

Telecommunications Service Priority (TSP) First Responders Enrollment Guide

The TSP Program is administered by the Department of Homeland Security's National Communications System (NCS) with oversight by the Federal Communications Commission (FCC.) To assist First Responder administrators in the preparation of successful TSP applications, the NCS and FCC have developed the following steps for enrollment:

1. The First Responder administrator evaluates the telecommunications services used by the First Responders' centers under its control to determine which lines should have TSP coverage. The administrator consults with its telecommunications service providers to determine the cost of TSP coverage. Some service providers charge for TSP; others do not. Each service provider should provide the First Responder administrator with the circuit identification numbers so that the administrator can complete the TSP application. Circuits eligible for TSP include:
 - Circuits used primarily for emergency calls (incoming or outgoing).
 - Circuits used for 9-1-1 traffic.
 - Circuits used for 9-1-1 Call Centers operated by the First Responder.
 - Pre-designated circuits at an alternate operational facility
2. The First Responder administrator notifies the NCS by email (<http://tsp.ncs.gov>) of the proposed TSP coverage and requests Federal sponsorship. In requesting sponsorship, the First Responder administrator provides the following information: the identity of each First Responder centers, along with the related quantity and type of circuits for which TSP coverage is requested.
3. Upon notification that the NCS will act as the First Responder's Federal sponsor, the First Responder administrator accesses the NCS web-site at (<http://tsp.ncs.gov>) to establish a TSP account. [Select "E-forms", then "Register to use e-forms."]
4. The NCS will provide a login ID and password.
5. The First Responder re-enters the NCS web-site (using the login ID and password) and fills out the application form. [Select "E-forms", then "Access to e-forms application", then "TSP request for service users (Form 315)]."
6. The NCS approves TSP coverage and provides the First Responder administrator with TSP authorization codes for each circuit. (e.g., TSP02H682)
7. The First Responder administrator notifies the service provider of the TSP authorization codes and requests TSP service.
8. The service provider issues the appropriate service order activity to establish the TSP service on each circuit and enters it into the priority service operations support systems.