



**State of Alaska  
Department of Commerce, Community &  
Economic Development Division of Corporations,  
Business, and Professional Licensing  
Big Game Commercial Services Board**

# Board Packet

**January 28, 2026**

# Big Game Commercial Services Board

## Board Roster

Position ↑	Appointee (Current Appointee)	Date Appointed (Current Appointee)	Expiration Date
Designated Game Board Member/Restricted	David Lorring	7/20/2023	
Licensed Registered Guides-Outfitters			3/1/2029
Licensed Registered Guides-Outfitters	Keegan McCarthy	1/31/2025	3/1/2027
Licensed Transporters	Michael Flores	3/8/2023	3/1/2027
Licensed Transporters	Martin Boniek	3/1/2025	3/1/2029
Private Landholders/Restricted	Brianna Hauch	8/25/2025	3/1/2028
Private Landholders/Restricted	Clay Nordlum	3/1/2022	3/1/2026
Public	Larry Kunder	5/25/2022	3/1/2026
Public	Robert Mumford	8/25/2025	3/1/2029



## **Big Game Commercial Services Board - January Meeting**

Alaska Division of Corporations, Business and Professional Licensing

Wednesday, January 28, 2026 at 9:00 AM AKST to Wednesday, January 28, 2026 at

5:00 PM AKST

Zoom (online)

**Meeting Details:** <https://us02web.zoom.us/meeting/register/4LfpQrphT8GDSK7PODa2PQ>

### **Agenda**

- 1. 9:00am - Roll call/Call to Order**
- 2. 9:02am - Review Agenda**
- 3. 9:03am - Ethics Review**
- 4. 9:05am - AO 360: Review and Approval of Board Plan**
- 5. 12:00pm - Lunch**
- 6. 1:00pm - AO 360: Review and Approval of Board Plan (continued)**
- 7. 3:30pm - Investigative Matters for Review (if time allows)**
  - A. Executive Session**
    - i. Case No. 2025-001032**
    - ii. Case No. 2025-000617**
- 8. 4:30pm - Summary/Motions from Executive Session (if time allows)**
- 9. 5:00pm - Adjourn**

State of Alaska  
DEPARTMENT OF LAW

## ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

### **Who Is My Designated Ethics Supervisor (DES)?**

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Every board or commission subject to the Ethics Act<sup>1</sup> has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.<sup>2</sup>

### **What Do I Have To Disclose?**

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The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *"Ethics Information for Members of Boards and Commissions."* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.*" Both guides and disclosure forms may be found on the Department of Law's ethics website.

## How Do I Avoid Violations of the Ethics Act?

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- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!<sup>3</sup>
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

## What Are The Disclosure Procedures for Board and Commission Members?

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The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

### Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act **on the public record and in writing to the chair.**

*Disclosure on the public record.* Members must identify actual and potential conflicts orally at the board or commission's public meeting **in advance** of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.<sup>4</sup>
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

*Disclosure in writing at a public meeting.* In addition to an oral disclosure at a board or commission meeting, members' disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved **and** there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

*Confidential disclosure in advance of public meeting.* Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.<sup>5</sup>
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.<sup>6</sup>

*Determinations at the public meeting.* When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.<sup>7</sup>

*If the chair identifies a potential conflict,* the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first

made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

## Procedures for Other Member Disclosures

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A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the [Department of Law's ethics website](#).

## What Are The Disclosure Procedures for Executive Directors and Staff?

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Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

*Notices of Potential Violations.* Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

*Other Disclosures.* The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

## How Are Third Party Reports of Potential Violations or Complaints Handled?

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Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted **in writing and under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.<sup>8</sup>
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

## What Are The Procedures for Quarterly Reports?

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Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at [ethicsreporting@alaska.gov](mailto:ethicsreporting@alaska.gov) and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

## How Does A DES or Board or Commission Get Ethics Advice?

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A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

<sup>1</sup> The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

<sup>2</sup> The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

<sup>3</sup> You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

<sup>4</sup> In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

<sup>5</sup> The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

<sup>6</sup> In this manner, a member's detailed personal and financial information may be protected from public disclosure.

<sup>7</sup> When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

<sup>8</sup> The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

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The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The [Alaska Lawyer Referral Service](#) or your local bar association may be able to assist you in locating a lawyer.

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## Ethics Disclosure Form

### CONFIDENTIAL REQUEST FOR ETHICS DETERMINATION

TO: \_\_\_\_\_, Designated Ethics Supervisor

*(Identify Your Department, Agency, Public Corporation, Board, Commission)*

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- AS 39.52.120, Misuse of Official Position
- AS 39.52.130, Improper Gifts
- AS 39.52.140, Improper Use or Disclosure of Information
- AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- AS 39.52.160, Improper Representation
- AS 39.52.170, Outside Employment Restricted
- AS 39.52.180, Restrictions on Employment after Leaving State Service
- AS 39.52.190, Aiding a Violation Prohibited

**I understand that I should refrain from taking any official action relating to this matter until I receive your advice.** If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

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*(Signature)*

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*(Date)*

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*(Printed Name)*

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*(Division, Board, Commission)*

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*(Position Title)*

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*(Location)*

*Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.*

## Ethics Disclosure Form

### Receipt of Gift

TO: \_\_\_\_\_, Designated Ethics Supervisor,

*(Agency, Public Corporation, Board,  
Commission or Council)*

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

Yes  No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

Yes  No

*(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)*

The gift is \_\_\_\_\_

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ \_\_\_\_\_ The date of receipt was \_\_\_\_\_

The gift was received by a member of my family. Who?

*If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):*

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Division)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Location)

Ethics Supervisor Determination:  Approve  Disapproved

\_\_\_\_\_  
Designated Ethics Supervisor\*

\_\_\_\_\_  
(Date)

*\*Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.*

Revised 2012

# Regulatory Reduction Guide

*A Guide for Achieving the 25% Regulatory Requirement Reduction under Governor Dunleavy's Administrative Order 360*



[Administrative Order 360](#) requires that Alaska agencies achieve a 25% reduction in regulatory requirements. This guide is intended to help agencies achieve that goal.

### **Which agencies are required to reduce regulatory requirements by 25%?**

The 25% reduction applies to all executive branch agencies, including departments, boards, commissions, and public corporations (hereafter referred to as "agencies"). Each agency that has statutory authority to issue regulations and has issued one or more regulations in the past must reduce its regulatory requirements by 15% by December 31, 2026, and 25% by December 31, 2027.

### **Which requirements are subject to the 25% reduction goal?**

The 25% reduction goal applies to *discretionary* regulatory requirements that agencies adopt. It does not apply to regulations that are mandated by state statutes, federal statutes or regulations, or orders issued by state or federal courts. If, however, the implementing regulation requires additional steps not mandated by a statute, such as perhaps requiring an application to be notarized, then that additional requirement is not mandatory but is in fact a discretionary requirement which must be counted.

Though agencies do not have to count existing regulatory requirements mandated by statute towards their total number of requirements or new requirements mandated by statute as increases, they can claim credit for regulatory *reductions* that are mandated by statute.

### **What counts as a regulatory requirement?**

To achieve a 25% reduction in requirements, agencies must first determine what counts as a regulatory requirement. Agencies need to calculate both the total number of existing requirements, the *baseline*, and the number of requirements that are added or eliminated by their regulatory changes. For instance, if an agency starts with 1000 requirements, adds 100 new requirements in the next three years, and deletes 400 other requirements over the same period, for a net reduction of 30%, then it has met its 25% reduction goal.<sup>1</sup>

This guide cannot address every situation that agencies might confront, so please consult with your Agency Regulatory Liaison if you come across a situation that requires guidance.

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<sup>1</sup> Here's the math:  $1000 + 100 - 400 = 700$ . That involves a net reduction of 300 requirements ( $1000 - 700$ ), which is a 30% reduction ( $300/1000$ ).

## *Defining a Regulatory Requirement*

A *regulatory requirement* requires another party to do (or not do) something. Often, regulatory requirements will include words like shall, must, will, or may not. If a regulatory requirement is found in a guidance document, it must either be removed or promulgated as a regulation.

When identifying regulatory requirements, the key questions are "does this impose a burden on another party by requiring it to act or refrain from acting?" or "does this impose a standard used by the agency in dealing with the public?" If so, it is likely a requirement.<sup>2</sup>

For guidance documents specifically, each agency should calculate the total number of words in their guidance documents and they will receive credit for reducing the size of the documents.

## *Multi-Element Subsections*

Agencies should count each element that requires a party to take a discrete action as a separate requirement, even if there are multiple elements embedded in a single section or subsection. Consider, for instance, the following:

**11 AAC 09.030. State Recreation Rivers System; Generally allowed uses.**

...

(2)(A)(i) the total surface area of the dock is not more than 100 square feet (+1); the dock does not extend more than 15 feet from the water body's edge at any water level (+1), and the walkway, ladder, or ramp connecting the dock to the shore is no more than four feet wide (+1);

Each item in the list is a distinct requirement. Therefore, each item should be counted.

If, however, a section or subsection includes a variety of different options but only imposes one requirement, the options do not need to be counted separately. Here's an example:

**11 AAC 09.030. State Recreation Rivers System; Generally allowed uses.**

(1) travel or travel-related activities, as follows:

- (A) hiking, backpacking, skiing, climbing, or other foot travel;
- (B) bicycling;
- (C) travel by horse or dogsled or with pack animals; (+1)

The provision imposes only one discrete requirement by defining travel or travel-related activities.

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<sup>2</sup> Agencies should keep track of all requirements, including those that are statutorily mandated. While the mandated requirements are not subject to the reduction baseline, it is useful to keep track of other requirements, as doing so allows the legislature to identify opportunities for reducing legislatively mandated burdens.

Similarly, if a regulation lists multiple different ways to violate a requirement but a regulated party would generally only do one of the things listed, then the entire provision should only be counted as one requirement. Consider this example:

**11 AAC 18.010. Park Uses; Special park use permits.**

(a) No person may promote, organize, or engage in any of the following activities in a state park without a permit: (+1)

- (1) an organized or promoted assembly of more than 20 persons; (+1)
- (2) any promotional or entertainment event, including an organized athletic event, competitive recreational event, or spectator event, whether or not an admission fee is charged; (+1)

First, no one can "promote, organize, or engage" in multiple activities at a state park; this would just count as one requirement since all three terms basically describe similar activities and they are meant to broadly describe "activities." The twenty-person requirement is a separate defining requirement. The list in (a)(2), however, is a list and the permittee is likely to only meet one of the requirements listed.

*Language that Elaborates on a Requirement*

Agencies do not need to count language that elaborates on a requirement as itself being a discrete requirement. An example appears below:

**18 AAC 76.200. Alaska Drinking Water Fund; Purpose.**

(b) Except as otherwise provided by the Safe Drinking Water Act, the Alaska drinking water fund may be used only as provided in 42 U.S.C. 300j-12(a)(2) for drinking water projects, including projects to plan, design, build, construct, or rehabilitate a public drinking water collection, storage, treatment, or distribution system. (+1)

In this provision, the only requirement is that the fund be used for a drinking water project. The following examples are only an elaboration of the requirement. An applicant will not need to meet each project type. *Language that is Ambiguous as to Whether Action is Required*

As noted above, regulatory requirements will not always involve language stating that a party "shall" or "must" take some action. In some cases, the regulation will use language such as "should" or "may," but it still imposes a binding obligation. Consider the following example:

**11 AAC 12.130. State Park Land and Water Restrictions Pets.**

(b) No person may have a dog or other pet that creates excessive noise, a public safety hazard, or unsanitary conditions in a developed facility of a state park. (+1)

Although the language uses the word "may," it is still a requirement when taken into account with the preceding language "No person." It should be counted as a regulatory requirement.

*Programs Involving Optional Participation*

In some cases, regulations provide regulated parties with an option to comply but impose requirements on all parties who elect to comply. Agencies should still tabulate any language that imposes a mandatory obligation on a party that chooses to participate as a regulatory requirement.

**18 AAC 65.025. Litter Reduction and Resource Recovery Grants; Application and review procedure.**

(a) Beginning with fiscal year 1982, on or before October 1 of each year, the department will provide public notice of the availability of grants for the purposes set out in 18 AAC 65.010.

(b) A complete grant application submitted under this chapter must contain (0)  
(1) the name, address, and the telephone number of the applicant, the name of a contact person representing the applicant, and an explanation of the applicant's eligibility to apply for a grant under 18 AAC 65.010; (+3)

The decision to apply for the grant is optional and does not count as a requirement. However, requirements within the application are considered requirements. In this example, the applicant's identifying information is one requirement and the applicant's eligibility status is a separate requirement.

*Prohibited Actions*

A requirement *not* to do something is equivalent to a requirement to take some action. Any discrete prohibition from taking some action should therefore count as a regulatory requirement. Consider this example:

**18 AAC 32.060. Raw milk and raw milk product.**

Except as provided in 18 AAC 32.010(c), a milk producer may not allow raw milk or a raw milk product, including cream from raw milk, to be removed from the dairy farm unless (+1)

(1) the product is being transported directly to a milk processing plant with a permit issued under 18 AAC 32.030 or by another state; (+1)

In this example, the milk producer may not allow the raw milk products to be removed from the dairy; this is an imposed requirement. The second sentence allowing the removal if there is a permit becomes a second requirement.

#### *Requirements in Materials Adopted by Reference*

Alaska law allows agencies to impose binding obligations by referring to a document outside of the Alaska Administrative Code (AS 44.62.245). An example of materials *adopted by reference* appears below<sup>3</sup>:

**18 AAC 62.410. Treatment Storage and Disposal; Standards applicable to an owner or operator of a hazardous waste treatment, storage, or disposal facility.**

Regulations of the federal government applicable to the owner or operator of a hazardous waste treatment, storage, or disposal facility, including standards for universal waste management, promulgated and published as 40 C.F.R. Part 264, 40 C.F.R. Part 265, and 40 C.F.R. Part 273.60 - 273.62, as revised as of July 1, 2002, are adopted by reference.

In this case, the agency is requiring regulated parties to comply with all the requirements included in each of the documents being referenced. The agency must therefore go through the entirety of each of these documents and count every single requirement they contain using the methodology described above.

In many cases, an agency will not necessarily intend that regulated parties comply with every single requirement in each document incorporated by reference. If that is the case, the regulation should explicitly identify the portions that the agency intends to be binding on regulated parties. As part of the process of reviewing their regulations, agencies must go through each incorporated document and decide whether they intend all the requirements to be binding. If not, agencies must modify their regulations to identify with greater specificity which portions of the documents they reference are binding.

Agencies must also periodically review the documents to ensure that they reflect the most up-to-date versions. In the example provided above, for instance, they referred to federal regulations from 2002. As agencies review their regulations, they must update their incorporated documents to verify that the appropriate version is referenced. Sometimes, for example, federal agencies or other organizations may delete older versions of documents rendering their referencing obsolete.

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<sup>3</sup> Note that the provision in this example was repealed June 1, 2025.

## What types of actions count towards the 25% reduction goal?

Regulatory reduction is not a "one-size-fits-all" process. There are many ways that an agency can go about reducing regulatory burdens, and the Governor wants to make sure that agencies consider all of them and get credit for any reduction they undertake.

### *Eliminating Discrete Requirements*

The most straightforward way of reducing the burden is simply by eliminating requirements. When agencies revisit their regulations, they should carefully review each provision and decide if any requirements should be eliminated. In so doing, agencies should be mindful of the important role of regulations in promoting public health, safety, and welfare, and developing our natural resources, and should not eliminate any requirements that are critical to protecting the public and the environment.

There are often numerous, unnecessary requirements that simply impose an unnecessary burden on businesses, the public, and the agencies themselves. Reporting requirements can be an example of unnecessary and burdensome regulations. Some reporting may be necessary to ensure that regulated parties are in compliance, but other reports may involve nothing more than a box-checking exercise.

Agencies must carefully consider all the discrete requirements in each of their regulations and decide what is truly necessary and what is not. As part of this process, agencies must undertake active outreach to the regulated community. Businesses and individuals who must fill out forms, file reports, undergo required trainings, and undertake a variety of other government-mandated tasks have the best sense of the burden regulations impose.

### *Reducing Regulatory Burdens*

Though eliminating unnecessary regulatory requirements is important, there are many other ways to reduce regulatory burdens. Consider, for instance, a requirement that an applicant for a professional license complete 1000 hours of training before he or she can be certified. Some training is necessary, so the requirement should not be eliminated completely, but 1000 hours may be excessive. Requiring 500 hours of training, for instance, may be sufficient. By making this change, the agency is reducing the regulatory burden by 50% (1000 minus 500 hours).

There are many ways that agencies can *reduce* regulatory burdens rather than eliminating them completely, including the following.

- Reducing the required training hours (example cited above).
- Reducing the number of forms regulated parties must fill out or shortening the forms.
- Reducing a license fee, fine, or other monetary expense imposed by a regulation.
- Reducing the areas that are subject to the regulation.

- Creating a waiver or exemption or extending it to additional regulated parties.
- Other efficiencies and administrative reductions created by the department.

Each of these involves a reduction in regulatory burden, but they are reducing different aspects of regulatory burdens (hours, paperwork, cost, scope). That can make it difficult to determine *how much* the regulatory burden is being reduced. Oftentimes these reductions can be monetized.

If your agency is considering changing a regulatory requirement in a way that reduces costs, promotes market competition, or makes it easier to achieve regulatory compliance but that does not reduce the overall number of regulatory requirements or it produces savings that can be monetized, please contact your Agency Regulatory Liaison who will work with the Office of the Governor to ensure the department receives credit toward their overall reduction goal. The important goal to remember through this process is to reduce the regulatory burdens on all Alaskans, whether they are mandates, direct costs, or overly lengthy documents. We will work with you to ensure your agency receives the credit they are due.

#### *Other Deregulatory Actions*

There may be a handful of cases in which an agency is modifying a regulatory requirement but is not eliminating it completely and cannot easily calculate the monetary value of reducing the associated burden. For instance, as noted above, there may be instances in which an agency creates a new approach to achieving compliance that adds new regulatory provisions but actually decreases the overall burden on regulated parties.

Agencies may also sometimes replace so-called "design standards," which tell regulated parties exactly what they must do, with "performance standards," which set a goal and leave it up to the regulated parties to decide how to achieve it. In this case, it may not be possible to determine the associated cost savings until the agency calculates the cost of whatever new compliance approaches regulated parties come up with.

If your agency is considering changing a regulatory requirement in a way that promotes market competition or makes it easier to achieve regulatory compliance but that does not reduce the overall number of regulatory requirements or produce savings that can be monetized, please contact your Agency Regulatory Liaison who will work with the Office of the Governor to ensure the department receives credit toward their overall reduction goal.

#### *Actions that Do Not Count Towards the 25% Reduction Goal*

*Temporary* changes in regulatory requirements do not count towards the 25% reduction target. Merely *delaying* a regulation also does not count towards the 25% reduction target.

## When does a reduction count towards the 25% goal?

Administrative Order 360 mandates a 25% reduction in regulatory requirements by December 31, 2027.

A reduction in requirements does not officially count towards the 25% goal until it is completely final. That is to say, the change must have gone through the entire regulatory process.

## How does the 25% reduction goal apply to guidance documents?

Guidance documents are intended to *explain* requirements contained in statutes or regulations or to provide background information; they may not contain requirements governing regulated parties that must be reflected in regulation.<sup>4</sup>

Agencies should strive to keep guidance documents short, simple, accurate, and up to date. Allowing guidance documents to become stale or failing to rescind inaccurate or irrelevant guidance can create significant confusion for the regulated community and the general public. In many cases, agencies have issued new guidance documents without necessarily rescinding older versions. In that light, agencies should also strive to reduce the *length* of their guidance documents.

Of course, agencies should not cut language that is valuable to understanding regulatory requirements. For example, cutting illustrative examples or making specific language more vague may shorten a guidance document's overall length but would make it less useful to the public. But guidance documents often contain extraneous or redundant information that can be eliminated. In addition, agencies often issue multiple guidance documents on the same subject, and consolidating those documents will both eliminate confusion and reduce the amount of text that the public must read.

Agencies will receive credit towards the 25% reduction requirement for reducing the number of pages in a guidance document.

## What information should be provided to show a 25% reduction?

Agencies will need to do two things to ensure that they receive credit for their regulatory reduction and streamlining efforts. First, they need to calculate the total number of regulatory requirements in the Alaska Administrative Code sections they issue and the total number of pages of all their guidance documents.

Using the counting methodology described above, agencies should come up with a number for regulatory requirements and a separate number for length of guidance documents and report it to

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<sup>4</sup> If an agency identifies unique regulatory requirements contained in guidance documents as part of its efforts to review existing materials, it must move those requirements into regulation.

their Agency Regulatory Liaison by October 13, 2025.

Second, agencies will need to track any regulatory action that involves adding or eliminating regulatory requirements or shortening or lengthening the number of pages in guidance documents. Depending on the type of change the agency is undertaking, it should report the following pieces of information:

Type of Change	What to Report	Example
Eliminating (or Adding) Regulatory Requirements	Agency should report the original number of requirements and the new number in the Alaska Administrative Code section(s)	Agency eliminates a requirement that forms be notarized
Decreasing (or Increasing) Regulatory Costs	Agency should report the original total cost, and the new total cost associated with the requirement(s) it is amending	Agency reduces a fee from \$200 to \$100
Reducing (or Increasing) Regulatory Burdens in a Non-Monetizable Way	Agency should describe the change and how it will reduce (or increase) burdens	Agency replaces a design standard with a performance standard
Reducing (or Increasing) Length of Guidance Documents	Agency should report page length of both the original and amended guidance documents	Agency shortens a previously 10-page guidance document to 4-pages

In determining whether or not an agency has met its 25% goal, the Office of the Governor will provide "full credit" for any requirement an agency eliminates completely. For regulatory burdens an agency reduces, the Office of the Governor will provide "partial credit" using the cost data or other information the agency provides. For example, if an agency reduces a fee from \$200 to \$100, the regulatory stringency has been reduced by half, and it will thereafter be counted as "0.5 requirements" rather than "1 requirement." When an agency reduces the burden of a requirement in a non-monetizable way, the Office of the Governor will work with the agency to ensure it gets proper credit towards the 25% reduction.

In addition, for those regulations that are not eliminated entirely but that are modified to reduce overall stringency, the Office of the Governor will monitor agencies' reduction efforts and look for opportunities to highlight those agencies' good work.

**Big Game Commercial Services Board Adopted by Reference Discretionary Requirements:**

<b>Adopted by Reference Document</b>	<b># of discretionary requirements</b>
Registered Guide-Outfitter Hunt Record – December 2017	13
Guide-Outfitter Use Area Maps – updated July 2024	0
Transporter Activity Report – October 2012	16
<b>Total:</b>	<b>29</b>

**Registered Guide-Outfitter Hunt Record – December 2017: 13**

Requirement Breakdown

Pre-Hunt Requirements

1. Contracting guide must complete and submit the form.
2. Must check one of: Guided, Transported Only, or Outfitted Only.
3. Must provide client's full information (name, license number, address, etc.).
4. Must list all guides, assistant guides, or packers accompanying the client.
5. Must specify hunt dates.
6. Must indicate transportation methods (boat, aircraft, other).
7. Must sign the form prior to the hunt.

Post-Hunt Requirements

8. Form must be submitted within 60 days after hunt completion.
9. Contracting guide must certify that all information is true and correct.
10. Must certify compliance with 12 AAC 75.240 (communication requirement).
11. Must sign again after the hunt is complete.

Legal Warnings (Implied Requirements)

12. Must not falsify information (subject to AS 11.56.210).
13. Must not omit material facts (subject to AS 08.54.710 and 12 AAC 75.210).

Total Discretionary Requirements: 13

## **Transporter Activity Report – October 2012: 16**

### Requirement Breakdown

#### Pre-Transport Requirements

1. Transporter must complete the top portion of the form on the day of transport into the field.
2. Must provide transporter business name and license number.
3. Must check one of the service types (Drop-Off & Pick-Up, Drop-Off Only, Pick-Up Only).
4. Must provide full client information (name, license number, address, phone, etc.).
5. Must specify date transported to field.
6. Must specify specific location and GMU/Subunit.
7. Must indicate method of transportation used (aircraft, boat, other).
8. Must sign and certify that the information is true and correct.

#### Post-Transport Requirements

9. Must complete bottom portion immediately after transporting client out of the field.
10. Must specify date transported from field.
11. Must specify specific location.
12. Must list species harvested (with bear type if applicable).
13. Must estimate pounds of meat transported.
14. Must sign and certify again that the information is true and correct.

#### Legal Warnings (Implied Requirements)

15. Must not falsify or omit material facts (subject to AS 08.54.710 and 12 AAC 75.400).
16. Must not commit unsworn falsification (AS 11.56.210).

Statutory Authority	12 AAC Section
Statutory Authority	Section
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
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AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
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AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1

AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.1
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.105
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.105
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.11
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AS 08.54.600, AS 08.54.605, AS 08.54.610	75.115
AS 08.54.600, AS 08.54.605, AS 08.54.610	75.115
AS 08.54.600, AS 08.54.610, AS 08.54.670, AS 08.54.605, AS 08.54.660	75.117

AS 08.54.600, AS 08.54.610, AS 08.54.670, AS 08.54.605, AS 08.54.660	75.117
AS 08.54.600, AS 08.54.610, AS 08.54.670, AS 08.54.605, AS 08.54.660	75.117
AS 08.54.600, AS 08.54.610, AS 08.54.670, AS 08.54.605, AS 08.54.660	75.117
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AS 08.54.600, AS 08.54.605, AS 08.54.620	75.12
AS 08.54.600, AS 08.54.630, AS 08.54.790, AS 08.54.605, AS 08.54.635	75.13
AS 08.54.600, AS 08.54.630, AS 08.54.790, AS 08.54.605, AS 08.54.635	75.13

AS 08.54.600, AS 08.54.630, AS 08.54.790, AS 08.54.605, AS 08.54.635	75.13
AS 08.01.100, AS 08.54.600	75.14
AS 08.54.600, AS 08.54.650, AS 08.54.660	75.145
AS 08.54.600, AS 08.54.650, AS 08.54.660	75.145
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AS 08.54.600, AS 08.54.650, AS 08.54.660	75.145
AS 08.54.600, AS 08.54.610, AS 08.54.750	75.2
AS 08.54.600, AS 08.54.610, AS 08.54.750	75.2



AS 08.54.600, AS 08.54.610, AS 08.54.680	75.22
AS 08.54.600, AS 08.54.610, AS 08.54.680	75.22
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AS 08.54.600, AS 08.54.750	75.235
AS 08.54.600, AS 08.54.620, AS 08.54.710, AS 08.54.610, AS 08.54.630	75.24
AS 08.54.600, AS 08.54.620, AS 08.54.710, AS 08.54.610, AS 08.54.630	75.24
AS 08.54.600, AS 08.54.620, AS 08.54.710, AS 08.54.610, AS 08.54.630	75.24

AS 08.54.600, AS 08.54.620, AS 08.54.710, AS 08.54.610, AS 08.54.630	75.24
AS 08.54.600, AS 08.54.620, AS 08.54.710, AS 08.54.610, AS 08.54.630	75.24
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AS 08.54.600, AS 08.54.720, AS 08.54.790, AS 08.54.680	75.26

AS 08.54.600, AS 08.54.720, AS 08.54.790, AS 08.54.680	75.26
AS 08.54.600, AS 08.54.720, AS 08.54.790, AS 08.54.680	75.26
AS 08.54.600, AS 08.54.720, AS 08.54.790, AS 08.54.680	75.26
AS 08.54.600, AS 08.54.750	75.265
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AS 08.54.600, AS 08.54.750	75.265

AS 08.54.600, AS 08.54.750	75.265
AS 08.54.600, AS 08.54.680, AS 08.54.710	75.34
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AS 08.54.600, AS 08.54.650, AS 08.54.660	12 AAC 75.395
AS 08.54.600, AS 08.54.650, AS 08.54.660	12 AAC 75.395
AS 08.54.600, AS 08.54.650, AS 08.54.660	12 AAC 75.395
AS 08.54.600, AS 08.54.650, AS 08.54.660	12 AAC 75.395
AS 08.54.600, AS 08.54.650, AS 08.54.660	12 AAC 75.395
AS 08.54.600, AS 08.54.650, AS 08.54.660	12 AAC 75.395
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.760	12 AAC 75.400
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.760	12 AAC 75.400
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.760	12 AAC 75.400
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.760	12 AAC 75.400
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.760	12 AAC 75.400
AS 08.01.100, AS 08.54.600	12 AAC 75.410
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.680	12 AAC 75.420

AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.680	12 AAC 75.420
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.680	12 AAC 75.420
AS 08.54.600, AS 08.54.650, AS 08.54.660, AS 08.54.680	12 AAC 75.420
AS 08.54.600	12 AAC 75.430
AS 08.54.600, AS 08.54.710, AS 08.54.720, AS 08.54.790	12 AAC 75.440
AS 08.54.600, AS 08.54.710, AS 08.54.720, AS 08.54.790	12 AAC 75.440

AS 08.54.600, AS 08.54.710, AS 08.54.720, AS 08.54.790	12 AAC 75.440
AS 08.54.600, AS 08.54.710, AS 08.54.720, AS 08.54.790	12 AAC 75.440
AS 08.54.600, AS 08.54.650, AS 08.54.680, AS 08.54.720, AS 08.54.790	12 AAC 75.450

AS 08.54.600, AS 08.54.650, AS 08.54.680, AS 08.54.720, AS 08.54.790	12 AAC 75.450
AS 08.54.600, AS 08.54.650, AS 08.54.680, AS 08.54.720, AS 08.54.790	12 AAC 75.450
AS 08.54.600, AS 08.54.650, AS 08.54.680, AS 08.54.720, AS 08.54.790	12 AAC 75.450
AS 08.54.600, AS 08.54.610, AS 08.54.740	12 AAC 75.460
AS 08.54.600, AS 08.54.610, AS 08.54.740	12 AAC 75.460
AS 08.01.100, AS 08.54.600, AS 08.54.660, AS 08.54.670	12 AAC 75.900
AS 08.01.100, AS 08.54.600, AS 08.54.660, AS 08.54.670	12 AAC 75.900
AS 08.01.100, AS 08.54.600, AS 08.54.660, AS 08.54.670	12 AAC 75.900
AS 08.01.100, AS 08.54.600, AS 08.54.660, AS 08.54.670	12 AAC 75.900

AS 08.01.100, AS 08.54.600, AS 08.54.660, AS 08.54.670	12 AAC 75.900
AS 08.01.100, AS 08.54.600, AS 08.54.660, AS 08.54.670	12 AAC 75.900
AS 08.01.100, AS 08.54.600, AS 08.54.660, AS 08.54.670	12 AAC 75.900
AS 08.54.600, AS 08.54.710	12 AAC 75.910
AS 08.54.600, AS 08.54.605, AS 08.54.610, AS 08.54.620, AS 08.54.630	12 AAC 75.920
AS 08.54.600, AS 08.54.605, AS 08.54.610, AS 08.54.620, AS 08.54.630	12 AAC 75.920
AS 08.54.600, AS 08.54.605, AS 08.54.610, AS 08.54.620, AS 08.54.630	12 AAC 75.920

AS 08.54.600, AS 08.54.605, AS 08.54.610, AS 08.54.620, AS 08.54.630	12 AAC 75.920
AS 08.54.600, AS 08.54.605, AS 08.54.610, AS 08.54.620, AS 08.54.630	12 AAC 75.920
AS 08.54.600, AS 08.54.605, AS 08.54.610, AS 08.54.620, AS 08.54.630	12 AAC 75.920
AS 08.54.600, AS 08.54.680	12 AAC 75.930
AS 08.54.600, AS 08.54.680	12 AAC 75.930
AS 08.54.600, AS 08.54.790	12 AAC 75.940
AS 08.54.600, AS 08.54.610, AS 08.54.620, AS 08.54.630, AS 08.54.710	12 AAC 75.990
AS 08.54.600, AS 08.54.610, AS 08.54.620, AS 08.54.630, AS 08.54.710	12 AAC 75.990



## Subsection

### Subsection & Regulation Language

(a)(1)(A) the applicable fees required in 12 AAC 02.230

(a)(1)(B) a completed application on a form provided by the department; the applicant must indicate if the applicant will be contracting to provide big game commercial services during the licensing period for which the applicant is applying

(a)(1)(C) a list of hunters for whom the applicant has provided big game hunting services in compliance with AS 08.54.610(a)(8)

(a)(1)(D) a written certification by the applicant on a form provided by the department certifying the applicant's (i) practical field experience as required in AS 08.54.610(a)(2); (ii) capability to perform "essential duties associated with guiding and outfitting" as defined in 12 AAC 75.990; and (iii) successful experience guiding sheep, moose, brown bear, mountain goat, and caribou hunts, if the applicant is seeking licensure for one of these species; the applicant must have been involved in a minimum of three harvests on a guided hunt for each of these listed species in order to be licensed for that species

(a)(1)(E) a signed statement from the applicant certifying that the applicant meets the eligibility requirements in AS 08.54.605

(a)(1)(F) a form completed by the applicant listing the dates that the applicant hunted in the state and certifying that the applicant meets the requirements in AS 08.54.610(a)(5)

(a)(1)(G) the applicant's license number and dates of licensure as a class-A assistant guide, class-A assistant guide-outfitter, assistant guide, or assistant guide-outfitter in the state

(a)(2)(A) a complete report of criminal justice information under AS 12.62, including fish and wildlife violations, and if a state other than this state is the applicant's primary state of residence, an equivalent report issued by that other state

(a)(2)(B) for each guiding, outfitting, transportation, or other hunting services license, if any, issued to the applicant by another state or by a jurisdiction of Canada, verification from the issuing government body that the license has not been suspended or revoked

(b) For the purposes of determining the applicable license fee, under (a) of this section, the applicant shall state on the application form whether the applicant is a resident.

(c) The department will not schedule an applicant for the registered guide-outfitter examination unless the department has received all letters of recommendation required under AS 08.54.610(a)(8) at least 45 days before the date of the examination.

(d) In addition to meeting the requirements of (a) – (c) of this section, an applicant must (1) have participated in contracted hunts for 125 days over a minimum of three years with at least eight clients; and (2) submit, at least 45 days before the date of the next scheduled registered guide-outfitter examination, an affidavit signed by an employing registered guide-outfitter attesting that the applicant has met the requirements of this subsection and including a completed form assessing the applicant's skills and abilities in the following areas and explaining negative responses: (A) hunting regulations; (B) guiding regulations; (C) meat care and preservation; (D) cape and trophy care; (E) trophy judging; (F) photography; (G) ethics; (H) logistics; (I) stalking; (J) safety procedures; (K) first aid; (L) emergency protocol; (M) firearm use and safety; (N) knowledge of property ownership.

(e) The department will schedule an applicant to sit for the registered guide-outfitter examination if items in (a) – (d) of this section are received and verified before the scheduled examination date.

(f) An applicant who appears for an examination and chooses not to take a scheduled test forfeits the examination fees.

(a) The department will issue a license as a master guide-outfitter to a person who meets the requirements of AS 08.54.610(b) and this section. An applicant for a master guide-outfitter license must submit (1) a completed application on a form provided by the department; (2) the applicable fees required in 12 AAC 02.230; (3) a list of 45 big game hunters for whom the applicant has personally provided guiding or outfitting services in compliance with AS 08.54.610; (4) for each guiding, outfitting, transportation, or other hunting services license, if any, issued to the applicant by another state or by a jurisdiction of Canada, verification from the issuing government body that the license has not been suspended or revoked; (5) the favorable evaluations required under AS 08.54.610(b)(3); and (6) an affidavit identifying the years for which the applicant is requesting to receive guide experience credit.

(b) For the purposes of determining the applicable license fee, the applicant shall state on the application form whether the applicant is a resident.

(a) To be eligible for a registered guide-outfitter license, an applicant must pass the (1) qualification examination, which includes a practical examination covering (A) trophy judging of actual antlers and horns; (B) aging of animals; (C) sexing of mountain goats and bears; and (D) caping a big game animal; for this portion of the examination, the applicant must provide a visual recording of the applicant caping a big game animal; and (2) game management unit examination for at least one game management unit.

(b) The minimum score required to pass the qualification and game management unit registered guide-outfitter examinations is 75 percent on each examination.

(c)-(f) Repealed.

(a) The department will schedule an applicant to sit for the certification examination for a game management unit if the applicant submits, at least 45 days before the date of the next scheduled examination, (1) a written request and applicable examination fees established in 12 AAC 02.230; and (2) proof satisfactory to the department of having, for at least 60 days within the game management unit for which the applicant is requesting certification, performed one or more of the following activities in the field: (A) guiding; (B) hunting; (C) trapping; (D) camping; (E) surveying game.

(b) An applicant may take examinations for no more than three game management units at a time.

(c) The department will certify an applicant for a game management unit if the applicant (1) meets the requirements of this section; (2) passes the certification examination testing, for the game management unit for which certification is sought, the applicant's knowledge on terrain, game, geography, transportation, logistics, and land ownership; and (3) is a registered guide-outfitter with a valid license; if the applicant does not already have a valid registered guide-outfitter license, the department will issue certification when the applicant (A) has met all the qualification requirements of AS 08.54 and this chapter for initial issuance of a registered guide-outfitter license and is issued that license; or (B) has timely renewed an expired registered guide-outfitter license in accordance with AS 08.54.660 and 08.54.670.

(d) The department will schedule an applicant to sit for a game management unit certification examination if the proof required under (a)(2) of this section is verified before the scheduled examination date.

(e) An applicant who appears for an examination and chooses not to take a scheduled test forfeits the examination fees.

(a) An applicant for a registered guide-outfitter license who is applying under AS 08.54.610(a)(3)(B) must submit, (1) at least 120 days before the date of the next scheduled examination for game management unit certification, (A) the applicable fees required in 12 AAC 02.230; (B) a completed application on a form provided by the department; (C) a list of hunters for whom the applicant has provided big game hunting services in compliance with AS 08.54.610(a)(8); (D) a written certification by the applicant on a form provided by the department certifying the applicant's (i) practical field experience as required in AS 08.54.610(a)(2); (ii) capability to perform "essential duties associated with guiding and outfitting" as defined in 12 AAC 75.990; and (iii) successful experience guiding sheep, moose, brown bear, mountain goat, and caribou hunts, if the applicant is seeking licensure for one of these species; the applicant must have been involved in a minimum of three harvests on a guided hunt for each of these listed species in order to be licensed for that species; (E) a signed statement by the applicant certifying that the applicant meets the eligibility requirements in AS 08.54.605; (F) a form completed by the applicant listing the dates that the applicant has hunted in the state and certifying that the applicant meets the requirements of AS 08.54.610(a)(5); and (G) the applicant's license number and dates of licensure that meet the requirements of AS 08.54.610(a)(3)(B), verifying at least 25 years of qualifying experience; and (2) at least 45 days before the date of the next scheduled examination for game management unit certification, (A) a complete report of criminal justice information under AS 12.62, including fish and wildlife violations, and if a state other than this state is the applicant's primary state of residence, an equivalent report issued by that other state; and (B) for each guiding, outfitting, transportation, or other hunting services license, if any, issued to the applicant by another state or by a jurisdiction of Canada, verification from the issuing government body that the license has not been suspended or revoked; and (C) an affidavit and form completed and signed by an employing registered guide-outfitter assessing the applicant's skills and abilities in the following areas and explaining negative responses: (i) hunting regulations; (ii) guiding regulations; (iii) meat care and preservation; (iv) cape and trophy care; (v) trophy judging; (vi) photography; (vii) ethics; (viii) logistics; (ix) stalking; (x) safety procedures; (xi) first aid; (xii) emergency protocol; (xiii) firearm use and safety; (xiv) knowledge of property ownership.

(b) For the purposes of determining the applicable license fee, the applicant shall state on the application form whether the applicant is a resident.

(c) The department will not schedule an applicant for the game management unit examination unless the department has received all letters of recommendation required under AS 08.54.610(a)(8) at least 45 days before the date of the examination.

(d) Repealed 7/30/2006.

(e) An applicant who appears for an examination and chooses not to take a scheduled test forfeits the examination fees.

(a) An applicant who fails a registered guide-outfitter examination may apply for reexamination any time within two years after the date of the first examination. If, within two years after the date of the first examination, the applicant fails to apply for reexamination, the applicant must apply again for initial licensure, and must meet the qualifications in AS 08.54 and this chapter for initial issuance of a registered guide-outfitter license.

(b) An applicant who fails a certification examination for a game management unit may apply for reexamination any time within two years after the date of the first examination. If, within two years after the date of the first examination, the applicant fails to apply for reexamination, and if the applicant (1) has not already passed a certification examination as required under AS 08.54.610(a)(4) for initial licensure, is not already licensed as a registered guide-outfitter, or on or before the date of reexamination has failed under AS 08.54.660 and 08.54.670 to renew a license for four consecutive years, the applicant must apply again for initial licensure, and must meet the qualifications in AS 08.54 and this chapter for initial issuance of a registered guide-outfitter license; or (2) either is already licensed as a registered guide-outfitter or has an expired license for which, on or before the date of reexamination, the four consecutive-year period for renewal under AS 08.54.660 and 08.54.670 has not run, and if the failed certification examination is for an additional game management unit, the applicant must apply again under 12 AAC 75.112 and must meet the requirements in that section to sit for the examination.

(c) To apply for reexamination, an applicant must submit, at least 45 days before the date of the examination, (1) a written request for reexamination; and (2) the examination fee required in 12 AAC 02.230 for the requested examination.

(d) The department may, if staff resources allow, waive the application deadline in (c) of this section.

(e) An examination score is valid for no more than two years. If the examination is a (1) registered guide-outfitter examination, and if, within two years after the date of the examination, the applicant is not issued a license as a registered guide-outfitter, the applicant must apply again for initial licensure, and must meet the qualifications in AS 08.54 and this chapter for initial issuance of a registered guide-outfitter license; (2) certification examination for a game management unit and is required under AS 08.54.610(a)(4) for initial licensure, and if, within two years after the date of the examination, the applicant is not issued a license as a registered guide-outfitter, the applicant must apply again for initial licensure, and must meet the qualifications in AS 08.54 and this chapter for initial issuance of a registered guide-outfitter license; or (3) certification examination for an additional game management unit, not required under AS 08.54.610(a)(4) for initial licensure, and if the applicant has an expired registered guide-outfitter license for which, within the two-year period that the examination score is valid, the four consecutive-year period for renewal under AS 08.54.660 and 08.54.670 runs out, the applicant may not apply that score to meet the initial licensure requirements in AS 08.54.610(a)(4).

(a) The department will issue a license as a class-A assistant guide to an applicant who meets the requirements of AS 08.54.620 and this section.

(b) Before a class-A assistant guide license will be issued, the department must receive (1) the fees required in 12 AAC 02.230; (2) a completed application on a form provided by the department; (3) verification of the applicant's applicable employment, residency, and hunting experience required under AS 08.54.620(a)(4); an applicant applying for a class-A assistant guide license under (A) AS 08.54.620(a)(4)(A) and this section shall submit (i) verification, from employing registered guides or guide-outfitters, of experience spanning three years as described in AS 08.54.620(a)(4)(A)(i); and (ii) an affidavit that the applicant has had the hunting experience required in AS 08.54.620(a)(4)(A)(ii); (B) AS 08.54.620(a)(4)(B) and this section shall submit (i) the evidence required in AS 08.54.620(a)(4)(B)(i) of physical residency; (ii) three affidavits of hunting experience from individuals who certify that the applicant has had the hunting experience required in AS 08.54.620(a)(4)(B)(ii); and (iii) a letter of recommendation from a licensed registered guide-outfitter who intends to employ the applicant as a class-A assistant guide; (4) a copy of the applicant's valid first aid card issued by the Red Cross or a similar organization recognized by the department; (5) a signed statement from the applicant certifying that the applicant meets the eligibility requirements in AS 08.54.605; (6) a complete report of criminal justice information under AS 12.62, including fish and wildlife violations, and if a state other than this state is the applicant's primary state of residence, an equivalent report issued by that other state; (7) for each guiding, outfitting, transportation, or other hunting services license, if any, issued to the applicant by another state or by a jurisdiction of Canada, verification from the issuing government body that the license has not been suspended or revoked; and (8) the jurisprudence questionnaire prepared by the board covering the provisions of AS 08.54 and this chapter, scoring a minimum of 70 percent.

(c) A class-A assistant guide licensed under AS 08.54.620(a)(4)(B) may be certified for additional game management units in which the licensee does not reside if that licensee also meets the requirements of AS 08.54.620(a)(4)(A).

(a) The department will issue a license as an assistant guide to an applicant who meets the requirements of AS 08.54.630 and this section. An assistant guide license applicant shall submit (1) the fees required in 12 AAC 02.230; (2) a completed application on a form provided by the department; (3) a copy of the applicant's valid first aid card issued by the American Red Cross or a similar organization recognized by the department; (4) a form completed by the applicant listing the dates the applicant has hunted in the state and certifying that the applicant meets the requirements in AS 08.54.630(a)(2); (5) a written recommendation or evidence as required in AS 08.54.630(a)(4); (6) a signed statement from the applicant certifying that the applicant meets the eligibility requirements in AS 08.54.605; (7) a complete report of criminal justice information under AS 12.62, including fish and wildlife violations, and if a state other than this state is the applicant's primary state of residence, an equivalent report issued by that other state; (8) for each guiding, outfitting, transportation, or other hunting services license, if any, issued to the applicant by another state or by a jurisdiction of Canada, verification from the issuing government body that the license has not been suspended or revoked; and (9) the jurisprudence questionnaire prepared by the board covering the provisions of AS 08.54 and this chapter, scoring a minimum of 70 percent.

(b) An unlicensed person receiving training for purposes of experience necessary to apply for licensure as an assistant guide under this section may participate in activities identified in AS 08.54.635(b), when a licensed guide is physically present.

(c) To be physically present for purposes of this section, the licensed guide must be primarily in or near camp while an unlicensed person is performing the activities of field preparation of trophies and using guiding or outfitting equipment, including spotting scopes and firearms. An unlicensed person may take necessary action to prevent the spoilage or loss of a trophy while unsupervised. While an unlicensed person is accompanying a licensed guide and client during the final portion of stalking, pursuing, tracking, killing, or attempting to kill big game, the unlicensed person must act under the close and immediate supervision of the licensed guide. An unlicensed person under this section may not direct the actions of a hunter to stalk, take, or attempt to take a big game animal.

Registered guide-outfitter, class-A assistant guide, and assistant guide licenses expire on December 31 of odd-numbered years.

(a) The department will issue a license as a transporter to an applicant who meets the requirements of AS 08.54.650 and this section. An applicant for a transporter license must submit (1) a completed application on a form provided by the department; (2) the applicable fees required in 12 AAC 02.230; (3) proof of financial responsibility in accordance with 12 AAC 75.420; (4) copies of the Federal Aviation Administration and United States Coast Guard licenses applicable to the applicant's operations; (5) the name of one individual who is responsible for managing the transporter's business activities; and (6) the jurisprudence questionnaire prepared by the board covering the provisions of AS 08.54 and this chapter, scoring a minimum of 70 percent.

(b) In addition to meeting the requirements in (a) of this section, an applicant that is a (1) corporation must submit proof of either a certificate of incorporation or a certificate of authority in good standing under AS 10, and if the corporation is organized in this state, proof of articles of incorporation in good standing under AS 10; (2) limited liability company, proof of either articles of organization or registration in good standing under AS 10.50; (3) limited liability partnership, proof of either a statement of qualification or a statement of foreign qualification in good standing under AS 32.06.911 – 32.06.925; or (4) limited partnership, proof of either a certificate of limited partnership or registration in good standing under AS 32.11.

(c) To change the individual identified under (a)(5) of this section, a licensed transporter must file with the department, within 20 days after the date of the change, a written statement verifying the change and identifying the new individual responsible for managing the transporter's business activities.

(d) A licensed transporter shall notify the department in accordance with 12 AAC 02.900 if the transporter's mailing address changes.

(a) In addition to the restrictions in AS 08.54.720, a registered guide-outfitter may provide transportation services only in a guide use area for which the guide-outfitter is registered, unless the guide-outfitter also holds a transporter license.

(b) A registered guide-outfitter who provides transportation or outfitting services in a guide use area, for which the guide-outfitter is registered, shall complete a hunt record for each client transported or outfitted.

(a) The department will issue uniquely identifiable hunt records to a registered guide-outfitter with a valid license who has proof of financial responsibility in accordance with 12 AAC 75.220 on file with the board. Once the department issues the hunt records, the board (1) will consider the hunt records to be in the possession of the registered guide-outfitter; and (2) may discipline the registered guide-outfitter under AS 08.54.710(a)(2) if the (A) registered guide-outfitter loses or misplaces the hunt records, or fails to return hunt records as required under this section or upon the department's request; (B) hunt records are damaged or destroyed while in the registered guide-outfitter's possession; or (C) hunt records, while in the registered guide-outfitter's possession, are used in a manner that violates AS 08.54.760, this section, or 12 AAC 75.210.

(b) The hunt records must be used by the assigned registered guide-outfitter. Blank hunt records may be transferred to another contracting registered guide-outfitter, if the transferee notifies the department within 60 days that a transfer has taken place.

(c) All copies of a hunt record must be completed in accordance with 12 AAC 75.210. Copies must be distributed in accordance with 12 AAC 75.210.

(d) A voided hunt record must be returned to the department.

(f) A maximum of 50 hunt records will be issued to a registered guide-outfitter and may be in the registered guide-outfitter's possession at any given time. Additional hunt records may be issued. However, upon a written request and showing of good cause, as determined by the department, a registered guide-outfitter may have more than 50 hunt records assigned and in the registered guide-outfitter's possession.

(g) A registered guide-outfitter who misplaces or loses a hunt record shall submit to the department (1) a notarized statement documenting the loss of the hunt record; and (2) client information not already submitted to the department under 12 AAC 75.210.

(a) The hunt record required by AS 08.54.760 must be on a form provided by the department, titled Registered Guide-Outfitter Hunt Record, dated December 2017, and adopted by reference. This form is established by the board for review of the information required to be submitted by registered guide-outfitters.

(b) Before a hunt, a registered guide-outfitter who contracts to guide, transport, or outfit a hunt shall complete or have completed the portions of the hunt record form that are required to be completed before a hunt.

(c) A copy of the hunt record must be with the client for the duration of a hunt.

(d) At the conclusion of the hunt, the registered guide-outfitter shall complete the applicable remaining portions of the hunt record.

(e) The registered guide-outfitter shall furnish one copy of the completed hunt record to the client and retain one copy for four years at the registered guide-outfitter's regular place of business.

(f) A hunt record must be produced for inspection upon request by an agent of the board or department or any state or federal enforcement agent authorized to enforce guiding, game, or game management statutes or regulations.

(g) If a big game hunting client contracts to hunt big game with more than one registered or master guide-outfitter, a separate hunt record must be completed by each registered or master guide-outfitter and each client. The department will not accept hunt records signed by more than one guide-outfitter.

(b) An applicant who intends to contract to guide or outfit a big game hunt shall (1) certify that the applicant has and will maintain during the licensing period, assets, general liability insurance, or a bond totaling at least a minimum of \$100,000 that will be available for payment of a judgment against the applicant resulting from the applicant's big game hunting services; and (2) list the assets, insurance, or bond, including, if applicable, (A) a description of the assets, their fair market value less any liens, identification of any liens against the assets, and the location of the assets; and (B) the name of the company issuing the insurance or bond, the policy or bond number, and the amount and type of coverage supplied by the insurance or bond.

(c) A registered guide-outfitter who indicated on the application for initial license or renewal that the registered guide-outfitter would not contract to guide or outfit a big game hunt shall notify the department and provide the information required in (b) of this section before the registered guide-outfitter may contract to guide or outfit a big game hunt.

(d) A registered guide-outfitter shall notify the department within 10 days of any change to the information reported under (b) of this section.

(e) The department may require additional documentation to substantiate the information provided in (b) of this section before approving an applicant for initial licensure or license renewal.

(a) The department will register an applicant in a guide use area if the applicant meets the requirements of AS 08.54.750 and this section. For each guide use area for which a registered guide-outfitter is registering, the registered guide-outfitter shall submit the following information on a form provided by the department: (1) the applicant's registered guide-outfitter license number; (2) the guide use area for which the registered guide-outfitter is registering; (3) certification in the game management unit in which the registered guide-outfitter is applying; (4) a sworn statement by the applicant attesting to the required land use authorization; (5) a sworn statement by the applicant attesting to the ability to provide services on at least 5,000 contiguous acres of uplands in the guide use area requested.

(b) A registration expires on December 31 of the last year for which it is issued. To re-register, the registered guide-outfitter must again submit a complete application under (a) of this section.

(c) A registered guide-outfitter may register for a maximum of five calendar years ending on December 31, including the calendar year in which the registration becomes effective. A registration for multiple calendar years may be withdrawn or changed annually before April 1, if the GUA being withdrawn or changed has not been used in that year. This includes attempting to get hunters drawn for limited entry drawings for that GUA, in which case the guide must have been registered for the GUA in the year of the December draw application period and the year the hunt would have taken place. Both years will be considered used and may not be withdrawn. No refunds will be issued for the years left on a multiple year registration if it is withdrawn.

(d) In accordance with AS 08.54.750, a registration will be considered effective 30 days after the date the registration is submitted to the department, or 30 days after the date the application is considered complete, whichever is later.

(e) A registered guide-outfitter who is registered in three guide use areas may register for and conduct big game hunting services in a portion of one additional guide use area on federal land adjacent to a guide use area for which the registered guide-outfitter is already registered if the registered guide-outfitter meets the requirements of (a)(1) – (5) and (f) of this section, and submits (1) the guide use area map that identifies the portion of the additional guide use area that is located on federal land and is adjacent to a guide use area for which the registered guide-outfitter is currently registered; and (2) a letter from the federal landholder that states that the area would otherwise remain unused by a registered guide-outfitter because the boundaries do not coincide with boundaries of a federal big game guide concession or permit area.

(f) A registered guide-outfitter may not register for, or provide services within, a guide use area unless the applicant has written authorization by the landowner or appropriate representative in the form of a permit, registration or letter to provide big game hunting services on at least 5,000 contiguous acres of uplands in the guide use area.

(g) A registered guide-outfitter or master guide-outfitter who was unable to hunt a brown bear in game management unit 9 in the spring 2020 season may register for the 2021 spring brown bear season in game management unit 9, if (1) the registered guide-outfitter or master guide-outfitter registers on a form provided by the department; (2) the registered guide-outfitter or master guide-outfitter provides either (A) a current registration, valid as of April 10, 2020, for the same guide use area for which the registration is submitted; or (B) copies of completed, signed, and dated hunt contracts for the 2020 spring bear season in game management unit 9 indicating that the registered guide-outfitter or master guide-outfitter had booked clients who were later unable to complete the contracted hunt and an attestation that the registered guide-outfitter or master guide-outfitter would have registered before the April 10, 2020 deadline; and (3) the clients for whom the registered guide-outfitter or master guide-outfitter will provide services have not hunted brown bear in a guide use area within game management unit 9 since May 10, 2020.

(h) A registered guide-outfitter or master guide-outfitter must register for a minimum of three years in a guide use area at the time of registration.

GUIDE-OUTFITTER USE AREA MAPS. The set of maps titled Guide-Outfitter Use Area Maps, dated June 22, 1994, as amended December 2009, July 2011, December 2011, November 2015, and July 2024, is adopted by reference. This set of maps prepared by the Department of Natural Resources depicts the boundaries of the guide use areas established under AS 08.54.750(g).

(a) A registered guide-outfitter who contracts to guide a hunt shall plan, direct, and monitor the big game hunting services provided to the client.

(b) At the conclusion of the hunt, a registered guide-outfitter who contracts to guide a hunt shall evaluate the performance of the assistant guide, class-A assistant guide, or registered guide-outfitter involved in the hunt to determine whether the big game hunting services provided to the client were satisfactory.

(c) To comply with (b) of this section, the contracting registered guide-outfitter shall verbally communicate, by telephone or radio, or in person, with the client and the assistant guide, class-A assistant guide, or registered guide-outfitter involved in the hunt, separately or together, at least once within 10 days after the conclusion of the hunt. The contracting registered guide-outfitter shall obtain the necessary information to evaluate the performance of the assistant guide, the class-A assistant guide, or registered guide-outfitter and determine whether the big game hunting services were provided safely, in accordance with state and federal law, and to the satisfaction of the client.

(d) The contracting registered guide-outfitter shall make a good faith effort to verbally communicate with the client to obtain the necessary information to evaluate the performance of the assistant guide, class-A assistant guide, or registered guide-outfitter. If the attempt to verbally communicate with the client is unsuccessful, the contracting registered guide-outfitter shall write to the client and request the necessary information to evaluate the performance of the assistant guide, the class-A assistant guide, or registered guide-outfitter. The contracting registered guide-outfitter shall write to the client within 60 days after the conclusion of the hunt.

(e) A registered guide-outfitter shall document on the hunt record the date the registered guide-outfitter complied with the verbal, or if applicable the written, client communication requirements in (c) and (d) of this section.

(f) The contracting registered-guide outfitter or a noncontracting registered guide-outfitter or class-A assistant guide supervising an assistant guide shall be available in the same guide use area, or an adjacent guide use area with a common border, to direct and monitor the big game hunting services provided to the client, except during times when (1) an emergency situation exists that requires the guide's assistance; or (2) the contracting registered guide-outfitter or noncontracting registered guide-outfitter or class-A assistant guide supervising the hunt is outside the guide use area or neighboring guide use area while (A) in transit with meat or trophies from that or a neighboring guide use area; (B) in transit with food, supplies, or clients directly associated with conducting guided hunts in that or a neighboring guide use area; or (C) conducting important duties that are essential for completion of current contracted hunts.

(h) In this section, "emergency situation" means a situation in which a person is in a remote area and (1) is involuntarily experiencing an absence of food, water, shelter, or medical care required to sustain life or health; (2) is lost; (3) is unable to perform the functions necessary for survival, leading to a high risk of death or serious and permanent health problems without the assistance of the guide; or (4) the guide's presence is necessary for a family medical condition.

(b) A registered guide-outfitter who contracts to guide a hunt and who is participating in a hunt as required in AS 08.54.630(b)(3) shall be in communication, either personally or through an agent, with the assistant guide, who is in the field with the client, at least once during the hunt if the hunt is longer than five days.

(c) In this section, "communication" includes in-person contact, radio contact, telephone contact, and signaling.

(d) A registered guide-outfitter who contracts to outfit a hunt shall (1) before leaving a client in the field, advise the client of the date, time, and location at which the registered guide-outfitter will pick up the client and the course of action the client should follow if the registered guide-outfitter is unable to pick up the client as planned; (2) either personally or through a class-A assistant guide, an assistant guide, or a licensed transporter, transport the client into and out of the field at the planned date, time, and location, unless prevented by weather, mechanical problems, or other safety concerns; and (3) check on or communicate with a client in the field as agreed to before transporting that client.

(a) A contracting registered guide-outfitter shall deliver a written contract to the client within 90 days after receipt of a deposit, or before services are provided, whichever is earlier.

(b) A contract must (1) include the name, license number, and signature of the guide-outfitter, and must include the name of the guide-outfitter's business if it is different from the name of the individual guide-outfitter; (2) include the name and signature of the client; (3) list each big game animal to be hunted, and must identify the primary animal to be hunted; (4) list the approximate times and dates that the client will be in the field; (5) list the number of hunting days and dates for each species, if appropriate; (6) state the cost and payment schedule; (7) state the amount of the trophy fee, if any, and must identify who is responsible for the cost of the license and tags; (8) state the extra transportation cost, if any; (9) include a statement of services provided, including lodging, meals, number of clients per guide, trophy care and shipping, care of meat, and clarification of who is responsible for what; (10) set out the deposit refund or transfer policy upon cancellation; (11) include a statement about compensation for any delay of the client arriving in the field on schedule or for the client departing the field before the contracted hunt ends; and (12) identify who is responsible for private and federal land use fees.

(c) A registered guide-outfitter shall retain a copy of the contract for at least four years.

(d) A contracting registered or master guide who is signing the hunt contract, and who intends to apply a client for a drawing hunt permit for a hunt conducted under regulations required under AS 16.05, shall obtain a unique verification code for each guide use area in which a unique verification code is required from the department before entering an application for the client. Unique verification codes will only be issued to registered or master guides who are registered in a guide use area located in the hunt area the year the application is made and the years the permit is valid; except a contracting guide may receive a code and apply a client in a new concession area in which the permit for the concession is authorized but not valid until the year of the hunt

(a) The board may propose to amend guide use area boundaries (1) on its own motion; (2) upon the recommendation of the Department of Fish and Game; or (3) in response to a petition from another person.

(b) At least 90 days before the date of a board meeting at which guide use area boundaries changes are proposed, the department will publish, in a newspaper of general circulation, a notice soliciting petitions to propose amendments to guide use area boundaries. To be considered for proposal by the board at the board's next meeting, a petition must be received by the department no later than 60 days after the notice is published.

(c) If the board proposes to amend guide use area boundaries, the board will mail notice of the proposed amendment to (1) each registered guide-outfitter with a valid license who is registered for a guide use area the boundaries of which are proposed for amendment; (2) the Department of Natural Resources; (3) the Department of Fish and Game; and (4) the Department of Public Safety.

(d) The board may amend guide use area boundaries after considering whether (1) the Department of Fish and Game objects to the proposed amendment; and (2) amendment of existing guide use area boundaries is necessary in order to respond to (A) big game conservation and management concerns, including (i) abundance and diversity of big game; (ii) the historical harvest of big game in an area; and (iii) existing administrative boundaries established for wildlife management purposes; (B) law enforcement concerns; (C) land ownership in an area; (D) administrative restrictions; (E) the existence of boundaries that can be readily identified in the field; (F) the accessibility of an area and other transportation considerations; (G) the existence of complementary and noncomplementary land uses within an area; (H) recommendations of the Department of Natural Resources; (I) the existing facilities within the area; (J) any public comment received; and (K) other considerations relevant to the drawing of guide use area boundaries.

(a) Unethical activities. A master guide-outfitter, registered guide-outfitter, assistant guide, or class-A assistant guide may not participate in an unethical activity that may result in a disciplinary sanction under AS 08.54.710. In this subsection, "unethical activity" (1) means failing to or being unfit to meet a professional standard of conduct that satisfactorily and safely implements, under field conditions, the knowledge, skills, qualifications, and judgment required for the license held; and (2) includes (A) failing to comply with the standards set out in (b) – (f) of this section; (B) failing to fulfill a condition or requirement established as a disciplinary sanction under AS 08.54.710; (C) failing to fulfill the supervision, hunt participation, and other requirements of this chapter; and (D) failing to report to the board, within 30 days after the date of conviction, a conviction in this state, another state, or the United States for a (i) violation of a state or federal statute or regulation related to hunting; (ii) violation of a state or federal statute or regulation relating to guiding, outfitting, transportation, or other hunting services; or (iii) felony; (E) failing to comply with an order from the board.

(b) Compliance with law. All classes of guides shall (1) comply with applicable state and federal statutes and regulations; and (2) obtain prior authorization as appropriate before entering or remaining on private, state, or federal land during the course of providing big game hunting services.

(c) Client and employee care standards. All classes of guides shall (1) take every reasonable measure to assure the safety and comfort of the client, including ensuring that during the hunt (A) adequate supplies are present to provide first aid for injuries that are reasonably expected in the field; (B) sufficient supplies are present to provide for emergencies, including food, clothing, and a source of heat; and (C) food and shelter are present that are normally considered satisfactory under field conditions; (2) avoid intentionally, recklessly, or carelessly exposing an employee or client to undue hazards; (3) advise clients and employees involved in a hunt of the applicable state and federal statutes and regulations relating to hunting, land use, wildlife, big game hunting services, and conservation; (4) ensure that the proper hunting licenses, hunt record, game tags, and harvest reports for the big game species being hunted are in the client's possession before the hunt begins; (5) ensure that the appropriate tags are attached to any game taken by a client and all game is sealed or marked as required by 5 AAC 92; (6) advise a client before a hunt of the game population in the hunting area; and (7) provide remuneration in a complete and timely manner of debts or refunds owed to clients or contracting guides, or wages owed to an employee.

(d) Field craft standards. All classes of guides shall (1) conduct themselves in a professional sportsman like manner, and treat wildlife, wild lands, and all users with courtesy and respect; (2) use every lawful means at the licensee's disposal to bag a wounded animal while it is in danger of escaping, or, in a serious emergency, while human life or well-being is endangered; (3) barring unforeseen conditions, properly prepare according to generally accepted procedures, all antlers, horns, hides, and capes to be delivered to the taxidermist or to the client at the conclusion of a hunt in a satisfactory and unspoiled condition, unless the guide is providing only outfitting and transportation services for the client; (4) endeavor to salvage all meat of animals taken by clients, in accordance with state statutes and regulations; (5) except for brown bear, grizzly bear, wolves, and wolverine, transport the meat of a big game animal taken by the client in accordance with 5 AAC 92; (6) respect gear, equipment, food, shelter, and camps established by other users; (7) avoid staging unused or unattended camps and gear to discourage other users from utilizing a location; (8) allow appropriate buffer areas between hunters and camps in order to avoid disrupting hunts and hunting experiences; (9) refrain from using any mechanical powered equipment to knowingly herd, drive, chase, or harass big game animals; (10) to avoid altering the hunting experience of other hunters, refrain from making multiple, consecutive approaches in any mechanical powered equipment, near any big game animal or group of big game animals during any open hunting season for that species, unless (A) hunting brown, grizzly, or black bears from January 1 through June 30 in an area with an allowable harvest under 5 AAC 85 and 5 AAC 92, of one or more brown or grizzly bears per regulatory year; in this subparagraph, "regulatory year" has the meaning given in 5 AAC 92.990; or (B) specifically authorized under another statute or regulation; (11) avoid utilizing global positioning system (GPS) or other electronic devices to locate and stalk a big game animal for the purpose of harvest; and (12) respond personally or through an assistant to requests for assistance communicated during the hunt; a contracting or employing guide must respond within a reasonable time based on the urgency of the request, weather conditions, and other safety factors.

(e) Standards for cooperation with law enforcement officers and for conservation awareness. All classes of guides shall (1) cooperate with state or federal law enforcement officers; (2) provide any information to assist law enforcement or state and federal wildlife officials; and (3) practice sound wildlife conservation and create an awareness of conservation needs and practices when dealing with the public.

(f) Standards of professionalism. A guide (1) of any class may not make guarantees as to the success of a hunt or the number of animals to be taken on a hunt; (2) shall provide supervision as required from a guide of that class, and make a good faith effort to make the verbal or, if applicable, the written client communication as required in 12 AAC 75.240; (3) if permitted to advertise or sell big game hunts under AS 08.54, may not advertise or sell big game hunts to be conducted solely on tidelands; a guide of any class may not provide big game hunting services on tidelands or below mean high water mark in fresh water, except on those tidelands and below mean high water mark lands that are immediately adjacent to uplands on which the guide has authorization to provide big game hunting services; in this paragraph, "tidelands" has the meaning given in AS 38.05.965; and (4) if permitted to advertise under AS 08.54, may not misrepresent services by false or misleading advertising.

(a) Upon request, the department will issue transporter activity reports to a transporter with a valid license. Once the department issues the activity reports, the board (1) will consider them to be in the possession of the transporter until they are returned; and (2) may discipline the transporter under AS 08.54.710(a)(2) if the (A) transporter loses or misplaces the activity reports, or fails to return them as required under this section or upon the department's request; (B) activity reports are damaged or destroyed while in the transporter's possession; or (C) activity reports, while in the transporter's possession, are used in a manner that violates AS 08.54.650, this section, or 12 AAC 75.400.

(b) The transporter activity reports must be used only by the assigned transporter. Transporter activity reports may not be shared.

(c) All copies of a transporter activity report must be completed in accordance with 12 AAC 75.400.

(d) A voided transporter activity report must be returned to the department.

(e) Repealed 12/2/2012.

(f) A maximum of 150 transporter activity reports will be issued to a transporter and may be in the transporter's possession at any given time. Additional transporter activity reports may be issued. However, upon a written request and showing of good cause, as determined by the department, a transporter may have more than 150 transporter activity reports assigned and in the transporter's possession.

(g) A transporter who misplaces or loses a transporter activity report shall submit to the department (1) a notarized statement documenting the loss of the transporter activity report; and (2) client information not already submitted to the department under 12 AAC 75.400.

(a) Each transporter activity report required by AS 08.54.650 must be on a form provided by the department, titled Transporter Activity Report, dated October 2012, and adopted by reference. This form is established by the board for review of the information required by AS 08.54.650.

(b) On the day a client is transported, a transporter shall complete or have completed the portions of the transporter activity report that are required to be completed at that time.

(c) Immediately after transporting the client out of the field, the transporter shall complete the applicable remaining portions of the transporter activity report.

(d) The transporter shall make the transporter activity report available for inspection upon request by an agent of the board or department or any state or federal enforcement agent authorized to enforce guiding, game, or game management statutes or regulations.

(e) During portions of a hunt, a transporter is exempt from transporter activity report requirements of this section when providing transportation services for a client to, from, or in between specific locations operated by another transporter or registered guide-outfitter who has contracted this same hunt with the same client.

(f) To comply with the annual reporting requirement of AS 08.54.650(c), a transporter shall submit to the department a completed transporter activity report for each contracted transportation service within 75 days after the completion of the transportation service.

(a) A transporter license expires on December 31 of odd-numbered years.

(a) Repealed 12/1/2007.

(b) An applicant for a transporter license shall (1) certify that the applicant has and will maintain during the licensing period, assets, general liability insurance, or a bond totaling at least a minimum of \$100,000 that will be available for payment of a judgment against the applicant resulting from the applicant's transportation services; and (2) list the assets, insurance, or bond, including, if applicable, (A) a description of the assets, their fair market value less any liens, identification of any liens against the assets, and the location of the assets; and (B) the name of the company issuing the insurance or bond, the policy or bond number, and the amount and type of coverage supplied by the insurance or bond.

(c) A transporter shall notify the department within 10 days of any change to the information reported under (b) of this section.

(d) The department may require additional documentation to substantiate the information provided in (b) of this section before approving an applicant for licensure or license renewal.

(a) Repealed 7/30/2006.

(a) Unethical activities. A transporter, master guide-outfitter, or registered guide-outfitter may not participate in an unethical activity that may result in a disciplinary sanction under AS 08.54.710. In this subsection, "unethical activity" (1) means failing to or being unfit to meet a professional standard of conduct that satisfactorily and safely implements, under field conditions, the knowledge, skills, qualifications, and judgment required for a transporter; and (2) includes (A) failing to comply with the standards set out in (b) – (d) of this section; and (B) failing to comply with a condition or requirement established as a disciplinary sanction in AS 08.54.710; (C) failing to comply with an order from the board.

(b) Compliance with law. A transporter or registered guide-outfitter providing transportation services shall (1) comply with applicable state and federal statutes and regulations; and (2) obtain prior authorization as appropriate before entering or remaining on private, state, or federal lands during the course of providing transportation services.

(c) Client care and transportation standards. A transporter or registered guide-outfitter providing transportation services shall (1) take every reasonable measure to ensure the safety and comfort of the client, including ensuring that while the licensee is providing transportation services (A) adequate supplies are present to provide first aid for injuries that are reasonably expected while providing transportation services; and (B) sufficient supplies are present to provide for emergencies, including food, clothing, and a source of heat; (2) before leaving a client in the field, advise the client of the date, time, and location at which the transporter or registered guide-outfitter will pick up the client and the course of action the client should follow if the transporter or registered guide-outfitter is unable to pick up the client as planned; (3) transport the client into and out of the field at the planned date, time, and location, unless prevented by weather, mechanical problems, or other safety concerns; (4) check on or communicate with a client in the field as agreed to before transporting that client; (5) clearly define rates and services to prospective clients before booking and acceptance of deposits, and shall avoid misleading prospective clients through false or fictitious advertising; (6) be willing and capable of making financial restitution to a client for any breach of contract owing to no fault of the client; (7) avoid staging unused or unattended camps and gear to discourage other users from utilizing a location; (8) endeavor to transport all meat of animals taken by clients, in accordance with state statutes and regulations; (9) avoid using an aircraft in any manner to spot big game for the purpose of taking a specific animal; (10) avoid utilizing, in any manner, global positioning system (GPS) or other electronic devices to assist in the taking of a big game animal; (11) avoid herding, driving, or chasing animals with the use of mechanically powered equipment; (12) avoid overbooking clients such that the transporter or registered guide-outfitter is unable to take otherwise reasonable measures to ensure the safety and comfort of clients already in the field; (13) allow appropriate buffer areas between hunters and camps transported by the same service to avoid disrupting hunts and hunt experiences; and (14) avoid making guarantees as to the success of a hunt or the number of animals to be taken on a hunt.

(d) Standards for cooperation with law enforcement officers and for conservation awareness. A transporter or registered guide-outfitter providing transportation services shall (1) cooperate with state or federal law enforcement officers; (2) provide any information to assist law enforcement or state and federal wildlife officials; and (3) practice sound wildlife conservation and create an awareness of conservation needs and practices when dealing with the public.

(a) A transporter or a registered guide-outfitter contracting solely to provide transportation services shall deliver a written contract to the client (1) within 90 days after receipt of a deposit, and before transportation services are provided; or (2) as soon as possible, and before transportation services are provided, if a deposit is received less than 90 days before transportation services are to be provided.

(b) A written contract to provide transportation services must (1) include the name, license number, and signature of the transporter or guide-outfitter, and must include the name of the transporter's or guide-outfitter's business if it is different from the name of the individual transporter or guide-outfitter; (2) include the name and signature of the client; (3) list each big game animal to be hunted; (4) state the cost, payment schedule, and specific weight limitation, if any; (5) set out the deposit refund or transfer policy upon cancellation; (6) state that services are for transportation only; (7) state that guide services are not provided; (8) state that the client is responsible for salvage of the meat during the hunt; (9) state that the client is responsible for salvage of the meat after the hunt unless the meat is legally transferred to a third party; (10) identify the methods of communication with the transporter during the time clients are in the field, such as use of a satellite phone, VHF radio, overflight, or signal device; (11) state who is responsible for the cost of extra trips to transport meat if necessary; (12) include the following statement: "A licensed transporter may provide transportation services with accommodations only at a permanent lodge, house, or cabin owned by the transporter or on a boat with permanent living quarters located on salt water. A licensed transporter may not accompany or remain in the field with a big game hunter who is a client of the transporter except as necessary to perform transportation services"; and (13) include the following statement: "A licensed transporter may not provide vehicles, fuel, camping, hunting equipment, or any hunting services such as skinning, caping, or cleaning of game, glassing, and packing in the field, including from a permanent structure or on a boat on salt water."

(c) A transporter shall retain a copy of the contract for at least four years.

(d) During portions of a hunt, a transporter is exempt from transporter contracting requirements of this section when providing transportation services for a client to, from, or in between specific locations operated by another transporter or registered guide-outfitter who has contracted this same hunt with the same client.

(a) A registered guide-outfitter who was initially licensed on or after July 30, 2006, and who wishes to contract to guide a hunt for sheep, moose, brown bear, or mountain goat, must have the specific species named on the registered guide-outfitter's license as an authorized species.

(b) To qualify for the species to be added to an existing license, the registered guide-outfitter must submit (1) a completed application on a form provided by the department; and (2) an affidavit signed by the registered guide-outfitter certifying that the registered guide-outfitter has been involved in a minimum of three harvests on guided hunts for that species.

(a) The license renewal requirements in AS 08.54.660 and 08.54.670 apply to persons licensed under AS 08.54.591 – 08.54.790.

(b) Repealed 12/1/2007.

(c) Repealed 12/1/2007.

(d) An applicant for renewal of a registered guide-outfitter license must submit (1) a complete renewal application on a form provided by the department; (2) the license renewal fees required in 12 AAC 02.230; (3) if the applicant will contract to guide or outfit a big game hunt during the licensing period for which the applicant is applying, proof of financial responsibility as required in AS 08.54.680(a); (4) a statement regarding whether the applicant contracted to guide or outfit big game hunts during the concluding licensing period; and (5) the affidavit required by AS 08.54.660(b).

(e) An applicant for renewal of a transporter license must submit (1) a complete renewal application on a form provided by the department; (2) the license renewal fees required in 12 AAC 02.230; (3) proof of financial responsibility as required in AS 08.54.680(a); (4) a statement regarding whether the applicant provided transportation services during the concluding licensing period; (5) the name of one individual who is responsible for managing the transporter's business activities; (6) copies of the Federal Aviation Administration and United States Coast Guard licenses applicable to the applicant's operations; (7) the proof required under the applicable provisions of 12 AAC 75.145(b), if the applicant is a corporation, limited liability company, limited liability partnership, or limited partnership; and (8) the affidavit required by AS 08.54.660(c).

(f) An applicant for renewal of a class-A assistant guide or assistant guide license must submit (1) a complete renewal application on a form provided by the department; (2) the license renewal fees required in 12 AAC 02.230; and (3) the names of the guide-outfitters that employed the applicant during the concluding licensing period.

(g) For the purposes of determining the applicable license renewal fee, the applicant shall state on the application form whether the applicant is a resident.

(a) In AS 08.54.710(a)(2), "failed to file records or reports required under this chapter" includes (1) failure to file a record or report timely; or (2) submitting a record or report that is substantially incomplete.

(a) The hunting, guiding, or practical field experience required under AS 08.54.610 – 08.54.630 will only be accepted by the board if the applicant's hunting and guiding licenses issued by this state were valid and unencumbered during the time period for which experience is claimed.

(b) For purposes of satisfying the hunting experience requirements in AS 08.54.620, the applicant must document at least 20 days of big game hunting activity in a calendar year in order to receive credit for one year.

(c) For the purposes of satisfying the guiding experience requirements in AS 08.54.620(a)(4)(A)(i), the applicant must document at least 60 days of big game guiding activity in three or more calendar years.

(d) For purposes of satisfying the requirements in AS 08.54.630(a)(2), the applicant must document at least 60 days of big game hunting activity during two or more calendar years. At least 30 of the 60 days must be in a guide camp or under the supervision of a licensed guide while performing guide-related duties. Documented passage of the assistant guide training course described in AS 08.54.630(a)(4)(B) may count for 10 days.

(e) For the purposes of the requirements in AS 08.54.630(a)(4)(A), the written recommendation must be signed by the registered guide-outfitter who intends to employ the person as an assistant guide and must attest to the fact that the applicant meets each of the following criteria: (1) has knowledge and experience in the safe operation of firearms; (2) has knowledge of guide statutes and regulations and game regulations; (3) has knowledge in trophy judging, caping, skinning, butchering, and meat and trophy care; (4) has directly participated in the spotting, stalking, and subsequent harvesting of at least three big game animals in this state; (5) has knowledge and experience concerning general safety and emergency protocol.

(f) For the purposes of the requirements in AS 08.54.610(d)(1), a person who is licensed as a registered guide-outfitter may be employed by another registered guide-outfitter to provide the services of a class-A assistant guide, statewide, if the non-contracting registered guide-outfitter has had at least 10 days, hunting experience in the game management unit that the non-contracting guide will be assisting the contracting guide in.

(g) In this section, "big game hunting activity" includes working in a guide camp or under the supervision of a licensed guide while performing guide-related duties.

(a) Upon opening an investigation or receiving a complaint on behalf of the board, the department may request a copy of the client contract required under AS 08.54.680.

(b) The department will make that request in writing, and will identify the name of the client whose contract is being requested. Within 30 days after receiving the request, the registered guide-outfitter or transporter shall provide a copy of the requested contract to the department. The department may extend that deadline by an additional 30 days.

(a) For the purposes of "compensation" as defined in AS 08.54.790, "payment for services" includes receiving remuneration, directly or indirectly, for any provision of services, equipment, or facilities in the field to a person who, in fact, (1) engages in big game hunting; and (2) uses or benefits from the services, equipment, or facilities.

(a) Unless the context requires otherwise, in AS 08.54 and this chapter, (1) "board" means the Big Game Commercial Services Board; (2) "camp" means a primary base of operations in the field for the hunt; (3) "department" means the Department of Commerce, Community, and Economic Development; (4) "essential duties associated with guiding and outfitting" includes providing, in compliance with AS 08.54 and this chapter, the services listed in AS 08.54.790(9), (11), and (12).

(b) Unless the context requires otherwise, in this chapter, (1) "resident" has the meaning given in AS 16.05.940; (2) "specific location" means the name commonly used for a drainage, mountain, lodge, camp, landing strip, or valley that is a documented place name or is commonly used by people frequenting the location.



Discretionary?	Justification
Discretionary?	Justification
No	Fees are mandated by statute.
Yes	Form and declaration are not specified in statute; department discretion.
Yes	List format and submission are discretionary.
Yes	Certification form and minimum harvests are not specified in statute; department discretion.
Yes	Signed statement format is discretionary.
Yes	Form and certification are discretionary.
Yes	Format and submission are discretionary.
Yes	Report format and timing are discretionary.
Yes	Verification process is discretionary.
No	Directly mandated by statute.
Yes	Scheduling and timing are discretionary.
Yes	Affidavit, form, and assessment areas are discretionary.

No	Directly follows statutory requirements.
Yes	Fee forfeiture is a discretionary administrative requirement.
Yes/No	Some requirements (forms, affidavits) are discretionary unless mandated by statute.
No	Directly mandated by statute.
Yes	Practical exam and visual recording are discretionary requirements.
Yes	Score threshold is a discretionary requirement.
N/A	Not applicable.
Yes	Written request, proof, and activity documentation are discretionary.
Yes	Limitation is discretionary.
Yes/No	Some requirements are discretionary (exam content, timing).
Yes	Scheduling and verification are discretionary.

Yes	Fee forfeiture is discretionary.
Yes	Forms, certifications, affidavits, and assessment areas are discretionary.
No	Directly mandated by statute.
Yes	Scheduling and timing are discretionary.
N/A	Not applicable.
Yes	Fee forfeiture is discretionary.
Yes	Reexamination timing and process are discretionary.

Yes	Reexamination process and timing are discretionary.
Yes	Written request and timing are discretionary.
Yes	Waiver is discretionary.
Yes	Score validity and timing are discretionary.
No	Directly mandated by statute.

Yes/No	Some requirements (forms, affidavits, questionnaire) are discretionary unless mandated by statute.
Yes	Certification for additional units is discretionary.
Yes/No	Some requirements (forms, affidavits, questionnaire) are discretionary unless mandated by statute.
Yes	Training participation and supervision are discretionary.

Yes	Supervision and activity restrictions are discretionary.
Yes	Expiration date is discretionary.
Yes/No	Some requirements (forms, affidavits, questionnaire) are discretionary unless mandated by statute.
Yes	Proof requirements are discretionary.
Yes	Change notification and timing are discretionary.
Yes	Notification process is discretionary.
Yes	Restriction on transportation services is not specified in statute; department discretion.
Yes	Requirement to complete a hunt record is discretionary.

Yes	Issuance and discipline procedures are discretionary.
Yes	Transfer and notification process is discretionary.
Yes	Distribution and completion requirements are discretionary.
Yes	Return of voided records is discretionary.
Yes	Limit and exception process are discretionary.
Yes	Notarized statement and client info submission are discretionary.
Yes	Form and adoption process are discretionary.
Yes	Completion timing is discretionary.
Yes	Requirement for client to have copy is discretionary.
Yes	Completion timing is discretionary.
Yes	Furnishing and retention requirements are discretionary.
Yes	Inspection requirement is discretionary.
Yes	Separate record and signature requirements are discretionary.

Yes	Certification and listing requirements are discretionary.
Yes	Notification and information provision are discretionary.
Yes	Notification timing is discretionary.
Yes	Additional documentation requirement is discretionary.
Yes	Submission and sworn statement requirements are discretionary.
Yes	Expiration and re-registration process are discretionary.
Yes	Multi-year registration, withdrawal, and refund rules are discretionary.
Yes	Effective date calculation is discretionary.

Yes	Additional registration and documentation requirements are discretionary.
Yes	Written authorization requirement is discretionary.
Yes	Special registration and documentation requirements are discretionary.
Yes	Minimum registration period is discretionary.
Yes	Adoption and reference of maps is discretionary.
Yes	Planning, directing, and monitoring requirements are discretionary.
Yes	Evaluation requirement is discretionary.
Yes	Communication and evaluation requirements are discretionary.

Yes	Good faith effort and written communication requirements are discretionary.
Yes	Documentation requirement is discretionary.
Yes	Availability and exceptions are discretionary.
Yes	Definition and application of emergency situation are discretionary.
Yes	Communication requirement is discretionary.
Yes	Definition of communication is discretionary.
Yes	Advising, transporting, and checking requirements are discretionary.
Yes	Contract delivery timing is discretionary.

Yes	Contract content requirements are discretionary.
Yes	Retention period is discretionary.
Yes	
Yes	Amendment process and petition acceptance are discretionary.
Yes	Publication and petition timing are discretionary.
Yes	Notification process is discretionary.

Yes	Amendment criteria and consideration process are discretionary.
Yes	Definition and prohibition of unethical activities are discretionary.
Yes	Compliance and authorization requirements are discretionary.
Yes	Care, safety, and documentation standards are discretionary.

Yes	Field craft and ethical standards are discretionary.
Yes	Cooperation and conservation standards are discretionary.
Yes	Professionalism and advertising standards are discretionary.

Yes	Sets disciplinary actions and possession rules not explicitly mandated by statute.
Yes	Restricts use and sharing beyond statutory requirements.
Yes	Imposes completion standard not specified in statute.
Yes	Requires return of voided reports.
No	No requirement.
Yes	Sets a cap and process for exceeding it.
Yes	Imposes reporting requirements for lost reports.
Yes	Specifies form and adoption by reference, not detailed in statute.
Yes	Imposes timing and completion requirements.
Yes	Requires immediate completion after transport.
Yes	Imposes inspection requirement.
Yes	Provides exemption criteria.
Yes	Sets reporting deadline.
Yes	Sets expiration date not specified in statute.
No	No requirement.

Yes	Specifies certification and documentation requirements.
Yes	Imposes notification requirement.
Yes	Allows department to require further documentation.
No	No requirement.
Yes	Defines unethical activities and compliance requirements beyond statute.
Yes	Imposes compliance and authorization requirements.

Yes	Sets detailed standards for client care and transportation beyond statute.
Yes	Imposes cooperation and conservation awareness requirements.
Yes	Specifies contract delivery timing and requirements beyond statute.

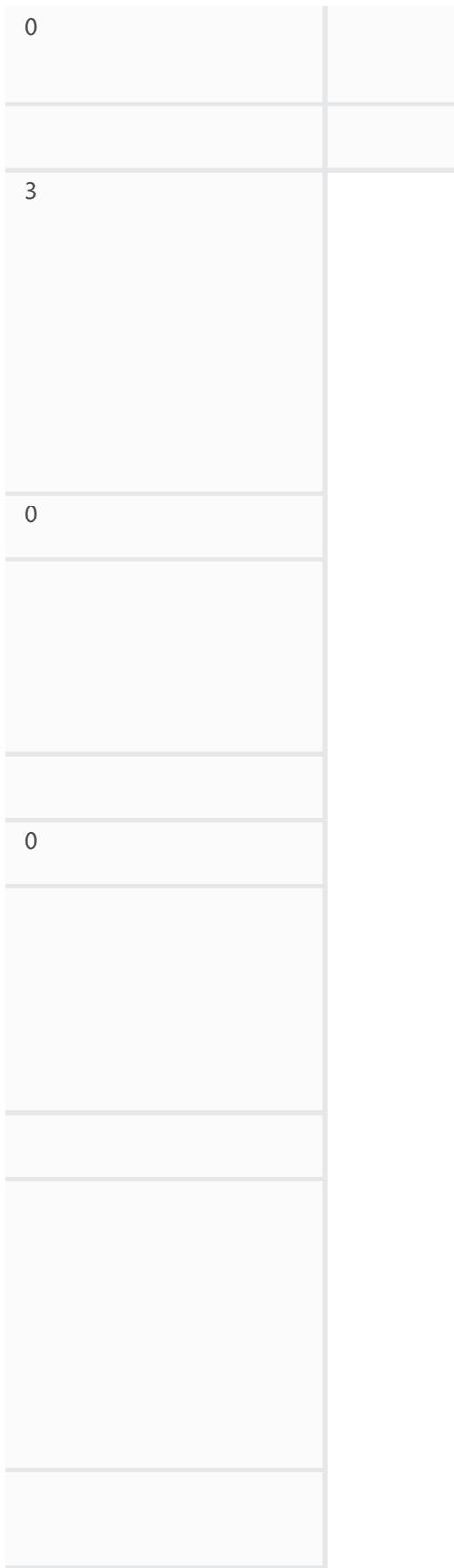
Yes	Specifies detailed contract content requirements beyond statute.
Yes	Imposes contract retention period.
Yes	Provides exemption criteria.
Yes	Imposes species-specific licensing requirement beyond statute.
Yes	Specifies application and experience documentation requirements.
No	Restates statutory requirements.
No	No requirement.
No	No requirement.
Yes	Specifies renewal application content and documentation beyond statute.

Yes	Specifies renewal application content and documentation beyond statute.
Yes	Specifies renewal application content and documentation beyond statute.
Yes	Imposes residency declaration for fee determination.
Yes	Defines failure to file and incomplete filing beyond statute.
Yes	Adds validity and encumbrance criteria for experience.
Yes	Specifies documentation and minimum activity for credit.
Yes	Specifies documentation and minimum activity for credit.
Yes	Specifies documentation, minimum activity, and training credit.

Yes	Specifies recommendation and detailed criteria.
Yes	Specifies employment and experience requirements.
Yes	Defines qualifying activities for experience.
Yes	Specifies contract request process.
Yes	Specifies written request and deadline for response.
Yes	Expands definition of compensation.
No	Provides definitions for terms used in regulations.
No	Provides definitions for terms used in

## Discretionary Requirements

# of Discretionary Requirements	
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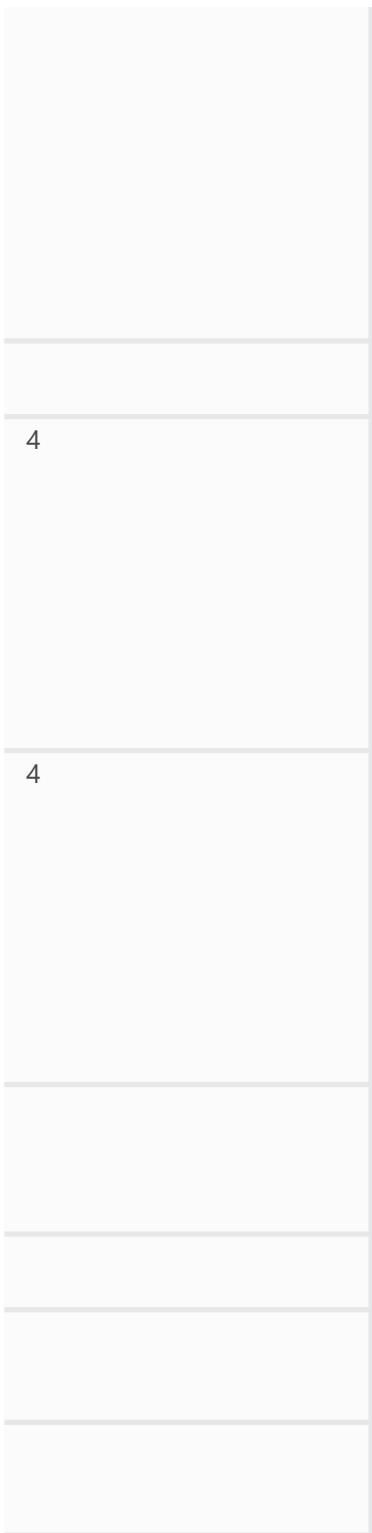
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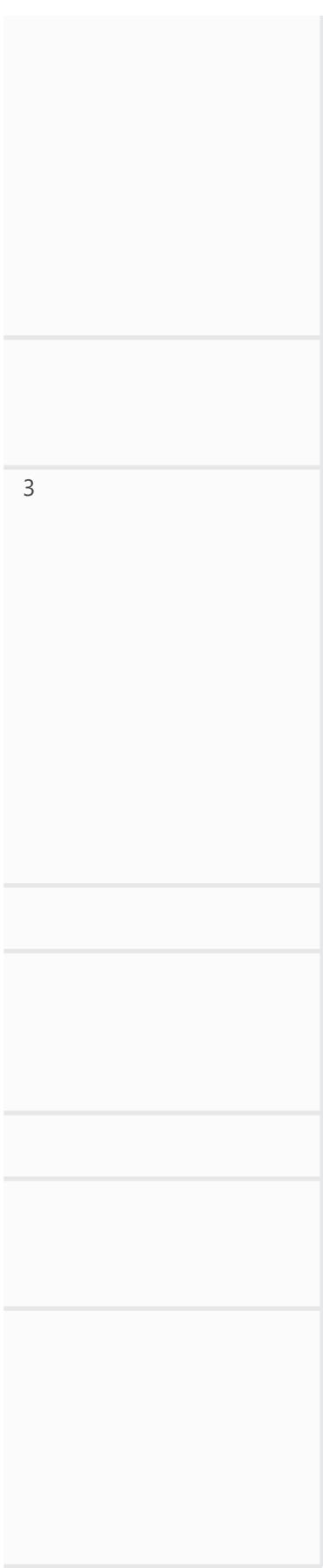
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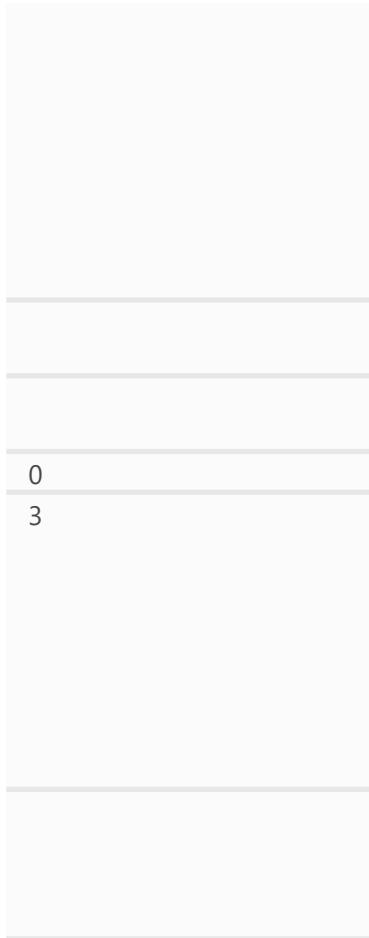
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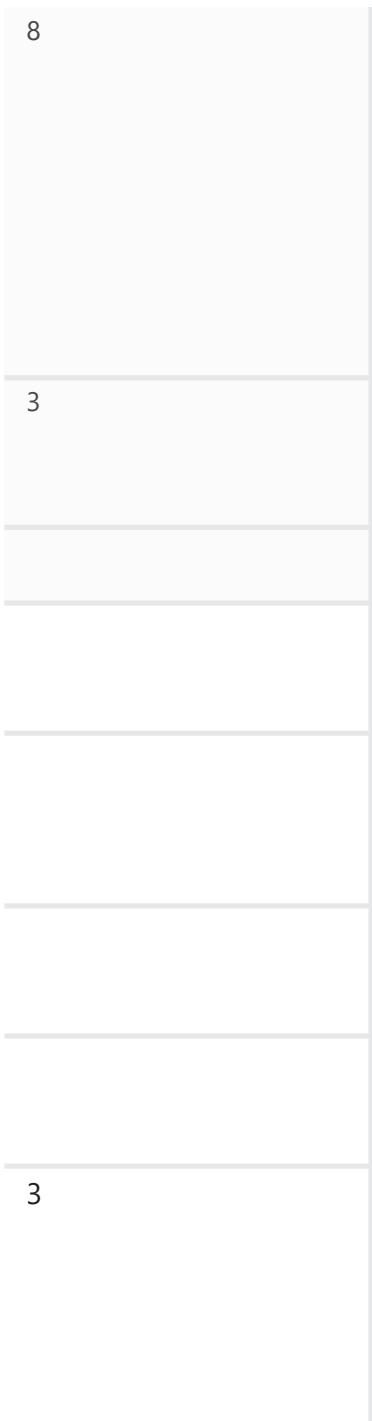
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THE STATE  
*of* **ALASKA**  
GOVERNOR Mike Dunleavy

**Department of Commerce, Community,  
and Economic Development**

DIVISION OF CORPORATIONS, BUSINESS AND  
PROFESSIONAL LICENSING

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**PROBATION REPORT**

**DATE:** January 23, 2026  
**TO:** GUI - Board of Big Game Commercial Services  
**THROUGH:** Jennifer Summers, Senior Investigator *DS*  
**FROM:** Dannie Kerfeld, Investigator *gj*  
**SUBJECT:** Probation Report for the January 28, 2026 meeting.

The following information was compiled as a Probation report to the Board for the period of September 26, 2025 thru January 23, 2026; This report includes probationers who are in compliance with their agreements; non compliant probationers and probationer requests to the Board.

There are currently **Thirty-four (34)** licensee's on probation as of the date of this report. Since the last probation report, **Three (3)** licensee's were released from probation.

The following is a complete list of individuals on probation for this Board that are in compliance with their Board agreements.

Name	Case Number	Start of Probation	End of Probation
Preston Cavner	2021-000623-PRB	07/02/2025	07/02/2030
Gilbert Huntington	2022-000797	09/05/2023	09/05/2028
Michael Vanstrom	2023-000199	12/06/2023	12/06/2028
Zachary Shrum	2023-000998-Prb	02/29/2024	02/28/2026
Darwin Vander Esch	2024-000001-Prb	03/27/2024	03/27/2026
Justin Shaffer	2024-000018-Prb	03/28/2025	03/28/2029
Jeffrey Berg	2022-001145-Prb	03/27/2024	03/27/2027
Peter Michaloski	2024-000359-PRB	08/13/2024	08/13/2026
ALBERT FURNEY	2024-000067-PRB	11/14/2025	11/14/2028
Daniel Paull	2024-000068-PRB	11/14/2025	11/14/2028
Clayton Roberts	2024-001140-Prb	02/19/2025	02/21/2026
Shawn Stone	2024-000900-Prb	02/19/2025	02/19/2026
Joseph Romano	2025-000126-Prb	07/18/2025	07/18/2027
Michael Meekin	2025-000621-Prb	10/01/2025	10/01/2027
Shay Rosser	2025-000403-Prb	12/10/2025	12/10/2027
Judah Pernell	2025-000235-Prb	12/10/2025	12/10/2028
Arno Krumm	2025-000039-Prb	12/10/2025	12/10/2028
Nicolas Pierskalla	2025-000255-Prb	07/18/2025	07/18/2026

Gabe King	2025-001048-Prb	12/10/2025	12/10/2027
Peter Barela	2025-001034-Prb	12/10/2025	12/10/2028
Hal La Pointe	2024-001025-Prb	02/19/2025	02/19/2026
Jarod Klooststra	2024-001083-Prb	02/19/2025	02/19/2026

The following is a complete list of individuals on probation for this Board that are not in compliance with their Board agreements.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
Joel Brewer	2023-000980-Prb	02/29/2024	02/28/2026	01/09/2026
Daniel Graham	2023-001192-Prb	03/27/2024	03/27/2027	01/09/2026
Paul Ritz	2023-001103-Prb	02/19/2025	02/19/2026	01/09/2026
Gary King, Jr	2021-000627-Prb	02/29/2024	02/28/2027	01/12/2026
Douglas ZWEIFEL	2021-001082-PRB	07/18/2024	07/18/2026	01/12/2026
Craig HILL	2022-000222-Prb	12/16/2025	12/16/2030	01/12/2026
Rafe Oliphant	2024-000917-Prb	02/19/2025	02/21/2026	01/20/2026
Ryan Schliesser	2025-000311-Prb	07/18/2025	07/18/2027	01/20/2026
Tracy Trudell	2024-000212-Prb	10/01/2025	10/01/2028	01/20/2026
Alaska Big Game Professionals, LLC	2024-000212-Prb	10/01/2025	10/01/2028	01/20/2026
Jeffrey Peterson	2025-000676-Prb	10/01/2025	10/01/2027	01/20/2026
Ricko DeWilde	2025-000108-Prb	10/01/2025	10/01/2028	01/20/2026

The following is a complete list of individuals on probation for this Board that are suspended.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
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The following is a complete list of individuals on Non-Disciplinary Consent Agreements (Monitoring Status) for this Board. All individuals are in compliance with their agreements.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
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The following were released after probation completion.

Name	Case Number	Start of Probation	End of Probation
Yote Robertson	2024-000934-PRB	12/11/2024	12/11/2025
Fredrick O'Hearn	2024-001102-PRB	12/11/2024	12/11/2025
John Walker	2020-001047	09/03/2021	09/03/2026

**Board Requests:**

GRAHAM, Daniel; 2023-001192-Prb; Request for VSOL

**END OF REPORT**

## **EXECUTIVE SESSION MOTION**

I, \_\_\_\_\_, move that the Alaska State Big Game Commercial Services Board enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing \_\_\_\_\_

Board staff member(s) \_\_\_\_\_ to remain during the session.

Off record: \_\_\_\_\_  
On record: \_\_\_\_\_

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- **matters which by law, municipal charter, or ordinance are required to be confidential;**
- matters involving consideration of government records that by law are not subject to public disclosure.