

CHAPTER U

Telecommunications

TABLE OF CONTENTS

U.01	Introduction
	U.01.01 Chapter Content and Resources
	U.01.02 Definitions
	U.01.03 References and Hyperlinks
	U.01.04 Chapter Contact
U.02	Public Safety 2-Way Land Mobile Radios
U.03	Satellite Communications Systems
U.04	Caltrans Auxiliary Radio System (CARS)
U.05	Broadband
U.06	Connected and Automated Vehicles (CAV)
APPENDIX U1 – Telecommunications Fact Sheets	

U.01 Introduction

U.01.01 Chapter Content and Resources

This Chapter contains information relevant to the operation and maintenance of the California Department of Transportation (Caltrans) telecommunications systems, including: 2-way land mobile radios, satellite, wired, wireless, and amateur radio systems.

This chapter provides an overview of policies, expectations, and strategies regarding telecommunications. For additional information, refer to the following reference resources:

Office of Radio Communications: <https://maintenance.onramp.dot.ca.gov/radiocomm/radio-communications>

Caltrans Auxiliary Radio Systems (CARS):
<https://maintenance.onramp.dot.ca.gov/radiocomm/radio-communications-cars>

CT SATCOM Information: <https://maintenance.onramp.dot.ca.gov/radiocomm/radio-communications-ct-satcom>

Memorandum to request mobile satellite trailer deployment:
[https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/radio_comm/CT%20SATCOM%20Memo%20Sergio%20May2021%20\(003\)%20v2.pdf](https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/radio_comm/CT%20SATCOM%20Memo%20Sergio%20May2021%20(003)%20v2.pdf)

Portable/handheld satellite phone inquiries:
<https://maintenance.onramp.dot.ca.gov/radiocomm/portable-satellite-telephones>

Code of Federal Regulations: <https://www.govinfo.gov/app/collection/cfr/>

State Administrative Manual (SAM): <https://www.dgs.ca.gov/Resources/SAM>

Government Code:
<https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=GOV&tocTitle=+Government+Code+-+GOV>

U.01.02 Definitions

CARS – Caltrans Auxiliary Radio Systems
CAV – Connected and Automated Vehicles
CT SATCOM – Caltrans Satellite Communications System
ESAT – Emergency Satellite System
FCC – Federal Communications Commission
GOV – Government Code
IT – Information Technology
MOU – Memorandum of Understanding
OES – Office of Emergency Services
ORC – Office of Radio Communications
PSC – Public Safety Communications
SAM – State Administrative Manual

U.01.03 References and Hyperlinks

There are hyperlink resource materials identified within this chapter. If any hyperlink is not accessible, please notify the appropriate personnel to inquire about that resource or reference.

U.01.04 Chapter Contact

This chapter of the Maintenance Manual is maintained by the Division of Maintenance, Office of Radio Communications.

U.02 Public Safety 2-Way Land Mobile Radios

The Caltrans Office of Radio Communications (ORC), plans, manages, operates, and maintains Caltrans' public safety 2-way, land mobile, radio system. The State Administrative Manual (SAM), Section 4501, and Government Code Sections 15252 and 15253, authorizes the Governor's Office of Emergency Services (OES), Public Safety Communications (PSC), to acquire, install, equip, maintain, and operate new or existing public safety communications systems and facilities for public safety agencies. A Memorandum of Understanding (MOU) between the Caltrans ORC and PSC defines the specific roles and responsibilities of each agency. For additional information regarding the MOU, refer to the [Appendix U1](#) of this chapter.

The rules and regulations governing Caltrans' use of the radio spectrum are enumerated in the Code of Federal Regulations, Title 47, Parts 15, 87, 90, 95, 97, and 101; and administered by the Federal Communications Commission (FCC). Caltrans must strictly observe and abide by the rules and regulations set forth by the FCC, as well as Federal, State, and local authorities. Radio engineers within the ORC review and approve wireless communications equipment purchase requests to ensure compliance with FCC rules and regulations. Radio engineers within the ORC are responsible for the communications needs of a specific District or Districts. Similarly, a Radio Coordinator is designated by each District, who is responsible for coordinating the District's communications needs and works closely with the District Radio Engineer.

- (A) The District Radio Coordinator's responsibilities include:
- (1) Distributing radio equipment to the field crews.

- (2) Training radio users.
 - (3) Maintaining the District's radio equipment inventory (SAM Section 8652 requires State agencies to complete its equipment inventory every three (3) years).
 - (4) Dispatching the PSC technician(s) when equipment or system repairs are required.
 - (5) Acting as the liaison between the ORC and the District.
 - (6) Working with local PSC technicians and contractors for radio removals and installations.
 - (7) Working with the ORC and/or local technicians to acquire parts or supplies needed for radio equipment repairs.
 - (8) Coordinating radio facility repairs with the ORC and District maintenance staff.
- (B) The District Radio Engineer's responsibilities include:
- (1) Working with the District Radio Coordinator to determine the District's communications needs.
 - (2) Assisting the District Radio Coordinator with radio operation training and equipment inventory.
 - (3) Overseeing that the Caltrans radio system operates in accordance with all Federal, State, and local rules and regulations.
 - (4) Working with PSC to design and implement radio communications systems that meet the District's communications needs.
 - (5) Establishing and maintain information exchange with the District regarding future telecommunications projects and plans.
 - (6) Involving the Districts in the planning and implementation of current and future telecommunications projects.
 - (7) Overseeing radio communications projects and installations meet Radio Frequency (RF) Safety guidelines and regulations.
 - (8) Providing technical support and recommendations to all matters related to telecommunications, including participation in internal and external committees or workgroups.

When a need to repair communications equipment arises in the District, radio users must contact their respective District Radio Coordinator first. The District Radio Coordinator then contacts the PSC technician directly and requests their service.

When system changes and/or additions need to be made, or repairs are required, the District Radio Coordinator contacts their respective Radio Engineer to discuss the District's needs and requirements. If required, the District Radio Engineer will prepare and submit a work order for the work needed to PSC. For changes that do not require engineering work, pre-authorized work orders can be initiated by the District Radio Coordinators with the District Radio Engineer's approval.

NOTE: Engineering work is defined as Work Orders requiring a Form 207. For an example of a Form 207, refer to [Appendix U1](#). For questions, contact the District Radio Engineer or District Radio Coordinator.

Radio Communications Sites

Caltrans owns, or is the master lease holder for, various radio communications sites throughout the state. These sites include radio vaults and towers and may be located on mountain-tops, Traffic Management Centers, District Offices, Region Offices, and Maintenance Stations. In some Districts, Caltrans also has Roadside Repeater cabinets installed along the roadway to house radio equipment. All requests for co-locating equipment in Caltrans owned, or leased radio communications sites must be submitted to the District Radio Engineer. The District Radio Engineer will perform a space and technical review and respond with the appropriate recommendation to the request.

All inquiries regarding the use of 2-way public safety land mobile radio communication should be directed to the Chief, Office of Radio Communications, Division of Maintenance. More information about Caltrans' Office of Radio Communications can be found in Section [U.01.01](#) of this chapter.

NOTE: Any and all PSC engineering work, as defined above, requires ORC approval.

U.03 Satellite Communications Systems

The ORC is responsible for planning, managing and operating Caltrans' satellite communications systems. The systems include fixed, portable, and mobile satellite systems, fixed satellite telephones and portable (handheld) satellite phones.

Mobile Satellite System (CT SATCOM)

Caltrans owns and operates four (4) mobile satellite communications trailers and three (3) portable satellite systems, named CT SATCOM.

- (A) Caltrans has established a Statewide CT SATCOM Mobile Coordinator whose responsibilities include:
 - (1) Deploying portable and mobile satellite equipment when requested.

- (2) Completing monthly system testing.
- (3) Maintaining equipment associated with the CT SATCOM system.

In Districts where mobile CT SATCOM equipment is located, the District will designate a crew that is primarily assigned to maintain and operate the CT SATCOM equipment during deployment and monthly testing.

Requests to deploy Caltrans' mobile CT SATCOM equipment, as outlined in the "Procedure for Requesting Caltrans Mobile Satellite Communications Units" memorandum, shall be submitted to *one* of the following people (the request can be in the form of a note, or a telephone call):

- Statewide CT SATCOM Mobile Coordinator
- Chief, Office of Radio Communications
- Assistant Division Chief, Division of Maintenance
- Chief, Division of Maintenance
- Deputy Director, Maintenance & Operations

Memorandum to request mobile satellite deployment can be found in Section [U.01.01](#) of this chapter.

Portable Satellite Telephone (Handheld)

The Office of Radio Communications also manages and maintains the hardware and service for Portable (handheld) satellite phones.

Use and Eligibility Guidelines, Justification/Request form, Equipment user Guides, and Quick Start Guides can be found on the ORC Intranet webpage. All inquiries regarding portable/handheld satellite phones should be directed to the Office of Radio Communications, provided in Section [U.01.01](#) of this chapter.

Fixed Satellite Telephone

Caltrans utilizes two types of fixed satellite telephone systems: CT SATCOM and Emergency Satellite System (ESAT). In Districts where a fixed CT SATCOM system is installed, a total of 8 to 24 satellite telephone extensions may be available depending on location. The ESAT system provides one satellite phone extension, per each system deployed.

NOTE: The Districts will have either the CT SATCOM, or ESAT fixed satellite telephone system installed, not both. It is the District's responsibility to select and assign appropriate staff to its complement of satellite telephone extensions.

All equipment and parts purchases for the CT SATCOM system must be reviewed and approved by the ORC. All inquiries regarding the CT SATCOM system should be directed to the ORC. More information regarding CT SATCOM, including contact information and deployment, can be found in Section [U.01.01](#) of this chapter.

U.04 Caltrans Auxiliary Radio System (CARS)

The CARS consists of volunteer Amateur Radio Operators throughout the state. The ORC plans, manages and provides technical support for the CARS.

- (A) Caltrans has established a statewide CARS Coordinator, whose responsibilities include:
 - (1) Coordinating system implementation and installation of the CARS equipment statewide.
 - (2) Recruiting CARS volunteers.
 - (3) Acting as the liaison between the ORC and the CARS volunteers.

All equipment and parts purchases for the CARS must be reviewed and approved by the ORC. All inquiries regarding CARS should be directed to the Statewide CARS Coordinator. More information about CARS can be found in Section [U.01.01](#) of this chapter.

U.05 Broadband

Broadband services provide internet connectivity to facilities. Broadband installations can be either wireless, fiber optic, copper, or a combination. These services are often installed by Service Providers or other third-party entities.

- (A) The ORC will maintain an inventory of Maintenance facilities' broadband capacity.
- (B) Broadband providers requesting equipment co-location at Caltrans owned or managed facilities are required to contact the District Radio Engineer *prior* to any equipment installation or any alterations of previously installed equipment.
- (C) Districts or facilities requiring broadband services must contact the District IT Manager first, and then the District Radio Engineer should ORC involvement be required.
- (D) The ORC also reviews broadband encroachment permit requests. Broadband Encroachment permit requests are to be submitted to the District Radio Engineer.

U.06 Connected and Automated Vehicles (CAV)

Connected and Automated Vehicles (CAV) include wireless communication components which have both licensed and unlicensed operations. The ORC oversees compliance for technologies installed on State Right of Way, and in State Vehicles for operational consistency with FCC rules and regulations. Additionally, the technologies should not interfere with other systems. The ORC provides engineering and technical support services for the Caltrans' CAV efforts. These services include:

- FCC Licensing for projects installing Roadside Unit installations and for pilot Roadside Unit testbeds.
- Equipment Co-location.
- Encroachment permit review.
- System acceptance testing.
- Interference Mitigation.
- Specification review.

CAV requests requiring ORC involvement are to be submitted to the District Radio Engineer.

APPENDIX U1

Telecommunications

Fact Sheets

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MEMORANDUM OF UNDERSTANDING

Between California's:

Department of Transportation, Office of Radio Communications and
Governor's Office of Emergency Services, Public Safety
Communications Office

Effective 1999

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a framework for relations between the Caltrans Office of Radio Communications (ORC) and the Public Safety Communications Office (PSCO). By signing this MOU, both organizations express their desire and intent to work closely together to provide Caltrans with excellent radio communications systems and related services.

2. Overview

Effective radio communications systems are essential for Caltrans to accomplish its mission. Caltrans employees use two-way radios in completing routine planning, construction and maintenance responsibilities. In addition, Caltrans is responsible to work in collaboration with other public safety agencies to manage traffic flows on selected highways statewide and to keep all state highways clear of obstruction, assisting in controlling traffic flow whenever there are major traffic accidents, natural disasters or other emergencies. These responsibilities require timely and effective communication among Caltrans employees and between Caltrans and other public safety agencies via two-way radios.

Overseeing the design, installation and maintenance of all state public safety radio systems is essential for PSCO to accomplish its mission. PSCO is charged with protecting the public's interest by implementing public safety radio systems that meet state agencies' needs while avoiding redundancies and minimizing costs to the state.

Generally, the roles and responsibilities of key stakeholders are as follows:

- Caltrans radio users, in light of the agency's statutory authority and responsibilities, define operational needs for radio communications;
- ORC documents user needs translating them into agency strategic/action plans, radio communications policies, and radio systems' functional requirements; and
- PSCO translates Caltrans' functional requirements into technical solutions; designing, installing, and maintaining radio systems that meet user needs.

3. Commitment to Communication, Cooperation, and Teamwork

The ORC and the PSCO acknowledge that they have a shared interest in serving Caltrans radio users and the public. Both organizations are committed to providing the best radio communications system possible within the dollars available.

Caltrans ORC and PSCO acknowledge the importance of frequent and complete communication. Through this MOU, Caltrans ORC and the PSCO Client Engineering Unit (CEU) staff agree to meet on a regularly scheduled basis at least monthly. Agendas for meetings will be prepared jointly and will include complete briefings on recent activities by both organizations. Meetings will focus on meeting Caltrans radio users' needs. Caltrans ORC will keep PSCO fully apprised of its planning efforts. PSCO will keep Caltrans ORC fully apprised of its project management efforts.

Caltrans ORC and PSCO acknowledge that it is vital to cooperate fully. Through this MOU, Caltrans ORC and PSCO agree to aggressively seek ways to cooperate in accomplishing their respective responsibilities. At a minimum, "Opportunities to Cooperate" will be a standard agenda item for regularly scheduled meetings. Discussion will include prospective opportunities to work together as well as "wrap-up" summaries of recent cooperative ventures.

Caltrans ORC and PSCO acknowledge that teamwork is the best way to assure that radio communications systems' plans are effectively implemented. Through this MOU, Caltrans ORC agrees to involve PSCO CEU staff in its planning efforts, sharing what is learned about radio user's needs. Through this MOU, PSCO agrees to involve Caltrans ORC in its radio project efforts to assure the closest and most direct translation of user needs to communications capabilities.

4. Caltrans Office of Radio Communications:

Specific Roles and Responsibilities

- Plan an agency-wide communications system that supports Caltrans' strategic mission and goals including employee and public safety.
- Participate in and assist district staff in estimating the impact of program changes on Caltrans' radio system needs.
- Establish internal policies and procedures for Caltrans' radio communications that are consistent with state and federal laws, rules and regulations.
- Develop and administer budgets to maintain, renew, and enhance Caltrans' radio systems.
- Manage Caltrans radio vaults and facilities.

- Set priorities for and authorize projects to enhance radio communications or correct deficiencies in Caltrans' radio communications systems.
- Approve all district requests for radio system equipment and/or services prior to submission to PSCO.
- Prepare work authorization requests that clearly describe radio users' operational needs.
- Approve radio project statements of work, scope, schedule, and costs.
- Authorize PSCO to begin work.
- Approve the acceptability of project milestones/deliverables as specified in project plans.
- Assess the quality and timeliness of PSCO's services.
- Assess the reasonableness of costs for PSCO's services.
- Provide timely final sign-off signifying Caltrans' satisfaction with radio services rendered by PSCO.
- Approve payment of bills for services rendered by PSCO.
- Confirm the accuracy and reliability of Caltrans' system documentation maintained by PSCO.
- Coordinate and manage facilities acquisition and/or construction required for radio services projects.
- Enter into vault lease agreements with private and public organizations.
- Authorize payment for radio system support services such as microwave services, vault leases and phone lines.
- Educate and train radio system users in equipment use and system policies/procedures.
- Acquire and maintain inventories of equipment to be used in Caltrans' radio projects.
- Authorize the use of warehoused equipment on radio projects.

5. Public Safety Communications Office: Specific Roles and Responsibilities

- Assist with and evaluate Caltrans' plans for telecommunications systems/equipment and make alternative recommendations when agency plans are inconsistent with statewide plans or in conflict with state policy.
- Assist Caltrans' efforts to optimize its use of the limited resources available to maintain, renew, and enhance radio systems.
- Enter into contracts for telecommunications goods and services on Caltrans' behalf.
- Purchase or authorize the purchase of public safety radio and related electronic equipment to support Caltrans' radio system's needs.
- Provide technical review and approve Caltrans' vault space agreements/leases.
- Interpret user needs expressed in Caltrans' work requests and suggest technical solutions to address those needs.
- Work with Caltrans ORC to assess available options for addressing user needs.
- Provide timely and cost effective engineering and installation services for Caltrans' telecommunications projects including planning, design, specifications/standards, procurement, special studies, engineering related to installation, FCC licensing, installation, and testing.
- Accomplish or authorize timely and cost effective installation, modification, and/or programming of public safety radio equipment that uses frequencies licensed for use by the State of California.
- Maintain or authorize the maintenance of Caltrans' radio systems.
- Provide regular status reports on the progress of projects.
- Notify Caltrans ORC when requested improvements are operational.
- Maintain accurate and reliable site documentation to support new Caltrans' radio project planning, design, and installation.
- Monitor and participate on behalf of Caltrans in proceedings of state and federal regulatory agencies.
- Obtain FCC and FAA licenses required for the legal operation of

Caltrans' radio equipment.

- Obtain FCC license renewals required for Caltrans continued use of radio systems.

6. Protocols for PSCO and the Caltrans Office of Radio Communications

- Caltrans ORC will work closely with PSCO in preparing district and statewide radio communications plans to support future radio services project requests.
- PSCO CEU will support Caltrans ORC planning efforts by providing the technical services required or delegating to Caltrans the authority to complete specified aspects of the planning needs assessment such as coverage studies and frequency plans.
- Caltrans ORC will request input from PSCO as a stakeholder in their District and statewide radio communications planning process.
- Caltrans ORC will request input from PSCO as a stakeholder in their District and statewide radio communications planning process.
- Caltrans ORC will share and discuss planning results with PSCO.
- PSCO will review Caltrans' radio system plans for consistency with statewide plans and state telecommunications policy.
- Caltrans ORC will partner with PSCO at the earliest possible stage in its COM 207 development to assure that the Statement of Work (SOW) and subsequent project phases are supported by the most complete and accurate set of documentation available.
- PSCO CEU will provide Caltrans ORC with a completed SOW for Caltrans' approval prior to proceeding with project planning unless otherwise authorized by Caltrans.
- PSCO will obtain Caltrans ORC approval of proposed project plans or change orders (including project scope, schedule and costs) prior to proceeding with project activities unless otherwise authorized by Caltrans.
- PSCO will invite Caltrans ORC to participate as a member of each project team.
- PSCO will capitalize on Caltrans' engineering expertise as an extension of its own capacity when Caltrans ORC resources are available and doing so in the best interest of Caltrans and the state.

- PSCO CEU representatives will act as advocates for Caltrans in monitoring and expediting project work.
- PSCO will defer to Caltrans ORC's judgment in the use of Caltrans' warehoused radio equipment on projects.
- Caltrans ORC will work closely with the PSCO to assure that facilities construction is synchronized with PSCO project plans.
- Caltrans ORC will be advised by PSCO when a project has been scheduled for installation.
- Caltrans ORC will be advised by PSCO when a project has been installed.
- Caltrans ORC will sign off on each project upon completion, signifying that the desired functionality has been installed.
- Project instructions and other technical documentation will be made available by PSCO for Caltrans ORC to review or copy upon request.
- PSCO will keep Caltrans ORC informed regarding the outcomes of proceedings of state and federal regulatory agencies attended on Caltrans' behalf.

7. Provisions for Amending the Memorandum of Understanding

Caltrans Office of Radio Communications and the Public Safety Communications Office recognize that experience will likely dictate additions, deletions and modifications to this Memorandum of Understanding. Both organizations agree to meet and confer formally when issues arise that either organization believes should be addressed through the MOU. Each organization will seek a consensus-based solution. When agreement is reached, changes will be incorporated into this original document through separately dated and signed addenda.

Signatures Signifying Agreement with this Memorandum of Understanding

Caltrans Office of Radio Communications

DGS Telecommunications Division

Kenneth H. Luciani
Gary Adams
Timothy Johnson
John B. Schmidt

Pete Wanyamuel 6-29-99
Dan C. Powell 6/30/99
James Joyce 6/30/99

Signatures Signifying Amendment Approval of this Memorandum of Understanding

Caltrans Office of Radio Communications

Public Safety Communications Office

Example of Form 207:



STATE OF CALIFORNIA
CALIFORNIA GOVERNORS OFFICE OF EMERGENCY SERVICES
TELECOMMUNICATIONS WORK AUTHORIZATION
OES-PSC-207 (Rev. 8/2022)



Print Form Reset Form
LOGISTICS MANAGEMENT
PUBLIC SAFETY COMMUNICATIONS

CUSTOMER INFORMATION

(Please read the instructions on the back before filling out this form)

Customer Name: _____

Location: (Where work is to be performed by PSC) _____

PSC Billing Code				
Required				

Job Number					
Required					

Agency / Institution Code					
For PSC Use Only					

Space below allows for 9 lines of text only. If more description is required please attach additional page(s)

Work Description:

Additional Information Attached: Yes No Requested In-Service Target Date: _____

Customer's Estimated Budget Amount: _____

Contact name regarding this work: _____ Phone: _____

Contact e-mail: _____

CUSTOMER AUTHORIZATION

This form authorizes Public Safety Communications to develop a Statement of Work for customer approval. Upon approval, a plan and schedule for the requested services will be developed. Upon customer approval of the plan and schedule Public Safety Communications will proceed to perform the service.

Client Agency Authorized Signature: _____ Name and Title: _____ Date: _____

Client Agency Budget Officer Signature: _____ Name and Title: _____ Date: _____

This section is to be completed by the Agency for acceptance of work completion.

The work was: Completed Not Completed Agency Canceled

PSC / Senior Engineer _____ Name and Title: _____ Date: _____

Program Manager _____ Name and Title: _____ Date: _____

This section is to be completed by the Agency for acceptance of work completion.

Client Agency Authorized Signature: _____ Name and Title: _____ Date: _____



STATE OF CALIFORNIA
CALIFORNIA GOVERNORS OFFICE OF EMERGENCY SERVICES
TELECOMMUNICATIONS WORK AUTHORIZATION
OES-PSC-207 (Rev. 8/2022)



LOGISTICS MANAGEMENT
PUBLIC SAFETY COMMUNICATIONS

INSTRUCTIONS

The purpose of the TDe-207 form is to provide the customer a means to request services from Public Safety Communications.

Customer Name: Name of customer's organization.

Location: Site where the work is to be performed. If there are multiple work sites, list the site names in the work description area or on an attached sheet of paper.

PSC Billing Code, Job Number, and Agency / Institution Code: Are used for customer identification and billing information. The **requester** must supply their **PSC Billing Code** and **Job Number**. If the Customer has internal subdivisions that use more than one billing code for Public Safety Communications services, the requester must supply the proper billing code for the work. If there is a requirement to divide a single Work Authorization into more than one billing code, for billing purposes, describe the requirements and list the billing codes in the work description area or on a separate sheet of paper.

PSC Billing Code: Code used by the Cal OES / Public Safety Communications to bill agencies for services provided. For State agencies, the PSC Billing Code will be the DGS Billing Code without the leading zero. For example, if the DGS code is 089182, the PSC Billing Code will be 89182. For non-State entities, PSC will assign the billing code.

Job Number: A six-digit unique number assigned by the requesting customer to identify the specific service Public Safety Communications is requested to provide. Only **letters** and **numbers** may be used when assigning the six-digit number. Do not use any special characters such as #, -, \$, etc., when assigning the number.

Agency / Institution Code: Internal code assigned and used by Public Safety Communications to bridge older databases and applications to PSC's current billing application. The first three characters identify the requesting customer department; the second three characters identify a subdivision within a department. The code cross references to the customer's five-digit PSC Billing Code.

Work Description: Describe the desired service. Attach additional pages if needed.

Additional Information Attached: Mark appropriate box. Additional work description, supporting documents, or information is welcome.

Requested In-Service Target Date: Date the customer wants to have requested equipment or service in operation. This does not necessarily mean the date that all efforts on the service request are completed.

Customer's Estimated Budget Amount: Amount of money the customer has budgeted or estimated for this work.

Contact name regarding this work: Contact person within the customer organization who has knowledge of the work request.

CUSTOMER AUTHORIZATION: Both Signatures are required

Client Agency Authorized Signature: Person the customer has authorized to commit to the request for work

Client Agency Budget Officer Signature: Person the customer has authorized to commit to the spending of funds.

E-MAIL COMPLETED FORM TO: PSC.INTAKE@CalOES.ca.gov

(If sending by e-mail original **must** also be mailed to the address below)

MAIL COMPLETED FORM TO: **Public Safety Communications**
Attn: Program Management Division
601 Sequoia Pacific Blvd.
Sacramento, CA 98511-0231

This section is to be completed by Public Safety Communications upon work completion.

The Work Was: Enables Public Safety Communications to tell the customer the final disposition and end date of service and appropriate signatures.

This section is to be completed by the Agency for acceptance of work completion.

By signing this section the Agency is confirming that the work completed by PSC was completed to their satisfaction.