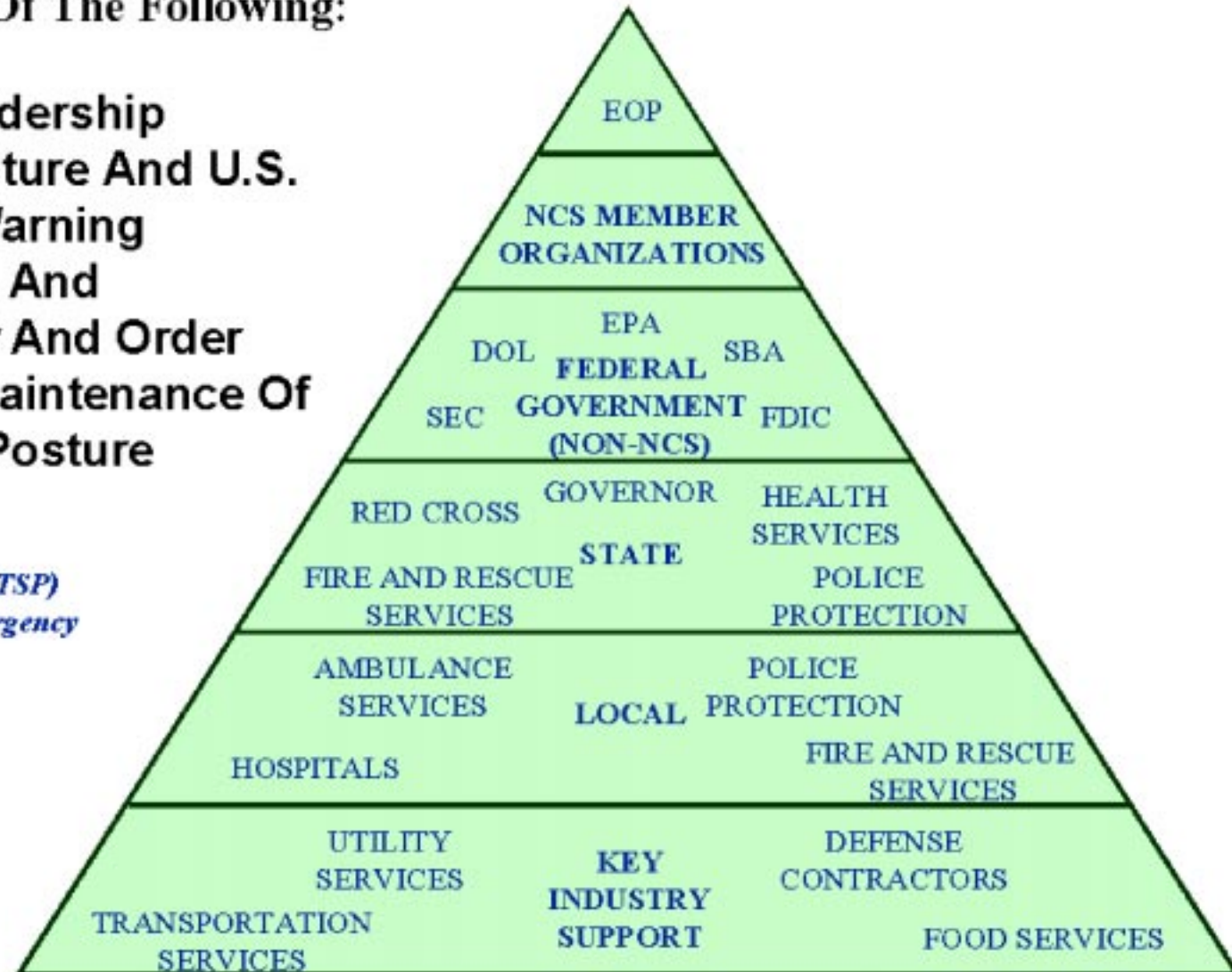# NS/EP User Community

If Mission Supports <u>ANY</u> Of The Following:

- ✓ National Security Leadership
- ✓ National Security Posture And U.S. Population Attack Warning
- ✓ Public Health, Safety, And Maintenance Of Law And Order
- ✓ Public Welfare And Maintenance Of National Economic Posture

* Derived from NCS Manual 3-1-1, Telecommunications Service Priority (TSP) System for National Security and Emergency Preparedness (NS/EP) Service User Manual, July 9, 1990

EOP

NCS MEMBER ORGANIZATIONS

EPA
DOL   SBA
FEDERAL GOVERNMENT (NON-NCS)
SEC   FDIC

RED CROSS   GOVERNOR   HEALTH SERVICES
STATE
FIRE AND RESCUE SERVICES   POLICE PROTECTION

AMBULANCE SERVICES   POLICE PROTECTION
LOCAL
HOSPITALS   FIRE AND RESCUE SERVICES

UTILITY SERVICES   **KEY INDUSTRY SUPPORT**   DEFENSE CONTRACTORS
TRANSPORTATION SERVICES   FOOD SERVICES

How An NCS Member Becomes A GETS User

- **Contact Your GETS Point Of Contact (POC) And Provide User Information (Complete GETS User Form)**

- **GETS POC Will Provide The GETS PMO With The Completed GETS User Forms**

- **OMNCS Issues PIN Cards**

GETS User Form

GETS POC Form

*** UNCLASSIFIED INFORMATION ONLY ***

GETS POC FORM

DATE _____ DD/MM/YY   ORG _____ (1)

PRIMARY

NAME — FIRST — MIDDLE — LAST

USER ORG — (MAX 27 CHARACTERS FOR PIN CARD) (2)   PASSWORD ☐☐☐☐☐☐☐☐☐☐ (4)

TITLE (3)   E-MAIL ADDRESS (5)

ADDRESS — WORK LOCATION — MAIL STOP (7)

PHONE NUMBERS — CITY — STATE — ZIP CODE

( ) PRIMARY (8)   ( ) SECONDARY (9)   ( ) CELLULAR (10)

( ) AFTER HOURS (11)   ( ) FAX (12)   ( ) PAGER   PIN (13)

ALTERNATE

NAME — FIRST — MIDDLE — LAST

USER ORG — (MAX 27 CHARACTERS FOR PIN CARD) (2)   PASSWORD ☐☐☐☐☐☐☐☐☐☐ (4)

TITLE (3)   E-MAIL ADDRESS (5)

ADDRESS — WORK LOCATION — MAIL STOP (7)

PHONE NUMBERS — CITY — STATE — ZIP CODE

( ) PRIMARY (8)   ( ) SECONDARY (9)   ( ) CELLULAR (10)

( ) AFTER HOURS (11)   ( ) FAX (12)   ( ) PAGER   PIN (13)

4

GETS POC FORM INSTRUCTIONS

(1)   The **ORGANIZATION** field (e.g. DOD, GSA, FEMA, NY-EMA).

(2)   Your **NAME** as you want it to appear on PIN card.

(3)   Your **SUB-ORGANIZATION**.

(4)   4 to 9 character Alphanumeric Code of your choice to be your individual **PASSWORD** for verification
       (keep close hold).

(5)   Your **TITLE** or position, if applicable.

(6)   Record your **ELECTRONIC MAIL** Address.

(7)   The **ADDRESS** at your work location.

(8)   Your **PRIMARY** work **PHONE NUMBER** where you can normally be reached.

(9)   If applicable, enter a **SECONDARY PHONE NUMBER** to call if you cannot be reached on the primary phone.

(10)   **CELLULAR NUMBER** if applicable.

(11)   **AFTER HOURS** phone number where you can be reached.

(12)   **FAX NUMBER** where information can be transmitted to you.

(13)   **PAGER NUMBER** if applicable (include PIN if any).

(14)   Name of next **SENIOR POC** in your NS/EP organizational hierarchy, if applicable.

(15)   Mark if **INTERNATIONAL CALLING** privilege is required or not.

**For additional clarification call OMNCS, GETS Administrator 703-607-6118 or
GETS User Assistance 1-800-818-GETS (818-4387)**

Mail completed for to: Office of the Manager   or FAX to: (703) 607-4801
                           National Communications System
                           ATTN: OMNCS GETS Administrator
                           701 South Court House Road
                           Arlington, VA 22204-2198

How To Become A State And Local Government GETS User

- **Advise NCS Member Organization/OMNCS That They Want To Use GETS**

- **NCS Member Organization/OMNCS Provides A Sponsorship Letter**

- **Sponsored Organization Establishes A Billing Account With The Defense Information Technology Contracting Office (DITCO) For Payment Of Usage**

- **Sponsored Organization Provides The GETS Program Manager:**
  - **Sponsored Letter Sent To Them By NCS Member Or OMNCS**
  - **DITCO Program Designator Code (PDC) For Billing**
  - **Point Of Contact (POC) Form**
  - **GETS User Forms**

- **OMNCS Issues PIN Cards To Using Organization POC**