



New MPSCS Member Checklist

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) 336-6674
- 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.
- Agencies requesting the Level 1 interoperability templates must sign a Membership Agreement.

6. Develop a communications plan and initial template design.

- Contact MPSCS RPU personnel for assistance (517) 336-6674.
- How do you operate within your agency or department?
- To whom do you want 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.
- Select your service level consistent with the template and use of the radios:
 - Level 1
 - Level 2
 - Level 3
 - Full

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) 336-6674

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.

- Motorola radios will be programmed by MPSCS technicians.
- Motorola radios may programmed by agency technicians with approval of the MPSCS.
- Kenwood radios must be programmed by MPSCS technicians.
- EF Johnson radios must be programmed by MPSCS technicians.

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 (517) 333-5050 to Dispatchers and staff for system support issues or problems.
- Start continuous RCM logins for emergency alerts (where applicable).