

TELECOMMUNICATIONS DIVISION FORMS

8062

(No. 9 Sept. 1995)

TELECOMMUNICATIONS WORK AUTHORIZATION, COM-207

8062.1

(No. 9 Sept. 1995)

The COM-207 is used to request communications project work (normally radio or microwave) requiring electronics engineering or technical service. Instructions for completing the key blocks follow:

Job Number: The originating unit TCO assigns the next sequential number, i.e. 240-94-08 (Shasta RU, 1994, COM-207 # 08 in current year). When the approved COM-207 is returned from HQ, there will be a second number indicated. This is the "Job Number" by which the Telecommunications Division and CDF HQ will track and document all work and expenses related to that project. Use the HQ-generated job number in all subsequent references to that particular job.

Work Description: Provide an accurate description of the project. Clearly and simply describe the problem or desired result. For example: "Black Mountain local net repeater does not provide coverage of Alpine County. We need coverage analysis for possible relocation."

Agency Contact: Provide the name and telephone number of the local CDF person who is familiar with the project. This is usually the unit or region TCO, but it could be a station captain, battalion chief or other employee.

Class of Station: Base, mobile, portable, etc.

Agency Assistance: Indicate whether CDF personnel will be available to assist with antenna installation, wiring, trenching, etc.

Material To Be Furnished: List any materials such as wire, conduit, fixtures, etc. that CDF will furnish. If the job is to install a radio or component and that equipment is stored locally in a CDF station or service center, identify the location of such item(s) and the contact person.

Note: Contact your TCO for an e-mail version of the COM-207

USE OF COM-207 FOR EMERGENCY INCIDENT SUPPORT

8062.1.1

(No. 9 Sept. 1995)

In order to ensure reimbursement of CDF operating funds spent for Telecommunications Division engineering and technical support on emergency incidents, the following procedure will be used:

1. Each radio technician or communications engineer will be documented on the appropriate order number and assigned an overhead request number.
2. The originating ECC will then request an "Emergency COM-207 number" from region CC. The region TCO or CC officer will issue a "9000 series" number to be used on the COM-207.
3. The originating ECC will write up the COM-207 with the correct 9000 number entered in the top right-hand "job number" box. Copies are routed ASAP (fax ok) to region TCO, HQ senior TCO, and the appropriate Telecommunications Division area supervisor.
4. If a technician is needed, the originating ECC places a telephone request to the appropriate radio shop or area supervisor in accordance with local procedures. Provide the order and request numbers, service needed, and desired reporting time and location. If a communications engineer is needed, the request is to follow normal command center channels to the Sacramento Command Center. The Sacramento CC will place a request with the Telecommunications Division and relay information back through channels.
5. When the technician or engineer is released from the incident, a "stop" time and date will be recorded on the COM-207 by the originating ECC. Forward 3 copies to:
 - Region CC (1 copy)
 - HQ telecommunications management (2 copies--one marked "Telecom Division-Attn. CDF Unit")
6. The following 9000 series number-blocks are pre-assigned for use by region CCs and HQ command center:

NORTHERN REGION :	9100-9299
SOUTHERN REGION :	9300-9499
SACRAMENTO HQ :	9000-9099

7. The COM-207 work assignment section should be completed with a statement such as:

"Grizzly Incident, order # _____, request # _____, radio technician Bill Adams (radio call # Com 25) assigned to incident base at Siskiyou county fairgrounds."

PRE-AUTHORIZED 207, TD-207PA

8062.1.2

(No. 14 December 1999)

The Pre-Authorized TD-207PA is the replacement of the blanket Com 207 orders we have used for years to get minor work done through DGS Telecommunications. The system is in place with DGS already, and can be utilized by contacting your local radio technician. The local technician has the TD-207PA forms and will help fill them out when an order is requested.

This system expands the boundaries of the old blanket orders to include minor work to be done at Fire Stations, Air Attack Bases, Conservation Camps, ECCs, Unit HQ offices, and associated buildings. The jobs will be limited to 8 hours such as moving or installing speakers or remotes, programming radios and/or decoders, and upgrades of public address systems. Work that requires engineering cannot be done on a pre-authorized 207.

Another change is the ability to have the charges billed directly to the Unit billing code or a County billing code. This is for jobs that have been denied funding from Sacramento Fire Protection. For jobs locally funded, no time limits or approvals from Sacramento will be required.

There is a limited Sacramento budget for pre-authorized 207s. Prior to any work being done, the authorization number must be obtained from the Region Telecommunications Manager or designee and entered on the TD-207PA. When funding is depleted, a notification will be made to suspend work on all Sacramento-billed jobs. In order for Sacramento Fire Protection to be able to track costs and monitor spending, a change in pre-authorized 207 numbers is necessary.

The numbers below are for SACRAMENTO FIRE PROTECTION USE ONLY

000003	Aircraft Radio Repair / Install / Modify
000009	RAWS Data Collection Platform repair
000017	Tower - Emergency replacement of-Lamps, bulbs, and/or lenses
000023	Mobile Communications Centers (MCCs)

Tower lamps (000017) are limited to the following sites:
Fresno-Kings ECC, Grass Valley ECC, Mount Bullion, Oak Ridge, Banner Mountain.

For work in the **Northern Region**, the following 207 numbers must be used:

PA-207#	Description
010011	Programming - Mobiles & Portables
010012	HT repair and replacement of batteries and microphones
010013	Mobile radios - Repair / Install / Modify
010015	Fixed Station - Repair / Replace (Includes Repeater sites)
010021	Fire Stations, Air Attack Bases, Conservation Camps
010022	ECCs, Unit HQ, and associated facilities

For work in the **Southern Region**, the following 207 numbers must be used:

PA-207#	Description
040011	Programming - Mobiles & Portables
040012	HT repair and replacement of batteries and microphones
040013	Mobile radios - Repair / Install / Modify
040015	Fixed Station - Repair / Replace (Includes Repeater sites)
040021	Fire Stations, Air Attack Bases, Conservation Camps
040022	ECCs, Unit HQ, and associated facilities

TD-207PA forms must be filled out correctly to avoid identification and billing errors. There are several items of information **required**, including the following:

Any TD-207PA that is to be billed to Sacramento Headquarters must have an authorization number issued by their Region Telecom Manager or designee.

Authorization number _____-_____.

The first six numbers are for the description of work being performed. For example: A mobile radio in the Sierra-South Region is being installed in a CDF vehicle. The first six numbers would be 040013. The next four numbers **MUST** be issued by their Region Telecommunications Manager or designee. Any PA 207 that does not have this authorization will have the expenditure from DGS charged to the Unit.

In addition, please have the radio technician estimate his time and materials before the job is started. This estimate should be noted in the block "Description of Work Requested."

The Region Telecommunications Manager or designee will contact Sacramento Fire Protection, Telecommunications, to verify the funds are available before authorizing work.

The ECC Chief at the Unit requesting work must sign the TD-207PA.

Agency _ _ _ - _ _ _
This is for the Alpha identifiers.

EXAMPLE: CDF-__ __ = Billing to Sacramento HQ 13061.
(Includes projects funded by HQ funds allocated to
each region)

EXAMPLE: CDF-AEU = Billing to Amador-El Dorado Unit billing code 13417

EXAMPLE: CDF-RIV = Billing to Riverside County billing code 13375

Agency headquarters address:

For agency code CDF, please use
CDF - Communications Officer
P. O. Box 944246, Rm.1646 -10
Sacramento CA 94244-2460

For all other agency code combinations, use the appropriate address for person responsible for receiving and processing billings.

**INSTRUCTIONS FOR PRE-AUTHORIZED TD-207PA WITH
SACRAMENTO FUNDING**

8062.1.3

(No. 14 December 1999)

The following are instructions for obtaining the necessary authorization on any TD-207PA that you want Sacramento Fire Protection Telecommunications to fund:

1. You (RU ECC Chief) decide you have a need and get together with your local radio shop technician to fill out the TD-207PA.

2. Determine which description code best describes the type of work requested, and fill in the first six numbers of the authorization. Example: A mobile radio needs programming in the Northern Region. You would fill in 010011.
3. Please have the radio technician estimate his time and materials for the work requested. Write this in the "Description of Work" block. For example: Estimate: 1.5 hours technician time; and \$50.00 material costs for new speakers.
4. Fax the form to your Region Telecommunications Manager or designee.
5. The Region Telecommunications Manager or designee will contact Sacramento Fire Protection Telecommunications to verify funding is available.
6. When approved, the Region Telecommunications Manager or designee will notify you of the assigned Authorization #SUFFIX. Example: you send it with 010011-__ __ __ filled in. You are notified that it is authorized and the next four number are 3456.
7. Enter the Authorization suffix number on the form and have the work performed. Make sure this gets onto ALL copies of the form, especially the radio technician's copy.
8. When the work has been completed:
 - a) Try to get the radio technicians to enter the total **Actual Hours** and any parts pricing on the form (Example: 1.5 hours technician's time; and \$50.00 material costs for new speakers).
 - b) THEN you sign agency signature.
 - c) MAIL - Yellow copy to Region Telecommunications Manager.
9. The Region Telecommunications Manager or designee will review and forward to Sacramento Fire Protection Telecommunications.

**INSTRUCTIONS FOR PRE-AUTHORIZED TD-207PA WITH UNIT OR
SCHEDULE A FUNDING**

8062.1.4

(No. 12 October 1999)

The following are instructions for filling out the TD-207PA with Unit or Schedule A funding:

1. You (RU ECC Chief) decide you have a need and get together with your local radio shop technician to fill out the TD-207PA.

2. Please have the radio technician estimate his time and materials for the work requested. Write this in the "Description of Work" block. For example: Estimate: 1.5 hours technician's time; and \$50.00 material costs for new speakers.
 - a) This information will assist you in budgeting your money.
3. Assign Authorization Number AND suffix. The first six numbers would be the normal description of work; the next four numbers would be of your own choosing so you can decipher the costs that appear on the billing from DGS.
 - a) Assign Agency Code..."CDF-(three letter designator on the back of TD-207PA packet) Example: CDF-SHU or CDF-SHA
4. Have the work performed.
5. When work has been completed:
 - a) Try to get the radio technicians to enter the total **Actual Hours** and any parts pricing on the form (Example: 1.5 hours technician's time; and \$50.00 material costs for new speakers).
 - b) THEN you sign agency signature.
 - c) Mail a courtesy copy to the Region Telecommunications Manager or designee.

COM-207 ROUTE SLIP, TD-207A

8062.2

(No. 9 Sept. 1995)

Although the Telecommunications Division form TD-207A, "207 Route Slip" is not used by CDF, it does provide the TCO with some idea of the routing and processing of COM-207s by engineers assigned to CDF telecommunications projects.

RADIO LICENSE REQUEST, TD-229

8062.3

(No. 9 Sept. 1995)

Use the TD-229 to apply for a radio license. Complete key blocks as follows:

Agency: CDF.

Request For: Check appropriate box.

Description of Change: If modifying or canceling existing license, include call sign and describe change required.

Location Info: Self-explanatory. LAT/LON usually available from region engineering section.

Frequency Info: Obtain from local technicians or existing license.

Mobile Info: Number of mobile radios, grouped by type, and area of operations.

Control Point Info: Specify what base station/facility controls mobile relays.

Antenna Tower Inf: Obtain from local technicians.

TELEPHONE EQUIPMENT REMOVAL REPORT, COM-296C

8062.4

(No. 9 Sept. 1995)

The COM-296C is now used by CDF in a computerized format. See Section 8050 {[see section](#)} for instructions. It is intended to provide documentation to the Telecommunications Division of equipment removed from CDF's active service inventory. Such documentation results in adjusted billing for unit costs, etc., charged by the Telecommunications Division.

**INTERAGENCY RADIO VAULT SPACE APPLICATION AND PERMIT,
COM-310**

8062.5

(No. 9 Sept. 1995)

The COM-310 is used to process radio vault space requests from one state agency to another. Unit and region TCOs do not usually become involved in preparing this form. It is generally handled by the senior TCO or engineering staff at the Telecommunications Division. Following are guidelines for COM-310 processing. NOTE: COM-310 is a combination form: application *and* permit.

COM-310: STATE AGENCY REQUEST

8062.5.1

(No. 9 Sept. 1995)

Any state agency desiring occupancy of CDF radio vault space shall obtain CDF's permission and the technical concurrence of the Telecommunications Division. Formal interagency agreements are not required. State agencies will have priority over nonstate agencies for available space. Requests will be submitted on form COM-310 to the Telecommunications Division at least 60 days prior to the desired in-service date.

The requesting agency (permittee) prepares an original COM-310 and forwards same to the COM-310 coordinator at the Telecommunications Division. The COM-310 coordinator routes the application to the CDF engineering unit at the Telecommunications Division, for technical analysis and approval. The CDF engineering unit forwards 3 copies of the application to CDF HQ telecommunications management (TM). TM retains one copy and forwards copies to CDF Technical Services, Real Property Management Unit, and the appropriate region office. Region provides a copy to the appropriate unit (where the vault is located) for review. The unit returns recommendations, if applicable, through region to TM.

TM will advise the Telecommunications Division's CDF engineering unit of any CDF recommendations or concerns. The engineering unit then completes technical review, makes recommendations and returns the application to TM via the COM-310 coordinator. TM reviews the COM-310 and forwards it to the CDF Real Property Management Unit. The Real Property Unit completes the permit, including total charges, and returns it to TM for signature by the Deputy Director for Fire Protection. TM returns fully executed permit to the Real Property Unit for distribution as follows:

- **Original and one copy:** requesting agency (the requesting agency forwards one copy to the State Controller's office)
- **One copy:** Telecommunications Division
- **One copy:** retained by CDF HQ (photocopies routed to region and unit)

COM-310: RENEWALS

8062.5.2

(No. 9 Sept. 1995)

COM-310s are automatically renewed on July 1 of each year.

COM-310: CHANGES TO EXISTING PERMITS

8062.5.3

(No. 9 Sept. 1995)

Changes to existing permits will be processed the same as new applications. Each succeeding application will cancel and supersede the previous permit. The requesting agency will utilize a new permit number.

COM-310: CANCELLATION OF PERMITS**8062.5.4**

(No. 9 Sept. 1995)

Cancellation of existing permits will be made by submitting a memorandum along with a copy of the current permit 30 days in advance, indicating such cancellation to CDF's local unit. Copies of this memo are to be routed to the COM-310 coordinator at the Telecommunications Division and to the State Controller.

COM-310: RADIO VAULT SPACE CHARGES**8062.5.5**

(No. 9 Sept. 1995)

Section 8030, Communications Agreements and Radio Vault Management {see section}, details the rental rates charged when leasing radio vault space to state agencies, tax-supported agencies, and reciprocal private agencies.

CDF RADIO VAULT SPACE APPLICATION, NON-STATE USER, COM-312 8062.6

(No. 9 Sept. 1995)

Effective January 1, 1993, CDF HQ telecommunications management and CDF HQ technical services centralized procedures for processing applications for radio vault space (form COM-312) for nonstate users. See "CDF Radio Vault Space Application, Non-State Users" {see exhibit}

All new lease applications received after January 1, 1993 will be processed in accordance with instructions in the sections that follow.

COM-312: NEW LEASES**8062.6.1**

(No. 9 Sept. 1995)

Use the COM-312 to request radio vault space. Requests must be submitted to the Department of General Services, Telecommunications Division (TD), at least 180 days prior to the requested in-service date. Therefore, when contacted by a potential lessee, the unit TCO or other authorized person should explain the procedures and time frames required.

The requester (lessee) prepares an original copy only of the COM-312 and submits it to the appropriate unit, along with the nonrefundable application fee (\$300 for reciprocal / \$500 for nonreciprocal). The unit TCO will evaluate the application, determine if space is available at the requested site (vault) for the time period desired, and also determine whether the state should go ahead with lease approval.

If the request is determined to be not acceptable, the unit TCO will notify the applicant and send copies of the rejected application to HQ telecommunications management (TM), along with the application fee to be deposited by the Departmental Accounting Office. No further action will be taken on rejected applications. Rejection can be initiated by the unit, region office, TM or TD.

If the request is determined to be acceptable, the unit will forward the application, along with the application fee, to the region TCO. The region TCO will review and, if found acceptable, forward the application and fee to TM. TM will review the application, making certain the proposed installation will not interfere with the Department's long-range goals at the particular site. TM will also arrange for deposit of the application fee.

TM will then send the original COM-312 to TD for technical analysis, and a photocopy of the COM-312 and fee payment to HQ technical services (TS). Upon completion of the technical analysis, TD will return the application, with appropriate comments, to TM.

After review, TM will forward the application and all related comments to TS for lease preparation. TS will complete the lease based on information received and forward it to the lessee for signatures. When returned, signature authorizations for CDF will be the Chief Engineer and the Deputy Chief, Command and Control Systems, or their designated representatives.

When complete, the lease will be sent to the Department of General Services, Office of Real Estate and Design Services, for approval and state acceptance. Upon return to TS, simultaneous distribution will be made to the following:

- lessee
- region
- unit
- CDF HQ Telecommunications Management
- Telecommunications Division
- CDF Accounting

COM 3-12: RENEWALS

8062.6.2

(No. 9 Sept. 1995)

By-state leases are renewed every five years. Six months prior to lease expiration, Technical Services (TS) will send the lessee a renewal package containing the COM-312, new rates, deadline to return forms, and a request for technical changes / confirmation of intent to renew. Copies of the cover letter will be sent to TD, TM, region and unit offices, and CDF Accounting.

These units should evaluate the renewal at this time and notify TS of any problems that exist with this lessee. TS will assume that all is satisfactory if no notice is received. Every effort should be made to correct any problems associated with the lease prior to renewal.

The lessee will return the completed COM-312, along with renewal fees, to TS, which will forward it to TD for technical analysis. TS will also forward a copy of the COM-312 to TM to review the application for any problems during the previous lease period, and for any interference with the Department's long-range goals at the particular site. TS will forward the renewal fee to CDF Accounting.

Upon completion of technical analysis, TD will return the application to TS for lease preparation. TS will prepare the lease based upon comments from TM and TD. TS will send the prepared lease to the lessee for signature.

Upon return, signatures for CDF will be the Chief Engineer and Deputy Chief, Command and Control Systems, or their designated representative. The lease will then be sent to the Department of General Services, Office of Real Estate and Design Services, for approval. Upon return to TS, simultaneous distribution will be as follows:

- lessee
- region
- unit
- CDF HQ Telecommunications
- Telecommunications Division
- CDF Accounting

See "Radio Vault Space Application, Nonstate User, COM-312/Lease Processing Flow Chart" {see exhibit} for flow chart of both new and renewal procedures.

Any problems associated with the lessee will be directed to the unit responsible for the site. Problems associated with renewal procedures will be directed to CDF Technical Services.

COM-312: CHANGES

8062.6.3

(No. 9 Sept. 1995)

A lease renewal is required when changes are to be made to an existing installation. An approved lease must be completed prior to implementation of any changes by the lessee.

COM-312: CANCELLATIONS**8062.6.4**

(No. 9 Sept. 1995)

The terms for lease cancellation are specified within the lease. Generally, the lessee must submit a written notice of cancellation at least 30 days prior to the requested cancellation date. The state may terminate a lease within 90 days of a written notice.

COM-312: RADIO VAULT SPACE CHARGES, GENERAL**8062.6.5**

(No. 9 Sept. 1995)

Section 8030 [{see section}](#) details the rental rates charged when leasing radio vault space to nonstate users.

TELECOMMUNICATIONS TRAINING REGISTRATION, TD-500**8062.7**

(No. 9 Sept. 1995)

The TD-500 Telecommunications Registration form is used to request attendance at one of the telecommunications training courses offered by the Department of General Services, Telecommunications Division. For complete details, refer to the Telecommunications Division Users' Handbook, or contact the training coordinator at Telecommunications Division HQ in Sacramento. Following are instructions for completing the TD-500:

1. In the box at upper left, enter the name and address of the nominee.
2. Enter the civil service classification, collective bargaining unit number, Social Security number and telephone number.
3. The person authorizing expenditure of training funds should complete this section, including billing code, funding title, customer code and item code.
4. Enter the full title of course requested.
5. On the row labeled "First Choice" enter the nominee's first choice of date(s) to attend this course. On the row labeled "Second Choice" enter the nominee's second choice of date(s) to attend this course. Leave the row labeled "Next Available" blank.
6. Enter the name and phone number of your training officer or coordinator.

7. Enter the name and phone number of your administrative officer or other staff person authorized to commit training funds.
8. Enter the name and address where the confirmation letter should be mailed. If the address is the same as that of the nominee given at top of page, leave blank and place an "x" in the box marked "Same as above address."
9. The training officer or administrative officer should sign on the line provided. Enter the date of the request and the telephone number of the person signing the form.

A copy of the TD-500 with the Telecommunications Division training unit portion completed will be returned to the address given in the address box labeled # 8 in the instructions.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

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