

June 10, 2003

SUBJ: EMPLOYEE RESPONSIBILITY CONCERNING ALCOHOL WHERE PROHIBITED BY ALASKAN
COMMUNITIES AND EMPLOYEE RIGHTS INVOLVING PERSONAL SEARCH

1. **PURPOSE.** This change revises appendix 1, Schedule of Local Option Communities and updates the Human Resource Management Division's branch name in para 6 (4).
2. **DISTRIBUTION.** This change is distributed to all employees in the Alaskan Region.
3. **CANCELLATION.** Order AL3750.9A CHG 1, Employee Responsibility Concerning Alcohol Where Prohibited by Alaskan Communities and Employee Rights Involving Personal Search, dated July 2, 1993, is canceled
4. **DISPOSITION OF TRANSMITTAL.** This transmittal is to be filed and retained until this order is canceled outright or revised and reissued.

PAGE CONTROL CHART

Remove Pages	Dated	Inserted Pages	Dated
Page 2	3/20/91	Page 2	5/7/03
Appendix 1 Pages 1 thru 6	7/2/93	Appendix 1 Pages 1 thru 4	5/7/03

Patrick N. Poe
Regional Administrator

6. ACTION.

- a. Supervisors shall ensure employees on official travel to Alaskan communities are advised in advance of travel as to the communities that have banned the importation, sale, and/or possession of alcohol.
- b. The following actions shall be taken if employees are refused entry into a community on the basis that they refused to be searched solely as a condition for entering the community to perform their duties and that such a search is unsupported by state or Federal law.
 - (1) Employees refused entry to a community as a result of the above circumstances shall verbally contact their immediate supervisor and provide a verbal account as soon as practical. Upon arriving at their permanent duty station, employees shall provide a written account of the incident to the immediate supervisor.
 - (2) Supervisors, upon receiving verbal notification that an employee has been refused entry to a community, shall contact the Manager, Human Resource Management Division (HRMD), AAL-10, through their managerial channels. Supervisors shall also receive and review the employee's statements, annotate any other pertinent information, and transmit the statement to AAL-10 through managerial channels.
 - (3) The Manager, Human Resource Management Division, AAL-10, will receive the verbal and written statements provided and shall coordinate the appropriate action to be taken. The local coordinator having jurisdiction over the area will be collaborated with by AAL-10.
 - (4) The Manager, Personnel Services, AAL-14, shall ensure that Merit Promotion Plan (MPP) announcements for temporary assignment/permanent assignment to field positions specify, if applicable, that the position is located in a community that prohibits the importation, sale, and/or possession of alcohol.
 - (5) The appropriate regional managers shall ensure that Internal Placement Program (IPP) solicitations for temporary assignment/permanent assignment to field positions specify, if applicable, that the position is located in a community that prohibits the importation, sale, and/or possession of alcohol.

7. RESPONSIBILITIES.

- a. The Manager, Human Resource Management Division (HRMD), AAL-10, is responsible for developing policy and issuing guidance concerning employee responsibility to comply with the policy of Alaskan communities which have banned the importation, sale, and/or possession of alcohol within their boundaries and employees' rights involving personal search while on official travel status when such search is unsupported by state or Federal law. AAL-10 is also responsible for monitoring and evaluating implementation of this order. In coordination with the Assistant Chief Counsel, AAL-7, and local coordinators, the Manager, HRMD, is responsible for updating Appendix 1, List from the State Alcohol Beverage Board of Communities that have Banned the Importation, Sale, and/or Possession of Alcohol. The list shall be distributed to all managers and supervisors, at least once a year, along with any other pertinent information.
- b. Manager/supervisors are responsible for the following:
 - (1) Ensuring employees are advised of their responsibility to comply with the policy of Alaskan communities that have instituted a ban on the importation, sale, and/or possession of alcohol. This may be accomplished during the annual supervisory-employee discussion covering standards of conduct;
 - (2) Advising employees of the Alaskan communities that have banned the importation, sale, and/or possession of alcohol;

Alcoholic Beverage Control Board

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SCHEDULE OF LOCAL OPTION COMMUNITIES**Updated March 5, 2003**

City	Ban sale	Community license only	Ban sale and importation	Ban possession	Package store license only	Vote Tally	Election date	Certification date	Effective date
Akiak			1			38-15	07-17-91	08-21-91	09-01-91
Akiachak			1			40-13	08-07-01	08-23-01	09-01-01
Akiachak				1		40-13	08-07-01	08-23-01	10-22-01
Alakanuk			1			94-24	07-20-81	07-27-81	08-01-81
Alakanuk				1		47-7	02-06-90	02-12-90	03-01-90
Allakaket			1			49-30	05-12-89	05-19-89	06-01-89
Allakaket				1		45-34	05-12-89	05-19-89	08-17-89
Ambler			1				12-15-81	12-15-81	01-01-82
Anvik	1					23-6	1/16/2002	1/21/2002	2/1/2002
Anaktuvuk Pass			1			78-11		1982	01-01-83
Anaktuvuk Pass				1		59-45	11-04-86	12-16-86	01-01-87
Angoon				1		92-40	07-26-88	08-01-88	11-01-88
Atmautluak			1			60-12	10-06-81	04-29-82	05-01-82
Barrow	1					911-789	10-07-97	10-09-97	11-01-97

Bethel	1				611-207	10-04-77	10-06-77	11-01-77
Birch Creek*			1		13-2	10-06-87	10-22-87	11-01-87
Brevig Mission		1	1		34-32	03-03-99		05-03-99
Buckland		1			52-6	05-10-82	05-11-82	06-01-82
Chalkyitsik*		1			21-2	07-20-82	07-28-82	08-01-82
Chefornak		1			48-29	10-14-82	10-15-82	11-01-82
Chevak		1			88-63	10-02-90	10-02-90	11-01-90
Deering		1			32-24	05-26-82	06-01-82	07-01-82
Diomedea		1			27-11	09-10-81	09-29-81	10-01-81
Eek		1			90-15	11-27-82	11-27-82	12-01-82
Elim		1			49-17	08-24-81	08-27-81	09-01-81
Emmonak		1			54-12	10-12-81	10-12-81	11-01-81
Emmonak			1		104-89	10-01-91	10-07-91	07-14-92

*Unincorporated

False Pass				1	34-6	10/2/2001	10/5/2001	11/1/2001
Fort Yukon		1						
Gulkana			1		17-3	01-14-97	01-28-97	02-01-97
Gulkana				1	17-3	01-14-97	01-28-97	03-30-97
Gambell			1		79-10	08-22-81	08-25-81	09-01-81
Gambell				1	72-13	12-23-86	12-29-86	01-01-87
Golovin			1		31-22	01-16-84	01-17-84	02-01-84
Goodnews Bay			1		36-25	11-08-83	11-08-83	12-01-83
Goodnews Bay				1	37-11	01-14-91	01-18-91	02-01-91
Grayling	1				36-27	11-05-96	11-12-96	12-01-96
Holy Cross	1				42-31	10-03-00	10-06-00	11-01-00
Hooper Bay			1		103-44	03-01-83	03-01-83	04-01-83
Hughes	1				17-4	03-02-93	03-29-93	04-01-93

Appendix 1

Huslia	1					37-13	03-14-89	03-23-89	04-01-89
Iliamna*	1					35-24	10-05-82	10-25-82	01-23-83
Kake		1							
Kaktovik				1		56-39	08-01-89	08-07-89	11-05-89
Kasigluk			1			74-3	10-04-83	10-17-83	11-01-83
Kiana			1			81-38	12-08-87	12-17-87	01-01-88
Kipnuk*			1			82-7	10-05-82	10-25-82	11-01-82
Kivalina			1			79-33	01-08-85	01-09-85	02-01-85
Klawock		1				111-70	10-05-93	10-11-93	10-11-93
Kobuk			1			15-12	03-29-89	04-03-89	05-01-89
Kokhanok*			1			38-19	09-18-84	09-27-84	10-01-84
Kongiganak*			1	1		41-10	04-23-96	05-27-84	06-01-96
Kotlik			1			67-15	09-08-81	09-30-81	10-01-81
Kotlik				1		51-22	03-24-87	03-25-87	04-01-87
Kotzebue	1					643-433	12-06-88	12-07-88	01-01-89
Koyuk			1			57-8	08-25-81	08-26-81	09-01-81
Kwethluk			1			82-30	01-01-82	02-24-82	03-01-82
Kwigillingok*			1			63-5	08-09-83	09-01-83	10-01-83
Lower Kalskag			1			46-31	11-05-91	11-07-91	12-01-91
Manokotak			1			79-9	01-29-88	02-01-88	03-01-88
Manokotak				1		80-8	01-29-88	02-01-88	03-01-88
Marshall (Fortuna)			1			42-16	07-25-81	07-26-81	08-01-81
Marshall				1		37-34	10-07-86	10-08-86	11-01-86
Mekoryuk			1			48-10	09-01-81	09-02-81	10-01-81
Mekoryuk				1		42-29	10-07-86	10-08-86	11-01-86
Minto*			1			59-34	07-12-83	07-21-83	08-01-83
Mountain Village			1			72-52	03-13-84	03-19-84	04-01-84

Nanwalek/									
English Bay	1					47-29	01-13-98	01-26-98	02-01-98
Napakiak			1			54-14	03-31-82	03-31-82	04-01-82
Napakiak				1		62-14	05-05-87	05-19-87	06-01-87
Napaskiak			1			55-4	11-01-82	11-08-82	12-01-82
Naukati					1	31-13	03-26-96	04-08-96	05-01-96
Newtok			1			37-9	10-30-84	11-02-84	12-01-84
Nightmute			1			32-3	02-02-96	02-06-96	03-01-96
Nightmute				1		32-4	02-02-96	02-06-96	04-09-96
Nikolai	1		1			28-16	5/20/1997		8/5/1997
Noatak*			1			69-53	12-07-82	12-22-82	01-01-83
Nondalton	1					46-30	11-10-86	12-30-86	01-28-87
Noorvik			1			103-58	04-28-87	04-28-87	05-01-87
Nuiqsut			1			57-39	11-21-83	11-22-83	12-01-83
Nuiqsut				1		60-56	11-04-86	11-12-86	12-01-86
Nunapitchuk			1			106-35	09-15-81	10-02-81	11-01-81
Nunapitchuk				1		75-23	10-07-86	10-13-86	11-01-86
Pilot Station			1			93-76	03-04-03	03-04-03	04-01-03
Platinum			1			12-9	01-14-82	01-25-82	02-01-82
Point Hope			1			62-39	06-29-82	07-02-82	08-01-82
Point Hope				1			10-03-89	10-09-89	11-01-89
Point Lay*			1			30-15	07-01-86	07-11-86	08-01-86
Port Alexander	1					31-16	01-05-82	01-11-82	02-01-82
Port Protection*					1	23-9	03-27-88	04-05-88	05-01-88
Quinhagak			1			77-26	10-30-81	10-31-81	11-01-81
Quinhagak				1		71-27	10-06-87	10-12-87	11-01-87

Appendix 1

Red Devil*	1					17-8	02-20-90	04-27-90	07-26-90
Russian Mission			1			46-22	10-06-87	10-27-87	11-01-87
Saint Mary's	1					90-86	08-23-94	09-02-94	10-01-94
Saint Mary's			1			63-48	09-22-81	09-28-81	10-01-81
Saint Michael			1			39-21	08-04-86	08-07-86	09-01-86
Savoonga			1	1		117-56	10-07-97	10-10-97	12-09-97
Scammon Bay			1			57-10	12-07-81	12-08-81	01-01-82
Scammon Bay				1		71-25	10-06-87	10-12-87	11-01-87
Selawik			1			89-69	12-17-86	12-22-86	01-01-87
Shageluk	1					29-25	2/20/2001	3/19/2001	4/1/2001
Shaktoolik			1			34-28	03-13-84	03-15-84	04-01-84
Sheldon Point			1			26-7	08-26-86	08-27-86	09-01-86
Shishmaref			1			82-47	01-04-83	01-04-83	02-01-83
Shungnak			1			46-44	10-06-87	10-10-87	11-01-87
Stebbins			1			88-19	08-25-87	10-08-87	11-01-87
Stevens Village*			1			31-11	06-05-84	06-15-84	07-01-84
Tanacross*				1		32-5	05-17-88	05-31-88	06-01-88
Tanana		1				90-15	01-12-82	01-13-82	02-01-82
Takotna	1					22-8	08-24-99	09-09-99	12-08-99
Tatitlek*			1			28-15	08-23-83	09-13-83	12-09-99
Teller	1					55-41	11-13-97	11-14-97	01-14-98
Tetlin*			1			54-7	12-07-82	12-22-82	01-01-83
Togiak			1			96-23	05-03-82	05-04-82	06-01-82
Togiak				1		80-38	10-07-86	10-31-86	11-01-86
Toksook Bay			1			78-32	11-23-81	11-23-81	12-01-81
Tuluksak			1			61-16	10-05-82	10-05-82	11-01-82
Tuluksak				1		55-12	04-12-94	04-25-94	05-01-94

Tuntutuliak			1			47-20	07-20-82	08-02-82	09-01-82
Tuntutuliak				1		41-22	10-06-87	10-28-87	11-01-87
Tununak			1			90-11	08-12-81	08-13-81	09-01-81
Twin Hills			1			13-5	03-14-00	03-30-00	04-01-00
Twin Hills				1		13-5	03-14-00	03-30-00	05-30-00
Unalakleet	1					121-40	04-14-92	04-16-92	05-01-92
Upper Kalskag			1			38-30	01-20-93	02-22-93	03-01-93
Wainwright			1			61-42	07-08-82	07-14-82	08-01-82
Wales			1			29-21	08-14-81	08-17-81	09-01-81
TOTALS	19	4	76	30	3				

CHANGES THIS UPDATE:

Pilot Station voted to ban sale and importation **effective April 1, 2003.**

This schedule is continuously updated as dictated by ongoing elections. If you have any questions, please do not hesitate to call the ABC Board office at 907-269-0350.