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