

2024

# ANCHORAGE INTERN GUIDEBOOK





# Table of Contents

---

Office Information.....	1
The Workplace.....	1
About the Department of Law .....	1
Organization and Authority of the Attorney General .....	1
Professional Responsibilities of Interns .....	3
Confidentiality of Work .....	4
State of Alaska Policies .....	5
Administrative Order 75 - EEO Policy .....	5
Administrative Order 81 - Harassment Policy.....	6
Administrative Order 129 - ADA Policy .....	8
Administrative Order 195 - Diversity Policy .....	14
Drug Free Workplace Act.....	16
Information Security Policy 172 - Business Use/Acceptable Use.....	17
Political Activities Policy .....	23
Department Policies.....	23
Ethics .....	23
Political Activities.....	25
Hours/Lunch/Vacation Time.....	25
Telephone Use and System.....	26
E-mail Etiquette .....	27
Solicitation.....	27
Personal Mail.....	27
Recording of Telephone Conversations .....	27
Purchases of Supplies, Equipment and Services.....	28
Travel .....	28
Records Management and Retention.....	28
Information Management and Electronic Resources .....	29
Anchorage Area Information .....	31
Notable State/Federal Buildings.....	31
Restaurants* .....	32
General Warnings About the Alaska Outdoors* .....	33
Moose.....	33
Bears.....	33
Mudflats .....	33
Glaciers.....	33
The Weather.....	33
The Vegetation .....	33
Activities in and Around Anchorage .....	34
Activity Calendar .....	34
Hiking and Backpacking.....	35
Sample Day Hikes .....	35
Sample Overnight Hikes .....	38
Other Activities.....	38

Activity Contacts.....	41
Gear/Toys for Loan .....	41
Getting Out of Anchorage .....	42
Destinations (in alphabetical order) .....	43
Cooper Landing .....	43
Cordova .....	43
Denali National Park.....	44
Eagle River .....	45
Eklutna.....	45
Fairbanks .....	46
Girdwood.....	46
Hatcher Pass .....	47
Homer.....	48
Hope .....	48
Juneau .....	49
Palmer .....	58
Portage .....	59
Seldovia .....	59
Seward.....	60
Talkeetna .....	63
Valdez .....	63
Whittier .....	64

# Office Information

## The Workplace

Mailing address – 1031 W. 4th Avenue,  
Suite 200, Anchorage, Alaska, 99501

Telephone number – (907) 269-5100

Office keys – The doors to the offices at the Department of Law are electronic and utilize key cards. You will receive keys upon your arrival. All doors are kept locked at all times except for the main reception area, Suite 200.

## About the Department of Law

### *People to Know*

- Attorney General Treg Taylor
- Deputy Attorney General Cori Mills
- Civil Division Director Stacie Kraly
- Administrative Operations Manager Kelly West

### *The Department Website*

The department maintains a public website with information about the department's various divisions and sections and their contact information. Employment opportunities at the department, press releases, and published Attorney General opinions are also posted to this site: [www.law.alaska.gov](http://www.law.alaska.gov).

## Organization and Authority of the Attorney General

### *Department Organization*

The Department of Law is comprised of three divisions: administrative, civil, and criminal. The department is structured as follows:

- Attorney General
- Deputy Attorneys General (Civil and Criminal)
- Division Directors (Civil, Criminal, and Admin)
- Division Sections (subsections/ units based on subject matter)

Visit Law's website for a more detailed description of the Civil, Criminal, and Administrative Services Divisions.

### *Authority and Duties of the Attorney General*

The Alaska Constitution governs the manner of appointing the Attorney General. Article III, section 25 states that the Governor appoints the head of each principal department, including the Attorney General, subject to confirmation by a majority of the members of the legislature in joint session, and that the head of each principal department serves at the pleasure of the Governor. The same provision requires that the Attorney General be a citizen of the United States.

The Attorney General is the principal officer of the Department of Law (AS 44.23.010). The Attorney General also is the legal advisor to the Governor and other state officers, and is responsible for the administration of state legal services (AS 44.23.020). The Attorney General's duties include furnishing written legal opinions to the Governor, the legislature, and all state officers and departments. *Id.*

The Attorney General has the duty to bring, prosecute, and defend all necessary and proper actions in the name of the state for the collection of revenue; represent the state in all civil actions in which the state is a party; and prosecute all cases involving violation of state law (AS 44.23.020(b)).

### *Civil Division Sections*

The civil division of the Department of Law has 16 sections, categorized by subject matter, that perform the state's civil legal work.

1. The Child Protection Section provides advice and representation to the Office of Children's Services, which is a part of the Department of Health and Social Services. The section handles child protection and parental rights cases.
2. The Commercial, Fair Business & Child Support Section represents and gives advice to 17 different divisions, commissions, and public corporations within the Departments of Administration, Revenue, Education & Early Development, Natural Resources, and Commerce, Community, and Economic Development, as well as 20 professional licensing boards and commissions. It focuses on revenue and commercial matters, the integrity of the state's public finances, and public health and safety.



3. The Environmental Section provides advice and representation to several agencies, primarily the Department of Environmental Conservation, to assist them in the performance of their duties related to environmental matters. The section's representation includes enforcement and recovery of costs and damages as well as defense of the state with respect to its role in contaminated sites or in carrying out its regulatory functions.
4. The Human Services Section provides advice and representation to the Department of Health and Social Services on issues arising from the state's health services, social services, and public assistance programs, including licensing, public health, adult protective services, the long-term ombudsman, and emergency mental health.
5. The Information & Project Support Section serves all of the other sections. It also advises agencies on information-related matters, such as Alaska Public Records Act requests, electronic discovery, legal holds, privileged and confidential information, confidentiality agreements, administrative records, electronically stored information, and the Internet. In addition, in conjunction with the administrative services division, this section provides law office management services and maintains a fully managed timekeeping and case management system for the civil division.
6. The Labor & State Affairs Section provides advice and representation to various departments and agencies of state government on a number of topics, including budget, public finance, employment, labor relations, procurement, retirement programs, elections, Medicaid rate disputes, investment of treasury and Permanent Fund Corporation funds, AIDEA, Department of Education, Department of Motor Vehicles, municipal law and homeland security. The section also provides advice and representation to the Alaska Worker's Compensation Board and the Alaska Worker's Compensation Appeals Commission.
7. The Legislation, Regulations and Legislative Research Section provides legal advice and assures compliance with legal standards regarding legislation and regulations that implement executive branch policy directives.
8. The Natural Resources Section provides legal advice and representation to state departments, boards, and commissions that regulate Alaska's lands, waters, fish, game, timber, parks, and minerals.
9. The Oil & Gas Section provides legal advice and represents the Department of Natural Resources and the Department of Revenue. It ensures that the State's resources are being effectively managed and that the state receives its appropriate share of royalties and taxes from both the oil and gas industry and other businesses operating in the state.
10. The Opinions, Appeals & Ethics Section oversees all civil division appeals and attorney general opinions. The section is also responsible for interpretation and enforcement of the Executive Branch Ethics Act and for coordinating the department's work on Alaska Native matters.
11. The Professional Development & Public Service Section includes the Civil Division's fellowship, internship, and mentorship programs, and provides or coordinates training, mentoring, coaching, and professional resources for all attorneys in the Civil Division.
12. The Public Corporations & Governmental Services Section provides legal advice to the economic engines of state government. It advises on commercial transactions, procurement, taxation, banking, securities, real estate, bankruptcies, education, and general government law for the state's many public corporations, such as the Permanent Fund Corporation and the Alaska Housing Finance Corporation. It also handles the public retirement and employee health systems of the state.
13. The Regulatory Affairs & Public Advocacy Section represents the public interest in regulatory affairs by performing the public advocacy function in utility and pipeline carrier matters before the Regulatory Commission of Alaska and by providing policy analysis on related matters.
14. The Special Litigation Section handles high-profile, expedited, or complicated litigation. It also contains the Consumer Protection & Antitrust Unit, which protects the public by enforcing the state's consumer protection and antitrust laws.
15. The Torts Workers' Compensation & Corrections Section provides legal defense in inmate and workers' compensation cases filed against the State and its employees. Serves as legal counsel to the Department of Corrections and Division of Risk Management. Provides legal defense in tort cases filed against the state, its agencies, and employees. Serves as legal counsel to the Division of Risk Management.

16. The Transportation Section provides advice and legal representation to state agencies on all aspects of the construction and operation of the state's public facilities, including highways, airports, ferries, buildings, harbors, and other public works. The Department of Transportation and Public Facilities generates a high percentage of the section's work.

### *Civil Division Employees*

The Attorney General, as the principal executive officer of the Department of Law, may assign the functions vested in the department to subordinate officers and employees (AS 44.17.010).

1. The department has two deputy attorneys general, one each for the civil and the criminal divisions. The deputies' duties include preparing their division's annual program and budget, managing their division's activities, and exercising supervisory authority over all of their respective division's personnel.
2. The Civil Division Director oversees all the legal work of the civil division in all offices; oversees and directs the administrative functions of the division; and manages the supervising attorneys of the sections.
3. Statewide supervising attorneys serve in the partially exempt service and are responsible for managing work and procedures within their sections, and for coordinating with the activities of other sections.
4. Civil division attorneys provide counsel and handle civil and appellate litigation for state government. All department attorneys are at-will employees who are appointed by and serve at the pleasure of the Attorney General.
5. Paralegal specialists supervise and manage the paralegal operations statewide, provide training, and are generally expert-level, traditional litigation paralegals. They perform more difficult assignments in assisting the legal staff in litigation. This advanced level position may also serve as an independent program administrator or manage a program for the Attorney General's Office.
6. Paralegals and Legal Editors perform general research, investigation, reporting, trial support, and legal drafting assignments. These positions are in the classified service, covered by collective bargaining agreements.
7. Law office assistants provide assistance to attorneys and paraprofessional staff in preparing and serving a variety of legal documents and correspondence. Their duties include editing, proofreading, and revising documents; date stamping, labeling, notarizing, and copying a variety of legal documents; scheduling meetings, depositions, pre-hearing conferences, and teleconferences; maintaining logs and calendars; managing case files; arranging for travel; processing invoices for payment; and processing incoming and outgoing mail. Law Office Assistant 2 positions are distinguished from Law Office Assistant 1 positions in that they are journey-level, more advanced in experience and scope of duties. Law Office Assistant 3s are the most senior of the legal support positions and generally assume a supervisory role over the 1s and 2s. The positions are in the classified service, covered by collective bargaining agreements.
8. Other staff members include a statewide administrative operations manager, law office managers, a webmaster, and administrative and office assistants. The administrative operations manager implements top level management program objectives, performs unusually difficult assignments to assist the legal staff, and coordinates sensitive projects or matters dealing with departmental programs, policies, and action. The position directly supervises the law office managers in Anchorage, Fairbanks, and Juneau and oversees all administrative and clerical functions. The law office managers independently manage the business functions of a branch of the Attorney General's Office including personnel, supervision, and purchasing. The internet specialist serves as the department's webmaster and assists with the design and publication of printed material and graphic presentations. The administrative and office assistants perform a wide variety of administrative and clerical duties to assist the day-to-day operation of division administrative activities or specific legal programs. Some of these positions are in the classified service, covered by collective bargaining agreements.

### *Administrative Services Division*

The administrative services division provides budgeting, accounting, procurement, and computing services to the department. These services enable the department to meet its mission to provide legal services to state agencies and to prosecute crime.

## **Professional Responsibilities of Interns**

As an aspiring attorney, one goal for this summer should be that you further develop the habits and

behaviors of a professional. To that end, we have several expectations for our summer interns:

1. **Work Ethic.** Our mission is to provide excellent legal services to our clients. We do not expect our interns to have the legal skills of a lawyer, but we do expect them to have a professional attitude about the work. This means that you give the work your best effort, you confer with other professionals to share ideas and check your judgment, and you complete your projects on time.
2. **Confidentiality.** As a professional, you must protect confidential information. This includes not only information that the client has disclosed, but also any other information about the case or client that does not appear in court filings or has not been publicly reported. Because the Department of Law sometimes represents state clients with conflicting interests—with ethics walls in place—you cannot discuss certain cases even with others in the department.
3. **Punctuality.** You should come to work on time, work a full day, and clear any deviations from this general rule with your supervisor in advance. Once you have made a commitment to do so, you should come to meetings and events and arrive on time.
4. **Communication.** Words are powerful tools, so use them thoughtfully. You should try to develop and maintain good working relationships with good communication. Let your primary supervisor know if you have too much work or not enough. Keep the attorneys who supervise your various projects informed about the status of the work: seek guidance when you need it and let them know if you are encountering problems, have concerns, want to brainstorm, have made breakthroughs, or have discovered new issues that you think might warrant further consideration.
5. **Work Attire.** It's Alaska! We are down-to-earth and informal, and the end goal is to find one universal wardrobe that works for the kayak and the office. That being said, the appearance of every staff member is important. We expect that employees wear clothing that is neat, clean, and in good repair. When you are expected to appear in court, before the legislature, or in meetings, any clothing that by virtue of its fit, style, pattern, color, or overall appearance which does not convey an image of a professional law office shall not be worn. If you're still not certain what to wear, we'd be happy to share examples of the day-to-day attire that is normal for this office.

6. **Scent-Free Workplace.** We all love to smell great – but the office isn't the best place to wear everything you've got! Be considerate of the fragrances that you wear (including lotions), and don't reapply them once you get to the office in case the people around you have sensitivities or allergies.

7. **Formality of Names and Titles.** Again, we are an informal office and generally operate on a first name basis. That even goes for department leaders and executives. Everyone should feel approachable and relatively accessible to you. However, first impressions are important – as is the chain of command – and you may want to address superiors by their title and last name until corrected.

Also think about the way you present yourself by the words you choose. Be respectful with your words, whether written or spoken, in addressing other interns, staff, attorneys, clients, and the public.

## Confidentiality of Work

In performing their duties, interns have access to a considerable amount of confidential information. Interns must maintain the confidentiality of that information. Statutory protections and ethical walls may prohibit interns from exchanging information even with each other. Interns should assume that all information that is not publicly available on a website or published is confidential, unless otherwise instructed by an attorney. Requests for information or records should be referred to an attorney.

There are many bases for confidentiality. Much of an attorney's work must be kept confidential under the attorney-client and attorney work-product privileges. Attorneys are subject to the Rules of Professional Conduct, including Rule 1.6 (Confidentiality of Information) and Rule 5.3 (Responsibilities Regarding Nonlawyer Assistants). The work of a government attorney may also be subject to a deliberative process privilege and some information may be protected by statute or regulation, such as certain information concerning state employees, families and children, and entities that do business with the state. Information contained in records that are not protected by a specific privilege or statute may still be excluded from disclosure by a balancing-of-interests test that derives from the privacy clause of the Alaska Constitution and common law. *See, e.g., Municipality of Anchorage v. Anchorage Daily News*, 794 P.2d 584, 590 (Alaska 1990); 1986 Op. Att'y Gen. No 661-86-0553, 1986 WL 81178, at \*7-\*8 (Alaska A.G., July 17).

The manner in which information is disclosed may also be constrained by the Rules of Civil Procedure,



statute, or regulation. For example, AS 40.25.122 limits the manner in which public records are disclosed when a matter is in judicial or administrative litigation. (Other information concerning the Public Records Act, AS 40.25, is addressed in Section VII, Public Records, of this document.)

Each area of practice has its own specific confidentiality and disclosure requirements. Interns must check on those requirements before disclosing any information or records.

Some statutes governing specific types of confidentiality provide that willful violations of their provisions are punishable by fines or imprisonment or both (e.g., AS 43.05.230(f)). An important law that can impose liability on individuals and the department is the Alaska Personal Information Protection Act (APIPA), AS 45.48.010 et seq., which protects an individual's social security number from use or disclosure, and protects other types of personal information. [A description of APIPA](http://www.akleg.gov/basis/statutes.asp#45.48) can be found at: [www.akleg.gov/basis/statutes.asp#45.48](http://www.akleg.gov/basis/statutes.asp#45.48).

## State of Alaska Policies

### Administrative Order 75 - EEO Policy



BILL SHEFFIELD  
GOVERNOR

STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

April 7, 1983

#### ADMINISTRATIVE ORDER NO. 75

It is the policy of the Executive Branch of Alaska State Government that all employees and applicants for employment shall be afforded equal opportunity in all aspects of personnel management. To insure equal opportunity there shall be no unlawful discriminatory treatment concerning any individual or group because of race, religion, color, or national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

By virtue of the authority vested in me as Governor, I hereby direct that this order be implemented in accordance with the attached Procedures for Implementing Administrative Order No. 75.

This Order takes effect on April 8, 1983.

DATED at Juneau, Alaska, this 7th day of April, 1983.

S/S Bill Sheffield  
Bill Sheffield  
Governor of the State of Alaska

## Administrative Order 81 - Harassment Policy



BILL SHEFFIELD  
GOVERNOR

STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

October 25, 1984

### ADMINISTRATIVE ORDER NO. 81

In furtherance of the State of Alaska's commitment to human rights and equal employment opportunity, I, Bill Sheffield, Governor of the State of Alaska, under the authority granted by Article III of the Alaska Constitution and by Alaska Statute 44.17.060, hereby order the following as the policy and guidelines for the Executive Branch of Alaska State Government on discriminatory harassment and more specifically on sexual harassment. This Order amends and supplements Administrative Order No.75, the general policy on equal employment opportunity.

#### 1. STATEMENT OF POLICY

1.1 The Executive Branch of the State of Alaska, as an employer, will not tolerate, condone or permit any kind of harassment of employees or applicants for employment on the basis of their sex, color, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy or parenthood. Such harassment is in direct violation of Federal and State law and is inconsistent with the State's policy on equal employment opportunity.

1.2 Persons who knowingly engage in or instigate such harassment will be subject to disciplinary actions which may lead to suspension and discharge. Additionally, managers and supervisors who knowingly permit harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, the State will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

#### 2. GENERAL PROVISIONS

2.1 Scope: The policy and guidelines herein apply to all agencies, employees and applicants for employment within the Executive Branch of Alaska State Government.

2.2 Frivolous or Malicious Accusations: Persons making frivolous or malicious accusations of harassment may be subjected to disciplinary actions.

2.3 Management Activities: This Order is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor's duties and responsibilities, and which serve a legitimate management purpose.

#### 3. DEFINITIONS

3.1 Harassment: Unwanted communication and/or conduct by a supervisor, co-worker or non-employee in the workplace which adversely affects the employment relationship or working environment for the employee or applicant for employment and is based on the sex, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy or parenthood of that individual. Harassment may include slurs, abusive language, threats, derogatory comments, unwelcome jokes, teasing and other such verbal or physical conduct.

3.2 Sexual harassment: Addressed and defined by the U.S. Equal Employment Opportunity Commission in the Federal Guidelines on Discrimination Because of Sex published on November 10, 1980, and codified as 29 CFR Section 1604.11, sexual harassment is defined as follows:

“(a) Harassment on the basis of sex is violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.”

#### 4. GUIDELINES FOR THE IMPLEMENTATION OF POLICY

##### 4.1 Responsibility for implementation:

(a) Overall responsibility for the administration of this order is delegated to the Director of the Division of Equal Employment Opportunity.

(b) All agency heads, managers and supervisors within the Executive Branch of State Government are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices. Such corrective actions should be taken only after consultation with the State Division of Equal Employment Opportunity.

##### 4.2. Complaints:

(a) Employees believing they have been subjected to harassment should contact their department or agency’s Equal Employment Opportunity Representative or the State Division of Equal Employment Opportunity.

(b) A complaint may be formally filed on the “Complaint of Discrimination Form” available through agency personnel offices and the State Division of Equal Employment Opportunity.

(c) The Division of Equal Employment Opportunity shall develop the appropriate administrative process to resolve harassment complaints.

(d) Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension and dismissal.

##### 4.3 Dissemination of Policy:

(a) The policy is to be posted in the form provided in Appendix A of this order on all bulletin boards and at every facility and office within each department.

(b) It will be the responsibility of each agency head to ensure that copies of this policy are disseminated to all supervisory staff and that copies of this policy are included in all agency policy manuals and employee handbooks.

This Order takes effect October 25, 1984.

Dated at Anchorage, Alaska October 25

S/S Bill Sheffield  
Bill Sheffield  
Governor of the State of Alaska

## Administrative Order 129 - ADA Policy



WALTER J. HICKEL  
GOVERNOR

STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

April 22, 1992

### ADMINISTRATIVE ORDER NO. 129

In 1990 the President of the United States signed into law the Americans with Disabilities Act (42 U.S.c. Sec. 12101 et seq.) mandating the elimination of discrimination against individuals with disabilities and requiring state and local governments, among other affected entities, to begin complying with the Act in 1992.

It has also been the policy of the State of Alaska, as expressed in the Alaska Human Rights Act (AS 18.80) and reflected in a number of other statutes, including

- \* AS 11.76.130 (making it a crime to interfere with persons with disabilities)
- \* AS 09.20.010 (permitting disabled people to serve as jurors)
- \* AS 35.10.015 (regarding accessibility of public buildings),
- \* AS 36.30.040(b)(16) (requiring procurement regulations to prohibit discrimination),
- \* AS 39.25.150(21) (requiring the personnel rules to grant employment preference in state service to severely handicapped persons),
- \* AS 44.21.500 -.509 (establishing a mechanism for dealing with complaints of employment discrimination in state government), and
- \* AS 47.80 (governing programs for people with disabilities)

to eliminate and prevent discrimination because of physical or mental disability in employment, in credit and financing practices, in places of public accommodation, in the sale, lease, or rental of real property, and in government policies, practices, and services. In addition AS 18.80.200(b) makes it the policy of the state to encourage and enable physically and mentally disabled persons to participate fully in the social and economic life of the state and to engage in remunerative employment.

Therefore, in furtherance of the State of Alaska's long standing commitment to human rights and equal opportunity for people with disabilities and to ensure compliance with title I and title II of the Americans with Disabilities Act of 1990, I, Walter J. Hickel, Governor of the State of Alaska, under the authority granted by article III, section 1, of the Alaska Constitution and by AS 44.17.060, hereby order the following as the policy of the executive branch of state government for the provision of services to and employment of people with disabilities and establish the Americans with Disabilities Act compliance program for the executive branch of Alaska state government.

### AMERICANS WITH DISABILITIES ACT COMPLIANCE PROGRAM

#### Section

#### I. Purpose

#### II. Policy

#### III. Supplement to Earlier Orders

#### IV. Roles and Responsibilities

#### V. Department Compliance Programs

#### VI. Technical Guidance and Assistance

#### VII. Training

#### VIII. Annual ADA Compliance Program Audit Report

#### X. Policy Dissemination

#### XI. Recordkeeping

#### XII. Definitions

#### XIII. Effective Date

#### I. PURPOSE:

It is the purpose of this order and the Americans with Disabilities Act compliance program:

- A. To prevent and eliminate discrimination against individuals with disabilities in employment and public services within state government;
- B. To establish policies, guidelines and procedures for state agencies to follow to ensure compliance with title I and title II of the Americans with Disabilities Act of 1990, as amended, and their implementing regulations.

#### II. POLICY:

It is the policy of the state that:

- A. No qualified individual with a disability shall be excluded, by reason of such disability, from participation in or be denied the benefits of the services, programs, or activities of a state agency, or be subjected to discrimination by any such agency.
- B. No agency shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and any other term, condition, and privilege of employment.
- C. Each agency shall operate each of its services, programs, and activities so that a service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

#### III. SUPPLEMENT TO EARLIER ORDERS:

This order supplements Administrative Order No. 18, dated November 22, 1972; Administrative Order No. 59, dated June 20, 1980; Administrative Order No. 75, dated April 8, 1983; Administrative Order No. 76, dated May 23, 1983; Administrative Order No. 81, dated October 25, 1984; Administrative Order No. 86, dated March 4, 1986; Administrative Order No. 93, dated March 4, 1987; and Administrative Order No. 109, dated May 13, 1988, by setting the controlling policies in regard to disability issues.

#### IV. ROLES AND RESPONSIBILITIES:

A. The Office of the Governor will retain overall responsibility for the coordination of the state's efforts to comply with and carry out its responsibilities under this order and the Americans with Disabilities Act. The governor shall appoint an official from within the state to serve as the State ADA Coordinator and make available to the public and state agencies the name, title, office address, and telephone number of the selected official.

B. The State ADA Coordinator will:

- (1) Coordinate and direct the activities of agencies under this order and the efforts of state agencies to comply with title I and title II of the Americans with Disabilities Act;



(2) Serve as the state's primary contact and liaison with the public and agencies on compliance issues regarding the Americans With Disabilities Act and the state's ADA compliance program;

(3) Ensure compliance with the order;

(4) Communicate to the public and interested individuals information regarding the ADA compliance program and the names, office addresses, and telephone numbers of agency ADA coordinators appointed under this order;

(5) Convene and facilitate meetings of the ADA taskforce assigned in this order with interdepartmental responsibilities for providing technical guidance and assistance;

(6) Serve as the primary point of service for and the overall coordinator of the state's responses to all complaints filed against state agencies with federal and state compliance agencies under the title II compliance procedures (28 C.F.R. 35.170) where the allegations are that the state discriminated in its services, policies, or practices, or failed to comply with the Americans with Disabilities Act.

C. Each commissioner is responsible for ensuring the effective implementation of this order within her or his department and ensuring compliance with the Americans with Disabilities Act. Each commissioner shall designate an official within the department to serve as the Department ADA Coordinator and the overall administrator of the department's ADA compliance program. Each commissioner shall make available to the public, the State ADA Coordinator, and department employees the name, title, office address and telephone number of the selected official. The Department ADA Coordinator shall receive guidance and direction from the department commissioner and the State ADA Coordinator on matters dealing with the Americans with Disabilities Act and is responsible for assuring timely and adequate requests for appropriations to implement the department's ADA compliance program.

D. The Department ADA Coordinator will:

(1) Coordinate the department's efforts to comply with and carry out its responsibilities under title I and title II of the Americans with Disabilities Act;

(2) Serve as the department's primary liaison between the department, the public, and other agencies on issues with the Americans with Disabilities Act and this order;

(3) Supervise the preparation and drafting of the department's title II self-evaluation required under 28 C.F.R. 35.105 and any transition plans developed under 28 C.F.R. 35.150;

(4) Maintain the department's self-evaluation on file and make it available for public inspection as required by 28 C.F.R. 35.105 and the State ADA Compliance Program;

(5) Supervise the department's title II complaint procedure, as required by 28 C.F.R. 35.107, and ensure that, for any complaint communicated to the department alleging noncompliance with the Americans with Disabilities Act or alleging any actions that would be prohibited by the Act or its implementing regulations, an investigation is conducted and the complaint is resolved promptly and equitably;

(6) Develop a training plan in consultation and cooperation with the Productivity Improvement Center in the Division of Personnel and Office of Equal Employment Opportunity, Department of Administration for department employees to ensure that managers, supervisors, and employees who provide direct services to the public are aware of their responsibilities under the Americans with Disabilities Act, the state policy, and this order, and are sensitized to the needs of people with disabilities;

(7) Direct the activities of the division directors and ADA coordinators within the department in complying with this order and with the Americans with Disabilities Act.

E. Each division director is responsible for ensuring the effective implementation of the department ADA compliance program within her or his division and ensuring compliance with the Americans with Disabilities Act. Directors of divisions with 50 or more employees shall appoint a Division ADA Coordinator to administer the division's ADA compliance program and shall make available to the public, the Department ADA Coordinator, the State ADA Coordinator, and division employees the name, title, office address, and telephone number of the selected employee.

F. The director in smaller divisions and the Division ADA Coordinator in divisions with 50 or more employees will, under the guidance and review of the Department ADA Coordinator:

- (1) Coordinate the division's efforts to comply with and carry out its responsibilities under title I and title II of the Americans with Disabilities Act, this order, and department directives;
- (2) Serve as the division's primary liaison between the division, the public, and other agencies on issues regarding the Americans with Disabilities Act and this order;
- (3) Oversee and coordinate the preparation of the division's title II self-evaluation required under 28 C.F.R. 35.105 and assist in the preparation of any transitional plans developed under 28 C.F.R. 35.150;
- (4) Serve as the coordinator for ADA complaints within the division;
- (5) Ensure that notice is given to applicants, participants, beneficiaries, and other interested persons on information regarding the Americans with Disabilities Act as required in 28 C.F.R. 35.106.

#### V. DEPARTMENT COMPLIANCE PROGRAMS:

Each department will implement a program to ensure that it is in compliance with title I and title II of the Americans with Disabilities Act. The department ADA compliance program must include the following components and measures:

- A. The appointment of a Department ADA Coordinator and division ADA coordinators for divisions with 50 or more employees by May 1, 1992 and as needed thereafter to fill vacancies;
- B. An evaluation of the department's current services, policies, and practices, as required in 28 C.F.R. 35.105, to be completed initially for public comment by June 15, 1992, finalized by January 26, 1993, updated through June 30, 1993; and updated annually thereafter;
- C. A plan of action, including a timetable, for making the necessary modifications to current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of the Americans with Disabilities Act and its implementing regulations, to be completed initially by January 26, 1993, updated through June 30, 1993, and updated annually thereafter;
- D. Transition plans, as required in 28 C.F.R. 35.150, in the event that structural changes to facilities will be undertaken to achieve program accessibility, to be completed initially by July 26, 1992, updated through June 30, 1993, and updated annually thereafter;
- E. An interim complaint procedure adopted under paragraphs IX.B. and IX.C., meeting the standards imposed by 28 C.F.R. 35.107, to be employed until the regulations referred to in paragraph IX.A. below have been adopted in accordance with the Administrative Procedure Act and have taken effect. Such an interim procedure must provide for prompt and equitable resolution of complaints alleging any action that would be prohibited by title II of the Americans with Disabilities Act;
- F. A plan for providing notice to applicants, participants, beneficiaries, and other interested persons on the provisions of title II of the Americans with Disabilities Act and its implementing regulations as required by 28 C.F.R. 35.106, to be completed by July 26, 1992;
- G. A plan for training managers, supervisors, and employees who provide direct services to the public in their responsibilities under the Americans with Disabilities Act and sensitizing them to the needs of people with disabilities to be completed by September 1, 1992, updated through June 30, 1993, and updated annually thereafter.

#### VI. TECHNICAL GUIDANCE AND ASSISTANCE:

- A. The Division of Personnel and Office of Equal Employment Opportunity in the Department of Administration will provide technical guidance and assistance to agencies on how to comply with the employment provisions of title I and title II of the Americans with Disabilities Act.

B. The Division of Engineering and Operations in the Department of Transportation and Public Facilities will provide technical guidance and assistance to state agencies on developing transition plans and making structural changes to state-owned facilities to achieve program accessibility, and on providing appropriate signage on buildings and other facilities.

C. The Division of General Services in the Department of Administration will provide technical guidance and assistance to agencies on procurement of assistive technologies and on issues where structural changes are required on state-leased facilities to achieve program accessibility.

D. The Division of Information Services in the Department of Administration will provide technical guidance and assistance to agencies on telecommunication devices for the deaf and other issues having to do with making telecommunications accessible within the state;

E. The Division of Vocational Rehabilitation in the Department of Education will provide technical advice to agencies on the nature of a disability and reasonable accommodations.

#### VII. TRAINING:

A. Each department will ensure that program managers, supervisors, and staff providing direct services to the public receive appropriate training to perform their duties under the Americans with Disabilities Act.

B. The Division of Personnel and Office of Equal Employment Opportunity's Productivity Improvement Center will provide advice and assistance to agencies in developing training plans and meeting training needs. Agencies shall submit the ADA training plans required under paragraph V.E. of this order and requests for training to the Productivity Improvement Center. Agencies will be responsible for training costs.

#### VIII. ANNUAL ADA COMPLIANCE PROGRAM AUDIT REPORT:

The Division of Audit and Management Services in the Office of Management and Budget, Office of the Governor shall conduct an annual performance audit of the State ADA Compliance Program, corresponding with the state fiscal year, and submit an audit report to the Governor and the State ADA Coordinator by September 30, 1993 and annually thereafter.

#### IX. COMPLAINT PROCEDURES:

A. Within 90 days of the date of this order, the State ADA Coordinator will prepare for adoption under AS 44.62.020 - 44.62.290 regulations setting out a complaint procedure meeting the requirements of 28 C.F.R. 35.107 which provide for prompt and equitable resolution of complaints alleging any action which would be prohibited by title II of the Americans with Disabilities Act. Public hearings under AS 44.62.210 may be conducted under the auspices of the Governor's Council for the Handicapped and Gifted. The regulations shall be adopted by the Governor and enforced as provided in the regulations.

B. Until the foregoing regulations are adopted<sup>1</sup> agencies shall follow the complaint procedures established under Administrative Order No. 81 for resolving complaints alleging violations of title II of the Americans with Disabilities Act.

C. For internal complaints of employment discrimination, and for employment discrimination complaints filed with federal or state compliance agencies under 29 C.F.R. 1630, 28 C.F.R. 35.170, or AS 128.80.220, agencies shall follow the procedures established under AS 44.21.505 by the Division of Personnel and Office of Equal Employment Opportunity in the Department of Administration.

#### X. POLICY DISSEMINATION:

A. Each agency shall post the state policy in Section II of this order in the form provided by the State ADA Coordinator on all bulletin boards and at every facility and office.

B. Each commissioner and division director shall ensure that copies of this order are disseminated to all managers and supervisors and that copies of the policy are included in all employee handbooks and department operating policies and procedures manuals.

C. The director of the Division of Personnel and Office of Equal Employment Opportunity shall ensure that a copy of this order is provided to all recruitment resources and to labor unions representing state employees.

#### XI. RECORDKEEPING:

A. An agency, as required by 29 C.F.R. 1602, shall maintain employee records, including applications, employee files, and agency anecdotal employee records, for a minimum of one year or, if an employment discrimination complaint has been filed, until the complaint is finally resolved, whichever is longer.

B. An agency, as required by 28 C.F.R. 35.105(c), shall maintain on file and make available for public inspection for at least three years following completion of its self-evaluation:

- (1) A list of the interested persons consulted in preparing the agency's self-evaluation and transition plans;
- (2) A description of areas examined and any problems identified; and,
- (3) A description of any actions taken and modifications made.

#### XII. DEFINITIONS:

Unless the context indicates otherwise, in this order

- (1) "ADA" means the Americans With Disabilities Act;
  - (2) "agency" or "state agency" means a department, office, agency, public corporation, board, commission, authority, or other organizational unit of the executive branch of state government excluding the University of Alaska and the Alaska Railroad Corporation;
  - (3) "commissioner" means the chief executive officer of an executive department or other agency with cabinet-level reporting status;
  - (4) "department" means one of the principal departments of the executive branch or any other agency approved by the State ADA Coordinator to function as a department under this order;
  - (5) "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment, as defined for title I of ADA in 29 C.F.R. 1630.2(g) and for title II of ADA in 28 C.F.R. 35.104;
  - (6) "qualified individual with a disability" means with respect to employment, as defined in 29 C.F.R. 1630.2(m), an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of the position;
- For purposes of programs and services other than employment, "qualified individual with a disability", as defined in 28 C.F.R. 35.104, means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity;
- (7) "order" means Administrative Order No.129;
  - (8) "state" means the executive branch of Alaska state government.

#### XIII. EFFECTIVE DATE:

This order takes effect immediately.

DATED at Juneau, Alaska this 22 day of April, 1992.

By: S/S Walter J. Hickel  
Walter J. Hickel  
Governor

## Administrative Order 195 - Diversity Policy



TONY KNOWLES  
GOVERNOR

STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

March 5, 2002

ADMINISTRATIVE ORDER NO. 195

### FINDINGS

I, Tony Knowles, Governor of the State of Alaska, make the following findings:

1. Alaska is one of the most ethnically diverse states in the nation. According to the 2000 census, 15.6 percent of Alaskans identify themselves as Alaska Native; 4.1 percent as Hispanic or Latino; 4 percent as Asian; 3.5 percent as African American; 5.4 percent as "mixed," and 69.3 percent as white.
2. As Alaskans, we cherish our freedoms and civil rights. The first act of the Territorial Legislature in 1913 gave women the right to vote--seven years before the rest of the nation. Civil rights legislation championed by Elizabeth Peratrovich and the Alaska Native Brotherhood and Sisterhood passed in 1945, two decades before the United States Civil Rights Act.
3. Alaskans have made great strides in overcoming discrimination and injustice, but recent events and findings of the Governor's Commission on Tolerance make it clear that levels of intolerance and discrimination continue to exist in our state.
4. As a nation and a state dedicated to democracy and civil liberties, we, as individuals, employers, employees, and communities must do all we can to eliminate discrimination and intolerance from our society and celebrate our diversity.
5. While tolerance and respect for all peoples inherently is the responsibility of each individual, those in leadership and institutional roles should lead this effort and teach by example.
6. As an employee, public servant, and institution, the State of Alaska can take steps to improve our workplaces and customer service to reflect the diversity of our state and our respect for all peoples.

### ORDER

I, Tony Knowles, Governor of the State of Alaska, under the authority vested in me by art. III, secs. 1, 16, and 24, of the Alaska Constitution, and in recognition of the findings concerning perceived institutional intolerance in state agencies set out in the final report of the Governor's Commission on Tolerance, renew the state's commitment to diversity in the state workplace free from discrimination and harassment. I declare that it is the continued goal of the executive branch to eliminate discrimination and harassment in the contexts of the state as an employer and service provider; to assure timely response to discrimination and harassment complaints concerning state personnel or services; to prohibit and prevent discriminatory behavior in the state workplace based on race, sex, color, religion, physical or mental disability, sexual orientation, or economic status, to assure that all Alaskans have the opportunity to compete fairly for state jobs; and to assure that state personnel serve all Alaskans with respect. This Order fosters policies contained in AS 18.80.010 - 18.80.300, AS 39.25.010 - 39.25.995, AS 44.19.450 - 44.19.458, in related regulations adopted under those statutes, and in Administrative Orders No. 189, 129, 109, 93, 86, 81, 76, 75, 59, 35, 24, and 18 on this subject.

To promote these policies, I order all of the state agencies of the executive branch to:



1. Implement within the head office of each state agency an early intervention process for discrimination and harassment complaints concerning state personnel. The Department of Administration shall establish this informal harassment and discrimination complaint process to be implemented by all state agencies consistent with collective bargaining agreements and law. The Department of Administration shall publicize the process to all state personnel through training, orientation, and educational materials. The Department of Administration shall facilitate training for supervisors and other state managers on how to recognize complaints of discrimination or harassment and the appropriate initial response to those complaints. The state agency head shall assign an internal complaint officer within the agency head's office to be responsible for the implementation and operation of the internal, informal complaint process within each state agency.
2. Implement standardized orientation for new hires to the state workforce and provide diversity training for all state personnel. The Department of Administration shall standardize new hire orientation to assure that new state personnel are advised of their rights and responsibilities with respect to human rights, equal employment opportunity, and civil rights law and of their responsibility for contributing to a positive workplace for all state workers. In addition to the currently offered curriculum on "Respectful Workplace," the Department of Administration shall embark on a statewide diversity training initiative for all state employees. This training shall emphasize a broad definition of diversity. The course shall be available through the division of personnel, Department of Administration, as a regularly scheduled class in Anchorage, Fairbanks, Juneau, and other communities as necessary, and on request as a customized course for state staff units throughout Alaska. With the approval of the Department of Administration, each state agency may adapt the training to specific needs and circumstances of that agency and may use current, successful training programs to avoid duplication with the statewide program, with the understanding that all agency training must include all essential elements of the statewide program. To the maximum extent possible, all state employees currently serving in a supervisory position must complete a diversity training course described in this provision within one year after the effective date of this Order and state employees hired for a supervisory position after the effective date of this Order must complete the training course within one year after hire.
3. Increase recruitment outreach, improve training for hiring managers, and broaden the high school and college internship programs to ensure the widest diversity of opportunity for all Alaskans. Each state agency shall engage in active recruitment outreach activities, including job fairs, that reach more diverse segments of Alaska's population and cooperative efforts with Alaska Native and other ethnic organizations to provide training on how to apply for state jobs. The Division of Personnel, Department of Administration, shall assure that basic Workplace Alaska training for hiring managers emphasizes the importance of fair treatment for all minorities throughout the state recruitment process. Training for managers shall include techniques for interviewing diverse applicants to assure absence of bias. The division of personnel, Department of Administration, shall work with public school and University of Alaska administrators to develop and advertise a statewide high school and college internship program that is open to all Alaska students.
4. Implement customer service training for all state agency employees who deal with the public on a day-to-day basis and an informal public service complaint process within each state agency. Each state agency shall establish an open and publicized complaint process through which the public can make their concerns known to the state agency regarding perceived discrimination in state service delivery. Each state agency shall report to the Governor annually, no later than December 31 of each year, on the number and type of complaints and their response to each. State employees who interact with the public will attend training offered by the division of personnel, Department of Administration, stressing the importance of treating all citizens with respect regardless of the citizen's background, origin, or life style. The training will develop skills for providing service to a diverse public and will take into consideration the specific needs of each state agency based on the customers it serves.

This Order takes effect immediately.

Dated at Juneau, Alaska this 5th day of March 2002.

S/S Tony Knowles  
Tony Knowles  
Governor



### STATE OF ALASKA ALCOHOL & DRUG-FREE WORKPLACE Statement of Policy

The State of Alaska recognizes the need for each employee to work in a safe and healthy environment. It also recognizes the improper use of alcohol or a controlled substance can have significant impact in the workplace and can pose serious threat to the health, safety and wellbeing of other coworkers and to the public. Therefore, it is long-standing state policy to promote and maintain an alcohol and drug-free workplace. Classified employees and appointed officials are prohibited from engaging in the improper or unlawful use manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance on state property, in the workplace or while in performance of official duties. An employee or official who violates this prohibition is subject to disciplinary action, up to and including termination from employment.

As one means of promoting a safe and productive workplace, the state has taken proper steps to deter the incidence of improper alcohol and drug use among its employees. Steps include ensuring employees have access to information about the dangers of alcohol and drug use, providing employee treatment, counseling and referral services through participating Employee Assistance Programs (EAP), implementing lawful mandatory drug and alcohol testing policy for certain employee occupations and program groups, and pursuing appropriate criminal penalties.

All state employees must: (1) adhere to the intent of this policy statement, and (2) inform his or her supervisor and department or agency human resources official, in writing, of a conviction for the use of alcohol or a controlled substance occurring in the workplace or while performing official duties, by not later than five calendar days after being convicted. Moreover, if the convicted employee is working under a U.S. Department of Health and Human Services (DHHS) direct or pass-through grant, the employing department or agency must notify the DHHS, in writing, within ten calendar days of receiving notice of or otherwise becoming aware of a conviction for unlawful use of a controlled substance. Notification must include the name and position title of the employee and the DHSS program identification number.

The employing department or agency must, within 30 calendar days of receiving notice of or becoming aware of a conviction for unlawful use of alcohol or drugs, take appropriate personnel action against the convicted employee, up to and including the termination of employment. The employing department or agency should consult with their human resource official or with the Division of Personnel & Labor Relations before commencing personnel action.

The Office of the Governor joins in committing the State of Alaska to abide by this alcohol and drug-free workplace policy which is administered through relevant employer policies, personnel regulations and negotiated labor contracts.

## State of Alaska

### Office of Information Technology

#### Information Security Policies

Title: Business Use/Acceptable Use  
Number: ISP-172  
Version: 1.12  
Pages: 6

Effective: 7/1/2017  
Last Review: 7/1/2017  
Next Review: Annually  
Approved by: CIO  
Distribution: SOA

## 1. Purpose

To outline acceptable use and clarify the protection of State of Alaska (SOA) information assets and technology resources. Unacceptable use exposes SOA to unwarranted risk (e.g., virus attacks, compromised network systems, services and legal issues associated with data tampering, data theft and privacy).

## 2. Statutory Authority

Under Alaska Statute (AS) 44.21 et. Seq., the Department of Administration is assigned responsibility for statewide Executive Branch automated data processing and telecommunication support.

The Governor's Administrative Order 284 (AO 284) establishes the statewide Office of Information Technology (OIT) to be housed within the Department of Administration. The AO further establishes the position of Chief Information Officer (CIO), with designated authority for all telecommunication and information technology services within the SOA Executive Branch.

Records owned by executive branch agencies are subject to oversight as designated by the Commissioner of their respective department as specified in AS 44.17. Record retention requirements are subject to comply with State archivist statutes AS 40.21. OIT sets and enforces digital information security, privacy, and protection standards and practices assuring all SOA information assets.

## 3. Policy Scope

This policy is applicable to all SOA branches, departments, divisions, corporations, commissions or other related entities which will be referred to as Department(s).

## 4. Definitions

Terms in this document are defined in the SOA policy ISP-002 Information Security Glossary.

## 5. Policy Statement

This policy stipulates:

- Acceptable Use.

### 5.1. Acceptable Use

#### 5.1.1 Access for Authorized Purposes

Acceptable use applies to all personnel (e.g., employees, partners, contractors, consultants, temporaries, other SOA workers and workers affiliated with third parties or anyone having access to SOA information that is not directly accessible to the general public from a non-SOA network (e.g., Internet)) and the use of all information processing equipment, including but not limited to computer equipment, software, operating system, storage media, and network accounts providing electronic mail, World Wide Web (www) browsing, file transfer protocol (FTP), Windows<sup>®</sup> mobile devices, Smartphones, personal digital assistants (PDAs),

**State of Alaska**

Office of Information Technology

**Information Security Policies**

Title: Business Use/Acceptable Use

Number: ISP-172

etc. and further applies to resources owned, leased, or managed by SOA or its designees and to non-SOA resources used at SOA facilities in the conduct of SOA business.

Personnel must use SOA networks and associated systems for authorized business purposes only. Personnel must not access information, programs, or systems when such access is not required for an authorized business purpose. This includes system administrators who must have system access rights due to their job responsibilities. Administrators must not view or otherwise access SOA user information without the express consent of the user, Executive Management or the Division of Personnel and Labor Relations (DOPLR).

SSO personnel will monitor equipment, systems, and network traffic at any time, for the purpose of security and network maintenance.

**5.1.2 Personal Computing Equipment Prohibited Use**

Personnel must not use personal computing equipment (e.g., laptops, PC, workstations, servers, external hard drive, USB devices, Smartphone or other networking equipment) within the SOA wide area network (WAN) or local area networks (LANs) for SOA or personal business. Personnel who connect a personal device to an SOA network or device in violation of this policy are exposing the device and all information on the device to potential monitoring, collection and public disclosure.

**5.1.3 Contractors Computing Equipment Authorization**

Contractors may use their personal or company owned devices within the SOA WAN or LANs, but these devices must be subject to all SOA policies when connecting to the SOA networks and will be monitored, reported and audited for security purposes. Contractors forfeit any right to privacy.

Contractors who connect personal or company owned devices to the SOA network acknowledge that all materials and information on each device are subject to monitoring, review, collection and public disclosure by State or federal statute, regulations, administrative order, policy or directive.

**5.1.4 Application of Passwords**

Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed regularly. Personnel must use passwords of strength, specific criteria and control to access and protect the SOA WAN and LANs and must adhere to what is defined in SOA policy ISP-178 Password Management.

With the exception of public-access terminals or by SOA SSO written authorization, all non-mainframe computers (e.g., servers, workstations, terminals and laptop computers) must be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less. When personnel leave a computer unattended this password-protected screensaver feature must be manually activated or the computer must be turned off.

**5.1.5 Posting of SOA Sponsored Accounts**

SOA sponsored accounts to news groups or web forums shall contain a disclaimer which states the opinions expressed are strictly the poster's own and not necessarily those of the SOA, unless posting is in the course of business duties.

## State of Alaska

Office of Information Technology

### Information Security Policies

Title: Business Use/Acceptable Use

Number: ISP-172

---

#### 5.1.6 Use of Issued Credentials

Personnel must use only the user IDs, network addresses, and network connections defined by the SOA or department information technology administration staff to access SOA networks and associated systems.

#### 5.1.7 Unauthorized Security Tools

Personnel must not download, install, or execute any security program or utility (e.g., password cracker, network sniffer, vulnerability scanner) designed to reveal weaknesses in the security of a system without explicit authorization from the State Security Office (SSO).

#### 5.1.8 Execution of Electronic Information

Personnel must use extreme caution when opening files that have been sent to or received either electronically or on removable media (e.g., floppy disk, CD/DVD, USB Flash drive). Examples of such files are email attachments received from unknown senders, files downloaded from the www or FTP sites, seemingly innocuous commercial files, etc. Any and all of these items can contain viruses, e-mail bombs, trojan-horse code, spyware/ad-ware, BOT net, other malware, or inappropriate material and should be suspected. If personnel experience unusual computer symptoms when opening unknown files, they must report these to their department IT staff immediately. If contractors with SOA business suspect any of the above listed items they shall disconnect from SOA network and notify their client supervisor immediately for remediation in all efforts to protect SOA information assets.

#### 5.1.9 Unacceptable Use

Under no circumstances are personnel of the SOA authorized to engage in any activity that is illegal or in violation of local, State, federal or international law, or Alaska Administrative Code.

Prohibited email, communication activities, system and network activities are listed below. Personnel may be exempted from some of these restrictions during the course of their valid job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services or the requirement of a law enforcement investigation) however, cautious and meticulous adherence must be followed by all users.

##### 5.1.9.1 E-mail and Communications Prohibited Activities:

- Any illegal activity.
- Intentionally sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.
- Any form of harassment via email, instant messaging, telephone, paging, or other electronic means, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within SOA networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by SOA or connected via the State's network.



**State of Alaska**

Office of Information Technology

**Information Security Policies**

Title: Business Use/Acceptable Use

Number: ISP-172

- Posting the same or similar non-business-related messages to Usenet news groups or web forums.
- Use for access to or distribution of indecent or obscene material, including child pornography.
- Use for commercial activities, including advertising, unless specific to charter, mission, or duties of the government agency.
- Use for fundraising, political campaign or partisan activities, or public relations activities not specifically related to SOA government activities.
- Use of SOA information technology resources for personal gain.

**5.1.9.2 System and Network Prohibited Activities:**

- Violations of the rights of any person or company protected by copyright “©”, or trade mark “™” or registered “®”, or trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the SOA.
- Unauthorized copying of Copyright Material “©” including, but not limited to, digitization and distribution of photographs from magazines, books or other copyright sources, copyright music, and the installation of any copyright software for which the SOA or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. Intentional introduction of malicious programs into SOA information technology resources (e.g., introducing viruses, worms, Trojan horses, e-mail bombs, etc. into the SOA network or individual SOA computing devices).
- Revealing account information to others or allowing use of a personal account by others. This includes family and other household members when work is being done at home.
- Using SOA computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Making fraudulent offers of products, items, or services originating from any SOA account.
- Intentionally causing security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forging route information for malicious purposes.
- Network vulnerability testing, security scanning, virus or Trojan horse testing or executing any form of network monitoring, which will intercept data not intended for the user’s host.
- Any activity, application or service that disables, tampers with, circumvents security solutions, services, controls, user authentication, security of any host, network or account, or interfering with or denying service to any authorized user or service is prohibited and strictly enforced. (e.g., URL filtering, network monitoring, remote access requirements through SOA virtual private network, SOA ingress/egress access control requirements, Cisco Security Agent, and other security solution,

## State of Alaska

Office of Information Technology

### Information Security Policies

Title: Business Use/Acceptable Use

Number: ISP-172

---

- service, or control, intentionally evading a security solution or process, or creating a denial of service to a user, applications, host, network, or other SOA process).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with or disable another user's terminal session via any means, locally or via the Internet/intranet/extranet.
  - Providing information about or lists of SOA personnel to any outside parties, without a business case or SSO approval.
  - Personal use of or divulging of private or confidential information regarding any individual obtained by any personnel, as a result of performance of job duties or as a result of their employment with the SOA.
  - Use of encryption (at rest or in transit) without an approved business case justification and written approval from the ISO Designee and the SSO.
  - Uses of peer-to-peer (P2P) file transfer solutions (e.g., Gnutella, BitTorrent, etc.) without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.
  - Use of non-standard, non-SOA provided instant messaging technologies (e.g., Skype, MSN, AOL, Googletalk, etc.) or other similar technologies without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.
  - Use of non-standard remote control technologies (e.g., GoToMyPC, Dameware, Radmin, etc.) or other similar technologies.
  - Use of non-operating system standard screen saver or other similar technologies.
  - Use of any external proxy systems or other similar technologies.
  - Use of any program or application that performs off-site document or file indexing (e.g., Google Desktop) or other similar technologies.
  - Use of any streaming media technologies (e.g., Radio, YouTube, etc.) without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.

#### 5.1.10 Least Privilege

Personnel tasked with network user administration must ensure that network and system access controls are configured to limit the privileges extended to users to the least necessary to accomplish authorized business purposes.

#### 5.1.11 Applicable Statutes and Enforcement

The Executive Branch Ethics Act states a public employee may not "**use state time, property, equipment, or other facilities to benefit personal or financial interests**" (AS 39.52.120(b)(3)). Further, "standards of ethical conduct for members of the executive branch need to distinguish between those minor and inconsequential conflicts ... and those conflicts of interests that are substantial and material." (AS 39.52.110(a)(3)).

The Executive Management acknowledges that incidental personal use may be unavoidable in today's electronic environment. In cases where SOA office technology incidental personal use occurs, users must be aware that there is no right to privacy regarding these occurrences. Applicable Statutes, Administrative Orders and Codes include, but are not limited to: AS 39.52, Alaska Executive Branch Ethics Act; Administrative Order #81, Nondiscrimination and Non-Harassment; Administrative Code 9 AAC 52, Alaska Executive Branch Code of Ethics; AS 39.25.160, Alaska Little Hatch Act; AS 24.60, Legislature Standards of Conduct.

**State of Alaska**

Office of Information Technology

***Information Security Policies***

Title: Business Use/Acceptable Use

Number: ISP-172

---

Personnel found to have violated this policy are subject to discipline up to and including dismissal.

SOA Internal

## Political Activities Policy

### EXECUTIVE BRANCH ETHICS ACT

#### Prohibition on Use of State Resources for Partisan Political Purposes

Alaska Statute 39.52.120(b)(6) states that a public officer may not “use or authorize the use of state funds, facilities, equipment, services, or another government asset or resource for partisan political purposes.” The phrase “for partisan political purposes” means “having the intent to differentially benefit or harm a (i) candidate or potential candidate for elective office; or (ii) political party or group.” It does not include “having the intent to benefit the public interest at large through the normal performance of duties.”

This provision is interpreted stringently to prohibit any use of state equipment and facilities for political activity. It is also unacceptable to use state equipment “for fundraising, political campaign activities, or public relations activities not specifically related to state government activities” under the State of Alaska’s *Business Use/Personal Use Policy (ISP-172)*.

A state officer may reply to a communication relating to a partisan political activity only to advise the sender that use of state equipment for such purposes is prohibited and to provide an alternate place of contact, if courtesy would require it, without violating the Ethics Act. Any other activity related to partisan political activity is prohibited.

There are express exceptions for use of the governor’s residence, a state facility, and, so long as there is no charge to the state, use of communications equipment in the residence and some limited use of state aircraft.

In addition, AS 39.52.120(d) provides:

[W]hen determining whether a public officer is considered to be performing a task on government time, the attorney general and personnel board shall consider the public officer’s work schedule as set by the public officer’s immediate supervisor, if any. A public officer other than the governor and lieutenant governor who, during the work days, engages in political campaign activities other than minor, inconsequential, and unavoidable campaign activities shall take approved leave for the period of campaigning.

Finally, section 120 also prohibits a state officer from misusing his or her position to benefit a “personal interest.” The definition of that term includes involvement in a political organization.

We address issues on a case by case basis guided by these provisions as well as AS 39.25.178 (listing employee political rights) and AS 39.25.160 (stating prohibitions related to political activity).

If uncertain of the propriety of an activity, department employees and interns may contact Matthew Stinson, the state ethics attorney.

## Department Policies

### Ethics

The Alaska Executive Branch Ethics Act applies to all executive branch employees. Department employees should seek to understand their obligations under the act because they owe the public a duty to behave ethically and can be subject to severe penalties for violating the act.

Details of the Act can be found in the statutes, AS 39.52.101-960, and the regulations, 9 AAC 52.010 – 990, which are available on the Department of Law website. The website also provides other helpful Ethics Act information, including a video, self-guided training, disclosure forms, and guidance on particular issues:

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

In general, the Ethics Act prohibits substantial and material conflicts of interest, and improperly benefitting from one’s position as a public employee. The Ethics Act prohibits or restricts the following:

- a. Misuse of Official position (AS 39.52.120), which includes:
  1. using your position to obtain a personal gain or to grant an unwarranted benefit or treatment for someone else, AS 39.52.120(a);
  2. using your position to get yourself a private job or a private contract, AS 39.52.120(b)(1);
  3. asking for—or accepting—money or any other valuable commodity for doing your state job, AS 39.52.120(b)(2);

4. using your on-duty time, your office, or your office equipment (including the telephone) as if they were your own, especially if it furthers a personal or financial interest, AS 39.52.120(b)(4);
  5. taking an official action in a matter in which you have a personal or financial stake, AS 39.52.120(b)(4);
  6. coercing a subordinate state employee for your personal or financial benefit, AS 39.52.120(b)(5);
  7. using or authorizing the use of state funds, facilities, equipment, services, or another government asset or resource for partisan political purposes, AS 39.52.120(b)(6); and
  8. attempting to influence the outcome of an administrative hearing by contacting, or attempting to contact, the hearing officer or other official with authority to make the final decision in a case, with certain exceptions, AS 39.52.120(e).
- b. Improper Gifts (AS 39.52.130), which includes:
1. accepting or receiving a gift (including entertainment, travel, or hospitality) that is a benefit to your personal or financial interests, “under circumstances in which it could be reasonably inferred that the gift is intended to influence the performance of official duties, actions, or judgment,” AS 39.52.130(a); and
  2. accepting a gift with a value in excess of \$150 and failing to file a disclosure with your designated ethics supervisor for review and approval within 30 days after receipt of the gift, AS 39.52.130(b).
- c. Improper Use or Disclosure of Information (AS 39.52.140), which includes:
1. using or disclosing undisseminated information acquired from state employment if that use or disclosure could result in a financial or personal benefit to you or a family member, unless the information has already been publicly disseminated, AS 39.52.140(a); or
  2. using or disclosing, without appropriate authorization, information acquired in the course of your state duties that is confidential by law, AS 30.52.140(b).
- d. Improper Influence in State Grants, Contracts, Leases, or Loans (AS 39.52.150), which includes awarding a grant or contract to a business in which you have a personal or financial stake, or to a business of a close relative, with certain exceptions.
- e. Improper Representation (AS 39.52.160), which includes representing someone for compensation in a matter pending in the administrative unit in which you serve or for free if it benefits your personal or financial interest.
- f. Outside Employment (AS 39.52.170), which includes taking an additional job or undertaking outside services that make it difficult for you to get your state work done or that is incompatible with your state job. Department attorneys may not engage in the private practice of law for profit. Other employment or services might be permissible; all state employees must report any outside employment or services, legal or otherwise. An employee must submit a report of outside employment or services that benefit a personal or financial interest by July 1 of each year, and must report any changes during the year as they occur. Reporting forms can be found at this link: [http://law.alaska.gov/pdf/ethics/FORM\\_OutsideEmploy.pdf](http://law.alaska.gov/pdf/ethics/FORM_OutsideEmploy.pdf). The designated ethics supervisor, in conjunction with the employee’s supervisor, will determine whether the reported outside employment or service is approved. The employment or service may be disapproved if it is incompatible or in conflict with the proper discharge of official duties.
- g. Aiding a Violation of the Ethics Act (AS 39.52.190), which prohibits knowingly aiding another public officer in a violation of the Ethics Act.
- h. Post-state employment. The Ethics Act also restricts post-employment actions. A public officer who leaves state service may not—for two years after leaving state service—represent, advise, or assist a person for compensation regarding a matter that was under consideration by the administrative unit served by that public officer, and in which the officer personally and substantially participated through the exercise of official action. See AS 39.52.180(a). For the purposes of this prohibition, “matter” includes a case, proceeding, application, contract, determination, proposal or consideration of a legislative bill, a resolution, a constitutional amendment, or other legislative measure, or proposal, consideration, or adoption of an administrative regulation. *Id.*

The Ethics Act also limits the manner in which a state official can seek other employment while still in state service. For details, see Ethics Opinion of May 25, 2005: [www.law.alaska.gov/pdf/opinions/opinions\\_2005/05-010\\_ethics.pdf](http://www.law.alaska.gov/pdf/opinions/opinions_2005/05-010_ethics.pdf).



## Political Activities

Departmental employees, like all state employees, enjoy statutory protection to engage in certain political activities. *See* AS 39.25.178. A state employee may:

1. be a member of a national, state, or local political party;
2. take part in a political campaign;
3. express political opinions; however, while engaged in official business, a state employee may not display or distribute partisan political material;
4. register party preference;
5. serve as a voting or nonvoting delegate to a party convention;
6. be appointed, nominated, or elected to nonpartisan public office in a local government unit; and
7. make contributions to a political party or candidate for public office.

Employees of the department are also subject to certain restrictions relating to political activities. Prohibited political activities are enumerated in AS 39.25.160 and include the following:

1. a classified employee may not take an active part in the management of a political party above the precinct level;
2. a person may not require an assessment, subscription, contribution, or service for a political party from a state employee;
3. a person may not seek or attempt to use a political party endorsement in connection with an appointment or promotion in the classified service;
4. an employee in the classified or partially exempt service who seeks nomination or becomes a candidate for state or national elective political office shall immediately resign any position on the date the employee files a declaration of candidacy for state or national elective office (exempt employees should consult AS 39.25.160(e));
5. action affecting the employment status of an employee in the classified service or an applicant for a position in the classified service, including appointment, promotion, demotion, suspension, or removal, may not be taken or withheld on the basis of unlawful discrimination due to political beliefs;
6. a state employee, whether in the classified, partially exempt, or exempt service, may not campaign on

behalf of a political candidate on government time.

In addition, AS 39.52.120(b)(6) prohibits the use of any state funds, facilities, equipment, services, or government asset or resource for partisan political purposes. Likewise, AS 15.13.145 generally prohibits state employees or officers from using state funds to affect the outcome of a state or municipal election unless the expenditure is one of the limited exceptions specifically authorized by AS 15.13.145 (b) or (c). State funds encompass all state resources including travel vouchers, reimbursement for lodging, meals, per diem, staff time, and state equipment.

As explicit as these provisions are, they do not replace good judgment in your daily conduct of state business. They also may not cover every possible situation. Employees are encouraged to seek guidance from their supervisors if questions arise.

## Hours/Lunch/Vacation Time

Our offices are open Monday through Friday, from 8:00 a.m. to 4:30 p.m. Support staff's schedules ensure that our reception desk and main office phones are monitored at all time.

Most of you have a ten-week internship with the Department of Law. You can elect to work five days a week, for 7.5 hours a day, not including an hour for lunch. In addition, the department allows employees to elect (with the approval of their supervisor) either a flex schedule or an alternate work week schedule. A flex schedule consists of

working 7.5 hours a day, five days a week outside of normal office hours (starting between 7:00 a.m. and 9:30 a.m., and ending between 3:00 p.m. and 6:30 p.m.). An alternate work week schedule generally entails working slightly longer days in order to have a 4-day workweek every other week.

You can speak with your supervisor to set the times for the beginning and ending of your day. We encourage you to work hard, but to get out and explore Alaska

as well. If you would like to take any time off in the regular work week, please get prior approval from your supervisor. Some sections will approve time off in the middle of the internship (i.e. a one week vacation) as long as the full term of the internship is ten weeks.

If you will not be coming into the office because of illness or other reasons, please telephone your supervisor and report the reason. It is preferable for interns to speak with someone rather than leave a voicemail message.

### MEMORANDUM

State of Alaska  
Department of Law

To: All Employees

Date: June 30, 2003

Telephone:

From: Kathryn Daughhetee  
Director  
Administrative Services Division

Subject: Personal Long Distance  
Phone Calls

The use of the State telephone network to make personal long distance calls is unacceptable. Such practices constitute an unauthorized expenditure under the State of Alaska Administrative Manual 35.150 Unauthorized Expenditures.

The intent to reimburse the state does not favorably resolve the issue. Identification of personal calls and the process of reimbursement are costly, often far above the cost of the call itself. It is a simple matter to obtain a telephone calling card and carry it along with other essential personal identification for use when a personal emergency may arise during working hours.

Employees are requested to either obtain a personal long distance card, charge calls to their home numbers, or refrain from using the State telephone network for personal long distance calls entirely. Your cooperation in this matter will be greatly appreciated.

## E-mail Etiquette

Email is the common form of communication within and outside of our office and may be a public record (See Records Management and Retention, p. 30). Keep in mind that it is only one of many forms of communication—other methods include in-person conversations, telephone conversations, and letters sent via mail or facsimile. Determine the appropriate communication tool based on the circumstances including content, schedules, and timing. If you determine an email is the best form of communication, consider the following guidelines when you draft and send an email:

1. Recipients (“To,” “CC,” and “BCC”): Determine who should receive the email and whether the recipient should be in the “To,” “CC,” or “BCC” field. Put a person in the “To” field if you expect the person to read and respond to the email. A person in the “CC” field is a person who you do not expect to respond but who needs to know about the information in the email, such as a supervisor or a project team member. The “BCC” field should be used sparingly; the other recipients of the email cannot see the name and email address of a person in the BCC field.
2. Content: The email should be clear and concise. A recipient is less likely to respond promptly to a long email. Consider the recipient and include sufficient information for the recipient to understand the email. If you are requesting the recipient to take action, clearly state that in your email. If you have multiple requests or multiple issues, number each request or issue.
3. Grammar: Use proper grammar, punctuation, and sentence structure when drafting your email. Spell-check your email. Emails with spelling and other mistakes are unprofessional and reflect poorly on you and the department. Reread your email before sending it.
4. Format: Do not type in all capitalized letters; this is the written equivalent of shouting. Be careful with patterned backgrounds as they can make emails difficult to read. Avoid unusual fonts; not all computers are equipped with all font types.
5. Subject line: Include one or two descriptive words in the subject line of the email to alert the recipient of the topic. This also makes it easier to search for emails by topic.
6. Priority: Use the high priority flag only for urgent matters; do not overuse this priority status.
7. Forwarding: When forwarding emails, include a brief description to the recipient explaining why you are forwarding the email. Also, be aware of the previous message thread, including previous recipients and emails, and consider whether you want a new recipient to have the previous message thread. This is particularly important when forwarding a message to a person outside of the Attorney General’s office or the state email system.
8. Confusion and Misunderstanding: Do not make assumptions about an email. If you do not understand an email or it is confusing, consider contacting the sender and discussing it over the phone.
9. Tone: Consider the tone of your email. Avoid sarcasm which can be misinterpreted when read without the benefit of voice inflection or non-verbal clues.
10. Emotions: Avoid sending or replying to an email when emotions are high or if you are angry.
11. Reply All: Do not hit “reply all” to an email if everyone on the email does not need to see your response. When drafting an email to many recipients, you can eliminate the possibility of this occurring by sending the email to yourself and placing the other recipients in the BCC field. If a recipient hits “reply all,” the reply will not be sent to the BCC recipients in the original email.
12. Message Thread: When replying to an email, include the message thread so the recipient has the history of the previous conversation and can understand your current email in the context of the previous emails.

## Solicitation

Commercial solicitation is prohibited in all offices.

## Personal Mail

The prohibitions on use of state resources for personal gain include personal mail. The division disapproves of staff receiving personal mail at the office. Mail is handled by state employees, and it is considered an inappropriate use of state resources to require state employees to handle personal mail.

## Recording of Telephone Conversations

Attorneys may record telephone conversations only if all parties to the conversation are on notice and certain information is captured on the recording

at the onset. A non-attorney employee whose job description includes the taking of witness statements must follow the same guidelines.

No department employee should tape or record telephone conversations as a matter of course without the knowledge and consent of all parties. Recording is permitted only in urgent circumstances such as when a caller is threatening someone with harm, or with prior approval of the Civil or Criminal Deputy Attorney General.

## Purchases of Supplies, Equipment and Services

If you need specific supplies, equipment or services, get approval beforehand from your section supervisor.

## Travel

All business-related travel for the internship program will be handled by your office manager and other intern program coordinators. Prior approval is required before any travel arrangements are made.

[Alaska Administrative Manual 60](#) covers all the protocols that travelers and travel planners must adhere to.

## Records Management and Retention

Under AS 40.21 and its implementing regulations, division personnel must comply with the General Administrative Records Retention Schedule and the records retention schedules for the civil division, administrative services division, and Office of the Attorney General. Records subject to multiple retention requirements must be retained for the longest applicable period.

Division personnel must also comply with the email archiving policy issued by the Commissioner of the Department of Administration. That policy makes clear that emails, including attachments, are subject to the same records retention requirements that are applicable to any other electronic or non-electronic records. Under the policy, executive branch employees, who are divided into two groups—“executive employees” and “non-executive employees” (as defined by the policy)—must archive their sent and received emails that are “records” (as defined by AS 40.21.150) into the designated executive branch email archiving system, Symantec Enterprise Vault. “Executive employees” are “public officials” under AS 39.50.200(a)(9) or persons in a job classification that is identified in the Email Retention Policy; all

other executive branch personnel are “non-executive employees.” In the civil division, the Attorney General, Deputy Attorney General, and Civil Division Director are “executive employees”; all other civil division employees are “non-executive employees.”

Executive employees’ emails that are not deleted within 1 year after being sent or received will be automatically archived in a “permanent” retention folder. Non-executive employees’ emails that are not archived within 1 year after being sent or received will be automatically deleted.

All employees must archive their record emails in accordance with the applicable records retention requirements; no employee may delete or allow the automatic deletion of record or non-record email that is subject to any preservation requirement (*e.g.*, under the Alaska Public Records Act or a legal hold). Archived email may be moved from any archive retention folder to any other retention folder; for retention purposes, the relevant date is the date the email was sent or received, not the date it was archived or moved from one retention folder to another; therefore, an email moved into a folder with a shorter retention schedule than the email’s age (calculated from the sent or received date) will automatically expire.

When executive branch employees use email for state business, they must, whenever feasible, use the state’s email system. If a personal email account is used, the email must also be sent to the employee’s state email account. “Personal information” (as defined by AS 45.48.090(7) and AS 45.48.590(4)) must never be sent to or from an executive branch employee’s personal email account or to or from a state employee who is not authorized to review it. “Personal information” includes an individual’s passport number; driver’s license number; state identification number; bank account number or credit, debit, or other payment card number, including any personal codes; financial account information; information from a financial application; or an individual’s (i) name *and* (ii) social security number, medical information, insurance policy number, employment information, or employment history.

Not complying with the email archiving policy may result in discipline including dismissal. Upon implementation of the email archiving system, all executive branch employees with state email accounts must be educated on the policy; and new employees’ accounts will not be activated until they receive that education.

More detailed guidance is found at the following links: Department of Law’s Record Retention Schedules:

<https://archives.alaska.gov/documents/rims/schedules/law/03-82-1.pdf>

Email guidance is also available on the intranet:

[http://inside/Intranet/includes/secure\\_file.cfm?ID=1190&menuID=6](http://inside/Intranet/includes/secure_file.cfm?ID=1190&menuID=6)

## Information Management and Electronic Resources

### *Legislative History Research*

1. Before giving legal advice, reviewing a regulation project, or drafting a brief, an assistant attorney general should review the legislative history of a statute.
2. Alaska courts recognize the value of legislative history in interpreting statutes. *See Alaska Nat'l Ins. Co. v. Nw. Cedar Structures, Inc.*, 153 P.3d 336, 339 (Alaska 2007).
3. There are three primary ways to research a statute's legislative history:

**Legislative Computer Resources** – Through the Alaska State Legislature's tracking system (BASIS), various versions of introduced bills and committee substitutes can be located and compared. Also, minutes of legislative committees are routinely posted. Letters of intent passed in committees or on the House or Senate floor can be located by researching the House and Senate journals posted. Finally, for bills introduced at the Governor's request, transmittal letters signed by the Governor are available. BASIS is located at [www.legis.state.ak.us/basis](http://www.legis.state.ak.us/basis).

**Legislative Affairs Agency Reference Library** – Originals of many legislative committee file records are deposited with the Legislative Affairs Agency's Legislative Reference Library in Juneau. Typical materials located in the files are written testimony of witnesses, research memoranda of staff, sectional analyses of bills, and released legal opinions of the Legislative Affairs Agency's legal counsel. The Legislative Reference Library can be reached at (907) 465-3808.

**Department of Law Bill Review Files** – The division routinely prepares bill reviews, which are legal analyses of bills that have passed the legislature and are awaiting action by the Governor. Bill review files can be located and reviewed by contacting the Legislation & Regulations Section.

### *Westlaw Passwords*

The division subscribes to a large number of Westlaw databases. A pop-up screen will alert a user when they attempt to access a Westlaw database that is not included in the division's subscription. As an important cost control measure, if you wish to use a Westlaw database that is not included in the division's subscription you must first obtain permission from the statewide section supervisor.

Office Managers will provide Westlaw passwords to all summer interns.

### *PACER*

Upon request, office managers will provide PACER ("Public Access to Court Electronic Records") passwords to any staff. PACER is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District, and Bankruptcy courts, and the U.S. Party/Case Index via the Internet.

### *Outlook*

The division uses Microsoft Outlook / O365 for email communications. Training guides and answers to other frequently asked questions are available on the department's Intranet under the "Resources" section, Email Guidance.

### *Disco*

Disco is an electronic discovery tool used to review, redact, tag and produce electronic documents in PDF or load file format, primarily for litigation and Alaska Public Records Act requests.

Access to Disco is restricted to LAW employees who have attended training and have active data processed into the tool. Training and support for Disco is managed by the Information and Project Support Section.

More information on electronic discovery can be found on the intranet:

<http://inside/intranet/Site/view.cfm?siteID=5025>

### *ADN Archives*

Employees who have a business need may access the Alaska Daily News online for archived copies of news articles.



## Intranet

The department has an internal site that is accessible only from computers in the office, through Citrix or VPN: <http://inside/intranet/>. The intranet has information that might be helpful to you during your internship including the employee directory, templates, forms, and the Employee Resource Guide, which includes department policy on many topics.



### Timekeeping

All civil division attorneys and paralegals are required to enter their time using ProLaw. The latest version of the timekeeping manual can be found on the intranet.

Interns are not required to keep their time in ProLaw, but if you need to account for your time due to law school requirements, the Information & Project Support Section can provide the timekeeping option on an individual basis.

### Employee Resource and Civil Practice Guides

The department has guides which were developed to assist personnel of the civil division in performing their assignments. The employee resource guide states the official policies and procedures of the department and applies to all department personnel. It is simply a statement of internal procedures and

does not have the force of law or establish any legal duty on the department or its personnel. The civil practice guide provides introductions to specific practice areas to help attorneys begin their research into those areas. It is not intended to be dispositive of the identified topics or the type of issue you might see as an intern. These are helpful documents that can answer many of your questions about practicing as a state lawyer. They are located on the intranet under “Employee Resource Guide” and “Civil Practice Guide.”

### Style Guide

The department has created a style guide to ensure that all documents produced by the department and signed by or on behalf of the Attorney General have a uniform style. The current version of the [department’s style guide](#) is available on the intranet.

## Anchorage Area Information

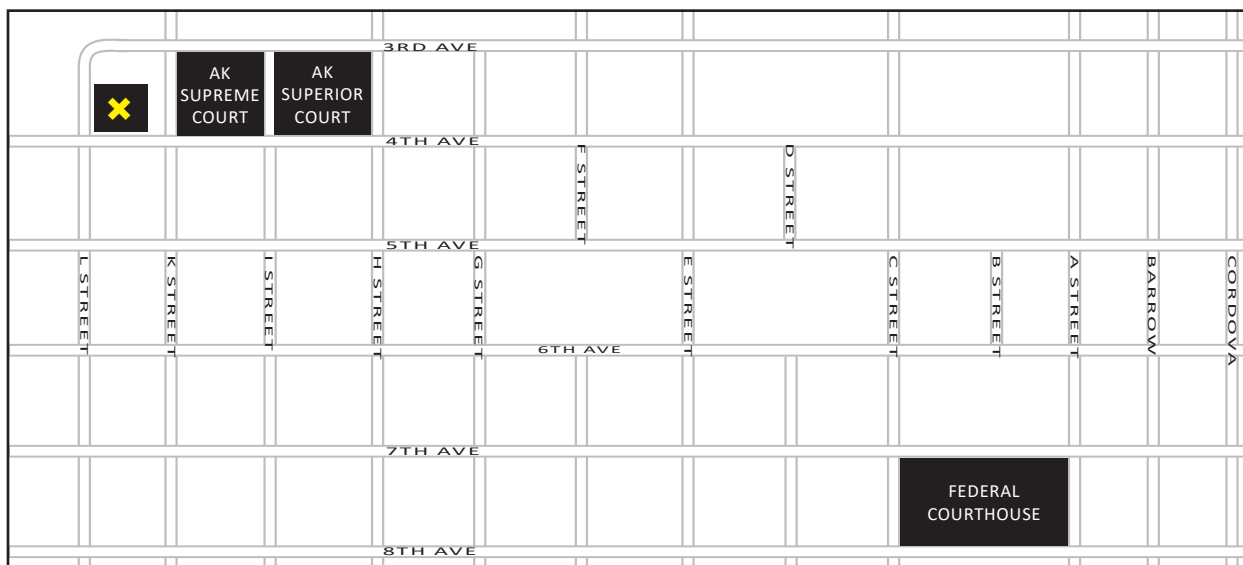
### Notable State/Federal Buildings

**Alaska Supreme Court** – 303 K Street. This is where you will go to hear oral argument on any Supreme Court case. Oral arguments are also available online on Gavel Alaska: <https://www.ktoo.org/gavel/supreme-court/>.

There is also a law library on the first floor which you will have access to. If you need to check anything out of the law library for use in your internship, please speak to your section contact.

**Alaska Superior Court** – 825 W. 4th Avenue

**Federal Courthouse** – 222 W. 7th Avenue

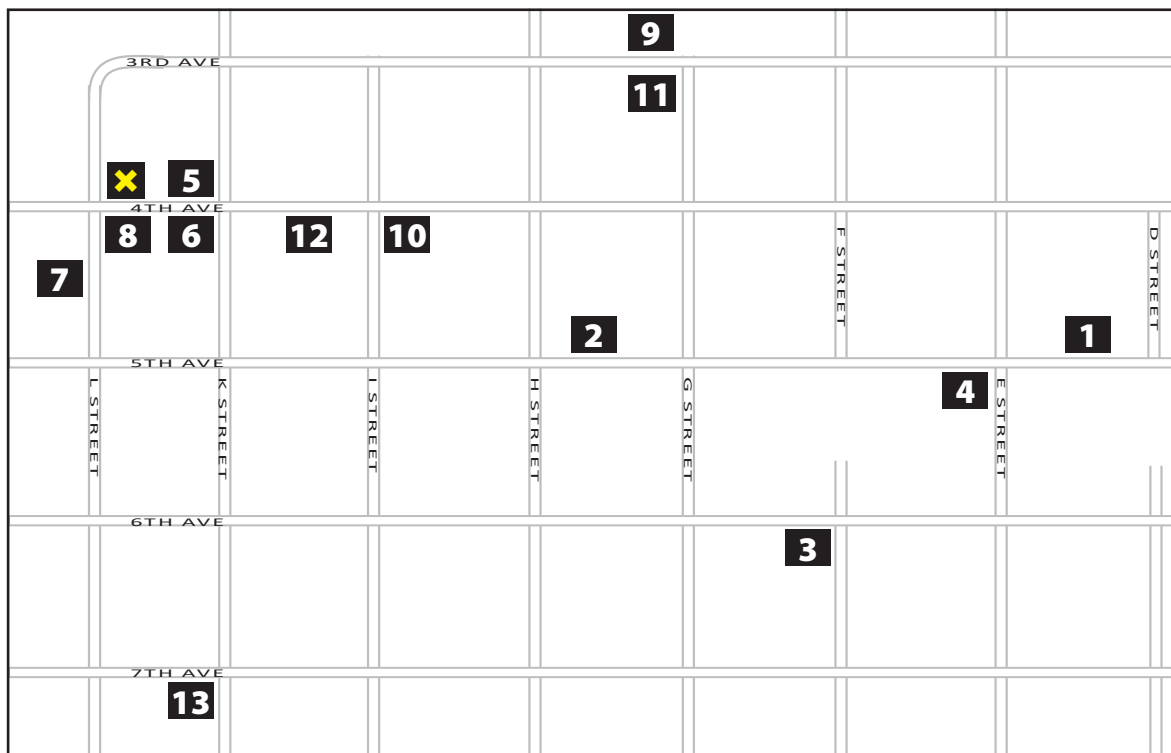


## Restaurants\*

All of these are walking distance from the Anchorage office.

1. Ginger – 425 W. 5th Ave. – a little pricier but fun Asian foods, vegetarian and meat.
2. Glacier Brewhouse – 737 W. 5th Ave. – Chop house style menu with beer brewed onsite.
3. Humpy's Great Alaskan Alehouse – 610 W. 6th Avenue – a great Alaskan place with fish tacos and other good stuff.
4. The Kobuk - 504 W. 5th Ave. - Voted one of America's best donuts. Coffee, baked goods, sandwiches and soup. Free samples of samovar tea.
5. Moose a la Mode – next door to the office, great coffee shop that also serves lunches of soups, sandwiches, and salads
6. Sandwich Deck – 400 K Street – Basic diner-type eats.
7. Simon and Seafort's – 420 L St. – Great views of the Cook Inlet and upscale food. At lunch you can eat at the bar.
8. Snow City Café - 1034 W. 4th Ave. – sometimes known as "Slow City," but the food is great. They have something for everyone from vegans to meat eaters. Check their website for specials and online ordering. They're also especially good for breakfast on the weekends. And you can call ahead and put your name on the waiting list.
9. 49th State Brewery – 717 W. 3rd Ave. – The views from their multiple decks are some of the best in town.
10. Arctic Sushi – 401 I Street - sushi, beef and chicken boxes and other stuff.
11. Urban Greens – 304 G Street – Outstanding salads and submarine sandwiches made with rolls baked daily.
12. The Whale's Tail, Fletcher's and The Pantry (all inside the Captain Cook Hotel) – 939 W. 5th Ave. – You can get coffee and pastries inside the Whale's Tail or sit down and order lunch.
13. Fire Island Rustic Bakery—718 K Street—a fantastic bakery that serves interesting, delicious sandwiches at lunchtime, not to mention cookies and cake. Not much room inside but you can sit at the tables outside or have a picnic nearby on the park strip. Also located in Airport Heights and the Southside.

\* Some of this information was borrowed from the Law Clerk Survival Guide.



# General Warnings About the Alaska Outdoors\*

This guide should give you ideas about the ways you can get out into the wilds of Alaska, but there are a number of things to remember as you explore: This page is not intended to scare you, but instead to help you enjoy the outdoors with a healthy dose of respect and preparation.

## Moose

We share Anchorage and most of Alaska with the moose (although there are no moose in Juneau). You'll find them in the streets, on the trails, and in your yard. And while they appear cute and cuddly, they are not Bullwinkle. Keep your distance. They're massive animals that will charge if a person gets too close, especially if it has a calf in the area. And again, not to be scary, but on average more deaths result from moose encounters each year than from bear encounters. (At least, that's the legend. I have no citation.) Keep an eye out for moose near the trails when you're running or biking and if you see one, avoid it, or turn around and go the other way. No sudden movements.

## Bears

Bears are always a concern, especially in the backcountry. Downtown Anchorage is generally bear-free – maybe a stray black bear will get lost and end up at the Park Strip, but that's really uncommon. In the areas to the east, like Bicentennial Park and Hillside, you'll find a few more bears. If you're living or playing in those areas, take general bear-safety precautions: go in groups, make noise, and be alert. You never want to startle a bear. Before going through bear territory, make sure you know how to handle an encounter and consider buying bear spray, which you should be able to get at Costco. Know the difference between a brown bear and a black bear and get some bear spray. Once you know what to do, get out there and have fun.

## Mudflats

Alaska has some pretty big tides, and that means big mudflats. You might be tempted to wander out onto the mudflats when the tide is out,

but don't. You'll get stuck in the mud, and then the tide will come back in, and that's just trouble. On a similar note, when you're kayaking, know your tides!

## Glaciers

Glaciers are awesome. Definitely check them out, either by hiking up to them or by paddling out to them. But again, keep your distance. Water-facing glaciers can calve, sending enormous chunks of ice into the water. If you're too close, this will dump you out of your kayak. You can get a little closer to mountain glaciers, but don't climb around inside or underneath them. If you decide to travel across a glacier, watch for crevasses and moulins.

## The Weather

It can get cold, even in the summer, so bring warm layers of synthetic fabrics or wool (*i.e.*, no cotton), along with some extra food and water.

## The Vegetation

By late summer, Alaska is infamously brushy. Two plants to watch out for are Devil's Club and Cow Parsnip. You'll know the first by its spiny, irritating stalks. The second has huge leaves and clumps of white flowers. Its sap can cause a blistering rash when exposed to the sun, so avoid getting the sap on you, and wash it off if you do.

*\*Some of this information was borrowed from the Law Clerk Survival Guide.*



# Activities in and Around Anchorage



Note: All photos were taken by (or of) LAW employees...yes, you really WILL see these things!

## Activity Calendar

General information – The Anchorage Daily News has a listing of events in and near town at [www.adn.com/calendar/](http://www.adn.com/calendar/)

### June

- Eagle River Triathlon – [www.eaglerivertri.com](http://www.eaglerivertri.com)
- Alaska Run for Women – [www.akrhw.org](http://www.akrhw.org)
- Mayor's Midnight Sun Marathon and Half-Marathon – [www.mayorsmarathon.com](http://www.mayorsmarathon.com)
- Annual Highland Games – [www.alaskascottish.org](http://www.alaskascottish.org)
- Anchorage July 4th Celebrations – [www.anchorage.net/events/annual-events/july-4th-celebration/](http://www.anchorage.net/events/annual-events/july-4th-celebration/)
- July 4 weekend in Seward, which includes the famous Mount Marathon race – [www.seward.com](http://www.seward.com)
- Bear Paw Festival in Eagle River – [www.bearpawfestival.com](http://www.bearpawfestival.com)
- World Eskimo-Indian Olympics in Fairbanks – [www.weio.org](http://www.weio.org)

### July

- Girdwood Forest Fair – [www.girdwoodforestfair.com](http://www.girdwoodforestfair.com)



## Hiking and Backpacking

### Miscellaneous resources:

- Look in the guidebook library for “50 Chugach Hikes” and “55 Ways to the Wilderness in Southcentral Alaska.”
- [www.alaskahikesearch.com](http://www.alaskahikesearch.com)  
Has a great description of trails by distance, difficulty, location, etc., and has pictures and hiker-submitted updates (*i.e.*, about flooded areas, closed bridges, etc.).
- [aktrailhead.com](http://aktrailhead.com) - Yet another Alaska hiking website.
- For less known and more committing peaks, check out [www.summitpost.org](http://www.summitpost.org) and [www.peakbagger.com](http://www.peakbagger.com)
- You can print out USGS maps of particular areas at REI, and the best maps for the mountains around Anchorage are:  
  
“Anchorage & Vicinity” Road and Recreation Map, published by Todd Communications and “Chugach State Park Anchorage” Trails Illustrated Map by National Geographic.
- “Alaska Outdoors” Monday/Thursday hiking group [www.alaska-outdoors.org](http://www.alaska-outdoors.org).
- “Anchorage Adventurers” group on [www.meetup.com](http://www.meetup.com).
- “All Things Alaska” group on Facebook.

### Sample Day Hikes



#### The Coastal Trail

Maybe not a real “hike”, but a darn pretty way to spend the day. The Coastal Trail is a paved multi-use trail that goes along the water from downtown all the way to Kincaid Park, about 12 miles.

And there is wildlife on the trail!



#### Kincaid Park

Kincaid has a bunch of different trails. There are moose everywhere in Kincaid.

You can also take a trail down to the beach. It is very pretty especially late in the day. You can even make a fire down there or picnic or whatever if you carry down the necessary items.





*Flattop*

<http://www.alaskahikesearch.com/hikes/flat-top>

Great after work hike from the Glen Alps trailhead. A very popular, heavily used trail. You can get a shuttle to and from the trailhead from downtown Anchorage.

*Little O'Malley*

Another great after work hike from the Glen Alps trailhead. This is the start of the O'Malley hike, which is much more strenuous (with steep scree).

*Powerline Pass*

[www.alaskahikesearch.com/hikes/powerline-pass](http://www.alaskahikesearch.com/hikes/powerline-pass)

Wide, gentle trail. Links up to a lot of other hikes. Awesome for mountain biking too. Accessible from Glen Alps or Prospect Heights trailheads.

*Wolverine Peak*

[www.alaskahikesearch.com/hikes/wolverine-peak](http://www.alaskahikesearch.com/hikes/wolverine-peak)

A 5000 foot climb that gives an amazing view of Anchorage with very little mountain scramble. A great way to get into the mountains and up the climbing ante.



### Arctic Valley

[www.arcticvalley.org](http://www.arcticvalley.org)

Located within Chugach State Park, 10 miles north-east of downtown Anchorage.

Ski area in the winter. In the summer, Arctic Valley has many hiking trails from easy to hard. Has cool WWII missile sites.

### Bird Ridge

<http://www.alaskahikesearch.com/hikes/bird-ridge>

Excellent hike! Very steep, but the effort is rewarded by amazing views of Turnagain Arm the entire way.



### McHugh Trailhead

[www.alaskahikesearch.com/hikes/mchugh-trail-rabbit-lake.htm](http://www.alaskahikesearch.com/hikes/mchugh-trail-rabbit-lake.htm)



### Crow Pass

[www.alaskahikesearch.com/hikes/crow-pass](http://www.alaskahikesearch.com/hikes/crow-pass)

25 mile hike extending from Girdwood to Eagle River or vice versa. Can be done as a long day hike (or run), or an overnight. Raven Glacier is a great day hike from the Girdwood side (where these pictures were taken).



## Sample Overnight Hikes

### *Crow Pass*

[www.alaskahikesearch.com/hikes/crow-pass](http://www.alaskahikesearch.com/hikes/crow-pass)

If you want to do this trail as an overnight, there are great camping spots along the way. Have somebody pick you up at the end, or leave a car there.



### *Johnson Pass*

[www.alaskahikesearch.com/hikes/johnson-pass](http://www.alaskahikesearch.com/hikes/johnson-pass)

A gentle, 23 mile trail that makes for a good overnight hike. As with Crow Pass, you'll need to find a way to get a ride back to the beginning.

Also a great trail for mountain biking, but not for beginners. Be careful of cow parsnip on this trail. Ride it before it gets too overgrown (*i.e.* before August).



### *Williwaw Lakes*

[www.alaskahikesearch.com/hikes/williwaw-lakes](http://www.alaskahikesearch.com/hikes/williwaw-lakes)

Close to town. Hike in and camp at Williwaw Lakes, then explore the area and climb some of the surrounding peaks.

### *Resurrection Pass*

[www.alaskahikesearch.com/hikes/resurrection-pass](http://www.alaskahikesearch.com/hikes/resurrection-pass)

Near Hope. There are public use cabins along the way that you can reserve online.

## Other Activities

### *Biking*

There are numerous paved and unpaved biking trails in and around Anchorage. You can get biking maps from either REI or the Municipality of Anchorage website, [www.muni.org](http://www.muni.org).

Downtown - Rent/borrow bikes and ride down the Coastal Trail or the Chester Creek Trail. The Coastal Trail runs along the coast about 12 miles to Kincaid Park. It is very pretty and rather flat. Frequent moose sightings. You can also hook up with the Campbell Creek trail and do a big loop around town, called the Moose Loop, almost entirely on paved bike trails: <https://anchorageparkfoundation.org/moose-loop-trail/>

Kincaid and Hillside are great spots for mountain biking in town, as are the trails in Bicentennial and the front range, like Powerline Pass. The Kenai provides world-class mountain biking on the Lost Lake, Resurrection Pass, and other trails.

For events, trail work, and trail maps, check out:

- Arctic Bicycle Club: <https://arcticbicycleclub.org/>
- Singletrack Advocates: <http://www.singletrackadvocates.org/>
- MTP Project: <https://www.mtbproject.com/>
- Trail Forks: <https://www.trailforks.com/>

The Trek Store provides sales, service, and bike rentals: <https://trekstorealaska.com/>



### *Fishing*

You need a permit or the fish police will get you! You can get one online or you can go to Walmart, Fred Meyer, or Carrs (at the customer service desk): [www.admin.adfg.state.ak.us/license/license\\_home.html](http://www.admin.adfg.state.ak.us/license/license_home.html).

Right downtown you can fish for salmon out of Ship Creek. This can be a crazy scene. Ship Creek is in the middle of downtown and fishing there is sometimes called “combat fishing” because people are standing so close to each other and jockeying for position.

There are so many places to fish it’s hard to know where to start. Ask one of the LAW contacts for good ideas!

You can also go on a fishing charter out of Seward and Homer to catch halibut, salmon, and other kinds of fish. Also, ask a LAW contact about Ninilchik.



### *Four Wheeling*



### *Shooting*

Birchwood Shooting Park.

### *Ice Climbing*







### *Public Use Cabins*

Alaska has a huge number of public use cabins located in both state and federal parks. Many of these are booked a long time in advance, but they are worth checking out.

<http://dnr.alaska.gov/parks/aspcabins/> - State cabins

[www.recreation.gov/](http://www.recreation.gov/) - Federal cabins

Dale Clemmens Cabin down by Seward (and the view from the Cabin).



### *The Alaska Railroad*

The Alaska Railroad is a fun (albeit pricey) way to visit places. It goes south to Seward on a very scenic ride and it goes north to Denali and Fairbanks. It also has a "Whistle Stop" program that takes you to more remote areas and provides activities, or you can just hike. [www.alaskarailroad.com/travel-planning](http://www.alaskarailroad.com/travel-planning)



### *Theatre/Museums/Zoos*

- **Alaska Native Heritage Center**  
[www.alaskanative.net](http://www.alaskanative.net). ANHC is a living cultural center that promotes active observance of Alaska Native culture and traditions.
- **Anchorage Museum**  
[www.anchagemuseum.org](http://www.anchagemuseum.org)  
The museum is well worth visiting for its Alaska Native, Art of the North, and other exhibitions. For tickets to both ANHC and the museum, go to: <http://www.alaskaculturepass.org/>
- **The Botanical Gardens**  
<https://www.alaskabg.org/>
- **The Alaska Zoo**  
[www.alaskazoo.org](http://www.alaskazoo.org)
- **The Alaska Performing Arts Center**  
[www.alaskapac.org](http://www.alaskapac.org)

### *Kayaking*

See Eklutna, Seward and Whittier below.

## Rafting

See Cooper Landing, Hope and Denali below.

## Activity Contacts

This is a list of people who are available for you to talk to about different activities. Please feel free to stop by their offices and ask questions.

**Biking** – Laura Fox, Tom Flynn, Emma Haddix

**Camping/backpacking** – Laura Fox, Jenn Currie, Tom Flynn

**Fishing** – Mags Paton-Walsh

**Hiking** – Laura Fox, Emma Haddix, almost anyone!

**Summer skiing/Ice climbing** – Tom Flynn

**Kayaking** – Jenn Currie

**Paddling/Packrafting** – Jenn Currie, Jessie Alloway

**Public Use Cabins** – Jenn Currie, Tom Flynn

**Shooting** – Emma Haddix



**Flying** – Diane Brewer

**Rock climbing/mountaineering** – Tom Flynn

**Wildlife cruises** – Jenn Currie

**Yoga** – Gizelle Baylon, Emma Haddix, Kate Demarest

**Trail Running** – Tom Flynn

**Triathlons/Swimming** – Emma Haddix, Diane Brewer

**Motorcycling** – Karen Webster

## Gear/Toys for Loan

LAW employees have offered to loan out gear/toys for your use. If you're having any trouble please contact Jenn Currie or Tom Flynn.

**Bicycles:** If you need a bike, e-mail Jenn Currie.

**Camping gear:** Jenn Currie, Laura Fox, Tom Flynn

**Kayaks and Lifevests:** Jenn Currie

**Fishing gear:** Jenn Currie, Mags Paton Walsh





# Getting Out of Anchorage

One thing to know about Anchorage...there is one road in/out to the north...and one road in/out to the south. It's just that simple. Drives in either direction are beautiful, but to the south it can be stunning.

Just drive down the Seward Highway and take pictures. It's almost always pretty, even when it's raining. There are turnouts and beautiful overlooks across the water to mountains.



# Destinations (in alphabetical order)

## Cooper Landing

[www.cooperlandingchamber.com](http://www.cooperlandingchamber.com)

Cooper Landing is approximately 100 miles south of Anchorage. It is the launching point for floats down the Kenai River, which are very scenic. Most times you can also float through the combat fishing taking place on the Russian River. There are also hikes originating in and around Cooper Landing.

## Cordova

[www.cordovachamber.com](http://www.cordovachamber.com)

Cordova is a fishing town and is a great place to visit. It has a fun little downtown. You can do lots in Cordova, including biking, hiking and, if you take your car, you can visit Childs Glacier and the million dollar bridge. There are great camping places (don't stay in the camping sites downtown – they are awful – if you need help with Cordova, see Jenn Currie).

You can't drive to Cordova – there are no roads in. You can get there by the ferry system, though (you can leave out of Whittier). Alaska has a marine highway system, ferries go to many different cities. You can walk onto the ferry, or take your bike, or take a kayak, or drive your car. Take the fast ferry, you'll stop briefly in Valdez on the way.

To get the schedule for ferries, look here: [www.dot.state.ak.us/amhs/index.shtml](http://www.dot.state.ak.us/amhs/index.shtml).



Right off/in downtown Cordova is the small boat harbor where you can watch fishing boats come and go.

Childs Glacier and the Million Dollar Bridge are great destinations. You need a car, and you'll be driving for a while on a rough road, but the payoff is the views!



Hiking in Cordova is beautiful.





## Denali National Park

[www.nps.gov/dena](http://www.nps.gov/dena)

The park has a great visitor center. You can park there and get lots of information. Generally, you are permitted to drive into Denali 16 miles to Savage River. There is a little bit of hiking at this point. To get real access to the park, you have to take one of these great green buses! You can get on and off the buses when you want. Both the guidebooks and the visitor center have lots of information.

**Hiking** – there are great hikes inside the park, not really “established” trails, more like wide open places you can roam. You can pretty much get off the busses and go where you want. But it is very important to understand how easy it is to get turned around in the park when you are hiking. Once you get a little way from the road, it can be very difficult to see. You should carry a GPS and a map. People regularly have to get rescued by emergency services... you do NOT want to be one of these people!



There are also some day hikes that leave from the visitor center area, Mt. Healy trail for example:

**Rafting** – there are some great rafting trips down the Nenana River in Denali.

**Biking** – The biking is really only good in the spring and fall, otherwise the busses are the way to go. Of course... going early or late in the season tests you against the weather sometimes.



## Eagle River

Eagle River, which is part of the Municipality of Anchorage, is about 15 minutes north of downtown.

**Eagle River Nature Center** – Amazing mountain views, rising from sea level. Has walks and hikes for all skill levels. There are yurts to rent for overnight adventures. [www.ernc.org](http://www.ernc.org)

**Eagle River Campground** – <http://dnr.alaska.gov/parks/aspunits/chugach/eaglerivercamp.htm>

**Mt. Baldy** – <http://alaskahikesearch.com/hikes/mt-baldy/>



Harp Mountain (South Fork of Eagle River, accessible from Hiland Road).

## Eklutna



**Camping** – <http://dnr.alaska.gov/parks/aspunits/chugach/eklutnalkcamp.htm>

**Thunderbird Falls** – Hiking, pretty waterfalls. Don't leave valuables in your car.

**Kayaking** - You can rent kayaks here and just drop them into the lake.

**Hiking** – There is a trail along the lake and you can hike up the mountains from this trail. Also see [www.alaskahikesearch.com/hikes/eklutna-lake](http://www.alaskahikesearch.com/hikes/eklutna-lake)

**Biking** – There is a 12 mile (24 mile round trip) ride along the lake.

**Public use cabins** – They are usually booked early, but worth looking on the website!



## Fairbanks

[www.explorefairbanks.com/visitor-information-centers](http://www.explorefairbanks.com/visitor-information-centers)

The Alaska Public Lands Information Centers website has a lot of useful information about activities in and around the Fairbanks area, as well as links to other sites with additional information: [www.alaskacenters.gov/visitor-centers/Fairbanks](http://www.alaskacenters.gov/visitor-centers/Fairbanks). On this website you can also find brochures about berry picking, fishing, hiking, mountain biking and more.

**Parks and Recreation Areas** – There are a number of State and National Parks and Recreation Areas around Fairbanks that offer hiking, camping, fishing, and boating opportunities.

[dnr.alaska.gov/parks/aspunits/index.htm](http://dnr.alaska.gov/parks/aspunits/index.htm)  
[www.nps.gov/state/ak/index.htm](http://www.nps.gov/state/ak/index.htm)

**Chena Hot Springs** – Chena, east of Fairbanks, is the most well known and developed hot springs in Alaska. In the summer it is possible to camp or rent a yurt in addition to the year-round option of staying in the resort. [www.chenahotsprings.com](http://www.chenahotsprings.com)

**Flightseeing** – From Fairbanks there are flightseeing options to Denali as well as north to the Arctic Circle. Some companies are: Northern Alaska Tour Company, Trans Arctic Circle Treks, Larry's Flying Service, and for a truly unique experience Midnight Sun Balloon Tours!

**Morris Thompson Cultural & Visitor's Center** – [www.morristhompsoncenter.org](http://www.morristhompsoncenter.org)

**Museum of the North** – On the University of Fairbanks campus, this museum has an extensive collection of Alaskan art and artifacts. The museum also plays host to various events. [www.uaf.edu/museum](http://www.uaf.edu/museum)

**Pioneer Park** – Described as “Alaska’s Only Historic Theme Park” Pioneer Park is owned and operated by the Fairbanks North Star Borough (Alaska’s answer to



counties), there are museums, gift shops, gear rental shops, and various activities to be found in Pioneer Park. [www.co.fairbanks.ak.us/pioneerpark/default.htm](http://www.co.fairbanks.ak.us/pioneerpark/default.htm)

**Railroad** – The railroad runs from Fairbanks in the north, down through Denali, Talkeetna and Anchorage to end in Seward. This is a popular way for tourists to see Alaska. [alaskarailroad.com](http://alaskarailroad.com)

**University of Alaska Fairbanks** – One of three main University of Alaska campuses in the state, you can sign up for summer classes at the University, attend lectures and concerts, or simply make use of the extensive trail system on campus. [www.uaf.edu](http://www.uaf.edu)

**Georgeson Botanical Garden** - Located near UAF, this farthest-north botanical garden is a popular summer destination.

**Large Animal Research Station** - Also part of the UAF system, this station is a great activity for anyone hoping to see large Alaskan wildlife.

**Disc Golf Courses** - There are several courses in Fairbanks, one being the Gold course located off the UAF campus. This is a great way to play recreationally for cheap.

## Girdwood

<https://www.visitgirdwood.com/>



**Alyeska tram** – during summer you can take the ski tram up the mountain and hike around. There is also a restaurant at the top of the mountain.

**Cabins** – Girdwood has tons of cabin rentals. There are services that will point you to the rental you might want. Fun to do for a weekend with a bunch of people.

**Hiking trails** – For example, Winner Creek trail is stunning and you (may) get to use a hand tram to cross the creek! See also Crow Pass hike above.

Paragliding for the very brave!

## Hatcher Pass

Hatcher Pass is 1 ½ hour drive from Anchorage. It traverses Palmer/Wasilla to Willow. Hatcher Pass has great hiking. The Reed Lakes Trail is highly recommended. The Bomber Glacier is an awesome but rugged hike. There are also cabins for rent in the area and old mining areas you can explore.





## Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)  
[www.homer.alaska.org](http://www.homer.alaska.org)

Homer is 5-6 hours south of Anchorage and has a lot of things to do:

**Camping** – There is camping on “the spit” of Homer, right by the water.

**Kayaking** – you can rent kayaks and paddle across the bay to some great locations. You can also take a water taxi (Mako’s or Homer water taxi) across Kachemak Bay. There are cabins, yurts, glaciers, and coves to explore.

**Fishing** – There are a lot of fishing charters out of Homer.

**Halibut Cove** – [www.halibutcove.com](http://www.halibutcove.com). You can take a water taxi or a boat called the “Danny J” to Halibut Cove and have dinner and hike around. The houses are on stilts and it is very picturesque.



**Hiking** – Take a water taxi across Kachemak Bay (use Mako’s water taxi or Homer water taxi, they rent kayaks too). Grace Ridge is recommended, and there are other, flatter hikes.

**Shopping** – Don’t laugh...there are cute shops on the spit and it’s just fun to walk up and down. It’s like a boardwalk...

**Bear viewing** – there are charters that will take you across the water to Katmai National Park where you can get up close and personal with some grizzly (brown) bears.



## Hope

Hope is a funky little town that’s right across Turnagain Arm from Anchorage (but you have to drive around the long way!) There are a few (very few) stores, cabins and campgrounds. There are nice hikes from the campground, and you can walk along the beach. There are fishing and rafting opportunities in Hope too!



## Juneau

### Arts and Culture

Juneau is known for having a vibrant arts and culture scene. In fact, it is ranked in the top 10 cities nationwide for having so many arts events per capita. Some organizations you should look out for include:

#### Music

- [Juneau Jazz and Classics](#)
- [Juneau Lyric Opera](#)
- Live Bands ([Crystal Saloon](#), [Alaskan Bar](#), etc.)
- [Juneau Symphony](#)

#### Live Theatre

- [Perseverance Theatre](#)
- [Juneau Ghost Light Theatre](#)
- [Theatre Alaska](#)
- [Theatre in the Rough](#)
- [Theatre at Latitude 58](#)

#### Burlesque, Drag, and Vaudeville

- Juneau Burlesque (Find events on FB)
- [Juneau Drag](#)
- Juneau Vaudeville (Find events on FB)

#### Museums

- [Alaska State Museum](#)
- [Juneau City Museum](#)

#### Other Arts and Culture

- [Juneau Arts and Humanities Council \(JAHC\)](#) and [Centennial Hall](#)
- First Friday (Downtown Juneau, first Friday of each month)

### Summer Events

#### [Southeast Alaska State Fair \(Haines\)](#) - July 25–July 28

The Southeast Alaska Fair is a fun, eclectic event held in Haines, Alaska. There's a full slate of musical acts and other entertainment, some rides and other country fair events. The ferry to Haines is just a few hours and you can get your ticket online. This event can be quite crowded and pricey for transportation and lodging so start looking into this early!

#### [Golden North Salmon Derby](#) - August 9–11

The Golden North Salmon Derby is a 3-day weekend event in which people buy a ticket to compete, and bring their daily catch to designated collection



and weigh-in sites. There are dozens of cash and other prizes for the largest fish. Proceeds from the collected fish support a college scholarship program.

### Helpful Calendars of Events and Activities

- [www.traveljuneau.com](http://www.traveljuneau.com)
- [www.ktoo.org](http://www.ktoo.org) – scroll down to find the Community Calendar links
- [www.juneau.com](http://www.juneau.com)
- [www.jahc.org](http://www.jahc.org)

### Hiking

Juneau has a wealth of hiking trails and opportunities range from short, level walks to longer, more difficult hikes. A great source for information on trails and hikes, including length, vertical distance, history, location, and more, is the booklet “90 Plus Short Walks Around Juneau,” by Mary Lou King. A short list of some of the most popular options is below.

#### Simple Walks

**Basin Road** – Perseverance Basin is above downtown Juneau – take Gold Street uphill; continue on Basin Road past old miners’ cabins and over an old wooden bridge. Choices include walking on the Flume on the opposite side of the canyon, above Gold Creek, or going to the end of Basin Road, where you’ll find the Juneau Mining Museum and connect to the trailhead for Perseverance and Granite Creek Trails.

**Mendenhall River** – Just past Brotherhood Bridge at about Mile 10 Glacier Highway is a parking lot for the river trailhead. You can bike, ride a horse, or walk along the Mendenhall River trail most of the way to the Back Loop Road - it is easy to continue by road to bike paths that go all the way to the Mendenhall Glacier.

**Auke Lake** – At Mile 11.3 of Glacier Highway, there is a small parking pullout. Besides taking you through woods, the trail crosses over two floating sections on the lake, with seating and beautiful views. The trail ends on the Back Loop Road, but if you didn’t want to return the way you came, you could take a longer loop along the road around the far side of Auke Lake and through the University of Alaska Southeast campus.

**Herbert Glacier** – The trail to Herbert Glacier is great for easy biking. If you want to get all the way to the glacier, you'll need to leave your bike at the very end of the trail and walk the last little bit. Trailhead parking is at Mile 27 Glacier Highway, just after crossing the Herbert River.

**Boy Scout camp** – Just before you cross the Herbert River at about Mile 27 Glacier Highway, take a left down a dirt road and then a right at the T intersection; go a short distance to a dead-end parking area. The trail to the Boy Scout camp follows the Eagle River out to the sea – to avoid ending up at the camp, stay to the right and you'll reach a beautiful meadow and point with spectacular views of the Chilkat Mountains and Lynn Canal. This trail is handicap accessible.



Mendenhall Glacier as seen from the beginning of the Mendenhall River Trail.

**Rainforest** – The Rainforest Trail on North Douglas includes a couple of loops through woods out to the beach and back. Find it at 12 Mile North Douglas Highway, past Outer Point.

### *More Challenging Hikes*

**Perseverance Basin** – You'll find a variety of elevation change and difficulty on the trails in Perseverance Basin. The Perseverance trail climbs for the first mile before gently leveling off; the trail takes you by very scenic Ebner Falls; the Mt. Juneau trail branches off approximately one mile up the trail and goes to the top of Mt. Juneau (a steep climb up to 3,500 feet elevation with spectacular views!). Continuing on past the Mt. Juneau trailhead for another mile brings you to the Granite Creek trailhead, which continues to climb (approximately 1,200 additional feet of elevation over another mile and a half) on to the back of the basin. Perseverance trail is also shared by mountain bikers, runners, and Juneau's wildlife alike.



Staying on Perseverance, the trail is approximately 7 miles round trip from the first Basin Road turnoff.

**Mt. Roberts** – Mt. Roberts is a popular trail, which starts at the end of 6th Street downtown (Star Hill neighborhood). You can also access a trailhead from a parking pull-off just part way down Basin Road. The uphill climb zigzags back and forth through woods, with few scenic overlooks until you get to the tram building and restaurant/bar at roughly 1,700-foot elevation. You can stop there and enjoy a burger or a cold, well-deserved beer (saving your receipt showing you spent \$10 allows you to take the tram ride down and save your knees the return trip back to the car!). A hike up to the tram can take anywhere from 45-90 minutes. From the tram, you can continue on trails above the tree line (there's a cross at a higher vantage point with beautiful views of Juneau, Douglas, and the surrounding mountains) all the way to Gastineau Peak and the summit of Mt. Roberts for superb views and great ridge hiking.

**Mt. Jumbo** – The Dan Moller Trail begins in a residential neighborhood on Pioneer Ave. on Douglas Island; take the bridge over from Juneau, turn south, take an immediate right on Cordova Street until it turns left into Pioneer Ave. The parking lot is on the uphill side of the street. The trail takes you through the earliest locations of Juneau's alpine ski operations, and by a forest service cabin.





This is the hike in the basin up Perseverance Trail.



This is the view from the top of Mt. Juneau looking south down the Gastineau Channel, with some of downtown Juneau and the cruise ship docks visible at the foot of Mt. Roberts. on the other side of the channel is the community of Douglas on Douglas Island.

**Eaglecrest Ski Area** – Eaglecrest Ski Area has a road that winds uphill through the ski runs to the top of the highest chairlift. To get there, go over to Douglas Island, turn right on North Douglas Highway to about Mile 9, then turn left on the Eaglecrest Road. The lodge and parking are about 5 miles up.

**Mendenhall Glacier** – There are trails on both the east and west sides of the glacier, including a loop from the Visitor's Center on the east side and a walk out to Nugget Falls. A more rigorous hike is on the west side – the trailhead is past Skater's Cabin in the Montana Creek area.

**Spaulding Meadows Trail** – This trail takes you through a series of meadows on Auke Mountain above Auke Bay. Find the trailhead and parking area at 12.5 Mile Glacier Highway. The John Muir cabin is on this trail and is a popular overnight destination.



Hike up from the Mt. Roberts Tram to where the cross is. This is on Mt. Roberts looking north up the Gastineau Channel with the Chilkat Mountain Range off in the distance.

**Peterson Creek/Lake, Windfall Lake, Eagle Glacier** – there are numerous trails “out the road,” many of which lead to forest service cabins that can be rented.

### *Fishing*

Fishing is one of the most popular activities in Juneau. Lots of people troll for salmon or fish for halibut from boats. Others use spinning gear to fish for salmon from shore in places like Outer Point on North Douglas, Sheep Creek on Thane, or the accessible platform near the fish hatchery (DI-PAC). The latter is located on a frontage road on Gastineau Channel, accessed at the highway intersection with Salmon Creek (by Twin Lakes), about three miles north of downtown Juneau. There are some fly fishing aficionados here, who fish in local streams or right in Gastineau



You can hike/ski up the mountains next to our ski area, Eaglecrest - looking southwest at the peaks of Admiralty Island.

Channel near downtown for various species of trout and/or salmon. It is also possible to fish for shrimp, Dungeness crab, and King crab in certain seasons, but it requires a boat and the right pots. Many people in the office can be resources for tips on where to fish, what gear to use, etc. and they're willing to take interns out on their boats. Just be sure to buy a state fishing license before you go – and buy a king salmon tag if you want to keep any king salmon that bites your line! Licenses can be purchased online at [www.admin.adfg.state.ak.us/license](http://www.admin.adfg.state.ak.us/license).



Forest Service cabin at Windfall Lake.

### *Kayaking*

Sea kayaking is very popular in Southeast Alaska. If you don't have a kayak, talk to your section supervisors to see about borrowing one. There are places that rent kayaks, teach classes, and lead trips ranging from part of a day to multiple days. Check out Above & Beyond Alaska ([www.beyondak.com](http://www.beyondak.com)) or [www.juneaukayak.com](http://www.juneaukayak.com).

Freshwater paddling spots are Mendenhall Lake and Auke Lake. (Note that unguided kayaking or rafting is not recommended on the Mendenhall River.) Berners Bay is a very popular kayak trip destination, which takes time and planning.

### *Boating*

The Juneau Yacht Club sponsors sailboat races in the summer. [www.juneauyachtclub.com](http://www.juneauyachtclub.com). There are a number of public boat ramps from which to launch boats, but a city sticker must be purchased from the harbormaster (\$15.73/day or \$94.41/year). The harbor's fee schedule for launching and mooring a boat is posted at: <https://juneauharbors.com>.



King Crab comes right off the boat!

### *Running*

Juneau has a huge running community. Races for runners of all levels are scheduled throughout the summer. One that attracts a very eclectic crowd, many in costumes, is a fundraiser for a local nonprofit: Only

Fools Run at Midnight. The run starts at midnight and typically takes place in late-June. There's a one-mile walk component or a 5K race. For the adventurous, there's also a series of mountain/trail races throughout the summer, as well as the annual Douglas Island marathon and half marathon in late-July. For the multi-sporters, the "Auke Man" sprint triathlon will be held this year on August 6, 2023. Reach out to Juneau Trail and Road Runners for fun running opportunities: <https://www.southeastroadrunners.org/>.

### *Cycling*

There are lots of good places to ride bicycles, and if you don't have one, there may be loaners

available through people in the office. Suggestions for rides would include the Mendenhall River trail, the Powerline trail to the Mendenhall Glacier and Visitor Center, Herbert Glacier trail. A bike path runs the length of the Mendenhall Valley from the glacier to the highway, and then runs parallel to the highway



as far as Fred Meyer. From there you have to ride surface streets through the Lemon Creek area until you can get on the bike path at Twin Lakes, eventually connecting to Old Glacier Highway that runs parallel to the main highway, all the way into downtown. The local cycling club, the Juneau Freewheelers, sponsors races and events throughout the summer. To see their schedule, look up the Juneau Freewheelers Bicycle Club Public Group on Facebook. Check out the Juneau Bike Doctor location in the valley for bike rentals, gear, and trail recommendations.

### *Climbing*

There is a private indoor rock climbing facility located south of town in an area created by mine tailings coincidentally referred to by locals as the Rock Dump. The Rock Dump has “routes of all difficulty on over 40 ropes, plus two bouldering areas. We have over 11,000 square feet of climbing in all.” Daily and monthly climbing passes can be purchased. Its website is [www.rockdump.com](http://www.rockdump.com).

The city has a smaller climbing wall located in the Zach Gordon Youth Center, which has some open gym hours and is also available for private rental. The website is <https://juneau.org/parks-recreation/zach-gordon>.

You’ll find climbers scaling rock walls in a number of places around town, including North Douglas Highway and on Fritz Cove Road at Auke Bay. For ice climbing lessons or trips, check out Above and Beyond Alaska at [www.beyondak.com](http://www.beyondak.com).



Auke Village Recreation Area (“Auke Rec”).



### *Swimming*

There are two pools in Juneau: the Augustus Brown Swimming Pool and the Dimond Park Aquatic Center. The Center has two pools, a dry heat sauna, workout area, lap pool, and whirlpool. The Augustus Brown pool is downtown next to Juneau-Douglas High School. The website link is [www.juneau.org/parks-recreation/juneau-pools](http://www.juneau.org/parks-recreation/juneau-pools).

### *Recreation Areas*

As with hiking trails, there are an endless number of spots for picnics and beachcombing in the Juneau area. Here are some of the highlights:

**Disc Golf Course** – This 18-basket course located at Aant’iyeik Park adds a whole new level to disc golf. The game trail leads you in and out of rainforest and features such obstacles as trees, hills, and puddles. Discs can be purchased from Dehart’s in Auke Bay or from the Juneau Bike Doctor for prices of about \$10-\$20.

**Marine Park** – Watch tourists or eat lunch at this park downtown on the docks, with restroom facilities across the street at City Hall.

**Twin Lakes** – Turn right at the Salmon Creek intersection of Glacier Highway. This park has lots of play equipment, a bike path, and some fishing.

**Auke Village Recreation Area** – Commonly referred to as “Auke Rec,” there are numerous picnic shelters at this long stretch of beach past the ferry terminal, some of which have working stone fireplaces so bring wood to burn if it’s cold or rainy. The biggest shelters can be reserved through the U.S. Forest Service, [Tongass National Forest, Alaska - Recreation.gov](http://Tongass.National.Forest.Alaska-Recreation.gov).

**Eagle Beach** – There’s a state park as well as a day use picnic area “out the road” around 28 Mile





Cabin in Tenakee Springs on Chichagof Island.

**Glacier Highway.** The sandy beach is one of the only around Juneau; beware of fast-rising tides here!

**Echo Cove** – Boat launch and camping area at the end of the road, about 40 miles north of Juneau. Common starting point for boating trips into Berners Bay.

**Skaters Cabin** – This stone building is on the west side of Mendenhall Lake, in the Montana Creek area. It is part of the federal park for the glacier. You can't stay overnight but it's open for day use and it has a stone fireplace. You can reserve it through the U.S. Forest Service, [Skaters Cabin in Alaska - Recreation.gov](https://www.fs.fed.us/lands/management/camping/camping.cfm).

**Sandy Beach** – Just south of the town of Douglas is a large recreation area, with fields and the ice rink/indoor basketball facility at Savikko Park, and public beach with two shelters, playground equipment, and restrooms. The beach is made of sand from mine tailings and people have been known to swim there; an effort is being made to preserve remnants of the mine buildings, which can be seen on a short walk in the woods south of the beach.

**Outer Point** – About 11 miles north of the bridge on North Douglas Highway are a number of spots for picnicking. There are no structures or facilities other than a boat ramp, but may be portable toilets there in the summer.

### *Campgrounds and Cabins*

There are two Forest Service campgrounds for tent camping: one near Skaters Cabin in the Mendenhall

Valley in the Montana Creek area and one on the coast at Point Louisa in the Auke Recreation Area, about 15.7 Mile on the old section of Glacier Highway. There is a limitless supply of other camp sites on other beaches and islands, depending on your mode of transportation. For more information, check out: the Alaska Department of Natural Resources, Division of Parks & Outdoor Recreation website at: [dnr.alaska.gov/parks/units/campsitelist](https://dnr.alaska.gov/parks/units/campsitelist).

There are 150 public use cabins managed by the Forest Service in the Tongass National Forest, which encompasses most of Southeast Alaska. Many are accessible from the Juneau road system, with a varying degree of hiking necessary. Others can be easily reached by boat or floatplane from Juneau – on Admiralty Island or down Gastineau Channel. Reservations are



There are more brown bears per square mile on the islands west of Juneau than anywhere in the country!

handled through the Forest Service website:  
[Tongass National Forest, Alaska - Recreation.gov](https://www.fs.fed.us/recreation/tongass-national-forest-alaska/).

### *Top Tourism Activities (that locals like to do too)*

- Mt. Roberts Tram
- Gold Creek Salmon Bake
- Whale Watching – many different companies
- Glacier Flightseeing/Treks – Northstar Trekking, Coastal Helicopters, Temsco Helicopters, ERA Helicopters
- Mendenhall Visitor Center
- Tracy Arm day trip – several operators
- Taku Lodge floatplane flightseeing and salmon bake

- Alaskan Brewery
- DIPAC hatchery
- Glacier Gardens

### *Excursions Outside of Juneau*

The state ferry system offers fairly frequent summer connections to many towns in Southeast Alaska like Angoon, Hoonah, and Tenakee Springs, and others go to Haines and Skagway.

The ferry system also connects all the larger ports of Southeast Alaska, and some ships go to Prince Rupert, BC, Canada, Bellingham, Washington, and across the gulf to Seward, Alaska. All the ferries accommodate bikes and cars; some have staterooms. If taking a vehicle, the Yukon Territory is accessible



Ziplines!



from either Haines or Skagway; great spots to visit in the Yukon are Whitehorse, Atlin, Haines Junction, and Kluane National Park. The Golden Loop is a very scenic drive from Skagway to Whitehorse to Haines Junction to Haines via Kluane National Park, or vice-versa. For schedule information and prices, check the Alaska Marine Highway System website at <https://dot.alaska.gov/amhs/>.

Icy Strait Point in Hoonah hosts an annual Neighbor's Day, with a round-trip Catamaran Cruise to ride the "the world's largest zipline." Visit [Neighbor's Day | Icy Strait Point – Icy Strait Point](#), ([icystraitpoint.com](http://icystraitpoint.com)) for more information.

Glacier Bay National Park is not far away, and now served by the state ferry system. There are numerous companies offering tour packages that involve transportation to the park, boat tours of the park, and lodging. An alternative route for the independent traveler is to fly by small plane or Alaska Airlines to Gustavus, which has many small inns and bed & breakfasts, and then to kayak or take a day boat trip into the bay. For more information on the park, go to [www.nps.gov/glba](http://www.nps.gov/glba).

### *Entertainment*

With long nights of daylight, people tend to take advantage of the chance to be outdoors and engage in recreational activities in the summer, but that doesn't mean Juneau is short on entertainment

opportunities. Many arts establishments host receptions and openings on the First Friday of each month; the offerings are published on the JAHG website and in the Juneau Empire.

Local bars frequently have music and dancing. Popular spots downtown include the Imperial, Alaskan, and the Hangar on the Wharf. The Red Dog Saloon has special musical entertainment for the zillion tourists who make a point of stopping there; it's usually very packed and to be avoided unless you've got guests in town. In Douglas, Louie's sometimes has music, trivia, etc.; in the valley McGivney's routinely hosts sporting events, live bands, and dancing.

The locally-owned Gold Town Nickelodeon Theater in downtown Juneau plays independent, foreign, and classic films of all types. The theater also organizes social activities, themed movie parties, drive-in movies at pop-up venues, and hosts revue shows and other types of entertainment throughout the year.

For those interested in mainstream cinema and blockbusters, there is one movie theater complex. Valley Glacier Cinemas, which offers a modest selection in its 6-theater setting, is located on Cinema Drive, a short 15-minute drive from downtown, just off the Mendenhall Loop Road.

Live theatre is very popular in Juneau. Perseverance Theatre, located on Douglas Island and several other local companies tend to put together a few productions in the summer months.



## *Nearby Places for Coffee or Lunch*

### **Cafes**

There are several places near the office to get coffee, and some have food as well. Heritage Coffee has a location downtown Front Street. The Rookery is two blocks downhill on the east side of Seward Street and serves burgers, sandwiches, salads, desserts, and breakfast foods, as well as Stumptown coffee and teas. Other cafes tend to come and go and pop up in the summer months when tourism is more active.

### **Restaurants within Walking Distance of the Office**

**Mexican:** V's Cellar Door (a block away on Seward Street, downstairs in the basement), and El Sombrero (on S. Franklin Street by the junction of Front Street).

**Asian:** V's Cellar Door (a block away on Seward Street, downstairs in the basement), Goldiggers (located on Seward), Lemon Tree (located on 3rd Street) and Asiana Gardens (Located on Front Street).

**Italian/pizza:** Pizzeria Roma (on the Wharf); Bullwinkle's (on Willoughby Street across from the State Office Bldg); and In Bocca

Al Lupo (on 3rd Street and Seward).

**Sandwiches and Light Fare:** The Rookery; the Sandpiper (off the beaten path, on Willoughby Ave. on the way to Foodland); the Flight Deck (take-out seafood located at end of the wharf building); Rainbow Foods (organic); and Grumpy's (located in the Senate Mall on Franklin).

**Grab and Go:** Bernadette's food cart (grill usually located at Marine Park); The Flight Deck (seafood items sold from outdoor kitchen at end of The Wharf on the waterfront – some seating); Tracy's Crab Shack; Deckhand Dave's; Crepe Escape; and other food stands are open in summer in the lot by the clock tower (intersection of Front St and Franklin).

**Full menu:** Hangar on the Wharf (on the Wharf); Twisted Fish (by the tram building, down the waterfront); TK McGuire's (in the Prospector Hotel on Egan Drive, just past Centennial Hall); Salt (on Seward Street downtown).

**Grocery Stores with Salad Bars, Soup and Hot Lunch Choices:** Rainbow Foods (natural foods store on 4th Street); IGA Foodland (on Willoughby Ave.)

## Palmer

Palmer is approximately 45 minutes north of Anchorage. Basically you get on the only road going north...which is the Glenn Highway, and head to Palmer (watch for a split in the highway – you'll have a choice of either Parks Highway to Wasilla or the Glenn to Palmer).

### *Palmer Musk Ox Farm*

This is a fun activity. You get a walking tour of the musk ox farm (you don't get to walk amongst them, like you can with the reindeer below...because they will kill you if they decide to!). Very good museum with displays about musk ox history and anatomy. [www.muskoxfarm.org](http://www.muskoxfarm.org)



### *Reindeer Farm*

OK, maybe a little corny...but you get to walk around in the reindeer pen and feed them pellet food. They come up to you and bump into you. You also get an educational talk on how incredibly cool reindeer/caribou are. [www.reindeerfarm.com](http://www.reindeerfarm.com)





## Portage

**Alaska Wildlife Conservation Center** This is an animal rehabilitation center. It takes injured or orphaned animals and rehabilitates them. Their goal is to release into the wild, but if they can't be released into the wild, they remain at the center. You can get up close to lots of animals, including brown and black bears. [www.alaskawildlife.org](http://www.alaskawildlife.org)

### *Camping*

#### **Portage Glacier**

<https://www.fs.usda.gov/recarea/chugach/recarea/?recid=71943>

### *Low Key Hiking*



## Seldovia

[www.seldovia.com](http://www.seldovia.com)

Seldovia can be reached via water taxi ride from Homer. It is a quaint artistic community with houses on stilts. Another great kayaking place.

## Seward

[www.seward.com](http://www.seward.com)

Seward is a cute town approximately 2.5 hours south of Anchorage. It gets some cruise ship visits, but not nearly as much as Whittier and Juneau.

### Camping

There is a great camping area right by the water in downtown Seward. There is one part that is RV parking, but another part that is tent camping. You wake up looking over the water at mountains. It is quite pretty. Another great camping spot is Caines Head. See below. You can hike here, or kayak here. You can also camp along the Exit Glacier Road.



### Hiking

**Caines Head** – ONLY HIKE AT LOW TIDE! The tide comes up and you can't get back. You can get a free tide book in Seward. <https://alaskahikesearch.com/hikes/caines-head-trail/>

**Lost Lake** – awesome hike. About 13 miles one way (or you can hike up to the lake and return the same way – about 7 miles to the lake from either direction). Going from north to south, start at Primrose Trail at about mile 17 on the Seward Highway. Then you get stunning views of Resurrection Bay on your way down into Seward. Will need to hitch a ride back to the trailhead (about 12 miles on the highway) or drop a car before you hike. To drop a car, turn onto Scott's Way at about mile 5 and follow signs to parking area. Fantastic camping at the lake. <https://alaskahikesearch.com/hikes/lost-lake/>

**Mount Marathon Race** - a very challenging, dangerous and steep race up Mount Marathon takes place annually on July 4th. Thousands of participants enter each year. This event makes Seward a prime location to celebrate Independence Day in a big way! Find more information at [mmr.seward.com](http://mmr.seward.com)







### *Kayaking*

You can rent boats in Seward. You can push off from the shore and paddle around heading for Caines Head.

Or you can head across the bay into a couple of coves, including Thumb Cove and Kayaker's Cove.

You can also pick up water taxis to take you to destinations farther off and use a water taxi. One great location is Aialik Bay.



### *Tour Boats to Glaciers and for Wildlife*

Tons of tour boats take off from Seward. They have all sorts of wildlife and glacier cruises. You almost always see tons of animals.

### *Sealife Center*

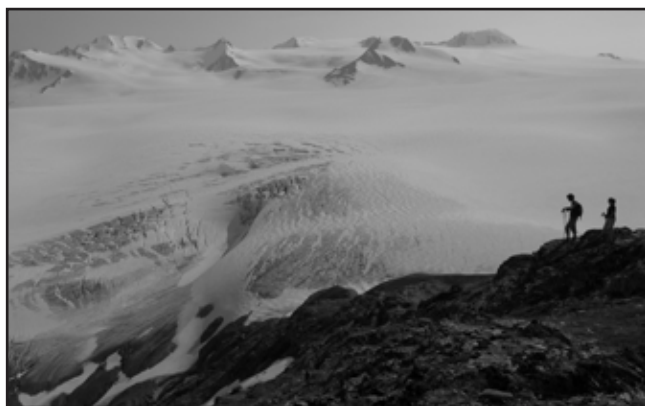
This is a great center/aquarium. They have displays with information like a museum, but they also have mammal and bird displays. This center actually rehabilitates injured and orphaned animals to be returned to the wild. You can do fun behind the scenes tours here too. [www.alaskasealife.org](http://www.alaskasealife.org)

### *Exit Glacier*

A glacier you can just walk right up to. There are signs that tell you where the glacier was located at various points in the past, showing you how fast it is receding. There are also hikes that take you up to the Harding Ice Field. <https://www.nps.gov/kefj/planyourvisit/exit-glacier-area.htm>

### *Dog Sled Kennels*

There is at least one dog sled kennel on the way into Seward (same road as Exit Glacier). [www.ididaride.com](http://www.ididaride.com) This group offers tours of the dog kennel (the owner is an Iditarod racer), information about dog racing, and a



ride on a cart that is pulled by the dogs over a dirt path. This kennel is owned by the Seavey family – they have a long history of running the Iditarod...you can pet and hold Iditarod puppies!

### *Fishing Charters*

Seward has lots of them.

### *Fishing*

Seward can have some combat fishing!





## Talkeetna

[www.talkeetnachamber.org](http://www.talkeetnachamber.org)

Talkeetna is a funky little town north of Anchorage. It is about 1.5 hours north off of the Parks Highway (on your way to Denali National Park). It has a bluegrass festival in August. Many air taxi places will take you on flightseeing trips, including over the top of Denali. Awesome views of Denali.

## Valdez

[www.ci.valdez.ak.us](http://www.ci.valdez.ak.us)

Valdez is a fun city to visit. It has museums that have great information on the 1964 earthquake, which wiped out the city of Valdez. Valdez was subsequently rebuilt in a different area. You can rent kayaks in Valdez, and there are wildlife/glacier cruises out of Valdez that are quite good. You can drive to Valdez from Anchorage. It is approximately a 6-7 hour drive. The scenery between Anchorage and Valdez is beautiful. You can also get to Valdez on the ferry (you can leave out of Whittier).

Thompson pass on the road to Valdez from Anchorage:



## Whittier

Whittier is quite a little trip. It is about 90 minutes south of Anchorage. To get to Whittier, you need to go through a one car tunnel that runs through the mountain. The tunnel works by letting cars go one way at the top of the hour; in the opposite way at the bottom of the hour. If you need to be in Whittier at a certain time, make sure that you check the schedule online. <http://www.dot.state.ak.us/creg/whittiertunnel/schedule.shtml>. Land is at a premium in Whittier. One of the first things you'll notice when you enter the city is that almost the entire city lives inside a multistory apartment building. Different stores and municipal offices are located on the bottom floors of this apartment building and residents live in the upper floors. Whittier is also the launching point for the ferry that can take you to both Valdez and Cordova.



### *Kayaking*

Some of the best kayaking in Alaska is out of Whittier. Water taxis will take you from the port of Whittier out into Prince William Sound to a number of different destinations.

### *Tour Boats for Glaciers, Wildlife and Fishing*

They can take you out into Prince William Sound for a wide variety of activities. You can go on a "26 glacier tour" or you can charter a smaller boat with a group of people and go to specific areas of the Sound.







A background photograph showing two hikers with backpacks walking through a field of tall green grass and wildflowers. In the background, there are steep, forested mountains under a hazy sky with some clouds.

# INTERN GUIDEBOOK



ALASKA DEPARTMENT  
OF LAW