tax, salmon enhancement tax, electric and telephone cooperative tax, and excise taxes on mining, aviation and motor fuels, cigarettes, tires, car rentals and alcoholic beverages, and the Alaska Regulatory Commission fee. The division collects tax and fee revenue, accounts for the revenue; reviews and processes returns as received; selects those taxpayers to be audited; and enforces compliance with the statutes. It conducts informal conferences on assessment appeals and issues written decisions. The division also functions as an advocate in the formal hearing process. It supplies information that supports the administration in developing revenue policies and legislation, and publishes semi-annual estimates of state revenues.

The division regulates charitable gaming activities in Alaska; issues permits and licenses to qualified applicants to conduct charitable gaming activities such as pull-tabs, bingo, raffles and ice classics; ensures that the conduct of gaming activities is proper by conducting routine inspections of gaming locations and by investigating complaints of gaming activities; ensures that charities benefit from the gaming activities by conducting audits of charities and operators; and collects revenue for the state that is generated by gaming activities.

## **Permanent Fund Dividend Division**

The **Permanent Fund Dividend Division** administers the Permanent Fund Dividend program. The dividend program is a unique Alaskan benefit. Dividends based on a percentage of the earnings from the Alaska Permanent Fund are paid equally to eligible Alaskan residents. The division manages the annual application, eligibility and payment processes including voluntary college savings plans and charitable contributions to qualified non-profits.

## **Treasury Division**

The **Treasury Division** functions as the state's bank. It manages cash flow, deposits state revenue in commercial banks, redeems state warrants, and manages the clearing accounts. The division manages, invests and maintains custody of state monies for which the Revenue commissioner has fiduciary responsibility. These include the General Fund and Other Non-Segregated Investments, the Constitutional Budget Reserve Fund, International Airports System Repair and Replacement and Bond Construction Funds, General Obligation Bond Funds, Investment Loss Trust Fund, Power Cost Equalization Endowment Fund, Retiree Health Insurance Funds, Public School Trust Fund and Alaska Children's Trust Fund. Acting as staff to the Alaska Retirement Management Board, the division manages, invests and maintains custody of the assets of the Public Employees, Teachers, Judicial and Military Retirement Systems, the Supplemental Benefits System and the Deferred Compensation Plan. The division also acts as staff to the State Bond Committee. It manages all state debt issues, including refinancing of bond and lease/purchase transactions. The division also acts as staff to the Alaska Municipal Bond Bank Authority, and administers the Uniform Unclaimed Property Program.



## **Other Authorities, Boards, Corporations, and Foundations**

The **Alaska Permanent Fund Corporation** is a public corporation created to manage the investments of the Alaska Permanent Fund, the state's savings account established by public referendum in 1976. Fund principal comes from dedicated oil revenues, additional funds appropriated by the Legislature and income of the fund transferred to principal for inflation-proofing. The corporation operates on its receipts and is governed by a board of six trustees. The corporation annually transfers a statutorily defined portion of its income to the Permanent Fund Dividend Division for distribution to Alaskans.

The **Alaska Housing Finance Corporation** is a public corporation administratively attached to the department but having a legal existence independent and separate from the state. The corporation purchases mortgage loans from private financial institutions operating in Alaska. The majority of funds used to purchase loans are generated through the issuance of taxable and tax-exempt bonds and notes. The corporation is also the statewide public housing authority, operating HUD low-income housing programs for families, seniors and people with disabilities. The corporation also operates a statewide homeowner weatherization program, energy rebate program and it offers a variety of grant programs to encourage the development of low-income housing for families, seniors, homeless and people with disabilities through private and public sector development. A seven-member board governs the corporation.

The **Alaska Municipal Bond Bank Authority** is a public corporation administratively attached to the department but having a separate legal existence. The Bond Bank purchases the bonds and notes of Alaskan municipalities saving the communities money by providing terms and rates that are more advantageous than they could achieve independently. The purchases are financed through the sale of Bond Bank bonds, primarily structured as tax exempt, in the US capital market. Community projects funded are primarily schools, docks, ports, hospitals, utilities, and other community facilities. The Bond Bank has a five member board that governs the corporation.

The **Alaska Mental Health Trust Authority** is an independent state corporation that administers the Alaska Mental Health Trust, a perpetual trust with a combination of cash and non-cash assets, including about one million acres of land. The Trust is overseen by a seven-member Board of Trustees who oversee investment of Trust assets on behalf of Trust beneficiaries. Beneficiaries include people with mental illness, developmental disabilities, chronic alcoholism and other substance abuse disorders, brain injuries, and Alzheimer's disease and related dementia. The Trustees annually allocate resources to fund projects and activities that result in long-term system change and to ensure that Alaska has a comprehensive mental health program to improve the lives and circumstances of Trust beneficiaries.

The **Alaska Medical Facility Authority** is authorized to provide alternative means of financing for construction and equipping of needed medical facilities which, in number, size, type, distribution, operation and services, meet specific criteria. The authority is administratively attached to the department, but has a legal existence independent and separate from the state. This authority is currently inactive.

The **Alaska Retirement Management Board** provides prudent and productive management and investment of state pension funds including the Public Employees Retirement Trust Fund, Teachers Retirement Trust Fund, Judicial Retirement Trust Fund, Military Retirement Trust Fund, Defined Contribution retirement plans, the Deferred Compensation Plan and the Supplemental Benefits System Investments. The board also reviews actuarial assumptions of the retirement systems and sets employer contribution requirements. The board consists of nine trustees.

The **Public School Fund Advisory Board** was created to prepare long-range investment plans for the fund and to be responsible for the annual accounting of the fund.

The department gives administrative support to the **State Assessment Review Board**, which hears taxpayer and municipal appeals filed on final assessment rulings of the department regarding the tax on property used in oil and gas exploration, production and pipeline transportation.

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# Department of Transportation and Public Facilities

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[www.dot.alaska.gov](http://www.dot.alaska.gov)

The Department of Transportation and Public Facilities plans, designs, constructs, maintains and operates state transportation systems and public facilities. The Legislature has mandated that the department is responsible for long-range statewide transportation and public works project planning; construction, operation and maintenance; designing and contracting for other departments of state government; and operating and maintaining the state equipment fleet.

## **Office of the Commissioner**

The Office of the Commissioner manages and directs all departmental activities. The Commissioner is a member of the Governor's cabinet and serves as departmental representative to the Legislature and other state and federal agencies.

**DEPARTMENT OF  
TRANSPORTATION AND PUBLIC  
FACILITIES**

(AS 19, AS 35, AS 44.42)

**OFFICE OF THE COMMISSIONER**

**STATEWIDE PROGRAMS**

**REGIONAL ORGANIZATIONS**

**MARINE HIGHWAY SYSTEM**

**INTERNATIONAL AIRPORT  
SYSTEM**

AS = Alaska Statute

The department has two Deputy Commissioners, one located in the Juneau headquarters and one in Anchorage. The Juneau based Deputy Commissioner is responsible for the Alaska Marine Highway System and the statewide functions within the department, including administrative and finance functions, program development, design and engineering services as well as working directly with the Commissioner on highway and regional issues and staffs the Marine Transportation Advisory Board. The Anchorage based Deputy Commissioner oversees the Alaska International Airport System, statewide aviation program and rural airport leasing, measurement standards and commercial vehicle compliance, State Equipment Fleet and Division of Facilities and staffs the Aviation Advisory Board.

Functions that report directly to the Commissioner's Office include all administrative functions, including policy on financial and budget issues, department communication officer, internal review/audit, and construction contracting and appeals, and EEO/Civil Rights/DBE functions.

## **Division of Program Development and Statewide Planning**

The Division of Program Development and Statewide Planning makes planning and policy recommendations and performs program reviews necessary to develop the surface transportation program. The Highway Safety Office is also located within the Division. Functions include: infrastructure project planning, developing the policy component of the Statewide Transportation Plan; developing and preparing the Statewide Transportation Improvement Program (STIP); preparing and implementing the Community Transportation Program (CTP); assisting with the preparation of the department's capital budget; preparing federal-aid highway construction funding agreements and managing the federal highway and state match program; and coordinating the collection of surface transportation statistics and preparing federally-required statistical reports.

### **Division of Statewide Administrative Services**

The Division of Statewide Administrative Services develops policy recommendations, provides oversight, and performs a variety of administrative functions in the department. Functions include: planning, development and execution of the department operating and capital budgets, oversight of administrative and department policies and procedures, financial management, state and federal financial reporting, workforce planning, department website management, and procurement.

### **Division of Statewide Design and Engineering Services**

The Division of Statewide Design and Engineering Services establishes and updates statewide standards, policies, and procedures for the design and construction of the state's highways and airports as well as the development and maintenance of information systems that support Department decision making. The Division reviews right-of-way appraisals and determines just compensation for property that is acquired for highway and airport projects and approves National Environmental Policy Act (NEPA) documents for all federal highways projects. The division's responsibilities also include design and inspection of bridges, environmental support for construction activities, specialized geo-technical engineering, pavement management, quality assurance, materials testing, transportation asset management, research, and technology transfer.

### **Office of Statewide Aviation and Aviation Leasing**

The Office of Statewide Aviation oversees the administration of federal airport construction funding, assures that capital funding is consistent with executive policy directives, develops standard state airport leasing policies, develops airport land right-of-way acquisition and certification policies, assures compliance with the federal safety and security regulations, and oversees the rural airport leasing program. In addition, SWA coordinates unmanned aircraft system (UAS) operations among state agencies to ensure federal safety and security compliance.

### **State Equipment Fleet (SEF)**

SEF is a shared service responsible for procuring, maintaining, and disposing of vehicles and equipment owned and operated by the State of Alaska. The SEF headquarters office in Anchorage provides procurement, billing, and support services. Regional SEF offices oversee the maintenance of the fleet. Equipment maintenance facilities and staff are located throughout the state to maintain vehicles and equipment. SEF's mission is to provide all state agencies with the safe and efficient vehicles they need to accomplish their mission.

### **Division of Facilities Services**

The Division of Facilities Services is a statewide division that provides for the programmatic maintenance and care of state public facilities, as well as the project management for planning, design, renovation, and new construction of state public facilities. The division is a key partner to the state in identification and prioritization of deferred maintenance needs.

The **Operations** section of the division maintains a large portfolio of State owned infrastructure by performing facilities maintenance and key operational functions.

The **Statewide Public Facilities** section of the division manages the implementation of state facilities deferred maintenance, capital, federal, state airport, and energy efficiency programs.

### **Division of Measurement Standards/Commercial Vehicle Compliance**

The Division of Measurement Standards/Commercial Vehicle Compliance inspects and tests commercial weighing and measuring devices used in the marketplace to determine the cost of goods or services sold; provides an assurance that all commodities purchased contain the net content advertised on the appropriate label. This division provides mandated truck size, weight and safety enforcement for the protection of the state's highways and bridges by operating the fixed weigh stations, conducting portable size and weight enforcement, issuing special oversize and overweight permits, conducting driver/vehicle safety inspections, and enforcing hazardous material laws and regulations regarding the commercial transportation of hazardous materials. The division also monitors insurance requirements for all intrastate carriers that carry passengers or freight for hire in Alaska.

### **Regional Organizations**

The Department of Transportation and Public Facilities has three regions: Central, Northern, and Southcoast. Each region has four major units that manage ongoing activities under the guidance of a regional director. Each regional director reports directly to the commissioner.

Each region's **Design and Engineering Services Division** provides a full suite of design services for highways and airports and harbors from the planning stage to final preparation of plans, specifications, estimates, and technical assistance during construction. Southcoast Region provides these services for shore-side ferry terminal infrastructure and state-owned harbors. In addition, the sections include environmental, materials, traffic, utilities and right-of-way.

Each region's **Construction Division** supervises construction contract administration and budgetary aspects of all construction projects within the region.

Each region's **Support Services Section** provides administrative support to its regional office and is responsible for procurement activities and for the development and monitoring of that region's operating budget.

Each region's **Division of Maintenance and Operations** maintains state-owned highways and airports, with the exception of the Anchorage and Fairbanks International Airports, and provides equipment to perform this ongoing maintenance.

### **Alaska Marine Highway System**

The General Manager of the Alaska Marine Highway System (AMHS) oversees the programs and activities necessary in managing the system. The AMHS has three areas of line management: Operations, Engineering, and Business Development.

The **Operations Section** is responsible for shipboard vessel operating procedures, logistics, safety, vessel scheduling, and implementation of personnel policies. **Engineering** is responsible for all design, construction and maintenance activities on vessels. Business

Development is responsible for Administration, Terminal Operations, Reservations, Sales and Marketing.

**Alaska International Airport System (AIAS)**

The Alaska International System is comprised of the Ted Stevens Anchorage International Airport (ANC) and the Fairbanks International Airport (FAI). Each airport manager reports to an AIAS Executive Director in Anchorage. The airports are responsible for planning, operations, safety, security, firefighting and rescue, engineering, marketing, and property management for their respective airports while operating as one system. The AIAS controller is located in the ANC.

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# University of Alaska

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<https://www.alaska.edu/alaska/>

The University of Alaska (UA) is the single system for higher education in Alaska, serving over 100 communities throughout the state. Alaska was still a territory in 1915 when the United States Congress set aside federal lands near Fairbanks for a land-grant college. In 1917, Alaska's territorial legislature approved a statute establishing the Alaska Agricultural College and School of Mines, which opened in 1922. In 1935, the institution was renamed the University of Alaska.

UA is committed to a comprehensive mission incorporating traditional community college and university programming, workforce development and providing course work from noncredit, development and community interest through certificate, associate, baccalaureate, and graduate degrees.

The University of Alaska System is comprised of three separately accredited institutions, University of Alaska Anchorage (UAA), University of Alaska Fairbanks (UAF), and University of Alaska Southeast (UAS); and 13 community campuses also accredited by their appropriate accrediting bodies.

Each of the three major academic units is led by a chancellor who reports to the president of the UA system, who in turn reports to the Board of Regents. The board is comprised of ten members with staggered eight-year appointments and a student regent with a two-year appointment, all appointed by the governor and confirmed by the legislature. System administrators reporting to the president include the university's executives in the areas of administration, university relations, academic affairs, information technology, legal counsel and human resources. The system office plays an important role internally coordinating between the campuses to ensure resources are used as efficiently and effectively as possible. It also plays an important external advocacy role with the public as well as elected state and federal leaders, and provides services to the universities that are not replicated at the campus level.

Pursuant to the constitutional and statutory powers and responsibilities, the Board of Regents has established the following mission for the University of Alaska system:

***The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public services, emphasizing the North and its diverse peoples.***

**University of Alaska** (AS 14.40, Article VII, Alaska Constitution)

- Board of Regents
- Statewide Programs and Services
- University of Alaska Computer Network
- University Land Grant Trust (AS 14.40.400)

**University of Alaska Anchorage**

- Chancellor's Office
- College of Arts and Sciences
- College of Business and Public Policy
- College and Health, Education, and Social Welfare
- School of Engineering

**University of Alaska Fairbanks**

- College of Liberal Arts
- School of Education
- College of Natural Science and Mathematics
- College of Rural and Community Development
- School of Natural Resources Agricultural Sciences
- School of Fisheries and Ocean Sciences
- School of Management
- College of Engineering and Mines

**University of Alaska Southeast**

- School of Arts and Sciences
- School of Business and Management
- School of Education
- School of Career Education

AS = Alaska Statute

There is a significant degree of consistency in mission, across the three units, in undergraduate and selected graduate programs, and the “community college mission.” This includes providing vocational and occupational instruction, the first two years of undergraduate education, preparatory and developmental instruction, and other credit and non-credit courses and programs designed to be responsive to the needs of local communities and to adult learners in particular.

Differentiation is also realized through the designation of statewide leadership and centers of excellence in specific focus areas. Classified as “Master’s-L” for colleges and universities, the Anchorage and Southeast campuses focus on undergraduate and graduate education through the master’s degree level, with particular emphasis on fields such as business, public health, public administration, engineering, English and the liberal arts, biology, and teacher education. The Fairbanks unit, classified as a “Doctoral/Research Intensive” university, is the state’s primary academic research institution; with expertise in numerous areas unique to the arctic, including the atmospheric sciences, volcanoes, earthquakes, permafrost, global climate change, biology specific to high latitudes and numerous other areas. In addition, it also provides undergraduate and graduate education in addition to the doctoral degree.

### **University of Alaska Anchorage**

The **University of Alaska Anchorage** is located in the heart of Alaska’s largest city and is the state’s largest post-secondary institution. UAA’s community campuses include Kenai Peninsula College, Kodiak College, Matanuska-Susitna College, and Prince William Sound College.

UAA is comprised of six teaching units: College of Education, College of Health and Social Welfare, College of Arts and Sciences, College of Business and Public Policy, Community and Technical College, and the School of Engineering. UAA offers many career pathway professional certificates in more than 150 major study areas.

The Anchorage campus also provides medical school training to Alaskans participating in a consortium of northwestern states led by the University of Washington Medical School. Home to several institutes and centers – most notably the Institute for Social and Economic Research, the Small Business Development Center and the Institute for Circumpolar Health and the Environment and Natural Resource Institute – UAA’s research spans a wide range of fields, including alcohol and addiction studies, rural health, economic education, justice, community engagement and learning, logistics and supply chain management, experimental economics, among many others.

Serving nearly 15,000 students across its five campuses, UAA offers a number of distinctive opportunities for its students and community members, including the Kachemak Bay Writer’s Conference, the Last Frontier Theatre Conference and the Kenai Fishing Academy.

### **University of Alaska Fairbanks**

The **University of Alaska Fairbanks** is the nation’s northernmost Land, Sea, and Space Grant University and international research center, advancing and disseminating knowledge through creative teaching, research, and public service and with an emphasis on Alaska, the North, and its diverse peoples.



Established as the original home of the University of Alaska in 1917, the Fairbanks campus has developed into a widely respected university with programs ranging from occupational endorsements and certificates to doctoral degrees, the latter in fields closely related to its geographic location and research strengths (e.g. arctic biology, anthropology, chemistry, geophysics, climate change, marine science, and cold regions engineering.) UAF's community campuses include Bethel, Dillingham, Fairbanks, Interior-Alaska, Kotzebue and Nome.

UAF is the home to numerous research centers and institutes including: Geophysical Institute, Institute for Arctic Biology, Institute of Marine Science, International Arctic Research Center, Center for Global Change and Arctic Research, Alaska Native Language Center, Cooperative Extension, and the Institute of Northern Engineering which operates the Alaska Center for Energy and Power. Among its many facilities, UAF operates the nation's largest arctic biology field station, the nation's only university-based rocket range, and the nation's largest volcano observational network.

### **University of Alaska Southeast**

The **University of Alaska Southeast** is a regional university with campuses in Juneau, Ketchikan, and Sitka surrounded by the Tongass National Forest, the largest expanse of temperate rain forest in the world along the Inside Passage. UAS academic programs utilize our spectacular location near the Juneau Icefield. UAS small class sizes and liberal arts emphasis help to produce graduates who are well-rounded thinkers and communicators.

UAS is a place to study environmental science in a glacial laboratory, marine biology in a global model for fisheries management, English literature in the footsteps of John Muir or train for careers in construction, education, or business in the nexus of Alaska state government.

UAS has a proud tradition of academic and vocational/technical excellence where individual students receive personalized attention. It is a university set in both a cosmopolitan atmosphere and an unparalleled natural setting.

Leading UAS is the Juneau campus, with certificate through master's degree programs in teacher education, distance education, business and public administration, natural sciences, liberal arts, and career education, including outdoor studies, health care, construction, diesel, marine, automotive, fisheries, welding and mining technology.

Current and emerging research focus areas include fisheries/marine science, distance education, environmental science, and government. The Juneau campus attracts science undergraduates from around the United States for summer study of the latest in fisheries management on nearby fishing grounds and climate change research on the Juneau Icefield. UAS has developed training and graduate programs in public administration, taking advantage of its location in the state's capital city and by extensive use of distance education technology.

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## Legislative Branch

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[www.akleg.gov](http://www.akleg.gov)

Alaska has a bicameral Legislature composed of the House of Representatives and the Senate. The House of Representatives is composed of forty members elected from forty House districts for two-year terms. The Senate has twenty members elected from twenty Senate districts for four-year terms, with one-half of the membership standing for election every two years. House and Senate election districts are primarily based on population. Under the State Constitution, redistricting is accomplished by the Redistricting Board every ten years after the reporting of the decennial federal census.

A member of the Legislature must be a qualified voter who has been residing in Alaska for no less than three years, and a resident of the district from which elected for one year immediately preceding filing for office. A senator must be at least 25 years old and representative 21 years of age at the time the oath of office is taken. Each house is the final judge of the qualifications and election of its members and may expel a member with the concurrence of two-thirds of the membership of the house. A legislator formally becomes a member when the oath of office is taken and when seated at the convening of the next regular legislative session after the election. Provision is made for filling legislative vacancies by appointment or election.

The State Constitution requires that legislators be paid an annual salary and provides that they may be paid per diem and other allowances. Legislator's salaries are determined by legislation. Legislators receive an annual allowance for secretarial services, stationery and postage. Each member is entitled to moving expenses.

A Legislature consists of two regular sessions each of which convenes annually on the third Tuesday of January. Under the constitution, a regular session is limited to 121 consecutive calendar days, except the session may be extended once for up to ten days by a two-thirds vote of each house. Under statute, a regular session is limited to 90 consecutive days. Special sessions can be called by the Governor or by the Legislature and are limited to thirty calendar days. Procedures for convening and organizing the first and second sessions of a Legislature are provided for by law and rule.

The Constitution requires that the Legislature operate under Uniform Rules of Procedure. Beginning with the First State Legislature in 1959, each Legislature has kept its rules uniform

### **ALASKA LEGISLATURE**

(Art II, State Constitution,  
AS 24, Uniform Rules

- House of Representatives
- Senate
- Committees

### **LEGISLATIVE COUNCIL**

(AS 24.20, Article II, Sec 11, State  
Constitution)

- Alaska Commission on Interstate  
Cooperation (AS 24.30.080)
- Council of State Governments
- Legislative Affairs Agency

#### **Office of the Executive**

#### **Director**

#### **Division of Administrative Services**

- Accounting
- Information Services
- Information and Teleconference
- Maintenance & Supply
- Personnel
- Print Shop

#### **Division of Legal and**

#### **Research**

#### **Services**

- Legislative Reference Library
- Legal Services
- Research Services

### **LEGISLATIVE BUDGET AND AUDIT COMMITTEE**

(AS 24.20.151)

- Legislative Audit Division
- Legislative Auditor  
Sunset Law (AS 44.66)
- Legislative Finance Division

### **ADMINISTRATIVE REGULATION REVIEW COMMITTEE**

(AS 24.20.200)

### **OFFICE OF THE OMBUDSMAN**

(AS 24.55)

AS = Alaska Statute

both as to procedure and operation. By law each Legislature, i.e., the Legislature convening for its first of two regular sessions on the odd-numbered years, adopts its own uniform rules. After a new Legislature convenes, the houses adopt permanent rules with the rules of the previous Legislature serving as its temporary rules by provision of law until permanent rules are adopted. The Uniform Rules are implemented and interpreted by the use of Mason's Manual of Legislative Procedure.

When each house convenes for the first of its two regular sessions, it elects its officers and selects its employees in accordance with the provisions of the Uniform Rules. The presiding officer of the Senate is the president and the presiding officer of the House of Representatives is the speaker. Each house elects a chief administrative clerk called the Secretary of the Senate and the Chief Clerk of the House, respectively. As part of the informal organization of each house, the majority and minority members elect their floor and caucus leaders in party caucus.

The Uniform Rules determine the temporary employees assigned to each house at the direction of the committee or legislator to which they are assigned. Many of the legislative services are centralized (payroll, purchasing, accounting, duplication, distribution, mailing, and enrolling), and the temporary employees assigned to these services work at the direction of the Legislative Affairs Agency.

When each house organizes, the presiding officer appoints a Committee on Committees to meet and report its nominations for assignments to the new standing committees in conformity with the Uniform Rules. They are Community and Regional Affairs; Finance; Education; Health and Social Services; Judiciary; Labor and Commerce; Resources; Rules; State Affairs; and Transportation. The membership on each committee must total an odd number. There must be at least one minority member on each committee, or the number that is proportional to the number of minority members compared to the total members in the house, whichever is greater. The nominating report of the Committee on Committees is placed before the houses for adoption and the adoption of the report constitutes the election of standing committee members and committee chairs.

Special committees are formed by the adoption of a simple resolution. Joint committees are formed by adoption of a concurrent resolution. Standing, special, and joint committees are governed generally by the provisions applying to them in the Uniform Rules.

The Rules Committee of each house schedules the order in which bills and resolutions will be placed and published on the daily calendar for the second and third reading, considers parliamentary questions referred to it, and is responsible for the immediate supervision of the staff of the house.

The most important forms of legislative expression are a bill –a proposed law- or a joint resolution on proposing an amendment to the State Constitution. Most bills are introduced by members acting individually or with others. A bill requested by a constituent or other person or organization but not necessarily having the personal endorsement of the member will carry the member's name followed by the note "by request." Standing, special, and joint committees often introduce bills or offer substitute bills for bills already introduced. Administration bills are introduced through the Rules Committee of either house with the note "Rules Committee at the Request of the Governor." Bills of permanent interim committees

are also introduced through the Rules Committee. The Legislature expresses its wishes, opinions, and decisions through the passage of resolutions or citations. The types, uses, and handling of resolutions and citations are covered in detail in the Uniform Rules. All legislative documents are prepared and processed in conformity with the Uniform Rules and the official legislative drafting manual of the Legislative Council, as prepared and published by the Legislative Affairs Agency.

Bills that are passed during the session and will become law, with or without the signature of the Governor, are printed in 'slip law' form to make them readily available to the legislators and the public pending the publication of the laws in the Alaska Statutes. The main pamphlets and supplement contain all the permanent general laws which constitute the Alaska Statutes. Alaska Statutes is the official code of the State of Alaska which was adopted as the law of the state in 1952, as amended and supplements since that time. The main pamphlets and supplement are recognized as prima facie law of the state. The main pamphlets (in an even numbered year) and the supplement (in an odd numbered year) are usually available three months after the last bill has become law. The special or temporary laws (including appropriation and fund transfer laws) are published along with the resolve clauses of resolutions of the session in a separate pamphlet.

Members of the Legislature come under the general disqualification provisions of the State Constitution for officers of the state (Art. XII, Sec. 4) and in addition are subject to specific provisions of Art. II, Sec. 5 of the State Constitution, which is as follows:

SECTION 5: No legislator may hold any other office or position of profit under the United States or the state. During the term for which elected and for one year thereafter, no legislator may be nominated, elected, or appointed to any other office or position of profit which has been created or the salary or emoluments of which have been increased, while he was a member. This section shall not prevent any person from seeking or holding the office of Governor, Lieutenant Governor, or member of Congress. This section shall not apply to employment by or election to a constitutional convention.

Legislative membership also brings some immunities under the Constitution (Art. II, Sec. 6) which have been implemented by law (AS 24.40.010) and read as follows:

Sec. 24.40.010. IMMUNITIES. A legislator may not be held to answer before any other tribunal for any statement made in the exercise of his legislative duties while the Legislature is in session. A member attending, going to, or returning from legislative sessions is not subject to civil process and is privileged from arrest except for a felony or breach of the peace.

The immunities provided in this section extend to a legislator attending, going to, or returning from a meeting of an interim, standing, or special committee of the Legislature or which he or she is a member. For the purposes of going to and returning from a session or meeting, the immunities provided extend to a legislator for a period of five days immediately preceding and following the legislator's attendance at the session or meeting. Additional immunity protection is extended under common law.

Standards of conduct for legislators and employees of the Legislature are dealt with under AS 24.60. A Select Committee on Legislative Ethics consisting of nine members (two House members, two Senate members, and five public members) implements these provisions.

### **Legislative Council**

The **Legislative Council** is a permanent interim committee of the Legislature and is responsible for conducting the business of the Legislature when it is not in session. It was first established in 1953 and was subsequently given constitutional status by provisions of the State Constitution. The council is composed of the President of the Senate and six other senators appointed by the president and the Speaker of the House and six other representatives appointed by the speaker. The council elects a chair and a vice chair and members are appointed for the duration of a Legislature and represent the two major political parties. Members continue to serve until reappointed or replaced after the organization of a new Legislature.

The Alaska Legislative Council constitutes the **Alaska Commission on Interstate Cooperation** to encourage and arrange cooperation with other levels and units of government and to carry out the programs of the Council of State Governments as they apply to Alaska. The council chair serves as chair of the commission.

The **Legislative Affairs Agency** is the vehicle for execution of Legislative Council policy and the carrying out of other statutory and rule assignments made by the Legislature. The agency is headed by an executive director who serves at the pleasure of the council and is responsible for the hiring and direction of the activities of the agency staff according to the law and directives consistent with law and rule. The executive director serves as the coordinating authority for the two functional divisions of the agency.

The **Division of Administrative Services** provides management assistance to the executive director, administrative support to the Legislature and all divisions, and has the responsibility for accounting, payroll and personnel, maintenance of the Capitol, supply, procurement, data processing, printing, document distribution and statewide legislative information and teleconference network. There are twenty-two Legislative Information Offices within the state.

The **Division of Legal and Research Services** is composed of Legal Services, Research Services, and the Legislative Reference Library.

**Legal Services** provides bill drafting and legal research/advice for legislators, as well as contract review, session law production, and statute revision.

The **Legislative Reference Library** is open to the public as well as legislative personnel and contains research materials, including most legislative committee records, as well as statutes from all other states.

**Legislative Research** provides research assistance for legislators on a wide variety of subjects. Legislative Research is closed three months during the interim. The Legislative Council has established priorities for Legislative Research Services and directed research to concentrate on helping legislative staff find materials and conduct their own research.

## **Legislative Budget and Audit Committee**

The **Legislative Budget and Audit Committee** is a permanent interim committee, established in 1955 as the legislative audit committee. The committee is composed of ten members and two alternates; chairs of the Finance Committees, one member each of the Finance Committees appointed by the president and speaker, and three members and an alternate appointed from each house by the president and speaker. (Finance chairs may choose not to serve, in which case the president and speaker appoint a replacement from the respective Finance Committee.)

## **Legislative Audit Division**

The **Legislative Audit Division** is headed by the legislative auditor, a constitutional officer who is appointed by the committee with the approval of the Legislature and serves at the pleasure of the Legislature.

Under general direction of the Budget and Audit Committee, Legislative Audit performs three major types of audits:

**Financial compliance audits** determine whether financial operations are properly conducted, whether the financial reports of an agency are presented fairly, and whether the entitled has complied with applicable law, regulations, legislative intent and administrative policies.

**Performance audits** are independent reviews conducted for the purpose of providing the Legislature with evaluations and reports of the manner in which administrators of the agencies and departments of the state have discharged their responsibilities to faithfully, efficiently, and effectively administer the programs of the state. (The 1971 Legislature gave the division authority to conduct performance audits at the direction of the Budget and Audit Committee. The committee has instructed the legislative auditor to review all audit assignments and conduct performance audits when considered practical and beneficial. The 1977 Legislature passed a law which requires the division to conduct performance audits of boards, commissions and agency programs subject to termination. The termination law is called the Sunset Law.)

**Special audits or reports** are conducted at the request of the committee and often are informational reports on some aspect of the program. Any member of the Legislature, through the Committee, can request a special audit or report.

The primary responsibility of the Legislature is to enact appropriation and revenue measures. The **Legislative Finance Division** provides research and drafting support with the statutorily assigned responsibilities to analyze the budget and appropriation requests of each department or agency of state government, analyze the revenue requirements of the state, and provide the House and Senate Finance Committees and Legislative Budget and Audit Committee with comprehensive budget review and fiscal analysis services.

Legislative Finance also provides fiscal reference and spot research services to the general membership of the Legislature and supports the Budget and Audit Committee's program review and audit functions through the sunset review of state boards, commissions, and special agencies.

## **Administrative Regulation Review Committee**

The **Administrative Regulation Review Committee** is a permanent interim committee of the Legislature. After a regulation is filed with the Lieutenant Governor's Office, a copy is submitted to the committee for review and comment. The committee may examine all administrative support required by the committee. The committee is composed of three members from the House appointed by the speaker and three members from the Senate appointed by the president. The membership from each house must include at least one member from each of the two major political parties. Members serve for the duration of the Legislature and, if reelected, serve until a successor is appointed.

## **Office of the Ombudsman**

The **Office of the Ombudsman** acts as a clearinghouse for citizen complaints about the conduct of state departments, agencies, and personnel. The ombudsman, upon receipt of a proper complaint or other initiative, investigates the administrative acts of state agencies. Upon determination that an act of an agency is unlawful, unreasonable, unfair, oppressive, based on a mistake or improper grounds, inefficiently or discourteously performed or otherwise erroneous, the ombudsman attempts to find an appropriate remedy. To carry out the purpose of the office, the ombudsman may make inquiries, access confidential state documents, inspect agency premises, hold private hearings, and issue subpoenas. At the discretion of the ombudsman, but subject to statutory confidentiality requirements, investigative reports may be submitted to the Legislature making recommendations for changes in statute affecting state agencies and programs based on findings and recommendations contained in those reports. As such the ombudsman is a resource to the Legislature in performing its legislative oversight function. Municipalities and school districts may contract with the office for local ombudsman services. The ombudsman nominee proposed by the committee is subject to approval by a two-thirds vote of the Legislature in joint session and approval by the Governor. The ombudsman serves for a term of five years and may be reappointed but may not serve for more than three terms. The ombudsman may be removed only for neglect of duty, misconduct or disability by a two-thirds vote of each house of the Legislature.

## **Office of Victim's Rights**

The **Office of Victim's Rights** has jurisdiction to advocate on behalf of crime victims of felony offense and certain class A misdemeanors. The Victim's Advocate reports recommendations to a justice agency if, after an investigation, it is found that the agency has denied a crime victim rights guaranteed under the constitution and laws of the state.

## **Select Committee on Legislative Ethics**

The **Select Committee on Legislative Ethics** consists of a House subcommittee and a Senate subcommittee. Each subcommittee is comprised of five public members and two legislators. The Select Committee has jurisdiction over interpreting and enforcing statutes that set out standards of conduct for legislators and legislative branch employees. The committee may issue advisory opinions on matters involving ethical standards. The appropriate subcommittee considers complaints alleging violations of the standards of conduct and may conduct investigations, issue formal charges, conduct hearings, and issue recommended sanctions for violations.

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## Judicial Branch

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[www.courts.alaska.gov](http://www.courts.alaska.gov)

The Alaska Court System, the Judicial Council, and the Commission on Judicial Conduct comprise Alaska's judicial branch. The courts are responsible for applying the laws to controversies brought before them. They hear and decide issues of law and fact, and determine the penalty, punishment, or remedy that should be applied. The Commission on Judicial Conduct investigates complaints of judicial misconduct. The Judicial Council evaluates judicial candidates and sends a short list of applicant names to the governor for final selection and appointment. It also rates sitting judges and conducts studies on the judicial system.

### Alaska Court System

Alaska has a unified, centrally administered, and totally state funded judicial system. Municipal governments do not maintain separate court systems. There are four levels of courts in the Alaska Court System, each with different powers, duties and responsibilities. The **Supreme Court** and **Court of Appeals** are **appellate courts**, which review and decide appeals from decisions made by the trial courts. The **Superior Court** and **District Court** are **trial courts**, which initially hear and decide court cases. Jurisdiction and responsibilities of each level of court are set out in Title 22 of the Alaska Statutes and briefly described in this profile.

The Supreme Court and the Superior Court were established in the Alaska Constitution. In 1959, the legislature created a district court for each judicial district and granted power to the Supreme Court to increase or decrease the number of district court judges. In 1980, the legislature created the court of appeals.

The chief justice of the Alaska Supreme Court is the administrative head of the Alaska Court System. An administrative director is appointed by the chief justice with concurrence of the supreme court. The director supervises the administration of all courts in the state.

Rules governing the administration of all courts and the rules of practice and procedure for civil and criminal cases are promulgated by the supreme court.

### The Alaska Supreme Court

The **Alaska Supreme Court** is the highest level of state court in Alaska. It hears appeals from lower state courts and also administers the state's judicial system.

The supreme court is comprised of the chief justice and four associate justices. The five justices, by majority vote, select one of their members to be the chief justice. The chief justice holds that office for three years and may not serve consecutive terms.

#### **ALASKA COURT SYSTEM**

- Supreme Court: Alaska Constitution, Art. IV, §§ 1, 2; AS 22.05.
- Court of Appeals: AS 22.07.
- Superior Court: Alaska Constitution, Art. IV, §§ 1, 3; AS 22.10.
- District Court: AS 22.15.
- Administrative Director: Alaska Constitution, Art. IV, § 16.

#### **ALASKA COMMISSION ON JUDICIAL CONDUCT**

- Alaska Constitution, Art. IV, § 10; AS 22.30.

#### **ALASKA JUDICIAL COUNCIL**

Alaska Constitution,  
Art. IV §§ 5, 8, and 9;

AS 18.85.030; AS 22.05.100; AS 22.07.060; AS 22.10.150; AS 22.15.195.

AS = Alaska Statute



The supreme court hears oral argument in cases on a monthly basis in Anchorage, approximately quarterly in Fairbanks and Juneau, and on occasion in other Alaskan communities. The court prefers to hear oral argument in the judicial district where the case was heard by the trial court.

The court meets bi-weekly to confer on cases argued orally and cases submitted “on the briefs” without oral argument. The court decides the cases and publishes its decisions in one of three ways:

1. **Opinions**, which explain in detail the legal reasoning supporting the decision and are published in the official *Pacific Reporter* and *Alaska Reporter*;
2. **Memorandum Opinions and Judgments (MO&Js)**, which also explain the legal reasoning but are not published in the official reporters; and
3. **Orders**, which rule summarily on the merits of cases or dismiss them, include little or no legal reasoning, and are not published in the official reporters.

Although MO&Js and most Orders are not published, they are available for public inspection at the office of the clerk of the appellate courts. Current MO&Js are also available on the Alaska Court System website and through some subscription legal research services.

Under the Alaska Constitution, the supreme court establishes rules for the administration of all courts in the state and for practice and procedure in civil and criminal cases. The supreme court also adopts rules for the practice of law in Alaska. The Alaska Legislature may change the court’s procedural rules by passing an act expressing its intent to do so by a two-thirds majority of both houses.

### **Supreme Court Jurisdiction**

The term “jurisdiction” means a court’s legal power and authority to hear particular types of cases. The supreme court has final state appellate jurisdiction in civil and criminal matters as follows:

1. **Appeals.** The supreme court **must accept** appeals from final decisions by the superior court in **civil cases** (including cases which originated in administrative agencies).
2. **Discretionary Matters.** The supreme court may exercise its discretion to accept:
  - a. **Petitions for Hearing** of final appellate decisions of the court of appeals (criminal) or superior court (civil);
  - b. **Petitions for Review** of non-final orders by the court of appeals in criminal cases and the superior court in civil cases; and
  - c. **Original Applications** in matters for which relief is not otherwise available, including bar admission and attorney discipline matters and questions of state law certified from the federal courts.

### **The Court of Appeals**

The court of appeals is a four-judge court consisting of a chief judge and three associate judges. The court of appeals was created in 1980 by the Alaska Legislature. The chief judge of the court of appeals is appointed by the chief justice to serve a two year term.

## Court of Appeals Jurisdiction

The court of appeals has jurisdiction to hear appeals in cases involving criminal prosecutions, post-conviction relief, juvenile delinquency, extradition, habeas corpus, probation and parole, bail, and the excessiveness or leniency of a sentence, as follows:

1. **Appeals.** The court of appeals **must accept** appeals from final decisions by the superior court or the district court in criminal cases. These include **merit appeals** (issues concerning the merits of a conviction) or **sentence appeals** (issued concerning the excessiveness or leniency of a sentence).
2. **Discretionary Matters.** The court of appeals may exercise its discretion to accept:
  - a. **Petitions for Review** of non-final orders from the superior court or the district court;
  - b. **Petitions for Hearing** of final appellate decisions of the superior court on review of the district court's decisions; and
  - c. **Original Applications** in matters for which relief cannot be obtained from the court through one of the above procedures.

## Trial Courts

Trial courts hear court cases when they are first initiated, and render decisions on the law and facts of cases that fall within their jurisdiction. The two levels of trial court in the Alaska Court System are the **superior court** and the **district court**.

The trial courts in Alaska are divided into four **judicial districts**, whose boundaries are defined by statute. In January of each year, the chief justice of the supreme court designates a superior court judge from each of Alaska's four judicial districts to serve as **presiding judge** for a term of one calendar year. The presiding judge, in addition to regular judicial duties, is responsible for the administration of the trial courts within the district, including assignment of cases, supervision of court personnel, efficient handling of court business and appointment of magistrates. Assisting the presiding judge with administrative responsibilities for each judicial district are the **area court administrators**.

## The Superior Court

The **superior court** is the trial court of general jurisdiction. There are 45 superior court judgeships located throughout the state. The superior court has the authority to hear all cases, both civil and criminal, properly brought before the state courts, with the very limited exception of matters taken directly to the supreme court.

## Superior Court Jurisdiction

The **superior court**:

- is a trial court for both **criminal** and **civil** cases;
- serves as an **appellate court** for appeals from civil and criminal cases which have been tried in the district court;

- hears cases involving **children** who have committed crimes (juvenile delinquency) or who are abused or neglected (child in need of aid);
- hears cases involving the **property of deceased or incompetent persons**;
- hears cases involving **involuntary commitment** of persons to institutions for the mentally ill;
- handles **domestic relations** matters; and
- handles **guardianships and conservatorships**.

### The District Court

The district court is a trial court of limited jurisdiction, and its powers are narrower than those of the superior court. At the time of Statehood in 1959, the Alaska legislature created a district court for each judicial district and granted the supreme court the authority to increase, or decrease the number of district court judges within each judicial district. There are currently 20 **district court judges** serving in three of the four judicial districts.

**Magistrates** are judicial officers of the district court whose authority is more limited than the authority of a district court judge. They preside over certain types of cases in areas of the state where services of a full-time district court judge are not required. Some magistrates serve more than one court location. Magistrates also serve in metropolitan areas to handle routine matters and ease the workload of the district court judges. A magistrate is not required to be a lawyer.

### District Court Jurisdiction

A district court judge may:

- hear **state misdemeanors** and **minor offenses** and violations of **city and borough ordinances**;
- issue **summonses, arrest warrants** and **search warrants**;
- hear first appearances and **preliminary hearings** in felony cases;
- hear **civil cases** involving claims not to exceed a value of \$100,000 per defendant;
- hear **small claims** cases (\$10,000 maximum for most cases; \$20,000 for wage claims brought by the Department of Labor);
- handle cases involving **children** on an emergency basis;
- hear **domestic violence** cases; and
- hear **inquests and presumptive death** hearings.

## Magistrate Jurisdiction

A magistrate may:

- hear trials of **municipal ordinance** violations, **state traffic infractions** and other minor offenses;
- hold **trials** and enter judgments in **state misdemeanors** if a defendant agrees in writing to be tried by a magistrate;
- issue **summonses**, **arrest warrants** and **search warrants**;
- preside over **preliminary hearings** in felony cases;
- hear formal **civil** cases (\$10,000 maximum);
- hear **small claims** cases (\$10,000 maximum for most cases; \$20,000 for wage claims brought by the Department of Labor);
- handle cases involving **children** on an emergency basis;
- hear **domestic violence** cases;
- hear **inquest and presumptive death** hearings;
- issue writs of **habeas corpus** (challenges to the legality of a person's confinement);
- solemnize **marriages** and perform **notary public** duties
- act as a hearing officer to review an **administrative revocation** of a driver's license;
- enter a judgment of conviction if a defendant pleads guilty or no contest to any **state misdemeanor**; and
- conduct **extradition** (fugitive from justice) proceedings.

## The Alaska Judicial Council

The Alaska Judicial Council is an independent judicial branch agency created by the Alaska Constitution with three main areas of responsibility. First, the council solicits and screens applicants for judgeships and the Alaska Public Defender, then nominates the most qualified applicants to the governor, who then makes the appointments. Second, the council evaluates each justice or judge who appears on the ballot in retention elections, publicizes the evaluations, and makes recommendations on whether each justice and judge should be retained. The council also evaluates retired judges who serve pro tem. Third, the constitution requires the council to conduct studies and make recommendations to improve the administration of justice in Alaska.

The Alaska Judicial Council is composed of:

- three **non-attorney members** appointed by the governor and subject to confirmation by a majority of the members of the state legislature;
- three **attorney members** appointed by the Board of Governors of the Alaska Bar Association upon consideration of an advisory poll of Alaskan attorneys, and
- the **chief justice**, who serves as chairperson and ex officio member and votes only when his or her vote could affect the result.

Council members serve staggered six year terms and are appointed with due consideration of geographical location, but without regard for political interests or affiliations.

The Alaska Judicial Council must report to the Alaska State Legislature and the Alaska Supreme Court at least once every two years. The council is assisted by an executive director and support staff.

## **The Judicial Appointment Process**

Alaska's Constitution provides for the merit selection of judges. Merit selection is a way of choosing judges based on their qualifications, rather than their political or social connections. In 1959, Alaska was one of only two states that used the merit selection system. Today, 33 states and the District of Columbia select some or all of their judges this way.

The Alaska Judicial Council is required to investigate and evaluate judicial applicants for the supreme court, court of appeals, superior court and district court. The council sends the names of the most qualified applicants to the governor, and the governor then has 45 days to make an appointment from the list.

To be eligible for appointment to the appellate courts (**supreme court** or **court of appeals**), a person must be a citizen of the United States, a resident of Alaska for five years immediately prior to appointment, licensed to practice law in Alaska at the time of appointment, and have engaged in the active practice of law for the preceding eight years.

To be eligible for appointment to the **superior court**, a person must meet the same qualifications as appellate judges, with the exception that only five years of prior active practice of law are necessary.

A **district court** judge must be 21 years of age, a citizen of the United States, a resident of Alaska for at least five years, and either (1) be licensed to practice law in Alaska and have engaged in active practice of law for not less than three years immediately preceding appointment, **or** (2) have served for at least seven years as a magistrate in Alaska and have graduated from an accredited law school.

Magistrates are not appointed by the governor, but instead by the presiding judge of the judicial district in which they serve. Accordingly, magistrates are not subject to the same appointment process that applies to judges, and they are not evaluated by the Alaska Judicial Council prior to their appointments. Magistrates do not have to be lawyers, but they must be 21 years of age, a United States citizen, and a citizen of Alaska for six months prior to appointment.

## **Judicial Retention Process**

Under Alaska law, all justices and judges in Alaska must stand periodically for approval ("retention") by the voters on a nonpartisan ballot in a general election. A justice or judge must receive a majority of the vote to remain on the bench. The length of time between retention elections varies by court. Supreme court justices, court of appeals judges, and superior court judges must stand for retention three years after their appointment. Thereafter, supreme court justices face retention every ten years; court of appeals judges face retention every eight years; and superior court judges face retention every six years. District court judges stand for retention two years after their appointment, then every four years thereafter. Magistrates are not required by law to stand for retention and are not subject to the same retention process that applies to judges.

The Alaska Judicial Council evaluates the performance of justices and judges facing retention and provides detailed information and recommendations to voters. The council collects and makes available more information on judicial performance than any other jurisdiction in the world. Thousands of Alaskans are surveyed, including attorneys, peace and probation

officers, jurors, court employees, and others. A study of retention election outcomes by the American Judicature Society reports that Alaska voters take the Alaska Judicial Council's ratings into account when casting their ballots.

### **The Alaska Commission on Judicial Conduct**

The Alaska Commission on Judicial Conduct is a constitutionally created state agency in the judicial branch that investigates complaints of ethical misconduct against state judges and justices. The commission consists of nine members:

- three state court **judges or justices**,
- three **lawyers** with at least ten years legal practice in Alaska, and
- three **persons who are not lawyers or judges**.

The commission is administered by an executive director and support staff, which screen many complaints before they are filed with the commission.

The Commission on Judicial Conduct has the power to recommend sanctions against a justice or judge, which may include suspension, removal from the bench, retirement from office, or public or private censure. While most proceedings before the commission are confidential, hearings are open to the public if the commission determines that formal charges against a judge or justice should be filed. Special committees of the commission draft advisory opinions in response to written requests.

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