



Transition
Administrator

The Official Reconfiguration Manager

Preparing for Implementation

The 800 MHz band reconfiguration program and all associated activities generally proceed in two phases: a Planning and Negotiation Phase and a Reconfiguration Implementation Phase. After licensees execute a Frequency Reconfiguration Agreement (FRA) with Sprint Nextel, implementation, or physical retuning, activities begin.

The objective of the Reconfiguration Implementation Phase is to execute the reconfiguration of your system(s) according to the plan developed in your FRA. As such, this fact sheet provides guidance that will assist in initiating your implementation.

Upon the successful completion of your FRA negotiations with Sprint Nextel, focus on finalizing the specific tasks and activities associated with your implementation. To prepare for the Reconfiguration Implementation Phase, the TA reminds licensees, especially Public Safety licensees, to consider the following:

- Review implementation-specific guidance on key processes and procedures that is available on the TA's website at <http://www.800TA.org/content/resources/processes.asp>.
- Finalize contracts with your vendors and consultants to create a framework that ensures that equipment will be delivered and implementation work completed in accordance with your established reconfiguration schedule and FCC requirements.
- Finalize your team that will implement the reconfiguration. Create and distribute lists of key personnel and contacts in your organization, for your vendors and consultants and for Sprint Nextel to ensure proper communications and quick issue resolution.
- Coordinate efforts to ensure continuity of interoperability arrangements with neighboring licensees and to maintain operations on mutual aid channels.
- Review the TA's Change Notice Process Fact Sheet in the event that you have changes to the cost, scope, or schedule for your reconfiguration that occur during implementation or in the case of an emergency.
- Expect to be contacted by the TA for status updates regarding your implementation schedules and progress. Designate an internal or vendor contact who will respond to these requests.
- Notify the TA if an issue affecting your implementation is identified that your vendors, consultants, or Sprint Nextel cannot quickly resolve, or that materially affects your implementation schedule. The TA will work with all parties as necessary to resolve any issues as quickly as possible.
- Coordinate with Sprint Nextel to modify your license to add the new frequencies prior to reconfiguration of your infrastructure. Also, insure your licenses are modified prior to contract closing to delete the old frequencies. After completing your infrastructure reconfiguration, be sure to file a "Notice of Construction". The "Notice of Construction" can be located on the FCC website.
- Participate in TA Webinars (online training seminars) regarding implementation activities and procedures as they are made available.

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In addition to the steps above, please review your FRA and ensure that all staff involved in reconfiguration are familiar with their relevant rights and responsibilities. Additional items that you may consider in planning for implementation are:

1. If you have mutual aid channels, ensure you have a plan in place to maintain operations during reconfiguration.
2. Maintain an inventory of all subscriber and infrastructure equipment affected by the reconfiguration.
3. Verify the receipt of all your loaner and replacement equipment outlined in your FRA.
4. For subscriber units that are replaced, the old unit must be returned to your vendor in working condition to receive credit for the cost.
5. Ensure you have a contingency plan in case you encounter unforeseen problems during cutover.

Implementation Planning Sessions

As part of implementation preparation in certain (but not all) areas, the TA will be conducting Implementation Planning Sessions primarily for Public Safety licensees reconfiguring NPSPAC frequencies. Licensees participating in these sessions will be grouped according to key dependencies and interoperability issues. The purpose of the sessions will be to develop a comprehensive implementation schedule, including proper identification of issues, risks, dependencies and next steps.

If you are attending a session, be prepared to conduct the following activities:

- Come prepared to discuss your overall timeline and implementation plan for reconfiguration, as well as interoperability, vendor commitment to support your schedule, and other dependencies, key assumptions, and open issues.
- If you are reconfiguring as a single coordinated group (even if you have separate FRAs), you may present a single timeline and plan.
- If you and Sprint Nextel have not concluded negotiations of your FRA, come prepared to discuss general assumptions about your overall timeline. If you are in mediation, discussions at the Implementation Planning Session will not be treated as part of the official record of your mediation.

If you have any questions regarding preparing for implementation, please contact the TA via phone at **888-800-8220** or via email at comments@800TA.org. For additional information, visit the TA's website at <http://www.800TA.org>.

About the 800 MHz Transition Administrator

800 MHz Transition Administrator, LLC ("TA LLC") is the Transition Administrator ("TA") for the reconfiguration of the 800 MHz band mandated by the Federal Communications Commission ("FCC"). TA, LLC has contracted with Deloitte Consulting L.L.P., Squire, Sanders & Dempsey L.L.P., and Baseline Telecom, Inc. to perform the duties of the TA. Among its duties, the TA establishes reconfiguration guidelines, specifies replacement channels, reviews reconfiguration cost estimates, monitors payment of reconfiguration costs, manages the relocation schedule, facilitates issue resolution and administers the alternative dispute resolution process. TA LLC uses information it receives solely for the purposes of administering the 800 MHz reconfiguration process and may disclose such information to the FCC or other authorized parties pursuant to the requirements of the 800 MHz Order or other applicable law.