



FEMA

**National Preparedness Directorate Information Bulletin
No. 264 September 17, 2007**

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact

FROM: Dennis Schrader
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SUBJECT: Submission of “Optional” Preliminary Statewide Communications Interoperability Plan (SCIP) through the National Preparedness Directorate Secure Portal by September 30, 2007

The Department of Homeland Security (DHS), Office of Emergency Communications (OEC) requires that each State and Territory submit a Statewide Communications Interoperability Plan (SCIP) by December 3, 2007. Although not a requirement, each State and Territory has the option to submit a Preliminary SCIP by September 30, 2007 in order to receive an interim review and feedback before the final deadline. The National Preparedness Directorate (NPD) Secure Portal can be accessed at <https://odp.esportals.com> for uploading preliminary plans. Each Preliminary SCIP must be uploaded to the State or Territory specific “Preliminary” folder within the Public Safety Interoperable Communications (PSIC) Compartment of the NPD Secure Portal. State Administrative Agencies (SAA) who have access to the State or Territory folder can upload the Preliminary Statewide Plan (one plan per State or Territory). As the SAA, if you want to designate an alternate point of contact to upload the Preliminary SCIP, please e-mail your alternate contact name, phone number, and e-mail address to the NPD Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov (Subject: PSIC Program Office). Upon receipt and confirmation, the alternate point of contact will be granted access to the NPD Secure Portal along with the specific State or Territory folder only. For your reference, additional guidance regarding the upload process is attached.

Both the SCIPs and the related Investment Justifications (IJ) are due by December 3, 2007. Please see the SAFECOM Program website to access the SAFECOM criteria for Statewide planning at: <http://www.safecomprogram.gov/SAFECOM/statewideplanning/>.

As a reminder, only after approval of both a State or Territory’s SCIPs and IJs, will the remaining PSIC funds be released to the State or Territory.

Updated Statewide Plan PSIC Statutory Requirements

Due to the amended P.L. 110-53 as it relates to PSIC, final SCIP are now due by December 3, 2007 must incorporate the following statutory requirements:

- **Interoperability:** Statewide Plans must describe how public safety agencies will plan and coordinate, acquire, deploy, and train on interoperable communications equipment, software and systems that (1) utilize reallocated public safety spectrum for radio communications – the public safety spectrum in the 700 megahertz (MHz) frequency band, (2) enable interoperability with communications systems that can utilize reallocated public safety spectrum for radio communications, or (3) otherwise improve or advance the interoperability of public safety communications systems that utilize other public safety spectrum bands;
- **Strategic Technology Reserve (STR):** Statewide Plans must describe how a STR will be established and implemented to pre-position or secure interoperable communications in advance for immediate deployment in an emergency or major disaster.
- **Local and Tribal Government Coordination:** Statewide Plans must describe how local and tribal government entities' interoperable communications needs have been included in the planning process and how their needs are being addressed, if applicable.
- **Nongovernmental Organization Coordination:** Statewide Plans must describe how authorized nongovernmental organizations' interoperable communications needs have been included in the planning process and how their needs are being addressed, if applicable.

Key Dates

Please be mindful of the following critical dates related to the SCIPs:

- | | |
|--------------------------------------|---|
| September 30, 2007 (Optional) | Submit preliminary SCIP to the NPD Secure Portal, which can be accessed at https://odp.esportals.com . |
| December 3, 2007 | Submit final SCIP to the NPD Secure Portal, which can be accessed at https://odp.esportals.com .
Submit IJs to the NPD Secure Portal, which can be accessed at https://odp.esportals.com . |
| September 30, 2010 | All PSIC funds expended or returned to the U.S. Treasury |

Should you need additional information regarding the PSIC Grant Program, please visit the National Telecommunications and Information Administration website at <http://www.ntia.doc.gov/psic/index.html>. If you have further questions regarding the SCIPs, please contact the DHS, OEC point of contact Keith Young at Keith.Young@dhs.gov.

National Preparedness Directorate (NPD) Secure Portal

In order to gain access to the National Preparedness Directorate (NPD) Secure Portal, for purposes of reviewing the Preliminary Statewide Communications Interoperability Plans (SCIPs), please email your name and contact information to the NPD Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov (Subject: PSIC Program Office). Upon receipt of your e-mail, you will be sent an invitation to register. Once the registration process is complete your account will be approved and you will be able to log on to the system.

The three tools that will be most widely utilized through this process are the Library, Secure Messaging and Chat. Please follow the steps below in order to use these tools. Should you have any questions regarding the registration process or how to upload a document please contact Rebecca Bean at (703) 682-6017, Becky.Bean@nc4.us or the Help Desk at (804) 744-8800, helpdesk@nc4.us.

Library

This tool allows you to upload and share documents with other users:

- Click on the “Collaboration” link from the desktop.
- Select the “Library” link from the list of collaboration tools.

Figure 1: PSIC Compartment Homepage - Submitting the Preliminary Statewide Communications Interoperability Plan

Compartment: Public Safety Interoperable Communications Grant Program [Go]

Custom Tools

- Lessons Learned
- Information Sharing (LLIS) Portal
- Collaboration Tools
- Secure Messaging
- Library (83 new)
- Find Users
- Chat
- Online Briefings
- Forum Discussions
- Survey Wizard
- WebPort
- TaskTrac

Welcome to the
Public Safety Interoperable Communications Portal (PSIC)

NEW: Information Bulletins
[Click Here](#) to access information Bulletin 262.

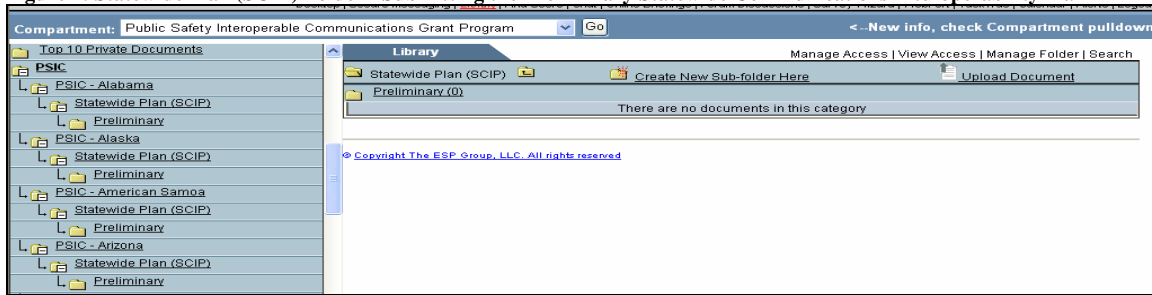
Library Tool
[Click Here](#) to access the Library tool which will provide you access to your panel folder and allow you to upload and share documents with other users.

For additional instructions on how to use the Library tool [Click Here](#).

- Click on the appropriate folder listed in the left hand frame (all folders will follow the same scheme as “PSIC – State/Territory”).
- Within your selected PSIC-State/Territory folder click on the appropriate sub-folder, “Statewide Plan (SCIP)”.

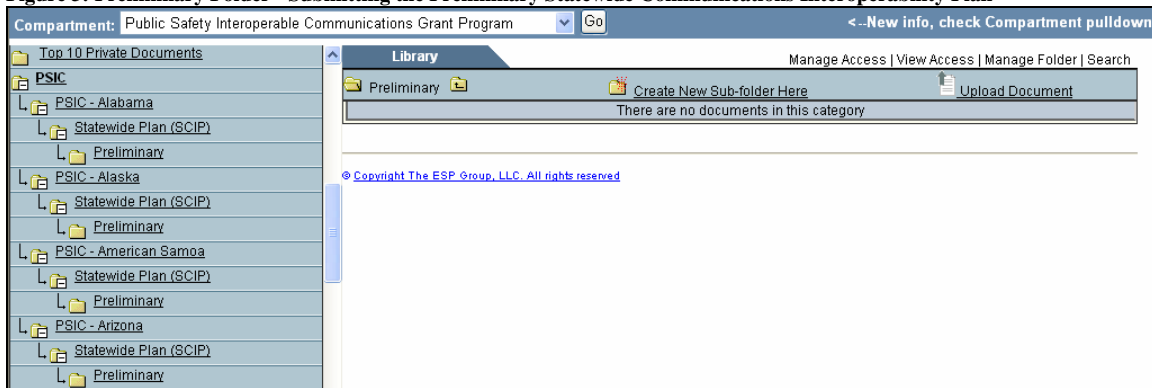
NPD Secure Portal

Figure 2: Statewide Plan (SCIP) Folder - Submitting the Preliminary Statewide Communications Interoperability Plan



- In regards to submitting the Preliminary Statewide Plan, please upload to the folder identified as “Preliminary” only.

Figure 3: Preliminary Folder - Submitting the Preliminary Statewide Communications Interoperability Plan



- Once you have selected the folder, click the “Upload Document” link in the middle of the folder screen on the right hand side. You also have the option to notify others with access to that folder that you have uploaded a document by checking the “Send Notification” box. There is also a “Bulk Upload” capability that will allow you to upload multiple documents at once. However, you must be using **Internet Explorer and have the most recent version of Flash on your system.**
- Please use the following naming convention when uploading the Statewide Plan [State/Territory Name, Preliminary SCIP, Date], a brief document description and select the file from your computer to upload. Click the “Finished” button to upload your file.

NPD Secure Portal

Secure Messaging

This tool allows you to send internal messages, with attachments, to any other user participating in the NPD Secure Portal:

- Click on the “Collaboration” link from the desktop.
- Select the “Secure Messaging” link from the list of collaboration tools.
- Click on “Compose Message” in the upper right hand side.
- Use the search feature to send a message to an organization or another portal user (make sure the appropriate “Orgs” or “Users” box is checked when searching).
- Highlight the organization name and click the “To” box to move the name into the “To:” column.
- Type in a subject and message.
- Select a notification option at the bottom.
- Click “Send” to send the message.

Chat

This tool allows users to participate in a real-time chat with other users participating in the system. Use this tool to post questions regarding the program and/or the NPD Secure Portal:

- Click on the “Collaboration” link from the desktop.
- Click on the “Chat” link from the list of collaboration tools.
- Select the “Questions and Answers Chat” from the drop down box in order to join the discussion.
- Use the text box in the bottom right hand corner to post a message. If you post a question in this area, you will receive a written response from an Administrator within 48 hours of your posting.
- Use the “View Transcript” hyperlink in the upper right hand corner to view previous chat postings.