

Telecommunications Service Priority (TSP) Public Utility Commissions Enrollment Guide

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

1. The Public Utility Commission administrator evaluates its telecommunications services 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 Public Utility Commission administrator with the circuit identification numbers so that the administrator can complete the TSP application. Circuits eligible for TSP include:
 - Circuits used by the Public Utility Commission personnel who are essential members of state or local emergency teams with management or operational responsibilities for emergency response.
2. The Public Utility Commission administrator notifies the NCS by email (<http://tsp.ncs.gov>) of the proposed TSP coverage and requests Federal sponsorship. In requesting sponsorship, the Public Utility Commission administrator provides information about the location of the Public Utility Commission and the quantity and type of circuits for which TSP coverage is requested.
3. Upon notification that the FCC will act as the Public Utility Commission's Federal sponsor, the Public Utility Commission 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 Public Utility Commission 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 Public Utility Commission administrator with TSP authorization codes for each circuit. (e.g., TSP02H682)
7. The Public Utility Commission 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.