



Transition Administrator

The Official Reconfiguration Manager



Quick Reference Guide

800 MHz Band Reconfiguration

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The Official Reconfiguration Manager

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Quick Reference Guide

800 MHz Band Reconfiguration

Introduction

This quick reference guide provides an overview of the Band Reconfiguration and the planning steps that you will need to consider in preparing to relocate your license. More complete guidance can be found in the Reconfiguration Handbook on the TA website (www.800TA.org).

Specifically, this guide includes information on the following topics:

- 800 MHz Band Reconfiguration
- The Regional Prioritization Plan (RPP) for 800 MHz Reconfiguration
- Planning and Negotiation Phase of the Reconfiguration Process
- Important Contacts

The Transition Administrator (TA) will publish updates and amendments to these guidelines from time to time.

When reading through this and other materials relating to the reconfiguration process, it is important to keep in mind a few considerations:

- Know when you are scheduled to relocate
- If your relocation is optional (e.g., public safety in the Expansion Band) decide if you intend to relocate
- Align your activities and schedule with the RPP
- The TA's role is to provide administrative oversight to the reconfiguration process — you are encouraged to work directly with Nextel to reach agreement on a frequency relocation contract that will then be reviewed by the TA
- The processes developed are intended to deliver an efficient process that minimizes disruption
- We are not attempting to tell you how you must reconfigure your system, rather we are providing instruction and guidance on the payment and contracting process together with what is generally permitted for reimbursement

800 MHz Reconfiguration Overview

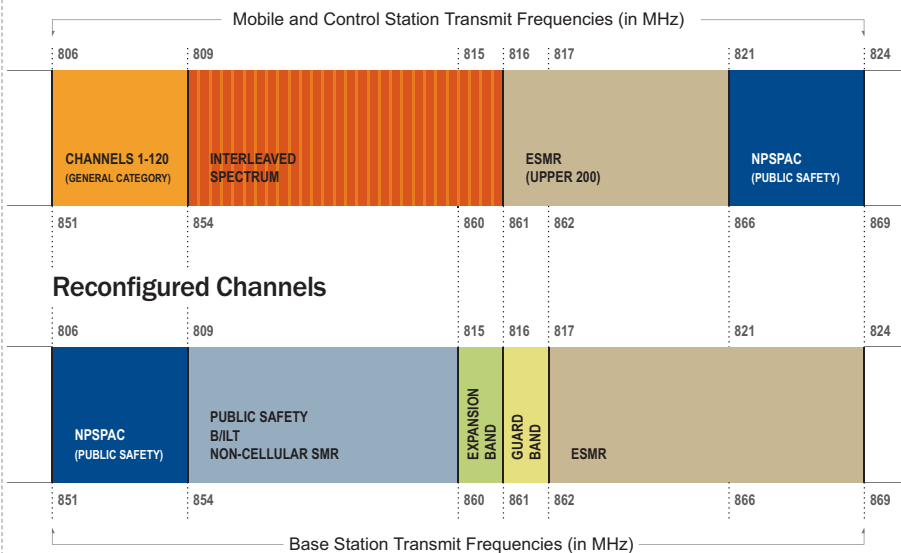
Need for Reconfiguration

Over the past several years, public safety and other “high-site” radio systems—including those used by police, firefighters, emergency services, utilities, businesses, and others operating in the 806-824 MHz/851-869 MHz band (the “800 MHz band”)—have increasingly been experiencing equipment interference problems and communications “dead zones” as a result of technically incompatible “low-site” commercial wireless systems operating in the same or adjacent spectrum bands. This issue has become more problematic as low-site systems have flourished, such as those of Nextel, and high-site 800 MHz public safety systems have become more widespread.

Solution to Interference

In order to alleviate any interference between these two types of systems, the FCC has ordered a reconfiguration of the 800 MHz band, moving public safety licensees to lower segments of the band and commercial cellular networks to higher segments. Additionally, a “Guard Band” will be created to serve as a buffer between the different systems.

Current Channels



Licensees Affected

Many 800 MHz systems, including public safety, critical infrastructure industries (CII), private business (B/ILT), and high-site commercial (SMR) systems operating in the 800 MHz band will be required to relocate within the following general guidelines:

- Licensees currently in the 806-809 MHz/851-854 MHz band (current “Channels 1-120”) will be relocated.
- NPSPAC licensees currently in the 821-824 MHz/866-869 MHz band will be relocated.
- Public safety systems currently operating in the newly created “Expansion Band” at 815-816 MHz/860-861MHz will be relocated unless they elect otherwise.
- EA licensees may elect to relocate into the “ESMR Band” at 817-824 MHz/862-869 MHz.
- Licensees operating below 817 MHz/862 MHz may elect to relocate to the “Guard Band” at 816-817 MHz/861-862 MHz.
- All licensees may request to make voluntary relocations during the 800 MHz reconfiguration under certain circumstances.
- There is a slightly different 800 MHz band plan for certain areas in the Southeastern United States (sometimes known as the “Appendix G area”). In these affected areas, licensees operating at 812.5-817 MHz/857.5-862 MHz may also be required to relocate.
- Licensees generally operating within 110 km (68.4 miles) of the Mexican border and 140 km (87 miles) of the Canadian border may also need to reconfigure. Details regarding border area reconfiguration requirements will be determined in the future based on ongoing international negotiations related to the use of that spectrum.

Parties Involved

The reconfiguration process primarily involves three groups:

Transition Administrator

The 800 MHz Transition Administrator (TA) is an independent entity appointed by the FCC and responsible for overseeing the reconfiguration process. The TA will not only manage both the administrative and financial aspects of the reconfiguration, but also establish a relocation schedule, specify replacement spectrum for relocating licensees, approve licensee cost estimates/reconfiguration contracts, and facilitate the resolution of

any disputes that may arise. You are encouraged to use the TA as a fair and independent source of information and assistance related to the 800 MHz reconfiguration process.

Nextel

Nextel has been charged by the FCC with funding relocation costs for affected licensees. In addition to reconfiguring many of its own 800 MHz operations, Nextel will pay all allowable costs of relocating other 800 MHz incumbents that are required to reconfigure their systems to new frequencies with comparable facilities. To ensure that the reconfiguration is completed nationwide, the FCC has required Nextel to secure irrevocable letters of credit in the amount of \$2.5 billion and commit to fully funding the 800 MHz reconfiguration.

You (the Licensee)

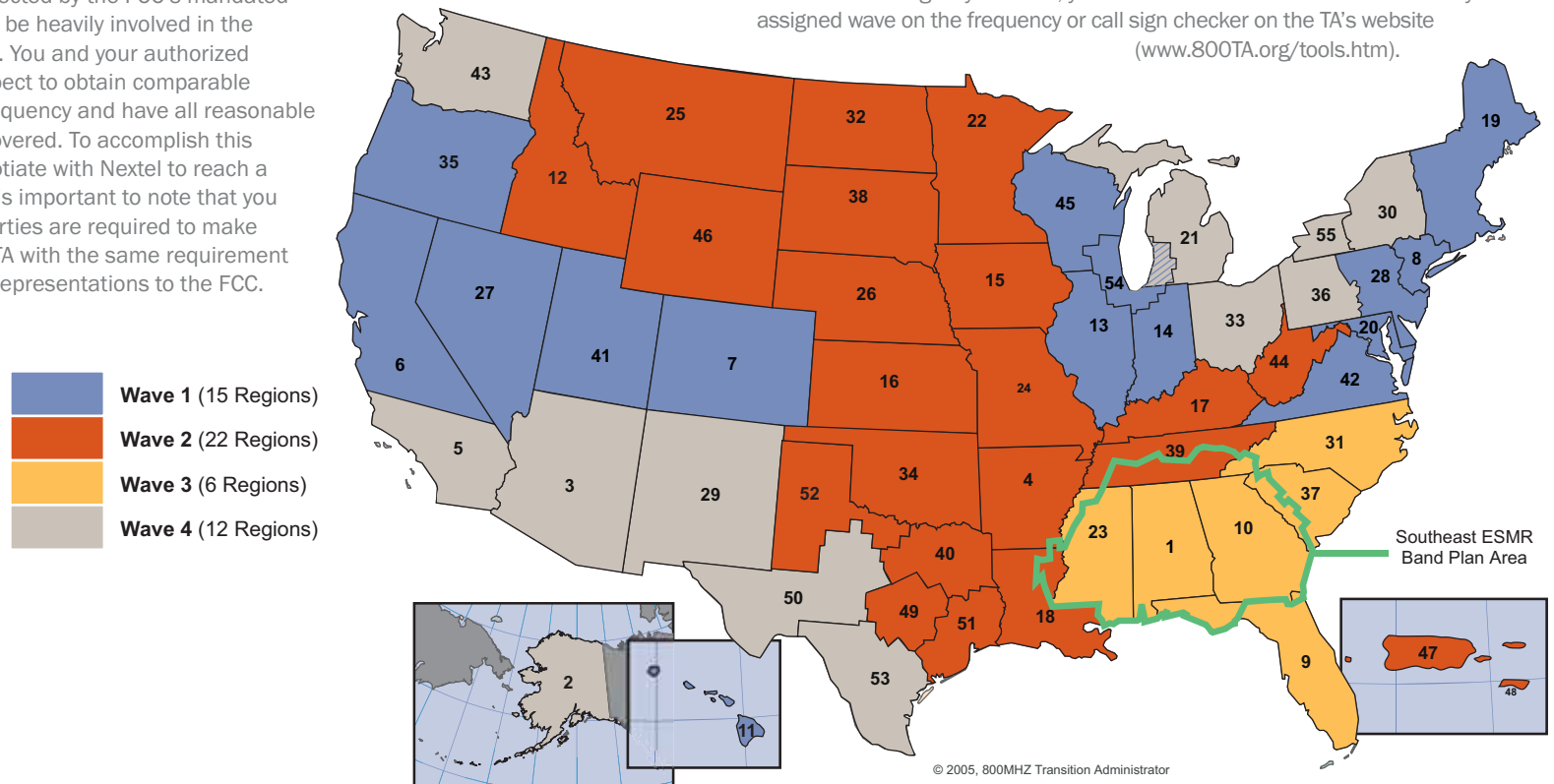
As the primary party affected by the FCC's mandated reconfiguration, you will be heavily involved in the reconfiguration process. You and your authorized representatives can expect to obtain comparable facilities at your new frequency and have all reasonable reconfiguration costs covered. To accomplish this relocation, you will negotiate with Nextel to reach a contract/agreement. It is important to note that you and associated third parties are required to make representations to the TA with the same requirement of truth and candor as representations to the FCC.

Regional Prioritization Plan

About the Plan

The TA developed a Regional Prioritization Plan (RPP) that lists the order in which the 55 NPSPAC regions will start the process of reconfiguration. The RPP was approved by the FCC on March 11, 2005. Beginning with the official start date for reconfiguration, June 27, 2005, the RPP defines four "Waves" or groupings of NPSPAC regions to be reconfigured. Each Wave contains groups of NPSPAC regions that will begin reconfiguration at the same time, and the reconfiguration schedule for each Wave.

The TA recognizes that NPSPAC regions do not apply to Critical Infrastructure Industries (CII), Business Radio/Industrial Land Transportation (B/ILT) and commercial licensees, and the concept of NPSPAC regions will be applied to such entities solely for reconfiguration timing purposes. If you are not certain which NPSPAC region you are in, you can obtain this information as well as your assigned wave on the frequency or call sign checker on the TA's website (www.800TA.org/tools.htm).



Start of Reconfiguration

Within each NPSPAC region, licensees currently operating at 806-809 MHz/851-854 MHz (Channels 1-120) must relocate prior to NPSPAC licensees. The start date of each Wave triggers the beginning of the Channels 1-120 “stage” of licensee relocation negotiations with Nextel. Physical reconfiguration will occur after a licensee completes its negotiation with Nextel and the TA approves the related agreement. Licensees with frequencies from Channels 1-120 must reconfigure first to clear space for NPSPAC licensees.

	WAVE 1	WAVE 2	WAVE 3	WAVE 4
Channels 1-120 Wave Voluntary Start Dates	June 27, 2005	October 3, 2005	January 3, 2006	April 3, 2006*
Earliest NPSPAC Voluntary Start Dates	February 1, 2006	May 1, 2006	August 1, 2006	November 1, 2006*

*Pending treaties with Canada and Mexico

The FCC has established two negotiation “periods” within which licensees and Nextel should reach reconfiguration agreements. The first or “voluntary” negotiation period begins on the start date for each Wave for Channels 1-120 licensees and on the dates specified by the FCC in its NPSPAC reconfiguration starter Public Notices for NPSPAC licensees. For Wave 1 Channels 1-120 licensees, the voluntary negotiation period will begin on June 27, 2005. The voluntary negotiation period lasts three months, followed by a mandatory negotiation period of an additional three months. The TA encourages you to work directly with Nextel to reach agreement on a frequency relocation contract that will then be reviewed by the TA.

The remainder of this guide will help you begin planning for this voluntary negotiation window and successfully reach an agreement with Nextel.

Reconfiguration Phases

Each phase of the Reconfiguration Process is broken into a series of steps.

For this guide, we have broken down the steps you will need to complete in the Planning and Negotiation Phase of reconfiguration, so that you fully



understand how and when to get started. Other, more specific, details are available in the Reconfiguration Handbook, which can be found on our website – www.800TA.org – or provided in print if requested on your Point of Contact form (details provided later in this guide).

While the process described generally applies to all licensees, it is important to note that not all steps are relevant for all licensees. We expect that the amount of planning required will vary significantly based on the size and complexity of the system to be reconfigured.

We recommend that all licensee reconfiguration activities be approved in advance of incurring costs, by both Nextel and the TA, to ensure that they are reimbursable. Any costs incurred prior to approval are at risk for non-payment/reimbursement if they are subsequently not approved by both the TA and Nextel.

We recognize that there is no one “right” way to reconfigure due to the varieties and sizes of systems and the unique circumstances involved in the 800 MHz reconfiguration. We anticipate receiving different reconfiguration proposals based on the particular system characteristics and will approve all reasonable costs associated with reconfiguration. You are primarily responsible for your reconfiguration and have the fundamental responsibility to take appropriate actions to plan and manage your reconfiguration process.

For purposes of operating efficiency, the procedures may require you to provide information ultimately intended for the TA to Nextel who will then forward this information to the TA (for example, minimum cost certification).

Planning and Negotiation Phase

The Planning and Negotiation Phase begins with providing your contact information to the TA and ends with the execution of a contract for reconfiguration. The activities for this phase include:

1. Provide Contact Information to the TA

It is important that we know how to get in touch with you with any questions concerning your Cost Estimate for reconfiguration or other matters.

2. Submit Request for Planning Funding, If Necessary

If you have identified planning activities requiring funding or reimbursement, you are asked to submit a written request to Nextel following the instructions provided in this guide.

3. Document Subscriber Equipment and Infrastructure Facilities Inventories

Identify the 800 MHz end-user devices that must be returned, reprogrammed, or replaced during reconfiguration, along with the network infrastructure that comprises your system.

4. Define Interoperability Environment

Provide notification to all subscribers and related entities of the reconfiguration process, if your system spans multiple agencies and geographic areas.

5. Evaluate Proposed New Frequencies

The TA will send you your proposed new frequencies and you will have the right to review them for comparability to your existing frequencies as part of your negotiations with Nextel.

6. Prepare Cost Estimate

Identify in detail the costs required to reconfigure your system. If you have a complex system, you should also prepare a Statement of Work (SOW) identifying the specific tasks required to reconfigure your system.

7. Negotiate Reconfiguration Contract With Nextel

Work with Nextel to reach agreement on the specifics of reconfiguring your system and execute a contract.

Provide Contact Information to the TA

To provide the TA with your organization's accurate contact information to facilitate our ability to contact you when necessary and ensure accurate mailing of any due payments, you will need to complete a Point of Contact (POC) form. The TA and Nextel both require POC information, and plan to share official contact data for reconfiguration. The POC form that needs to be returned to the TA has been included in the same package with this guide.

TASKS

- Identify the primary and secondary points-of-contact for your organization
- Complete the included form
- Return the form to the TA via the included self-addressed, stamped envelope according to timeframe in the table below

If you are unsure of your Wave, please visit the TA's website and utilize our frequency and call sign checker (www.800TA.org/tools.htm).

If you are in:	WAVE 1	WAVE 2	WAVE 3	WAVE 4
Please return the Survey no later than	May 27, 2005	September 2, 2005	December 2, 2005	March 3, 2006*

* This date may change pending treaties with Canada and Mexico



We recommend that licensees review and update contact information on their licenses via the FCC's website. Please note that it is your regulatory obligation to ensure the accuracy of information on your licenses. Updating licenses or correcting errors is not a reimbursable reconfiguration expense.

Submit a Request for Planning Funding

If you require funding for activities associated with reconfiguration planning, you should submit a Request for Planning Funding and enter into a letter agreement outlining the terms of payment. Planning activities may be performed by your internal personnel or external service providers and include items such as:

- Documenting your subscriber equipment and infrastructure inventories
- Evaluating proposed frequencies
- Legal fees associated with your reconfiguration
- Preparing a Cost Estimate for your reconfiguration implementation

TASKS

- Determine the level of planning activities you will need to perform and decide if you will need to obtain funding for planning from Nextel
- Select vendors who will assist you with your planning activities and obtain firm bids and quotes
- Estimate the amount of time and associated cost your internal personnel will spend on planning
- Complete a Request for Planning Funding Form (included in this package)
- Submit the Request for Planning Funding to Nextel (800MHz@Nextel.com) and sign a letter agreement with Nextel authorizing planning funding



- Requests for planning funding should not be made earlier than 75 days prior to a licensee's voluntary negotiation start date. However, the TA expects that there will be exceptional situations requiring early review (e.g., reconfiguration of large/complex systems).
- Specific planning activities required will vary based on the size and scope of your existing system. Simple systems may incur minimal to no planning costs.
- We encourage you to request that Nextel pay your vendors directly.
- If you are using outside service providers for planning activities, you should obtain firm bids/quotes, contact information, and payment instructions.
- Maintain documentation of actual planning costs.

Document Subscriber Equipment and Infrastructure Facilities Inventories

The reconfiguration of your 800 MHz system may require changes to base stations, subscriber radios and other devices currently in service. If necessary, documenting your inventories is an allowable planning cost, eligible for reimbursement. The purpose of these inventories is to:

- Provide the information necessary to develop a detailed Cost Estimate
- Provide the information necessary to create a detailed Statement of Work for reconfiguration implementation (for complex systems)

TASKS

- Agree on an inventory documentation and plan with Nextel
- Consult your system vendor regarding inventory tools and any special issues
- Conduct the inventory, if necessary
- Assess the quantity of your subscriber devices that will need to be retuned, reprogrammed, or replaced
- Assess what infrastructure facilities need to be modified or replaced



- If your records are fairly complete, it is possible that no additional inventory is required.
- If conducting the inventory will require funding, include the costs in your Request for Planning Funding submission.
- Include mobile data, fixed data and other non-standard devices like band-specific, in-building amplifiers.
- Collecting serial number-level detail will not be an allowable expense unless a valid reason exists to collect this information. On occasion, additional device information such as serial number or software revision level may be required to determine the appropriate retuning method. We recognize that some licensees may require tracking of specific devices to perform their reconfiguration and we will consider this when reviewing these cost estimates.
- Your equipment vendor should be able to provide detailed information on entire model lines that must be replaced.

Define Interoperability Environment

It is common for 800 MHz public safety systems to be shared by multiple agencies spanning extended geographic areas. In some cases, an agency will operate subscriber equipment on channels licensed to another entity. If you are a licensee in such an environment, it is essential that you notify related agencies and ensure that all subscriber devices are included in the reconfiguration process. This activity will not apply to most commercial or (B/ILT) licensees.

TASKS

- Determine agencies operating on your licensed system
- Determine other systems programmed into your subscriber equipment
- Determine NPSPAC mutual aid channels used in your radios and network
- Define reconfiguration communications approach for affected user communities



- Identify all agencies and user groups that have subscriber devices operating on your system. Determine contact information for administrative and technical purposes. Notify the agencies and include them in the subscriber equipment inventory and Statement of Work preparation (if one is to be prepared).
- Evaluate your subscriber's equipment to determine if there are other 800 MHz systems programmed into their devices and inform Nextel accordingly. This is especially important if subscribers have not already been contacted by the licensee that operates the other systems.
- Evaluate your subscriber equipment for any NPSPAC mutual aid channels that are in use. Identify licensee information and agency relationships.
- It is your responsibility to identify unlicensed agencies operating under user agreements on your systems.
- Establish well-defined reconfiguration communication plans for affected user communities to keep them informed and coordinated during planning and implementation.

Evaluate Proposed New Frequencies

The TA will mail your proposed new frequencies approximately 30 days before the designated start of voluntary negotiations for the Wave and Stage (Channels 1-120 or NPSPAC) in which your system falls. The TA will mail the new frequency proposals to the contact listed in the FCC database. If you have provided the TA with a POC, the frequency proposals will also be mailed to that POC. You will then discuss the proposed frequencies with Nextel and reach agreement regarding comparability.

TASKS

- Review your proposed frequencies
- Reach agreement on proposed frequencies with Nextel



- If you are not sure whether the proposed frequencies work within your system, you may engage an FCC-certified Frequency Coordinator or other qualified consultant to review your frequencies pursuant to the Request for Planning Funding process.
- In your initial discussions with Nextel, you and your frequency consultant (if one has been retained) should discuss the comparability of the new frequencies.

If the proposed frequency is comparable:

- No further action is required – Nextel will notify the TA

If the proposed frequency is not comparable or you are uncertain about the comparability:

- Provide Nextel with technical details regarding why the frequencies are not comparable (e.g., they don't work within your combiner scheme)
- Work with Nextel on identifying and agreeing to alternative frequencies
- Nextel will coordinate TA review of revised frequencies

Prepare a Cost Estimate

To obtain funding for your reconfiguration, you should submit to Nextel a Cost Estimate and enter into a contract with Nextel governing the terms of your reconfiguration and associated funding. The Cost Estimate defines in detail all of the costs required to reconfigure your system. If you have a complex system, you should also prepare a Statement of Work (SOW) to support the Cost Estimate.

TASKS

- Select vendors to assist you with your reconfiguration and obtain firm bids and quotes
- Estimate the amount of time and associated cost your internal personnel will spend on reconfiguration
- Prepare a Cost Estimate
- Prepare a Statement of Work (SOW) for complex systems
- Submit the Cost Estimate and SOW (if prepared) to Nextel (800MHz@nextel.com)



- Cost estimates for reimbursement of actual system reconfiguration costs should be submitted as part of your reconfiguration contract with Nextel.
- We encourage you to request that Nextel pay your vendors directly.
- Specific tasks and level of detail will vary based on the size and scope of your system.
- Cost Estimates will include supporting detail related to:
 - equipment costs
 - engineering/consulting/legal fees
 - your internal labor costs
- SOW (if prepared) will include:
 - scope and description of planned activities
 - schedule
 - milestones and deliverables
 - required resources

Negotiate Reconfiguration Contract with Nextel

Negotiating a reconfiguration contract is a critical step in the reconfiguration process. As a preliminary matter, you may need to reach a prior agreement with Nextel regarding costs and activities required to perform reconfiguration planning activities based on a Request for Planning Funding. Such agreements can be very simple and short “letter agreements” authorizing planning funding. The planning activities conducted in preparation for reconfiguration are important inputs to the actual reconfiguration contract you will negotiate with Nextel. The TA is available to facilitate information sharing during negotiations and will mediate if the parties do not reach agreement within the negotiation periods.

TASKS

- Enter into contract negotiations with Nextel
- Reach agreement on key terms and conditions
- Provide required certifications
- Submit draft to TA for review
- Receive TA feedback/approval
- Execute approved contract



- If the licensee and Nextel jointly agree to submit a contract prior to the defined start date, the TA will agree to review such contracts early.
- Nextel generally will provide you with an initial draft of the reconfiguration contract for review once the Cost Estimate is agreed upon.
- You may seek assistance from legal counsel in contract negotiation and review.
- You must certify that any funds requested are the “minimum necessary to provide facilities comparable to those presently in use.”
- The TA will review the reconfiguration contract for consistency with FCC requirements.
- You must amend the contract with Nextel before incurring new/additional expenses beyond the Cost Estimate.

Payment Process

Costs Paid by Nextel

Nextel is required to make timely payments to ensure that reconfiguration proceeds on schedule and will make the following types of payments:

- Direct payments to vendors who provide goods and services to licensees
- Payments to licensees for costs of licensee personnel who perform reconfiguration activities and vendor costs paid directly by the licensee

TASKS

- Submit a Cost Estimate (and Request for Planning Funding, if necessary) to Nextel (800MHz@Nextel.com)
- Enter into a Contract with Nextel
- Receive payment from Nextel
- True-up payments at the conclusion of your system reconfiguration when you are paid in advance of incurring actual costs



- You will be paid according to the terms of your contract or letter agreement with Nextel.
- The TA will monitor the payment process to ensure payments are made within the 30 day obligation date required by the R&O. If Nextel fails to make required payments and the TA determines no good cause exists for non-payment, the TA will initiate payment through draws against letters of credit.
- When you are paid in advance of incurring actual costs you are required to maintain documentation of the actual costs you incur and submit to Nextel no later than the closing of your reconfiguration. Your actual costs will be compared to payments made to you and a true-up payment will be made to or received from Nextel.
- Any cost in excess of your Cost Estimate will require the approval of Nextel and the TA.

Funding Guidelines

Reimbursable Costs

Generally, costs that are reasonable and prudent and necessary to obtain facilities comparable to those presently in use are reimbursable.

The costs of the following activities may be reimbursable:

- Inventorying your subscriber equipment and infrastructure
- Evaluating proposed frequency assignments
- Defining the interoperability environment
- Equipment costs, including retuning, reprogramming, and replacement (where necessary)
- Filing license applications
- Installation, testing, and engineering
- Legal fees
- Preparing a Cost Estimate and SOW (if necessary)
- Activities of licensee personnel performing reconfiguration work

You will be required to certify that the costs are the “minimum necessary” to obtain comparable facilities.

Transactional Costs

Transactional costs (for administrative activities and legal advice) must not be excessive or unreasonable. The FCC has indicated that such transactional costs should generally not exceed 2% of hard costs (e.g. infrastructure or equipment replacement). The TA recognizes that compliance with the 2% guideline may be difficult for smaller 800 MHz systems and will evaluate transactional costs for such systems on a case-by-case basis.

Internal Labor and Outside Vendors

You are free to use your internal personnel or outside vendors to perform reconfiguration activities. If your internal personnel perform reconfiguration activities, you will be reimbursed for the actual time incurred by the employees at their hourly labor rate (hours and costs should be supported by timesheets, payroll records or equivalent documentation). Vendors will be reimbursed for actual costs incurred (supported by invoices and licensee acknowledgement of receipt of goods and services).

Contact Us

Transition Administrator (TA)

Website: www.800TA.org

Email: comments@800TA.org

Phone: 888-800-8220

Fax: 888-701-4380

Address:

800 MHz Transition Administrator
c/o Squire, Sanders & Dempsey, LLP
8000 Towers Crescent Drive, 14th Floor
Tysons Corner, VA 22182-2700

Nextel

Website: www.nextel.com

Email: 800MHz@Nextel.com

Fax: 678-405-8252

FCC

Website: www.800MHz.gov



Transition Administrator

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About the Transition Administrator

The 800 MHz Transition Administrator (TA) is an independent party charged by the FCC to oversee the reconfiguration of the 800 MHz band. The TA will oversee the administrative and financial aspects of the reconfiguration process, establish a relocation schedule, specify replacement channels, and facilitate resolution of any disputes that may arise.

All interested parties are encouraged to visit our website for current 800 MHz reconfiguration news and information.

TA Website	www.800TA.org
E-mail	comments@800TA.org
Phone	888.800.TA20 (888.800.8220)
Other Resources	FCC 800 MHz Band Reconfigurations Website www.800Mhz.gov

The TA will contact affected licensees and stakeholders directly, as well as through stakeholder meetings, participation in upcoming conferences, and other outreach efforts. The TA will develop and disseminate materials providing stakeholders with information and assistance in understanding and planning for reconfiguration.