



User click on TA/SCIP Catalog (green section , lower left)

**ICTAP**  
Interoperable Communications Technical Assistance Program

**Public Safety Technical Assistance Tools**  
Technical Assistance Information and Catalog

Home Tools Resources Training PSToolsHelp What's New (as of 07/19/2014)

**Office of Emergency Communications Technical Assistance / SCIP Catalog**

The OEC Technical Assistance (TA) and Statewide Communications Interoperability Plan (SCIP) Catalog is an "evergreen" document that is regularly updated as TA and SCIP offerings are modified, added or deleted. Changes to the Catalog are documented on page 4, Availability of OEC/ICTAP Services. Please submit questions or comments to [OEC@publicsafetytools.info](mailto:OEC@publicsafetytools.info).

[TA / SCIP Catalog \(PDF\)](#)

**Office of Emergency Communications TA / SCIP Request Form**

OEC/ICTAP services are supported by Federal funding and are provided at no cost. Funds are limited, and OEC, in collaboration with requestors, will prioritize which requests can be accepted and which may have to be deferred. Each State/territory may request a SCIP Workshop and up to five TA offerings annually. OEC will work to ensure each State/territory receives some level of OEC/ICTAP support. For FY2015, OEC/ICTAP is accepting SCIP Workshop requests with focus on the following areas: SCIP Update, Governance, Technology, Funding, Broadband / NG-9-1-1 and Other.

SWICs may fill out the TA / SCIP Request form and submit it online ([TA / SCIP Request Form \(Online Form\)](#)). SWICs should insert their name, phone number and date in the SWIC signature block and Insert the State Administrative Agency's (SAA) official's name and date coordinated in the SAA signature block (an actual signature is not required). Upon receipt of the submission, an email with all information from the completed form will be sent to OEC with a copy to the requestor to verify the submission.

As an alternative, SWICs may download the TA / SCIP Request form in PDF format ([TA / SCIP Request Form \(PDF\)](#)), complete it at their workstation and submit it electronically as an attachment to an email to [TArequest@publicsafetytools.info](mailto:TArequest@publicsafetytools.info).

**Office of Emergency Communications TA / SCIP Evaluation Form**

Upon completion of a Technical Assistance engagement and/or SCIP Workshop, this form is to be completed by SWICs (or designee) to provide feedback on the support that was provided. OEC uses the information collected through these evaluations to assess the effectiveness of its TA service and SCIP Workshops and for continued improvement to OEC's overall support to stakeholders.

User may choose to complete the TA/SCIP Request form online or select the pdf version.

If the user selects the PDF version, the first page of the request form pdf displays the instructions, OMB Control Number and expiration date, privacy information, burden statement, etc.

# Office of Emergency Communications TA / SCIP Request Form (online)

DEPARTMENT OF HOMELAND SECURITY  
**Office of Emergency Communications**  
 Technical Assistance (TA) and  
 Statewide Communications Interoperability Plan (SCIP)  
 Workshop Request Form

OMB No. 1670-0023 / Expiration Date: 10/31/2014

**Requestor Contact Information:**

State:  Agency:

Name:  Title:

Phone:  Email Address:

**OEC Coordinator Contact Information:**

Name - Region / Email:

**SCIP Workshop**

Priority	SCIP Workshop Focus	Comments
<input type="checkbox"/>	SCIP Update	<input type="text"/>
<input type="checkbox"/>	Governance	<input type="text"/>
<input type="checkbox"/>	Funding	<input type="text"/>
<input type="checkbox"/>	Technology	<input type="text"/>
<input type="checkbox"/>	Broadband & NG9-1-1	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

Requested Date Range From:  To:

**Prioritized TA Selections**

Please indicate each TA Catalog service offering requested in order of priority. For FY2015, OEC/ICTAP is considering requests in support of the SCIP implementation initiatives for multi-state collaboration and preparedness. SWICs are encouraged to list requests pertaining to those areas as numbers 1 and 2 on this form.

Priority	Description of Assistance	TA Offering	Timeframe From / To	Primary Point of Contact (Name, Phone, Email)
1	<input type="text"/>	<input type="text" value="Select TA Offering"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text" value="Select TA Offering"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text" value="Select TA Offering"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text" value="Select TA Offering"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text" value="Select TA Offering"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text" value="Select TA Offering"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>

SWIC / SCIP POC:   
 Submission Date:   
 State Administrative Agency (SAA):

**CONTINUATION SHEET - TA REQUEST FORM**

Please Provide Additional Background or Details about these Requests (Corresponding to the Respective Request Number).

Priority	Description of Assistance
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

DHS Form 9043 - Online Version

Link for the online version: [http://www.publicsafetytools.info/ta\\_request/ta\\_request\\_v3.php](http://www.publicsafetytools.info/ta_request/ta_request_v3.php).

Instructions for using the online version and the pdf version are included on this screen. However, once the user clicks on the link to the online version, there is a button to click for instructions that displays the instructions, OMB Control Number and expiration date, privacy information, burden statement, etc.

# Office of Emergency Communications TA / SCIP Request Form

## Instruction page

**ICTAP**  
Interoperable Communications  
Technical Assistance Program

DEPARTMENT OF HOMELAND SECURITY  
**Office of Emergency Communications  
Technical Assistance (TA) and  
Statewide Communications Interoperability Plan (SCIP)  
Workshop Request Form**

OMB No. 1870-0023 / Expiration Date: 10/31/2014

**Instructions:**  
Read all instructions before completing this form

**Authority:** Title XVIII of the Homeland Security Act of 2002, 6 U.S.C. § 101 et seq., and the Implementing Recommendations of the 9/11 Commission Act of 2007 (6 U.S.C. 570(m) authorizes the collection of this information.

**Purpose:** The primary purpose of this collection is to collate requests for technical assistance and evaluate the impact of requests on the attainment of the National Emergency Communications Plan's goals, objectives, and initiatives.

**Routine Uses:** The information collected may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using the information as necessary and authorized by the routine uses published in DHS/AII-002 Mailing and Other Lists Records System of Records (November 28, 2008, 73 FR 71659).

**Disclosure:** Providing this information is voluntary, however, failure to provide this information may delay or prevent the Office of Emergency Communications in its ability to determine resources available to provide technical assistance services to the jurisdiction.

**What is the purpose of this form?**

DHS Form 9043, Office of Emergency Communications (OEC) Technical Assistance (TA) and Statewide Communications Interoperability Plan (SCIP) Workshop Request Form, is used by States and Territories, to request SCIP Workshops and TA service offerings from the OEC Technical Assistance Catalog.

Requests for SCIP Workshops and Technical Assistance Service Offerings should complement each other and may be submitted together or separately. OEC will consider requests based on the priority indicated by the State as well as the anticipated impact of the service offering on the implementation of the National Emergency Communications Plan (NECP) and the respective SCIPs.

Completed forms should be sent to OEC through the State or Territory's Statewide Interoperability Coordinator (SWIC). SWICs serve as focal points for consolidating requests from each State/ Territory.

**Filling out DHS Form 9043**

**Requestor Contact Information**  
This section of the form is typically completed by the SWIC, SCIP POC or the State/Territory level official whom OEC can contact to clarify the goals and purposes of the requested Workshop and/or TA service offering and who will serve as the point of contact with OEC.

**OEC Coordinator Contact Information**  
This pull-down selection provides contact information for the OEC Coordinator assigned to the State/Territory, who can be contacted for further information about OEC.

**Statewide Communications Interoperability Plan (SCIP) Implementation Workshop Requests**  
For FY2015, OEC/ICTAP is accepting SCIP Workshop requests focused on the following categories: SCIP Update, Governance, Technology, Funding, Broadband / NG-9-1-1 and Other that complement the State/Territories Technical Assistance requirements.

**Technical Assistance Requests**  
This part of the form contains two sub-sections:

**Requestor Contact Information**  
This section of the form is typically completed by the SWIC, SCIP POC or the State/Territory level official whom OEC can contact to clarify the goals and purposes of the requested Workshop and/or TA service offering and who will serve as the point of contact with OEC.

**OEC Coordinator Contact Information**  
This pull-down selection provides contact information for the OEC Coordinator assigned to the State/Territory, who can be contacted for further information about OEC.

**Statewide Communications Interoperability Plan (SCIP) Implementation Workshop Requests**  
For FY2015, OEC/ICTAP is accepting SCIP Workshop requests focused on the following categories: SCIP Update, Governance, Technology, Funding, Broadband / NG-9-1-1 and Other that complement the State/Territories Technical Assistance requirements.

**Technical Assistance Requests**  
This part of the form contains two sub-sections:

- Individual technical assistance requests, Priority 1 - 5
- Signatures and submission date

**Individual Requests**  
**Priority:** Requestors should use the columns labeled "Priority" and "Description of Assistance" to identify up to five areas in which they require OEC TA, listing them in descending order of importance, 1 - 5.

**Description of Assistance:** Include in this block a brief description of the issue or challenge for which TA is needed; some notional examples might be:

- "Develop a field operations guide for States/Territories"
- "Help State plan for the NPSBN implementation"
- "Develop and maintain a cadre of COML personnel"

**TA Offering:** Under this column, use the pull down selection to identify the TA service offering code whose description in the Catalog matches the nature of the requirement. For example, codes which would correspond to notional examples above would be:

- TIC-FOG
- BB-BRND101
- TRG-COML
- CASM-UPDATE

**Timeframe From/To:** Enter a 30 to 90 day timeframe during the calendar year when OEC could deliver the TA offering. This information helps OEC align its resources to optimize delivery of multiple TA offerings across the Nation.

**Primary Point of Contact (Name, Phone, Email):** Enter the name and contact information for the specific individual whom OEC should contact to arrange scheduling, logistics and other administrative aspects of the TA delivery. This individual may be different from the SWIC.

**SWIC / SCIP POC Signature:** The SWIC or the point of contact for the State's SCIP should "sign" the form by entering his/her name and contact information.

**State Administrative Agency:** The State Administrative Agency should countersign the form to indicate concurrence with the individual technical assistance requests from the standpoint of grants. This coordination may be entered by the SWIC.

**Submission Date:** Date the form is submitted to OEC by the State/Territory.

**Continuation Sheet**

Provide any additional background information or details about the nature of the requested TA. Also, use this section to describe any interoperable emergency communications issue or challenge that does not appear to be covered by the service offerings in the Catalog.

**Paperwork Reduction Act Notice.** The public reporting burden to complete this information collection is estimated at 25 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and the completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden to DHS / National Protection and Programs Directorate/Office of Cybersecurity and Communications/Office of Emergency Communications, Serena Mailey, 703-235-4090 [serena.mailey@dhs.gov](mailto:serena.mailey@dhs.gov) ATTN: PRA (1870-0023)

DHS Form 9043 - Online Version

# Office of Emergency Communications TA / SCIP Evaluation Form (online)

Technical Assistance (TA) Online Evaluation Form - Windows Internet Explorer  
 http://www.publicsafetytools.info/ta\_evaluation/ta\_evaluation.php?state=Alabama

**ICTAP**  
 Interoperable Communications  
 Technical Assistance Program

DEPARTMENT OF HOMELAND SECURITY  
**Office of Emergency Communications**  
 Technical Assistance (TA) Evaluation Form

State: Alabama

Title:  Select TA Service Offering

SWIC/TA Point of Contact:  Location:

Date(s):  Instructor(s):

Please answer the following questions about your experience in this Technical Assistance Workshop according to the scale below:

	1	2	3	4	5	N/A	1	2	3	4	5
	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree						
1. This Technical Assistance service was successful in assisting us with our Objectives and Goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The workshop material was presented in a professional manner and was clear and easily understood by the participants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The Technical Assistance final deliverable(s) met or exceeded expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. This Technical Assistance was received on time, as scheduled during the planning process with OEC.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instructor's presentation, content knowledge and class exercises were effective in enhancing course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This Technical Assistance improved our interoperable emergency communications knowledge and capabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I would recommend this Technical Assistance Service Offering.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use the following sections to provide any additional information to improve the quality of future Technical Assistance Service Offerings

1 What did you like most about this Technical Assistance?

2 What did you not like, or what seemed to not work well?

Technical Assistance (TA) Online Evaluation Form - Windows Internet Explorer  
 http://www.publicsafetytools.info/ta\_evaluation/ta\_evaluation.php?state=Alabama

course content.

6. This Technical Assistance improved our interoperable emergency communications knowledge and capabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I would recommend this Technical Assistance Service Offering.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use the following sections to provide any additional information to improve the quality of future Technical Assistance Service Offerings

1 What did you like most about this Technical Assistance?

2 What did you not like, or what seemed to not work well?

3 What suggestions do you have for improving the learning experience?

4 What would you add or delete from this Technical Assistance Workshop?

5 How does this Technical Assistance support and/or enhance interoperable emergency communications in your State/region/locality?

[OPTIONAL] email to send CC to:

Submit Reset Form

**Office of Emergency Communications TA / SCIP Evaluation Form**