



Office of Emergency Communications

Technical Assistance (TA) and
Statewide Communications Interoperability Plan (SCIP) Workshop
Request Form

Instructions

Read all instructions before completing this form.

Privacy Act Statement

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 or 2007 (6 U.S.C. 579(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/AI-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.

[Redacted box]

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:

- 1) Individual technical assistance requests, Priority 1 – 5
2) 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 State's/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 requirement. For example, the codes
corresponding to the above notional examples are:

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

[Redacted box]

DHS Form 9043, Office of Emergency Communications (OEC)
SCIP Implementation Workshop and Technical Assistance (TA)
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 Statewide Communications Interoperability Plan
(SCIP).

Forms should be completed by the State/Territory's Statewide
Interoperability Coordinator (SWIC) or SCIP point of contact
and sent to OEC through the Public Safety Tools web site at:
www.publicsafetytools.info.

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 Maxey, 703-235-4090,serena.maxey@hq.dhs.gov ,

ATTN: PRA [1670-0023].



Office of Emergency Communications

Technical Assistance (TA) and
Statewide Communications Interoperability Plan (SCIP) Workshop
Request Form

Timeframe From/To: Enter a 30 to 90 day timeframe during the
coming year in which 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 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 (SAA): The SAA 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.

[Empty rectangular box for signature or stamp]

Provide any additional background information or details about
the requested TA. Also, you can use this section to describe
your interoperable emergency communications issues or
challenges that do not appear to be covered by the service
offerings in the Catalog.

An interactive version of this form may be accessed at
www.publicsafetytools.info. The completed form will be
automatically sent to OEC with a copy to the requestor.

Scanned versions as attachments and/or any questions about
this form may be emailed to: oec@dhs.gov



Office of Emergency Communications

Technical Assistance (TA) and  
Statewide Communications Interoperability Plan (SCIP) Workshop  
Request Form

Technical Assistance and SCIP Workshop requests can be submitted  
by accessing the online form located on the  
Public Safety Tools site: [www.publicsafetytools.info](http://www.publicsafetytools.info) or  
by scanning this completed form and emailing it to:  
[TARrequest@hq.dhs.gov](mailto:TARrequest@hq.dhs.gov)

(Requestor) Contact Information:

State:
Name:
Phone:
Email:

OEC Coordinator:

SCIP Workshop Section:

Priority	SCIP Workshop Focus	Please Provide Additional Background or Details
	SCIP Update	
	Governance	
	Funding	
	Technology	
	Broadband & NG9-1-1	
	Other	

Requester's target date range for SCIP Workshop:

From:		To:	
-------	--	-----	--



Office of Emergency Communications

Technical Assistance (TA) and
Statewide Communications Interoperability Plan (SCIP) Workshop
Request Form

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.

Table with 5 columns: Priority, Description of Assistance, TA Offering, Timeframe From / To, Primary Point of Contact (Name, Phone, Email). Rows 1-5.

SWIC / SCIP POC

State Administrative Agency

Submission Date



**Office of Emergency Communications**

**Technical Assistance (TA) and  
Statewide Communications Interoperability Plan (SCIP) Workshop  
Request Form**

---

**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	
2	
3	
4	
5	