

# HANDBOOK ON ALASKA STATE GOVERNMENT



State of Alaska  
Legislative Affairs Agency

September 2011

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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 2008.

Additional copies of this handbook may be obtained from any Legislative Information Office, or on the internet at [http://w3.legis.state.ak.us/infodocs/handbook\\_stategov/handbook.pdf](http://w3.legis.state.ak.us/infodocs/handbook_stategov/handbook.pdf).

Each department has provided information for this publication and we appreciate all those who have helped update the Handbook.

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## Separation of Powers

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Alaska state government is made up of three separate branches: legislative, executive and judicial. Each branch has its own specific powers and duties, but also serves to 'check and balance' the other two branches. This constitutional separation of powers ensures that each branch of government fulfills its responsibilities without exceeding its power.

The people have the constitutional right to enact laws through the initiative process and to approve or reject acts of the Legislature by referendum.

When the application and certification process is complete, the Lieutenant Governor places an **initiative** on the ballot of the first legislative session following the filing of the petition. If the Legislature enacts 'substantially the same measure,' the initiative is void and the measure does not appear on the ballot.

**Referendum** petitions must be filed within 90 days after adjournment of the session in which the law was enacted. The referendum is placed on the ballot for the first statewide election held more than 180 days after that session adjourned.

An initiative or referendum is approved or rejected by a majority of the votes cast. An initiative cannot be vetoed by the Governor nor repealed by the Legislature for two years. It may, however, be amended.

**VOTERS OF ALASKA**

**LEGISLATIVE BRANCH**

<p><b>LEGISLATURE</b></p> <p>House of Representatives <i>Speaker of the House</i> 40 members</p> <p>Senate <i>President of the Senate</i> 20 members</p>
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**JUDICIAL BRANCH**

<p><b>COURT SYSTEM</b></p> <p>Supreme Court</p> <p><i>Chief Justice</i></p> <p>Appellate Court Superior Court District Court</p> <p>Judicial Council Commission on Judicial Conduct</p>
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**EXECUTIVE BRANCH**

<p>Office of the Governor Lieutenant Governor</p> <p>Departments of:</p>
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<p><b>ADMINISTRATION</b> Commissioner</p>	<p><b>COMMERCE, COMMUNITY, &amp; ECONOMIC DEVELOPMENT</b> Commissioner</p>	<p><b>CORRECTIONS</b> Commissioner</p>
<p><b>EDUCATION &amp; EARLY DEVELOPMENT</b> Commissioner Board of Education</p>	<p><b>ENVIRONMENTAL CONSERVATION</b> Commissioner</p>	<p><b>FISH &amp; GAME</b> Commissioner Board of Fish Board of Game</p>
<p><b>HEALTH &amp; SOCIAL SERVICES</b> Commissioner</p>	<p><b>LABOR &amp; WORKPLACE DEVELOPMENT</b> Commissioner</p>	<p><b>LAW</b> Attorney General</p>
<p><b>MILITARY &amp; VETERAN'S AFFAIRS</b> Adjutant General</p>	<p><b>NATURAL RESOURCES</b> Commissioner</p>	<p><b>PUBLIC SAFETY</b> Commissioner</p>
<p><b>REVENUE</b> Commissioner</p>	<p><b>TRANSPORTATION &amp; PUBLIC FACILITIES</b> Commissioner</p>	<p><b>UNIVERSITY OF ALASKA</b> Chancellor Board of Regents</p>

## 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 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	Concurrent with Governor
Commissioner of Administration	Appointed by Governor, must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of Governor
Commissioner of Commerce, Community, & Economic Development	Appointed by Governor, must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of Governor
Commissioner of Corrections	Appointed by Governor, must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of Governor
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 the pleasure of the Board
Commissioner of Environmental Conservation	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. citizen	Serves at the 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	U.S. citizen	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	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of the Governor
Attorney General Department of Law	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of the Governor
Adjutant General Department of Military	Appointed by Governor; must be confirmed by	U.S. citizen	Serves at the pleasure of the

and Veterans Affairs	Legislature in joint session		Governor
Commissioner of Natural Resources	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of the Governor
Commissioner of Public Safety	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of the Governor
Commissioner of Revenue	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of the Governor
Commissioner of Transportation & Public Facilities	Appointed by Governor; must be confirmed by Legislature in joint session	U.S. citizen	Serves at the pleasure of the Governor

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## Office of the Governor

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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

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 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)**

**LIEUTENANT GOVERNOR (AS 44.19.020)**

- Administrative Procedure Act
- Division of Elections (AS 15.10.105)
- Voter Registration Program

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

- Office of the Director (AS 44.19.142)

AS-Alaska Statute



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## Lieutenant Governor

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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.

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.

### 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 common to the division, 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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## Department of Administration

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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

**DEPARTMENT OF ADMINISTRATION** (AS 9.25, 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, 37.25, 39.20, 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

report, the statewide cost allocation plan and other financial reports.

## **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

- Deferred Compensation Program (AS 34.45)
- Teachers Retirement Board
- Group Health & Life Insurance (AS 39.30)

**DIVISION OF RISK MANAGEMENT** (AS 09.50.270, AS 18.60.010, 23.05.067, 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

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

**ALASKA PUBLIC OFFICES COMMISSION** (AS 15.13, AS 24.45, AS 24.60.200-260; AS 39.50, 43.05.085)

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

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

**OFFICE OF ADMINISTRATIVE HEARINGS** (AS 43.05 AS 44.64)

A.S.-Alaska Statute

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 agents in locations not served by a DMV office which issue vehicle titles, registration, driver's licenses, and ID cards; register 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 Oil and Gas Conservation Commission**

The **Alaska Oil and Gas Conservation Commission** is an independent quasi-judicial agency consisting of three commissioners appointed by the Governor who oversee oil, gas, and geothermal drilling, development and production, reservoir depletion and metering operations on all land subject to the state's jurisdictional powers. The commission acts to protect 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 commission also administers the Underground Injection Control (UIC) Program for oil and gas wells in Alaska and serves as an adjudicative forum for resolving oil and gas disputes.

### **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 in an effort 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, and Economic Development

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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 Aerospace Corporation** (AAC) is a public corporation established by the State of Alaska to develop and expand aerospace-related industry, research and technical opportunities. In initial fulfillment of its charter, AAC developed, owns, and operates the Kodiak Launch Complex (KLC) on Kodiak Island, which is the nation's first commercial full-service spaceport that is not collocated on a federal launch facility. KLC is a state-of-the-industry facility that provides access to space for clients, which have included several Department of Defense agencies and the National Aeronautics and Space Administration. AAC is planning to add a third launch pad and rocket motor storage facility in the near term to meet growing demand for launch services at KLC. In January 2011, Gov. Parnell issued an executive order transferring oversight of AAC to the Department of Military and Veterans Affairs, effective in June 2011. At the time this was printed, the Legislature had not yet

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

OFFICE OF THE  
COMMISSIONER  
(AS 44.33.010 – 020)

DIVISION OF  
ADMINISTRATIVE SERVICES  
(AS 44.33.010 – 020)

#### DIVISION OF ECONOMIC DEVELOPMENT

- Rural Development (AS 44.33.020 & AS 44.33.740)
- Tourism Marketing Contracts (AS 44.33.119-125)
- Alaska Minerals Commission (AS 44.33.431)
- 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)
- Child Care Facility Revolving Loan Fund (AS 44.33.240-275)
- Commercial Fishing Loan Act (AS 16.10.300-370)
- Fisheries Enhancement Revolving Loan Program (AS 16.10.500-560)
- Historical District Revolving Loan Fund (AS 45.98.010-070)
- Mining Loan Fund (AS 27.09.010-060)
- Residential Energy Conservation Fund (AS 45.88.100-190)
- Small Business Revolving Loan Fund (AS 45.81.210-290)
- Veterans' Loans (AS 26.15.010-160)
- Small Business Economic Development Revolving Loan Fund (AS 44.88.400-430)
- Rural Development Initiative Fund (AS 44.88.600-900)
- Alaska Capstone Avionics Revolving Loan Fund (AS 44.33.650-690)
- Tourism Revolving Fund (45.81.100-190)
- Small Business Loans (AS 45.81.200-290)
- Alaska Regional Development Organizations Program (AS 44.33.895)
- Alaska Product Preference (AS 36.30.332-338)
- Made in Alaska Program (AS 45.65.010-070)

acted on the executive order.

The **Alaska Energy Authority** (AEA) operates and maintains the existing state-owned power projects (Bradley Lake hydroelectric project, Larsen Bay hydroelectric project and the Anchorage-Fairbanks Intertie). 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 loans; Bulk Fuel loans; Energy Conservation and Efficiency, and Alternative Energy Development.

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 a number of 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 \$20 million in permanent financing for 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 per cent 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 Finance Program, the authority also encourages economic development through direct ownership of transportation infrastructure, ports, airports, utilities, and other public-use facilities. 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 the 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.

- Department of Commerce, Community, and Economic Development (AS 44.33.020)

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

- Advise and assist local governments (AS 44.33.020)
- Rural Development (AS 44.33.020 & AS 44.33.740)
- Various Grant Programs (AS 44.33.020 (10, 18, & 20))
- Rural Utility Business Advisory Program (AS 44.33.740)
- Bulk Fuel Storage Facility Grant Fund (AS 44.33.750)
- Classification, Alteration of Municipalities (AS 29.04 & AS 29.06)
- Appointment, Qualification and Terms of LBC (AS 39.05.060)
- Local Boundary Commission (AS 44.33.810 – AS 44.33.828, AS 44.33.020 (4))
- Municipal Lands Trust (AS 44.33.755)
- Alaska Coastal Management Program (AS 44.33.781)
- 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 Revenue Sharing (AS 29.60.850)
- Bulk Fuel Bridge Loan Program (AS 29.60.660)

#### **DIVISION OF BANKING & SECURITIES**

- Banks and Financial Institutions (AS 06)
- Alaska Corporations Code (AS 10.06)
- Alaska BIDCO Act (AS 10.13)
- Alaska Revised LLC Act (AS 10.50)
- Uniform Land Sales Practices Act (AS 34.55)
- Community Development Quota (AS 44.33.020 (11) & AS 44.33.113)
- Commercial Fishing and Agriculture Bank (AS 44.81)
- Alaska Securities Act (AS 45.55)
- Takeover Bid Disclosure Act (AS 45.57)

#### **DIVISION OF INSURANCE** (AS 21)

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

- Centralized Licensing (AS 08.01)
- Miscellaneous Provisions (AS 08.02)

The authority is 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.

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. Three ex-officio members, representing the two chambers of the Legislature and DCCED Commissioner's

- Termination, Continuation and Reestablishment of Regulatory Boards (AS 08.03)
- Board of Public Accountancy (AS 08.04)
- Board of Barbers and Hairdressers (AS 08.13)
- 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 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 (AS 08.18)
- Regulation of Collection Agencies (AS 08.24)
- Regulation of private professional guardians and private professional conservators (AS 08.26)
- Regulation of Dental Hygienists and Assistants (AS 08.32)
- 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)
- Regulation of Explosive Handlers (AS 08.52)
- Regulation of Guide-Outfitters (AS 08.54)
- Regulation of Hearing Aid Dealers (AS 08.55)
- Regulation of Hotels and Boardinghouses (AS 08.56)

Office, round out the board. Eight 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 15 countries overseas, mainly in Asia and Europe. 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 plate. The program conducts quality assurance training and develops and disseminates seafood quality training and handling materials.

**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 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

- Regulation of Junk Dealers and Junk Yards (AS 08.60)
- Regulation of Motor Vehicle Dealers and Buyers' Agents (AS 08.66)
- 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 08.02.050)
- Regulation of Mortgage Brokers/Lenders (AS 06.60)
- Regulation of Corporations (AS 10.06)
- Money Service Businesses (AS 06.55)
- Alaska Business License Act (AS 43.70)
- Athletic Commission (AS 05.05, 05.10)
- Certification of Storage Tank Workers (AS 46.03.375)
- Student Loan Default Program (AS 14.43.148)
- Child Support Enforcement Program (AS 25.27.244)
- Administrative Procedure Act (AS 44.62)
- Department of Commerce, Community, and Economic Development (AS 44.33.020)

#### **ALASKA AEROSPACE CORPORATION**

- Alaska Aerospace Development Corporation (AS 14.40.821-990)
- State Facilities Operations and Maintenance (AS 37.07.020(e))

#### **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))

#### **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)

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. Programs include:

- Alaska Regional Development Organizations (ARDOR)
- Made in Alaska
- Small Business Development
- Developing Alaska Rural Tourism (DART)
- Tourism Mentorship Assistance
- Alaska Product Preference
- Qualified Trade Association Contract – ATIA
- Alaska Visitor Statistics

- The **Financing Section** administers 12 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 four of the programs:

- Commercial Fishing Revolving Loan Fund;
- Fisheries Enhancement Revolving Loan Fund;
- Small Business Economic Development (SBED);
- Rural Development Initiative Fund

- Pipeline Act (AS 42.06)
- Rural and Statewide Energy Programs (AS 42.45)

**DCED STATE FACILITIES RENT**

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

AS-Alaska Statute

## 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.

- 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.

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

## **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 **Division of Corporations, Business and Professional Licensing** 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 at a cost \$50 for each year. Additional licensing is required for the sale of tobacco or tobacco products, at a cost of \$100 per location.
- **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 40 professions requiring a professional license in the State of Alaska. Professional Licensing staff examine and process licensing applications, administer licensing examinations, and assist the State professional licensing boards.

**Licensing Boards assisted by the Division:**

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

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

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



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## Department of Corrections

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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, reformative 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

- Legislative/Interagency Affairs/Public Affairs
- Director of Administrative Services
- Director of Institutions
- Director of Probation and Parole
- Prisoner Employment Program (AS 33.30.470)

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, prisoner transportation and the day-to-day operations of 12 correctional facilities, 13 probation field offices, the out-of-state contract, 15 community jails and construction of Goose Creek Correctional Center. The Deputy Commissioner for Habilitation is responsible for re-entry and programming, education 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 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.

Prisoner programs 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
- 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 Probation and Parole**

The **Division of Probation and Parole** is comprised of the Director's Office and two Regional Probation/Parole 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 has overall responsibility for budget, policy development and the administration for probation/parole services, interstate compact agreements.

**Probation/Parole Supervision:** The probation/parole officers within the Division of Probation and Parole routinely conduct pre-sentence investigations and write pre-sentence reports in felony cases statewide for the Superior Court. These officers also enforce conditions of supervision established by the Alaska Board of Parole and the Court, such as treatment issues, substance abuse, mental health, and ensuring offenders pay restitution/fines. The Division of Probation and Parole faces a major challenge in handling the increasing numbers of probationer/parolees across the state. Probation and Parole also continues 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:** This region, encompassing the Third Judicial District, has offices in Dillingham, Kenai, Kodiak, Bethel, Palmer and Anchorage, supervising adult felons on probation or parole from Cordova to the east, to Dillingham to the west, Kodiak Island, and down the Aleutian chain.

**Region 2:** This region supervises adult felons in both the northern and southeast regions of the state through seven district offices in Fairbanks, Nome, Barrow, Kotzebue, Juneau, Sitka, and Ketchikan. The northern region is geographically the largest and most remote region in the state, requiring officers to regularly travel from their home communities to isolated small towns and villages. These approximately 145 communities are often many miles from connecting road systems, requiring travel by small aircraft, snow machine and boats. The northern region is comparable in size to the combined square mileage of Washington, Oregon, Idaho, Nevada, and Montana and is comprised of the Second and Fourth Judicial Districts.

The southeast region has limited road networks, which makes supervision a geographical challenge; the access to the towns and villages in this area requires travel by small plane, boats and ferries. The southeast region area comprises the entire First Judicial District.

### **Alaska Board of Parole**

The **Alaska Board of Parole** 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 two types of parole, discretionary parole and mandatory parole. The Board supervises offenders released on both. Discretionary parole is a conditional release of an offender, made after consideration by the Board. In order for a prisoner to be eligible for discretionary parole, the prisoner must be sentenced to a term of 181 days (6 months) or more. In addition, prisoners are not eligible for discretionary parole until they have completed one-quarter of the sentence for a misdemeanor or Class B or Class C felony, and one-third of the sentence for any other classified or unclassified felony. Prisoners are not eligible for discretionary parole during a presumptive sentence or during the mandatory minimum portion of an unclassified sentence. However, a prisoner is eligible for parole during the second of two consecutive presumptive sentences and during the enhanced portion of a presumptive sentence.

A prisoner who is not eligible for discretionary parole or has not been granted discretionary parole will be supervised on mandatory parole if the composite term of imprisonment the prisoner is serving is two (2) years or more. The State of Alaska awards statutory good time at a rate of 1 day for every three served. Prisoners who maintain good behavior during their incarceration are released automatically after serving two-thirds of their sentences. Mandatory parole supervises the offenders through that period of time from their release to the actual end of their sentence. A prisoner cannot refuse to be released to mandatory supervision.

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# Department of Education & Early Development

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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 Teaching and Learning Support

The **Division of Teaching and Learning Support** (TLS) 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

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

**STATE BOARD OF EDUCATION**  
(AS 14.07)  
Mt. Edgecumbe High School  
Advisory Board  
Museum Collections Advisory  
Committee

**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 Program
- WICHE Student Exchange (Western Interstate Commission on Higher Education)

**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**  
(AS 14.20)

AS-Alaska Statute

testing and assessment. The Alaska Comprehensive Statewide Student Assessment System requires 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. Its **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.

The **Alaska State Archives and Records Management** 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, and assists in the development standards for digitization.

### **Division of School Finance**

The **Division of School Finance** 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 taxexempt 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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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, AS 46.40)

### DIVISION OF ADMINISTRATIVE SERVICES

- Information Services
- Financial Services
- Budget Services
- Environmental Crimes
- Procurement & Building Services

### DIVISION OF AIR QUALITY

- Air Non-point and Mobile Sources Program
- Air Permits Program
- Air Quality Monitoring Program

### DIVISION OF WATER

- Water Quality Standards, Assessment and Restoration Program
- APDES Primacy Program
- Wastewater Discharge Authorizations Program
- Compliance Program
- Cruise Ship Program
- Municipal Grants and Loan Program
- Village Safe Water Program
- Operator Certification and Training Program
- Remote Maintenance Worker Program

### DIVISION OF ENVIRONMENTAL HEALTH

- Food Safety Program
- Seafood and Food Safety Laboratory
- State Veterinarian
- Animal Industries Program
- Drinking Water Program
- Solid Waste Program

### DIVISION OF SPILL PREVENTION AND RESPONSE

- Prevention and Emergency Response Program
- Industry Preparedness 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.

**Alaska Pollutant Discharge Elimination System (APDES) Program.** 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. Until now, permits in Alaska were issued by the federal EPA. With this approval, Alaska joins the forty-five other states that run their own state permitting programs. The Alaska Department of Environmental Conservation (ADEC) will issue and enforce the permits. EPA will assume an oversight role.

EPA approval triggers a three-year transition from federal to state control of the program. During the transition period, responsibility for developing and enforcing different types of permits is handed off from EPA to DEC. The transition will be complete by November 2012.

The **Waste Water Discharge Authorizations Program** protects water resources and public health by regulating the discharge of wastewater to lands and waters of the state.

**Compliance Program** ensures permittee compliance with the Alaska Pollutant Discharge Elimination System (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 **Municipal Grants and Loans Program** provides partial grants and engineering assistance to larger communities for water, sewer and solid waste projects. The program funds 50-85 per cent 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 **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.

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. Our 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 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 and Emergency 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 **Industry Preparedness and Pipeline Operations 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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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.

The Boards Support Section of the Commissioner's Office provides direct staff support to the Board of Fisheries and the Board of Game, which meet yearly to act on proposed regulatory changes concerning methods and means, seasons, and areas for taking fish or game. The Boards Support Section coordinates public meetings, processes petitions and requests, and oversees the state's 82 local advisory committees. The Boards Support Section ensures 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.

### 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

**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)
- Board of Game (AS 16.05)
- Regional Councils (AS 16.05.260, 5 AAC 96.200)
- Local Advisory Committees (AS 16.05.260, 5 AAC 6.010)

**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



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.

### **Division of Habitat**

The mission of the **Habitat Division** 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.

## **Division of Subsistence**

The **Division of Subsistence** 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.

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## Department of Health and Social Services

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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 Office of the Commissioner, there are eight divisions, department support services, and seven advisory councils.

### Office of the Commissioner

The **Office of the Commissioner** 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, three deputy commissioners who have direct supervisory responsibility for the seven division directors, the Chief Medical Officer, who oversees Public Health, and two special assistants.

The Office of the Commissioner also works closely with its seven 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)

**BEHAVIORAL HEALTH**

**CHILDREN'S SERVICES**

**HEALTH CARE SERVICES**

**JUVENILE JUSTICE**

**PUBLIC ASSISTANCE**

**PUBLIC HEALTH**

**SENIOR AND DISABILITIES  
SERVICES**

**DEPARTMENT SUPPORT  
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

Office of the Commissioner includes the Alaska Health Care Commission. The purpose of the commission is to provide recommendations for and foster the development of a statewide plan to address the quality, accessibility and availability of health care for all citizens of the state.

### **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 division provides inpatient psychiatric hospital services through the **Alaska Psychiatric Institute**. 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 promote safe children and strong families. Children's Services works in partnership with families and communities to support the safety, permanency, and well-being of Alaska's children and youth to provide a wide range of services and support systems, including child abuse and neglect prevention services, child protective services, foster care, residential care, family support and family preservation services, permanency planning and adoption and guardianship. Services focus on enhancing families' capacities to give their children a healthy start, 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 provide health coverage to Alaskans in need. Health Care Services manages the Medicaid core services for hospitals; physician services; pharmacy; dental services; transportation; physical, occupational and speech therapy; laboratory; radiology; durable medical equipment; hospice; and home health care.

On a department-wide basis, the division provides access to appropriate health-care services and assures access to a full range of health-care services information to consumers. In addition, the division oversees fiscal agent operations, ensures functionality of the Medicaid Management information System (MMIS), and provides regulatory oversight for more than 12,000 enrolled providers. The division's major goal is to support services through management efficiencies and the capitalization of Medicaid financing.

### **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 eight youth correctional facilities and 17 juvenile probation offices around the state. Juvenile probation staff are responsible for processing reports from law enforcement officers, determining the best approach to dealing with a juvenile crime and working with the courts when a juvenile adjudication is indicated. The McLaughlin Youth Center in Anchorage, the Fairbanks Youth Facility, the Bethel Youth Facility and the Johnson Youth Center in Juneau provide long-term treatment services to adjudicated youth, as well as short-term detention. The Mat-Su Youth Facility in Palmer, the Kenai Peninsula Youth Facility and the Nome Youth Facility provide only short-term detention. A facility in Ketchikan provides short-term detention and non-secure assessment/stabilization services for youth with mental health issues.

### **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 independence of Alaska seniors and individuals with physical and developmental disabilities. The division provides community grants and home and community-based services for older Alaskans and individuals with disabilities, as well as protection of vulnerable adults. The division administers four Medicaid Waiver programs and Senior Services and Community Developmental Disabilities Grants programs.

Services include the Senior Information Office; Assisted Living Licensing; Adult Protective Services; Personal Care; Care Plan Counseling; and Community Developmental Disabilities.

### **Department Support 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 and management needs.

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## Department of Labor & Workforce Development

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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.

The **Alaska Labor Relations Agency** administers labor relations laws for public employers and employees in the state including school districts, political subdivisions, the Alaska Railroad, the University of Alaska, and the State of Alaska.

The **Occupational Safety and Health Review Board** holds hearings and rules on contests which have been filed in connection with citations issued or penalties imposed by the Labor Standards and Safety Division for alleged violations of Alaska's safety and health standards, statutes or regulations.

The **Workers' Compensation Appeals Commission** holds hearings and issues decisions on appeal of decisions by the Workers' Compensation Board panels. It provides a uniform interpretation of state workers compensation statutes for the Board. Its decisions are

**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
(AS 08.18, AS 08.40, AS 08.53, AS 18.60, AS 23, AS 36, AS 44.31, AS 16.10)

#### OFFICE OF THE COMMISSIONER

- Alaska Labor Relations (AS 23.40.070, AS 42.40.705)
- Occupational Safety & Health Review Board (AS 18.60.057)

#### ADMINISTRATIVE SERVICES DIVISION

- Data Processing Section
- Management Services Section
- Research and Analysis Section

#### BUSINESS PARTNERSHIPS DIVISION

- AVTEC
- AWIB
- Workforce
- Investment Strategy Grants

#### EMPLOYMENT SECURITY DIVISION

- Employment and Training Services
- Unemployment Insurance
- Alaska Work Services (ATAP)
- SCSEP
- ABE/GED
- Alaska Employment Security Act (AS 23.20)

#### LABOR STANDARDS & SAFETY DIVISION

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

#### WORKERS' COMPENSATION DIVISION

- Workers' Compensation Board (AS 23.30)
- Second Injury Fund
- Workers' Compensation Act (AS 23.30)
- Fishermen's Fund
- Fishermen's Fund Advisory and Appeals Council (AS 23.35.010)

#### DIVISION OF VOCATIONAL REHABILITATION

- Independent Living Rehabilitation
- Assistive Technologies



appealed directly to the Supreme Court.

<ul style="list-style-type: none"><li>• Disability Determination Service</li></ul> AS-Alaska Statute
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## **Administrative Services Division**

The **Administrative Services Division** provides management information and support services to the department and develops and distributes labor market and population information. The Research and Analysis Section gathers data on Alaska's population and economy and produces estimates for total population, population characteristics, employment by industry and occupation, wage rates, occupational injuries and illnesses, and unemployment. Clients served by the division include department management and staff; local, state, and federal agencies; legislators; nonprofit organizations, private employers, and individuals.

## **Division of Employment Security**

The **Division of Employment Security** consists of four basic complementary operating programs – Employment and Job Training Services, Adult Basic Education (ABE/GED) programs, and Unemployment Insurance. It provides essential job-matching, counseling and placement services to the public, assistance with career enhancing education and vocational skills training, collects employee and employer unemployment insurance contributions, and pays temporary benefits to unemployed workers while they are seeking employment. The division also administers individual training accounts (ITAs) under the Workforce Investment Act (WIA), as well as the Work Services component of the Alaska Temporary Assistance Program of the Division of Public Assistance in the Department of Health and Social Services. The division administers Adult Basic Education/GED and the Senior Community Services Employment programs for the state. The primary programs operate under the Alaska Employment Security Act and Title 1 of WIA. The programs are federally mandated and receive minimal general fund match or support.

## **Division of Business Partnerships**

The **Division of Business Partnerships** (DBP), with oversight from the Alaska Workforce Investment Board (AWIB), supports the mission of the Department by partnering with business and industry to build a trained and prepared workforce. The system is built around industry-driven strategies, where competencies required for jobs are tied to industry skill standards and industry-recognized job requirements, and aligning federal and state employment and training resources and programs with specific criteria for participant or grantee eligibility. The federally funded programs include the Workforce Investment Act (WIA) and several initiative-based projects, such as the Denali Commission's Denali Training Fund, including the Denali Youth Program, and the Alaska Pipeline Worker Training Project. The state funded programs include the State Training and Employment Program, the Youth First Initiative, the Alaska Construction Academies, the Technical Vocational Education Program that provides supplemental funding to regional vocational education centers; and administers and leverages training grants for the Denali Commission including the Denali Youth training program. DBP and the AWIB set broad strategic policy and provide technical assistance to WIA grant recipients. They ensure accountability for training and employment results through a demand driven system of investment that builds a skilled and prepared workforce. The division provides a

clearinghouse service that serves as an information and activity hub for workforce development throughout the state.

**AVTEC** (Alaska Vocational Technical Center) is a nationally accredited, public post-secondary vocational technical education and training institution that provides outstanding vocational technical education programs for Alaskans across the entire state. For over thirty years, AVTEC has had a tradition of successful partnerships with employers to develop occupational training programs that meet industry standards and demands. To assure Alaska hire, AVTEC provides state residents with market-driven vocational and technical training in occupations relating to Alaska's expanding and unique economy. In addition, AVTEC supports families, communities, and jobs by addressing the issue of reducing the non-resident workforce by training Alaskans. AVTEC coordinates with secondary education to provide career paths for Alaska high school students to fill the 70 – 80 % of jobs that do not require a college degree. AVTEC offers long-term training programs in fifteen different business and industry fields. Long-term training programs vary in length from eight to forty-six weeks and are generally taught using a mix of classroom instruction with lab-based, hands-on training. In addition, AVTEC provides a wide variety of short-term training and education programs in many communities to hundreds of Alaskans annually. Short-term training is generally industry specific contract training, and varies in length from one day to six weeks.

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

The **Labor Standards and Safety Division** is comprised of the following four components: Occupational Safety and Health; Wage and Hour; Mechanical Inspection; and the Alaska Safety Advisory Council. The primary purpose of the division is to provide for safe and legal work environments.

The **Occupational Safety and Health Section** is comprised of two separate sections. The consultation and training section provides employers and employees with training and assistance related to workplace safety and health. The enforcement section responds to accidents and complaints and investigates worksites to identify and eliminate workplace safety and health hazards. All services provided by Occupational Safety and Health are focused on reducing occupational fatalities, injuries and illnesses.

Employers are strongly encouraged to request consultative services aimed at assisting employers and employees to identify and eliminate hazards to workplace safety and health. Through consultation, employers receive cost-free advice without fear of penalty.

The **Wage and Hour Section** guards against unlawful employment conditions relating to resident hire and prevailing wage on public construction jobs, wages due by contract, overtime, minimum wage, and working conditions for children. In addition, this section enforces proper licensure of employment agencies and construction contractors.

The **Mechanical Inspection Section** provides public protection through inspection and certification of boilers and pressure vessels, elevators, ski lifts and amusement

rides. Electrical and plumbing installations are inspected for proper code compliance and to ensure that contractors and workers have the proper licensing and credentials to perform the work.

The **Alaska Safety Advisory Council** represents industry, labor, federal, state, local governments and the public. The council is primarily responsible for promoting safety by organizing and overseeing the annual Governor's Safety and Health Conference.

### **Workers' Compensation Division**

The **Workers' Compensation Division** is the administrative arm of the Workers' Compensation Board, which has 19 members including the Commissioner. The division oversees Alaska's Workers' Compensation Program, ensuring that workers who are injured or become ill because of work conditions receive prompt medical care and partial replacement of wages during disablement and, if necessary, rehabilitation services for return to work. The board is a quasi-judicial and regulatory body comprised of labor and employer representatives and the commissioner of Labor. The board panels hear and decide disputed workers' compensation claims between the injured worker and the employer or insurer and cases brought by the Division's investigators against uninsured employers. The board's decisions are final and binding unless appealed to Workers' Compensation Appeals Commission.

As an integral part of the Workers' Compensation Act, the **Second Injury Fund** encourages the employment of physically impaired persons by limiting the financial liability of those employers who hire or retain individuals with significant permanent disabilities which would otherwise be an obstacle to employment.

The **Fishermen's Fund** provides for the medical treatment and care of Alaska's licensed commercial fishermen who are injured

### **Division of Vocational Rehabilitation**

The **Division of Vocational Rehabilitation** is a combined federal/state program under the authority of the Rehabilitation Act of 1973 as amended. The division's mission is to assist individuals with disabilities to overcome impediments to employment and encourage independence and integration into their community of choice.

Services available to assist individuals with disabilities include a full array of vocational rehabilitation services, independent living services, support and assistance in employment, technology and referrals. In partnership with other state agencies, private sector business, vendors and nonprofit organizations, individuals are assisted and encouraged to realize their full potential, personal independence and full participation as citizens in their community. Employers are provided trained, willing and capable workers. The division also provides training and assistance to employers on hiring practice changes and the Americans with Disabilities Act.

**ADA Office:** The Americans with Disabilities Act was signed into law in 1990 to protect the rights of individuals with disabilities. In May 1992, Governor created the

ADA Office to prevent and eliminate discrimination against individuals with disabilities in employment and public service within state government and to establish policies, guidelines, and procedures for state agencies to comply with Title I and Title II of the Americans with Disabilities Act.

**Services:** The division is required by law to provide a wide variety of services to meet the vocational needs of individuals with disabilities. To accomplish this, the division grants funds to public and private nonprofit organizations to enhance or establish their ability to provide rehabilitation services to individuals with disabilities. The division also provides direct services for and acquiring competitive employment. It is the division's intent to provide a full array of comprehensive VR services which enable individuals with disabilities to function as full participants in the communities in which they choose to live.

**Independent Living Rehabilitation:** The division's Independent Living (IL) services are made available through grants to the following private nonprofit organizations:

- Arctic Access in Kotzebue, serving the Bering Straits region and the Northwest Arctic Borough;
- Access Alaska in Fairbanks, serving Interior Alaska and the North Slope Borough;
- Access Alaska in Anchorage, serving Southcentral Alaska;
- The Kenai Peninsula Independent Living Center, with offices in Kenai and Soldotna and serving the Kenai Peninsula, Kodiak, and the Aleutian Islands; and
- Southeast Alaska Independent Living, with offices in Juneau, Sitka, and Ketchikan and serving Valdez, Cordova, and Southeast Alaska.

The mission of IL centers is to insure the overall integration of individuals with significant disabilities into the communities of their choice.

**Special Projects:** Assistive Technologies of Alaska provides information and technical assistance on the use of assistive technology in the work place and the availability of devices needed to help individuals with disabilities secure and maintain employment.

The Business Enterprise Program offers employment opportunities to the blind and to individuals with severe disabilities that allow them to operate vending concessions on state and federal property.

The Alaska Transition Initiative (ATI) is a five-year federally funded systems change project to improve local systems or programs that assist students with disabilities as they transition from school to a community-based living, learning, and working environment. ATI fosters changes by promoting the development of close collaborative partnerships between schools and community groups or members.

**Disability Determination Service:** This service is federally funded by the Social Security Administration and operates as a federally regulated agency. The division also provides adjudication services for the Division of Public Assistance to ascertain

medical determinations for Title XVI (Supplemental Security Income) provisions of the Social Security Act as amended. Disability Determination Services is responsible for obtaining medical and vocational evidence and, in certain situations, purchasing evidence in order to adjudicate disability claims.

**Federal Training Grants:** This component, mostly federally funded, includes the division's Human Resources Development Program, which strives for a well-trained DVC staff, competent to address the needs of Alaskans with disabilities.

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## Department of Law

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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 agencies of the state and, in some instances, to the legislative and judicial branches.

Unlike almost all the 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 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.

The Alaska Department of Law includes the Office of the Attorney General, a Civil Division, a Criminal Division, and an Administrative Services Division. The Civil Division defends and prosecutes civil litigation for the state and provides legal advice for the executive branch of state government, and in some cases, the judicial and legislative branches. The Criminal Division is responsible for prosecuting persons accused of violating state criminal laws and for providing legal advice to agencies in the criminal justice system. The Administrative Services Division provides necessary support to the department's other divisions.

**DEPARTMENT OF LAW** (AS 44.23, AS 45.50.471-561)

**OFFICE OF THE ATTORNEY 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

### 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, handles and manages budgeting, procurement, accounting, computer network services, timekeeping/billing, and monitoring and forecasting departmental expenses. The division provides its support activities to twenty departmental offices located in thirteen communities across the state.

### Civil Division

The **Civil Division** represents the state in civil actions, reviews all regulations prepared by executive agencies, drafts all legislation to be introduced by the Governor, and provides legal advice to the Governor and executive agencies and

officers. The work of the Civil Division falls mainly into three categories: Legal advice and assistance to agencies, general litigation, and drafting and review of legislation and regulations.

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

**General Litigation** includes both cases that are filed in court on behalf of or against the state and also contested administrative matters that are heard by executive agencies, boards, and commissions. Appeals to the Alaska Supreme Court, the Ninth Circuit Court of Appeals, and the U.S. Supreme Court are also included in the general litigation category, as are appeals to the state courts from decisions in contested administrative matters.

**Drafting and Review of Legislation and Regulations** includes advising all state agencies concerning the adoption of regulations and alerting agencies to the need for regulations to implement or clarify statutes. The Civil Division also prepares all legislation for the executive branch which is introduced annually in the Legislature at the request of the Governor. Additionally, when requested by the Governor, this division reviews legislation that has been passed by the Legislature and is awaiting action by the Governor.

The **Civil Division** consists of assistant attorneys general, paraprofessionals, and an accompanying support staff.

The **Child Protection Section** provides legal services and advice on child protection and initiates necessary court proceedings to remove a child from an abusive or neglectful home for the child's protection.

The **Collections and Support Section** includes two units: collections and child support. The collections unit collects unsecured debts owed to the state, including criminal judgments (fines, judgments for the cost of appointed counsel, and judgments for the cost of incarceration on DWI charges), and civil judgments, (attorney fee awards, civil penalties owed to the State). The unit also collects restitution owed in criminal court cases and sends the funds to the restitution recipient. The child support unit represents the Child Support Services Division (CSSD) of the Department of Revenue. Legal matters handled include paternity establishment and disestablishment, modification of child support orders, and employer non-compliance actions.

The **Commercial/Fair Business Section** which includes the Consumer Protection/Antitrust Unit provides legal services on revenue and commercial matters; implementation and enforcement of matters governing professional licenses, tobacco sales and certified teachers. The section protects the public by enforcing the state's consumer protection and antitrust laws and by providing legal services to and advice to the agencies that monitor insurance companies, securities, banking, public utilities, and certified teachers.

The **Environmental Section** provides advice and representation to several agencies, including primarily the Department of Environmental Conservation and the Department of Natural Resources, to assist them in the performance of their 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 investigates, defends and prosecutes claims regarding contaminated sites. This sections activities also include investigation and enforcement of violations of the state's environmental laws; advice on permitting, and representation in administrative appeals of agency decisions.

The **Human Services Section** provides legal services and advice on licensing matters, including assisted living home, foster home, and childcare licensing. It provides legal assistance to state agencies on all public benefits programs, including Medicaid, adult public assistance, and temporary assistance to needy families, food stamps, and senior care. This section advises on public health matters and provides legal representation for guardianships, mental health commitments, adult protection and conservatorships, the long term care ombudsman and the pioneer's 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 **Labor and State Affairs Section** provides legal assistance needed for governmental management, including employment, labor relations, civil rights, elections, procurement, retirement programs, and issues associated with institutional relationships within state government, including the separation of powers among the three branches of government and interaction between the state and local governments. 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 **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 the state's natural resources are managed and allocated by state agencies 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, Gas, and Mining 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), and for coordinating the department's work on Indian law issues.

The **Regulatory Affairs & Public Advocacy** section advocates on behalf of the public interest in rate cases and other utility matters that come before the Regulatory Commission of Alaska (RCA).

The **Torts and Workers' Compensation Section** provides legal defense in tort litigation cases filed against the state and provides defense in contested workers' compensation claims.

The **Transportation Section** is responsible for legal issues arising out of the construction and operation of the state's public facilities, including buildings, highways, ferries, airports, harbors, communication facilities, and other public works.

## **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 white-collar crime, Medicaid provider fraud, welfare fraud, environmental crimes, criminal violations of fish and game laws, and the statewide management of all criminal appeal matters.

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, and Sitka.

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## Department of Military and Veterans Affairs

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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.

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS** (AS 26, AS 44)

- 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

AS-Alaska Statute

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.

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 in his command and control of the Air National Guard units within the state and directs deployment of Air National Guard resources during state emergencies. It not only represents the state or Air National Guard on national defense task forces, committees, and boards, it also analyzes Air 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 tactical airlift, air refueling, combat search and rescue, combat communications, and air defense surveillance for Alaska. In addition, the Alaska Air National Guard has assumed the responsibility of the space surveillance mission at Clear Air Force Station from the United States Air 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 **Alaska Military Youth Academy's** Challenge program consists of a five-month residential phase and a one-year post residential mentoring phase for at risk youth between 16 and 19 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 Northwest Association of Schools, Colleges, and Universities as a Special Purpose Secondary School.

The Alaska Military Youth Academy's STARBASE Program is designed for students in the fourth through sixth grades. The curriculum meets Alaska's legislatively

mandated benchmarks, and focuses on science, technology, aviation, math, goal setting, team building, and drug demand reduction. STARBASE is designed to compliment traditional education by providing hands-on and interactive learning.

## **Veteran's Affairs**

The State of Alaska Office of Veterans' Affairs is dedicated to serving more than 77,000 Alaska veterans and their families 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 12 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.

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## Department of Natural Resources

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The Department of Natural Resources (DNR) manages all of the state's surface and subsurface resources except fish and game. These resources include the two largest oil fields in North America, the most extensive state park system in the U.S., as well as the state's land, water, timber, mineral, and agricultural base. The main DNR web site is located at <http://www.dnr.alaska.gov>.

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 both Alaskans and visitors.

DNR has several divisions and is headquartered in Juneau. The divisions of Oil and Gas, Mining, Land, and Water Management, Forestry, and Parks and Outdoor Recreation are based in Anchorage, while the Support Services Division and Division of Coastal and Ocean Management are based in Juneau. In addition, 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 who is responsible for division management and direction.

### Office of the Commissioner

The commissioner is the chief executive officer in 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 located in Anchorage.

**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**

- Policy Development
- Direction
- Appeals
- Office of Project Management & Permitting
- Pipeline Coordination
- Mental Health Trust Land Office
- Public Information Center

#### **DIVISION OF AGRICULTURE**

- Director's Office
- Agricultural Revolving Loan Fund
- Inspection Section
- Marketing Section
- North Latitude Plant Materials Center
- Agricultural Land and Contract Management
- Northern Region Office

#### **DIVISION OF COASTAL AND OCEAN MANAGEMENT**

- Alaska Coastal Management Program
- Coastal Impact Assistance Program

#### **DIVISION OF FORESTRY**

- Area and Regional Offices
- Forestry Assistance
- Resource Management
- State Fire Fighting Program

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

- Mineral and Energy Resources
- Engineering Geology
- Volcanology
- Geologic Communications
- Geologic Materials Center
- Seismic Hazards Safety Commission

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

- Regional Land Offices
- Land Sales
- Realty Services and Title Defense
- Public Access Assertion and Defense
- Land Use Planning

The **Office of Project Management and Permitting (OPMP)** manages the permitting process for resource development projects to ensure that the complex, multi-agency process is conducted in a manner that is efficient for the applicant, involves the public in decisions that affect them, and results in decisions that protect public resources. This large project permitting staff also represents the state in federal land use planning projects and management programs to ensure the state's best interests are represented.

The **Alaska Gas Pipeline Coordinator's Office** is located in Anchorage and was created under the Alaska Gasline Inducement Act (AGIA), which the legislature passed in 2007. The AGIA Coordinator and staff work to expedite the permitting and construction of a large diameter natural gas pipeline from the North Slope to market by coordinating the efforts of state regulatory and permitting agencies.

The **State Pipeline Coordinator's Office (SPCO)** was established within the Department of Natural Resources by administrative order in 1987. Subsequent administrative orders established the SPCO as the lead agency for the State in processing oil and gas pipeline right-of-way leases under Alaska Statute 38.35, the Right-of-Way Leasing Act. This responsibility includes coordination of the State's efforts related to the federal right-of-way process. The SPCO also coordinates the State's oversight of preconstruction, construction, operation and termination of jurisdictional pipelines.

The **Trust Land Office**, under contract, manages lands for the Alaska Mental Health Trust Authority. The Trust Land Office manages Mental Health Trust Land to generate income that is used by the Alaska Mental Health Trust Authority to improve the lives and circumstances of trust beneficiaries.

There are two DNR **Public Information Centers**, one in Anchorage and one in Fairbanks. Those centers provide DNR information to the public, provide and receive DNR applications and permits, receipt payments to DNR, and assist the public in researching land information.

The executive director of the **Natural Resource Conservation and Development Board** is located in Anchorage. The board represents both the State and DNR in providing technical support for the soil and water conservation districts.

### **Division of Agriculture**

The **Division of Agriculture's** mission is to promote and encourage an agriculture industry in Alaska. The division works closely and assists the industry with marketing, inspection, an agriculture loan program, information transfer, agriculture

- Mine Permitting and Management
  - Abandoned Mine Reclamation Program
  - Hydrologic Surveys and Data
  - Water Rights and Temporary Water Permits
  - Dam Safety
- DIVISION OF OIL AND GAS**
- Oil and Gas Lease Sales
  - Geothermal Lease Sales
  - Administration of Oil and Gas and Geothermal Leases
  - Royalty Oil Sales and Accounting
  - Review of Federal Oil and Gas Activity
- DIVISION OF PARKS AND OUTDOOR RECREATION**
- State Park Volunteers
  - Public Use Permits
  - State Park System
  - Historic Preservation
  - Grants-in-Aid Programs
  - Youth Employment Program
  - Historic Sites Advisory Committee
  - State Park Cabin Rentals
- DIVISION OF SUPPORT SERVICES**
- Financial Services
  - Recorder's Office System and UCC Central File System
  - Administrative Services
  - Information Resources Management
  - Recorder's Office/UCC
- AS-Alaska Statute

land sales, and seed sales. This assistance promotes the expansion of the agriculture industry and directly benefits the residents of Alaska through local food security and the availability of a fresh, local product.

The **Agricultural Revolving Loan Fund (ARLF)** promotes the development of agriculture as an industry throughout the state with moderate interest loans. The fund assists with industry stability by providing continued financing for existing agricultural enterprises as well as funding for new agriculturists with a viable business plan. The fund manages investments to facilitate diversity while maximizing return to the state and has continued to revolve for the past 57 years.

The Board of Agriculture and Conservation through the Director of the Division of Agriculture has direct oversight and is responsible for the management of the ARLF. This seven member board is appointed by the Governor, serves staggered terms and represents various agriculture sectors. The **Inspection and Regulatory Section** inspects, audits and provides regulatory oversight on the 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 that agricultural products can move in-state, national and in international commerce.

The **Marketing Section** assists the agriculture industry to promote Alaska Grown products through advertising and personal contact, helping to increase market share and maximize substitution of cost competitive Alaska Grown products for imported products. Marketing staff conduct outreach, manage grant programs and work closely with industry to increase the awareness of consumers about the availability of Alaska Grown products. The Farm to School program works to increase Alaska Grown products in schools, as well as, raising the awareness of students about where their food comes from.

The **Agricultural Land Management Staff** makes land classified as agricultural available through land sales, leases, and land use permits. The staff also monitors agriculture lands for compliance with statutory and regulatory requirements attached in perpetuity to all land sold with agriculture designation.

The **Northern Latitude Plant Materials Center (PMC)** assists the agriculture sector in development of seed and plant materials suitable for Alaskan producers. The PMC provides seed stock to the certified seed growers, acts as a repository for Alaska developed crops and varieties, provides information and develops technology for erosion control, soil conservation and revegetation throughout Alaska.

## **Division of Coastal and Ocean Management**

The **Division of Coastal and Ocean Management** is the State's lead agency for managing and implementing the Alaska Coastal Management Program and the Coastal Impact Assistance Program. The division reviews and coordinates projects located within the coastal zone requiring a permit, lease or authorization from two or more state resource agencies. The division also acts as the State's liaison to federal agencies (1) conducting and permitting activities within the State's coastal area and

the Outer Continental Shelf; (2) involving federal laws/initiatives that effect development of the coastal zone, uses or resources of the state.

The **Coastal Impact Assistance Program (CIAP)** authorizes the distribution of funds to six OCS oil and gas producing states to mitigate the impacts of the OCS oil and gas activities. The CIAP allocation to Alaska is just over \$79.4 million. The Department of Natural Resources, Division of Coastal and Ocean Management is the designated state agency that has the authority to present and act on behalf of the state in dealing with the federal government for CIAP purposes.

### **Division of Forestry**

The **Division of Forestry** is the state's forest management agency. 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 the state's forest resources. The state forester's office is located in Juneau with two regional offices, one in Juneau and one in Fairbanks. Ten area offices are located from Ketchikan to McGrath.

The **Resource Management Program** provides forest products to state citizens for commercial or personal use purposes. Active management of the state's forest resource ensures a long-term sustainable flow of forest products to various markets. Two state forests are legislatively dedicated to producing forest products. Federally funded programs like Forest Stewardship and Urban and Community Forestry are designed to provide modern forestry management to urban and rural citizens. The program's goal is to carry a nationwide message that trees are many things – forest products, wildlife habitat, and pleasant scenery.

The **Forest Practices Program** administers the Forest Resources and Practices Act and regulations on state and private lands. The Act is designed to protect water quality and fish habitat in managed forests.

The **Fire Management Program** provides rapid and aggressive initial attack on wildland fires consistent with the Alaska Interagency Fire Management Plan.

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

The **Division of Geological & Geophysical Surveys (DGGS)** is a non-regulatory agency of DNR that acquires and publishes information on the geologic resources and hazards of the state. Its statutory mission is to determine the potential of Alaskan land for production of metals, minerals, fuels, and geothermal resources, the locations and supplies of groundwater and construction material; and the 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 Eagle River. In addition to the GMC, DGGS accomplishes its mission through five sections in addition to the Director's Office: Energy Resources, Mineral Resources, Engineering Geology, Volcanology, and Geologic



Communications. The division also administers the Alaska Seismic Hazards Safety Commission.

The **Energy Resources Section** generates new information about the geologic framework of frontier areas that may host undiscovered oil, gas, coal, or geothermal resources. Summary maps and 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** collects, analyzes, and makes available information on the geological and geophysical framework of Alaska as it pertains to the mineral resources of the state. 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, which provides employment opportunities and revenue for Alaska's citizens.

The **Engineering Geology Section** 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 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 **Volcanology Section** focuses on processes and hazards associated with the more than 50 active volcanoes in Alaska. The section is home for 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. Volcanology Section staff conduct geologic studies of active volcanoes to estimate their future eruptive potential and behavior, thus aiding in mitigating volcano-hazard risks. Results of these studies are released as maps and reports. The section also creates and maintains a very large, public, web-accessible database of information on volcano history and current activity ([www.avo.alaska.edu](http://www.avo.alaska.edu)), as well as an internal website providing communication, record keeping, and data sharing within AVO.

The **Geologic Communications Section** 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 Alaska's geologic resources and hazards. This 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 ([www.dggs.alaska.gov](http://www.dggs.alaska.gov)) and for the Alaska Seismic Hazards Safety Commission (<http://www.seismic.alaska.gov>).

The **Geologic Materials Center (GMC)** 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 holdings of the GMC are a continually growing asset that is compounding in value over time at little cost to the state. The GMC facility is staffed by three division geologists, a part-time contract geologist, and several student interns and private-sector volunteers.

The **Alaska Seismic Hazards Safety Commission** is charged by statute (AS §44.37.067) to recommend goals and priorities for seismic risk mitigation to the public and private sectors and to advise the Governor and Legislature on policies to reduce the state's vulnerability to damage from earthquakes and tsunamis. The Commission is administered by DGGs and 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 and has its own website, <http://www.seismic.alaska.gov>.

The **Director's Office** provides strategic planning for the division's programs to ensure that DGGs is meeting the needs of the public under the guidelines of 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 Commissioner of the Department of Natural Resources about geologic issues.

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

The division is responsible for acquisition, surface use, sale, development, conservation, and protection of the state's land. The division produces revenues through the lease, sale, or permitted use of state-owned land, the sale of materials, and provides basic land-related services to the public. With respect to mining, the division is responsible for managing the subsurface mineral resources, coal, placer, and hard-rock minerals such as gold. The mining portion of the division maintains the property records and does the permitting for mining activities on state land. The water portion's primary mission is to provide for water rights and allocations of surface and ground water. It also collects and disseminates water-related data. Division staff is assigned to offices in Juneau, Anchorage, Fairbanks, with the majority in Anchorage and Fairbanks.

The **Realty Services Section** reviews and accepts federal title transfers under the state's interest in land, issues state title documents, prepares state land title status

reports, and defends the state's land title. It maintains the state's title records for the ninety million acres of uplands and sixty million acres of submerged lands owned by the people of Alaska.

The **Regional Land Offices**, located in Anchorage, Fairbanks, and Juneau, provide state land status and other information and assistance to the public. They receive and process all applications for land use activities, issue and administer permits, leases, and 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 in the construction of highways and other public projects. They also implement land use plans, and prepare classification and mineral orders.

The **Survey Unit** is responsible for boundary and control surveys on state land and defining the limits for the state's oil, gas and other mineral leasing programs. Those responsibilities are carried out by issuing survey instruction to private surveyors, contracting for state surveys, performing in-house surveys on a small scale, and review and approval of survey plats for state land prior to filing. It also acts as a statewide platting authority for re-plat and vacation petitions in the unorganized boroughs of the state.

The **Appraisal Unit** establishes fair market value for sale and lease of state land and resources. The unit often contracts with private firms for this work, reviewing and approving the work when completed. The range of work includes establishing value for leases, sales, purchase, and exchanges of state land.

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

The **Program Support Unit** is responsible for coordinating responses to proposed legislation, developing regulations and procedures to implement laws, responding to appeals of decisions made by land managers, and coordinating the department's Alaska Coastal Management Program at a statewide level. The unit is also responsible for administrative functions such as compiling the annual Operating and Capital Improvement Project budgets, tracking expenditures, and managing accounts payable.

The **Resources Assessment and Development Unit** is responsible for five DNR programs; Municipal Land Entitlements, Navigability, Land Planning, Land Disposals, and Land Exchanges. The unit prepares and updates regional plans for the management of state land. To date, plans have been prepared for over 80 million acres of state land. The unit also is responsible for setting priorities for ownership of state-selected lands.

The **Municipal Land Entitlement Program** determines municipal land entitlements and transfers lands to municipalities. Over one million acres of state land will eventually be transferred to municipal ownership through this program.

The **Public Access Assertion and Defense Unit** is responsible to defend and assert access easements, inventory navigable water bodies, determine, and where necessary, assert state ownership of navigable waters, and provide the public with information about navigability. The unit also assists the Department of Law on related litigation efforts.

The **Land Sales Contract Administration Unit** prepares land sales through various land disposal programs including public auctions. Sales are for fair market value and occur approximately once each year. In addition the unit prepares, executes and administers contracts, sets up payment schedules, insures collection of income from sales, forecloses when necessary, files and archives all current and past contracts for land and resource disposals.

The **Mining Section** conducts mineral property management by maintaining and adjudicating the state mining claim and upland leasing records. This section is responsible for preparing the state's best-interest documentation and, as appropriate, issues and administers offshore mineral prospecting permits, offshore mineral leases and coal leases. This section issues permits on all exploration, development, and extraction of state-owned placer and lode mineral resources and collects all rents and royalty payments. This section 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 assure that state mining laws, regulations, and any special permit terms and conditions are being met. This section also implements the Alaska Surface Coal Mining Program and the Abandoned Mine Lands (AML) Program. The federally funded state programs are conducted under the oversight of the U.S. Department of the Interior. Office of Surface Mining. This section issues coal exploration and coal mining permits and inspects Alaska's coal mines and coal exploration sites. The purpose of the AML program is to reduce or eliminate hazards associated with abandoned coal mines. The AML program can also reduce hazards associated with hard rock and placer mines.

The **Water Resources Section** is responsible for collecting, distributing, maintaining water records and data, and adjudicating the use and ownership of Alaska's surface and ground water resources. This section also issues permits for the appropriation and beneficial use of state owned waters regardless of land ownership. This section administers the Dam Safety Program, 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** is the state agency responsible for the leasing of state lands for oil, gas, and geothermal exploration. The **Division of Oil and Gas** also ensures the continued flow of state royalty revenues through 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.

**Primary services of the Division of Oil and Gas are:**

- conducting competitive lease sales, on a timely and predictable schedule, of the mineral interest in oil, gas, and geothermal resources, for the purpose of exploration, development, and production;
- ensuring that 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 that all royalty, rental and bonus revenues due the state from leasing and production are received and allocated, and that shared federal royalties are properly received and allocated;
- ensuring that 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 and governor's office and Alaska's congressional delegation, especially as these issues relate to the exploration, development, and generation of maximum value for the citizens of the state.

The Division of Oil and Gas is administratively assigned to seven sections, working in asset teams:

The **Resource Evaluation Section** provides geological, geophysical, and engineering analysis for the regulatory side of reservoir management, evaluates the state's oil and gas resources, and supplies the scientific basis for decisions made throughout the Division. Examples include 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 needed to facilitate resource development throughout the state.

The **Leasing Section** receives and evaluates applications for exploration licenses for oil, gas, and geothermal energy in frontier regions; provides a compilation of existing research and information to support decision-making regarding whether a license or lease sale is in the best interest of the state; and conducts public outreach and solicits public input on proposed exploration licenses and lease sales.

The Leasing Section coordinates all preparations for and conducts all oil, gas and geothermal lease sales. Staff adjudicates bids and issues leases, administers all lease actions for the life of the lease, accepts federal lands conveyed to the state, and accounts for all revenues and rents received in relation to lease activities.

The **Permitting Section** evaluates and issues authorizations of plans of operation for oil, gas or geothermal exploration or development, conducting Alaska Coastal Management Program (ACMP) reviews as necessary. Authorizations carry appropriate stipulations for environmental protection and safe operations; Permitting staff to routinely inspect field operations to monitor compliance with such requirements, and ensure that proper financial securities are established prior to the start of surface activities.

The **Commercial Section** provides analytic support to the Division to fulfill the statutory directive to maximize competition for and economic recovery of Alaska's natural resources, recognizing the state's ownership, regulatory, and legal positions. Primary responsibilities include royalty modification, gasoline support work, Royalty-in-Kind contract negotiations, Royalty Settlement Agreements, supporting state tariff litigation and settlements, and improving the competitive environment. The Commercial Section also provides economic analysis such as 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.

A unit is composed of a group of leases covering all or part of an accumulation of oil and gas to facilitate efficient and timely production of oil and gas. When lessees propose to commit leases to a unit, Unit Managers in the Division's **Units Section** evaluate the application and negotiate the terms of the Unit Agreement in order 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 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, approve of contraction and expansion of Participating Areas, tract allocations, and other unit issues. This section of the Division also oversees expansions, contractions, and terminations of units.

The **Royalty Accounting Section** maintains all records for reported values and volumes of oil and gas produced from state lands. It processes royalty reports from lessees and unit operators, monitoring monthly production volumes, royalty values, and amounts paid. Royalty Accounting keeps track of royalty ownership and makes sure the state receives its proper allocation of royalty revenue from each producing property.

**Royalty Accounting Section** verifies that lessees value royalty oil and gas in accordance with lease terms and/or settlement agreements establishing valuation methodologies. Royalty Accounting also manages the sale of production taken in kind. The **Royalty Accounting Section** reports monthly allocations and distributes revenue to the General Fund, School Fund, Permanent Fund, and Constitutional Budget Reserve Fund in accordance with statute.

The Division's **Audit Section** is tasked with making sure the state receives the full value associated with royalty payments. This section conducts audits under a number of 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 tariffs.

The **Royalty Audit Section** also does federal audits through a contract with the U.S. Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE). These audits are conducted under the authoritative guidelines and standards and 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.

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

The **Division of Parks and Outdoor Recreation** was established in 1970 to develop and manage the Alaska state park system. Other programs in the Division include the Office of History and Archaeology, the State Historic Preservation Office, the Alaska Office of Boating Safety, Administration and Grants, Design and Construction, and the Alaska State Trails Program. The mission of the Division is to "provide outdoor recreation opportunities and conserve and interpret natural, cultural and historic resources for the use, enjoyment and welfare of the people."

The Division operates the largest state park system in America with 123 parks, recreation areas and historic sites encompassing 3.3 million acres, and recreation facilities including campgrounds, visitor centers, picnic areas, trails, boating facilities, and public use cabins, that receive more than five million visits annually. The Division's Area and District offices (Fairbanks, Mat-Su, Anchorage, the Kenai Peninsula, Juneau, Kodiak, and Wood-Dillingham) provide support for park management and operations. Parks are managed by park rangers, park specialists, natural resource technicians and maintenance workers; during the 2010 summer field season, 44 resource professionals serving in these job classes made sure Alaska's parks were clean, safe and well maintained. The field staff is assisted by Alaska Conservation Corps enrollees, and park volunteers who comprise the state's largest volunteer program. Every paid employee hour is matched by three volunteer hours.

Of the division's \$9.2 million operating budget, 27% is generated by park user and commercial use permit fees, 11 % by federal grants with the remainder coming from General Fund dollars. More than 500 small and large businesses are permitted to provide commercial operations in state park units.

Assisting the division are 17 local park or program advisory councils, including director- commissioner- or governor-appointed boards that provide public input on a range topics from the management of park units, to the naming of geographic features in Alaska and the allocation of federal grant funds for recreation and historic preservation projects.

## **Support Services Division**

The **Support Services Division** provides centralized administrative and management services for all DNR divisions and offices. The Division also includes the Information Resource Management (IRM) section and the statewide Recorder's Offices (including the Uniform Commercial Code filing section).

The **Administrative Services** sections provide centralized departmental support in the areas of procurement of goods and services, facilities leasing and management, property management and control, fiscal and accounting management, revenue accounting, capital and operating budget development and implementation, travel, and Anchorage mail room operations.

**Information Resource Management** maintains the department's land records repository and oversees DNR's computer systems and networks services. It provides for the department's data processing functions including development, 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, Recorders office support, Webmaster
- **Computer and Technology Services (CATS)**: Provides network, desktop and DNR system operations and maintenance support, Helpdesk support, IT standards review
- **GIS Programming Unit (GPU)**: Provides Oracle database support, Geographic Information System (GIS) maintenance and development support including Alaska Mapper, DNR Business Reporting System, etc.
- **Land Status GIS Unit (LSGIS)**: Provides LAS administration and training, maintains state Status Plat, GIS Data administration, cartography support
- **Large Projects Unit (LPU)**: Provides project management and operation and maintenance support for Unified Permitting and Document Management Project, administers the content management system.

The **State Recorder's Office** administers the statewide recording system and the **Uniform Commercial Code (UCC) Central File**. Our "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 a total of 12 separate offices located throughout Alaska.

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

The Department of Natural Resources oversees several active boards and commissions, 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
- Alaska Historical Commission
- Alaska Natural Resource Conservation and Development Board
- Alaska Royalty Oil and Gas Development Advisory Board
- Alaska Urban and Community Forest Council
- Board of Agriculture and Conservation
- Board of Forestry
- Citizens' Advisory Commission on Federal Areas
- Citizens' Advisory Committee for the Tanana Valley State Forest
- Exxon Valdez Oil Spill Settlement Trustees
- Forest Stewardship Coordinating Committee
- Mental Health Trust Authority
- Outdoor Recreation Trails Advisory Board
- Seismic Hazards Safety Commission
- Snow Machine Trail Grant Committee

To learn more about the advisory boards in your area, please visit our website.  
[dnr.alaska.gov](http://dnr.alaska.gov)

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## Department of Public Safety

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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 **Alcoholic Beverage Control Board** is established as a regulatory and quasi-judicial agency for control of the manufacture, barter, possession, and sale of alcoholic beverages in the state. Alaska is a "license" state with issuance of licenses by the board to private businesses.

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.

**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

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.

### **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 server licensing.

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## Department of Revenue

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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

#### DEPARTMENT OF REVENUE

(AS 04, AS 05.15, AS 14.25, AS 14.40.400(e), AS 14.40.805, AS 18.56, AS 22.25.048(c), AS 25.25, AS 25.27, AS 26.05.228(c), AS 37, AS 39.30.155(a)(5), AS 39.35, AS 43, AS 44.25, AS 44.83, AS 45.95)

- 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)
- Alaska Natural Gas Development Authority

AS-Alaska Statute

to custodial parents or to the state and federal governments as reimbursement for public assistance benefits paid to families.

### **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 Natural Gas Development Authority** is a public corporation within the department established by initiative petition in 2002, for the purpose of designing, constructing, operating and maintaining a natural gas pipeline system from the North Slope to Prince William Sound and to the Southcentral Alaska gas distribution system.

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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# DEPT. OF TRANSPORTATION AND PUBLIC FACILITIES

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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.

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

## 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.

The department has three deputy commissioners, two of which are located in the Juneau headquarters and one in Anchorage. One deputy commissioner is responsible for Highways & Facilities and overseeing statewide functions within the department, including: statewide planning, pre-construction, construction, transportation maintenance, security and safety oversight, state equipment fleet, measurement standards and vehicle enforcement. One deputy commissioner is responsible for directing the Alaska Marine Highway System and staffing the Marine Transportation Advisory Board. The Anchorage deputy commissioner oversees the Alaska International Airport System, statewide aviation program and rural airport leasing 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

The Division of Program Development makes policy recommendations and performs program reviews necessary to develop the surface transportation program. Functions include: developing the policy component of the Statewide Transportation Plan; developing and preparing the Statewide Transportation Improvement Program (STIP); preparing 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 and state and federal financial reporting, workforce planning, information systems support for headquarters network, development and management of department-wide data systems, department web policy and procurement.

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

The Division of Statewide Design and Engineering Services researches, analyzes, and coordinates federal and state issues to establish and update statewide standards, policies, and procedures for the design and construction of the state's highways and airports. The Division reviews right-of-way appraisals and determines just compensation for property that is acquired for highway and airport projects. The division's responsibilities also include design and inspection of bridges, environmental coordination, 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.

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

The Division of Measurement Standards/Commercial Vehicle Enforcement 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 Southeast. Each region has five major units that manage ongoing activities under the guidance of a regional director. Each regional director reports directly to the commissioner.

Each region's **Planning Section** conducts feasibility studies, project assessments, and local and regional planning studies and works with communities within the region to prepare projects for inclusion in the Statewide Transportation Improvement Program.

Each region's **Design and Engineering Services Division** provides a full suite of design services for highways, airports, facilities and harbors from the planning stage to final preparation of plans, specifications, estimates, and technical assistance during construction. 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 multi-agency joint-occupancy state buildings, 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 four areas of line management: operations, engineering, reservations, sales and marketing.

The **Operations Section** is responsible for shipboard operating procedures, terminal operations, vessel scheduling, and implementation of personnel policies. Engineering is responsible for all design, construction and maintenance activities on vessels. The Reservations and Sales Section is responsible for responding to requests for information, taking and formalizing reservations and issuing tickets. Marketing is responsible for increasing the traveling public's awareness of the AMHS.

### **Alaska International Airport System (AIAS)**

The **Alaska International Airport 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, fire fighting 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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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 composed of three separately accredited institutions, University of Alaska Anchorage (UAA), University of Alaska Fairbanks (UAF), and University of Alaska Southeast (UAS); and a separately accredited community college, Prince William Sound Community College (PWSCC) that reports through UAA. Various schools and colleges at each institution are 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 with 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 providing services to the campuses that are not replicated at the campus level. Several workforce development programs are delivered by the System Office, including: Corporate Programs, Mining, Petroleum Training Service and K-12 outreach.

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

**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

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

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 the separately accredited Prince William Sound Community 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 20,400 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 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-Aleutians, 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 or 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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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.

**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



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 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.

### **Legislative Affairs Agency**

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.

### **Legislative Information Office**

The **Legislative Information Office**, part of the legislative Affairs Agency Information & Teleconferencing Section, is a network of 23 regional offices across Alaska. Our mission is to facilitate communication between the Legislature and the public. LIOs:

- Are non-partisan
- Serve the entire Alaska State Legislature
- Provide teleconferencing services for Alaska citizens' participation in the legislative process

- Are a resource center for information in small communities
- Provide access to Legislative publications
- Maintain online access to the Legislature

### **Division of Administrative Services**

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-three Legislative Information Offices and over sixty volunteer teleconference sites within the state.

### **Division of Legal and Research Services**

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. 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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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. Currently, three justices reside in Anchorage, one resides in Fairbanks, and one

#### 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

resides in Juneau. 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.

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 three-judge court consisting of a chief judge and two 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 40 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. However, the superior court does not routinely hear cases that may be brought in the district court, a court of limited jurisdiction.

## 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 23 **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 Judge 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, an independent citizens' commission, 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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