Basic New Member Checklist for MPSCS Radio Use*

1. **Evaluate the MPSCS benefits.**
   - ☐ Interoperability
   - ☐ 97% statewide mobile coverage
   - ☐ 24x7 system monitoring
   - ☐ User Training
   - ☐ System maintenance included in the membership fee**

2. **Compare the MPSCS coverage to your needs.**
   - ☐ Statewide
   - ☐ County
   - ☐ City
   - ☐ Township
   - ☐ Buildings

3. **Identify your operational needs.**
   - ☐ Mobile
   - ☐ Portables
   - ☐ Speaker Mics
   - ☐ Control Stations
   - ☐ Encryption
   - ☐ Dispatch Consoles

4. **Coverage tests.**
   - ☐ Define your coverage area for testing.
   - ☐ Identify specific areas of concern.
   - ☐ Identify participants in the test.
   - ☐ Schedule your coverage tests when required **517-284-4100**.
   - ☐ Will additional infrastructure be required?

5. **Sign the membership agreement.**
   - ☐ A signed Membership agreement is required prior to starting any template designs. (www.michigan.gov/mpscs)
   - ☐ A signed Membership agreement is required for each MPSCS billing account.
   - ☐ Agencies joining together as a community or consortium require a single Membership Agreement when there is a single billing account.
   - ☐ Must provide billing contact for each entity.

6. **Develop a communications plan and initial template design.**
   - ☐ Contact MPSCS TDU personnel for assistance **517-284-4072**.
   - ☐ How do you operate within your agency or department?
   - ☐ To whom do you need to talk?
   - ☐ What are your plans for a disaster?
   - ☐ Who is the point person for the templates?
   - ☐ Develop your initial template(s).
   - ☐ Discuss encryption and sharing of encryption keys

7. **Obtain letters of concurrence.**
   - ☐ A letter of concurrence documents permission to use another agency's talkgroup.
   - ☐ The letter of concurrence must be on the agency's official letterhead and list the approved talkgroups.
   - ☐ These are required prior to your finalizing your template.

8. **Finalize your template.**
   - ☐ Review your communications needs again.
   - ☐ Modify if needed to ensure success of your agency's users.
   - ☐ Must test the base template.

9. **Order your radios.**
   - ☐ Verify your radio is compatible with the MPSCS.
   - ☐ Verify the options you request are available in the MPSCS.
   - ☐ Obtain a delivery date from the vendor.

10. **Schedule training for your agency.**
    - ☐ The success of your transition to the MPSCS is proportional to the participation level of users during training by users.
    - ☐ A "Train the Trainer" course is available for larger organizations.
    - ☐ User training is scheduled through MSP Communications **517-284-3000**.

11. **Templates released to the RPU programmers for building.**
    - ☐ Radio model, control head type, portable model, flash, options must be identified prior to template building.
    - ☐ Radios must be available for template programmers when templates are built.
    - ☐ Templates are built in the order they are sent to the template programmers.

12. **Radios programmed.**
    - ☐ MPSCS will provide serial specific files that your vendor can use to program the radios.
    - ☐ Motorola radios may be programmed by agency technicians with approval of the MPSCS.

13. **Encryption keys programmed.**
    - ☐ MPSCS common keys loaded by the MPSCS personnel.
    - ☐ Agency keys are loaded by vendor or agency.

14. **Transition to the MPSCS.**
    - ☐ Provide NCC phone number **888-554-4622** or **517-333-5050** to dispatchers and staff for system support issues or problems.
    - ☐ Start continuous RCM logins for emergency alerts (where applicable).

* Checklist not inclusive of adding local infrastructure to the system
** Membership fee does not include cost of local tower maintenance