

# EL-CID<sub>Online</sub>

Equipment Location Certification Information Database

## User Training Manual

Version 1.9

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## Introduction

The intent of this manual is to introduce users to some of the capabilities of the EL-CID Online application. An introduction to all of the capabilities would occupy more time and space than allotted here. Furthermore, many of EL-CID Online's capabilities address specific, specialized use cases and will not be of interest to most users. Users should familiarize themselves with the help resources that augment this manual, including the Online Help, and the instructions and explanations embedded in the application itself. The examples provided here are simple in nature and may not completely mimic each specific operation but are employed to demonstrate the capabilities of the system. Please send comments or concerns to the EL-CID Online Help Desk at [ecohelpdesk@ntia.gov](mailto:ecohelpdesk@ntia.gov) or at 833.695.0543.

## What is Certification?

The National Telecommunications and Information Administration (NTIA) is the US Regulator of the Federal Spectrum. NTIA carries out spectrum certification as part of its role in regulating federal use of the radio frequency spectrum. In order for a federal agency to operate radio equipment in the continental US, that equipment must be certified by NTIA.

The goal of the Spectrum Certification process is to collect and analyze essential data for equipment that uses spectrum before significant resource expenditure. That data is used to determine:

- adequate spectrum availability
- electromagnetic compatibility
- compliance with spectrum policy, rules, regulations, directives, allocation tables, etc.

## IRAC

The Interdepartment Radio Advisory Committee (IRAC) is an important part of the certification process. IRAC is an advisory committee that provides the views of the federal agency spectrum managers to NTIA. IRAC's work is considered executive branch predecisional and not releasable. It is a collegial body; almost all of its work is done by consensus and is composed of experienced spectrum management professionals. Several IRAC subcommittees, including the frequency assignment subcommittee and the spectrum planning subcommittee help investigate and analyze specific aspects of domestic spectrum use.

IRAC is an advisory committee that provides NTIA the view of the federal agency spectrum managers. IRAC work is considered executive branch predecisional and is therefore not releasable. IRAC subcommittees address general areas, and IRAC ad hoc groups address individual topics.

## Members

IRAC is chaired by NTIA and includes members from the U.S. Postal Service, Air Force, Veteran Affairs, Broadcasting Board of Governors, Department of Homeland Security, Department of Transportation, State Department, Department of Energy, Navy, NASA, Department of Agriculture, Department of the Interior, Justice Department, Army, Treasury Department, the Coast Guard, Federal Aviation Administration, Department of Commerce, National Science Foundation, and a liaison with the Federal Communications Commission.

## SPS

Spectrum Planning Subcommittee (SPS) is an IRAC subcommittee that develops recommendations for NTIA regarding spectrum certification requests and plans for federal use of the spectrum. The SPS:

1. Receives certification requests from SPS members
2. Coordinates certification requests with SPS members to minimize potential interference with other systems in the same frequency bands
3. Forwards certification requests to the System Review Branch (SRB) for evaluation
4. Provides recommendations to NTIA
5. Forwards policy issues to the IRAC.

## System Review Branch

1. Determines compliance with the US allocation table, emissions standards, and other guidelines identified in the NTIA Manual.
2. Provides spectrum certification assessments to the SPS.
3. Utilize EL-CID Online to assess spectrum certification applications and manage the certification application database.

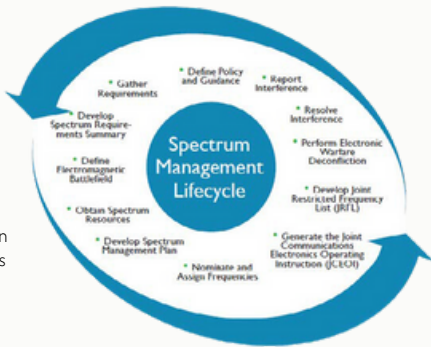
## NTIA Administrator

1. Receives and normally approves SPS recommendations.

## Spectrum Management Lifecycle

The Spectrum Management Lifecycle goes through several interconnected and dependent steps in order to understand, maintain, manage, and regulate the spectrum use of a system.

Those steps are depicted in the graphic below.



## Classification/ Handling/CUI

Executive Order 13556 Controlled Unclassified Information established the Controlled Unclassified Information (CUI) Program in November 2010. The CUI Federal Regulation at 32 CFR 2002 implements Executive Order 13556 for CUI, and establishes CUI program requirements for designating, safeguarding, disseminating, marking, decontrolling and disposing of CUI. The CUI program is an information security reform that addresses inconsistent, and often conflicting, patchwork of over 100 different agency-specific policies, markings, and other requirements used to control information requiring protection in accordance with Laws, Regulations, and Government-wide Policies (LRGWP) throughout the executive branch.



## What is CUI?

CUI is information the government creates or possesses, or that an entity creates or possesses for or on behalf of the government, that a law, regulation, or government wide policy requires or permits an agency to handle with safeguarding or dissemination controls. CUI replaces existing markings such as For Official Use Only (FOUO), Law Enforcement Sensitive (LES), and Sensitive But Unclassified (SBU).

The two types of CUI are CUI Basic and CUI Specified. CUI Basic is an information type identified by LRGWP that must be protected. CUI Specified is an information type identified by LRGWP that must be protected, and includes one or more specific handling standards for that information. A specified CUI is preceded by SP- in EL-CID Online.

## CUI Marking Standards

CUI is displayed in a banner called the CUI Marking Banner, which is comprised of three elements and is displayed in the banner in EL-CID Online under the classification banner on the top of each screen if the certification request contains CUI. The banner marking consists of the CUI Control Marking, CUI Category Markings, and Limited Dissemination Control Markings. The CUI Control Marking (mandatory) will consist of "CUI." CUI Category Markings are mandatory for CUI in EL-CID Online. CUI Control Markings and Category Markings are separated by two forward slashes (/). When including multiple categories they are separated by a single forward slash (/). CUI Category Markings and Limited Dissemination Controls are separated by two forward slashes (/).



If multiple Category Markings are selected, they are delimited by one slash:

**CUI//SP-CEII//SP-PCII//Dissemination Control**

If multiple Limited Dissemination Controls are selected, they are delimited by one slash:

**CUI//Category Marking//FEDCON/NOFORN**

## CUI Category Markings

EL-CID Online has 16 CUI Category Markings the user can select. They are the following (note that user can only select one CTI; for ease, they are shown with the corresponding dissemination statement letter):

- Critical Energy Infrastructure Information (SP-CELL)
- General Critical Infrastructure Information (CRIT)
- Controlled Technical Information. Distribution Statement B. (SP-CTI-B)
- Controlled Technical Information. Distribution Statement C. (SP-CTI-C)
- Controlled Technical Information. Distribution Statement D. (SP-CTI-D)
- Controlled Technical Information. Distribution Statement E. (SP-CTI-E)
- Controlled Technical Information. Distribution Statement F. (SP-CTI-F)
- DOD Critical
- Infrastructure Information (DCRIT)
- Emergency Management (EMGT)
- Export Controlled (EXPT)
- Export Controlled (Specified) (SP-EXPT)
- General Law Enforcement (LEI)
- Protected Critical Infrastructure Information (SP-PCII)
- General Procurement and Acquisition (SP-PROCURE)
- General Proprietary Business Information (PROPIN)
- General Proprietary Business Information (Specified) (SP-PROPIN)

If CTI is selected as a Category Marking, then the CTI Distribution Statement is required. Only one CTI Distribution Statement can be selected. After selecting a Distribution Statement, additional information is required (Reason, Date of Determination, and Controlling DoD Office).

If Distribution Statement F is chosen, then only Date of Determination and Controlling DoD Office are required.

### CUI//SP-CTI//FEDONLY: B

Distribution authorized to U.S. Government agencies only because of (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).

The detailed banner is shown on the Full Record Print, Compliance, and CoSS cover pages.

## Limited Dissemination Controls

EL-CID Online has seven Limited Dissemination Controls the user can select. They are the following:

- No Foreign Dissemination (NOFORN)
- Federal Employees Only (FED ONLY)
- Federal Employees and Contractors Only
- (FEDCON)
- No Dissemination to Contractors (NOCON)
- Dissemination List Controlled (DL ONLY)
- Authorized for Release to Certain Nationals Only (REL TO [USA, LIST])
- Display Only (DISPLAY ONLY [USA, LIST])

If DL ONLY is selected, the user will be given a memo field to enter individuals, organizations, or entities to be included to the dissemination list. Those entries will also be added to the banner as "DL ONLY <contents of memo field>."

### CUI//Category Marking//DL ONLY Individual I, Organization I, Entity I, ETC.

If REL TO [USA, LIST] is selected, the user can multi-select countries from the provided list. USA must be selected and will always appear first. The abbreviations of those countries will be added to the banner as "REL TO [USA, <Country1, Country2, ETC>]."

**CUI//Category Marking//REL TO [USA, CAN, DEU, US-IN, US-VA**

If DISPLAY ONLY [USA, LIST] is selected, the user can multi-select countries from the provided list. USA must be selected and will always appear first. The abbreviations of those countries will be added to the banner as "DISPLAY ONLY [USA, <Country1, Country2, ETC>]."

**CUI//Category Marking//DISPLAY ONLY [USA, CAN, DEU, US-IN, US-VA]**

## CUI Rules

- If CUI is selected, then Special Handling is optional.
  - If no CUI is selected, then Special Handling is required.
  - Users can select both Special Handling and CUI. If they conflict, SPS Secretary will manually review and contact the submitter.
  - "CUI" will be used as the CUI Control Marking.
  - CUI Basic categories will be displayed in the banner as well as CUI Specified.
  - CUI Banner must have at least one CUI Category.
  - Limited Dissemination Controls are not required; but multiple can be selected.
  - If DL ONLY is selected, user must enter data into associated memo field.
  - If REL TO [USA, LIST] or DISPLAY ONLY [USA, LIST] is selected, USA must be selected (but user can multi-select other countries). USA must appear first followed by all other countries listed in alphabetical order.
- Currently, there are no edits between the CUI categories chosen and Limited Dissemination Controls. Full Record Print, Compliance, and COSS reports will have the Designation Indicator information added to the cover page in the next release.



Visit [www.archives.gov/cui](http://www.archives.gov/cui) for more information on Controlled Unclassified Information.

## Designation Indicators

Currently, EL-CID Online produces three documents: the Certification of Spectrum Support (CoSS) Report, Full Record Print (FRP), and Compliance Report. When CUI is present in a certification request, a cover page is generated for those three documents. The cover page is comprised of the CUI information as well as Designator Indicator information. The cover page will ONLY be generated when CUI is present.

The Designation Indicator section consists of four fields: "Controlled By, POC Name, POC Phone Number, and POC Email Address. The Controlled By field is mandatory and captures the name of the agency creating the document and making the CUI determination. The POC fields are optional.

Once a CUI Category or Limited Dissemination Control is selected, the Designation Indicator section will appear and must be completed in EL-CID Online.

## Uncontrolled Unclassified Information (UUI)

Uncontrolled Unclassified Information (UUI) is information that neither the E.O. 13556 nor the authorities governing classified information cover as protected. Although this information is not controlled or classified, agencies must still handle it in accordance with Federal Information Security Modernization Act (FISMA) requirements. When creating a new certification request, UUI will automatically be selected as shown below. If Special Handling exists on a previously created application and UUI or CUI is selected, the selected Special Handling code will need to be cleared in order to continue to the next page.

### Handling Instructions:

	CUI Abbr	CUI Category
<input checked="" type="checkbox"/>	UUI	Uncontrolled Unclassified Information

## Business Identifiable Information (BII)

Business Identifiable Information (BII) is information that is defined in the Freedom of Information Act (FOIA) as "trade secrets and commercial or financial information obtained for a person [that is] privileged or confidential." (5 U.S.C.5529(b)(4)). This information is exempt from automatic release under the (b)(4) FOIA exemption.

Within the EL-CID Online Editor, BII must be properly identified. This is done within the "Request Classification/Handling/CUI Information" section. The user must select "Yes" or "No" whether the Certification Request contains BII or not.

A selection is required, or the user will not be able to leave the page. If the user selects "No", they can proceed to another page. If the user selects "Yes", then a text box will appear where they must input the fields that contain BII. The BII text box must contain a non-blank character, or the user cannot leave the page. The text box is only enabled if the user selects "Yes". If the user selects "Yes" but then goes back and selects "No", the text box will get blanked out.

Does this document contain Business Identifiable Information (BII)? Yes or No must be selected. BII is defined as "trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential." (5 U.S.C. 552)

Yes  
 No

If Yes, BII is BII in the text box below:



The View Summary section of EL-CID Online Editor contains a row titled BII. When the fields containing BII are missing from this row, then a red error triangle will appear.



Overall Classification:	U - Unclassified
Special Handling Instructions:	
Handling:	OUU
Controlled By:	
POC Name:	
POC Phone Number:	
POC Email Address:	
Bill:	Yes
Bill Fields:	Bill is located in XYZ location.

Bill is also displayed when utilizing the **Basic Search** feature in EL-CID Online Workflow. If a document contains Bill a "Yes" will be displayed in the "Contains Bill" field. If a document does not contain Bill, a "No" will be displayed in the "Contains Bill" field as shown below.

Cls	Handling	Request ID	Contains Bill
U	OUU/SP-CEU/SP-CTI/SP-E	2532	No
U	OUU/IDL ONLY	2533	Yes
U	OUU/IDL ONLY	2537	Yes
U	OUU/SP-CEU/SP-CTI/SP-E	2539	No

## EL-CID Online

The primary purpose of EL-CID Online is the creation and maintenance of Certification Applications, along with their supporting equipment and location data. EL-CID Online is an equipment spectrum certification capability deployed as a web application. It is supported by sophisticated logic that captures inter- and intra-system relationships and prompts entry of applicable system parameters. EL-CID Online is designed to permit the automated processing of this information among EL-CID users and NTIA, through automated compliance checks and electronic exchange of data.

EL-CID Online also automates the internal distribution and processing of certification requests among NTIA employees and other federal employees who support the spectrum certification process.

EL-CID Online features a modernized interface in which both the workflow and visual layout are intended to guide the user toward the "next step" or information the user needs to locate in given contexts. EL-CID Online features Alerts and contextualized help to reduce system complexity and improve the user experience.

## The Workflow

The workflow request dashboard features 8 basic components and is the main user interface for EL-CID Online.

- 1 The menu selection bar is located in the top-left corner of the interface. Users with multiple roles can select which user role dashboard to view. The name of the role currently being used will be displayed to the right of the menu.
- 2 The graphical display is a visual tracking and reporting component located in the middle-left section of the interface. The currently capability provides an inbox tracking overview chart which tracks the speed with which the user completes the task in the "inbox"-- i.e., items in the "My Tasks" table (see Component 4). The boxes below the circle graph indicate whether the user is "On Track" by completing their tasks in a timely manner, "Overdue" by failing to read messages in a timely manner, or "Due This Week," by approaching the threshold of application determined deadlines for reading messages.
- 3 The Start New Request bar, located in the bottom-left of the interface, is where users initiate a new SRB processing request.

**4** Component 4 in the top-middle of the screen contains the My Tasks table which stores request requiring actions on the part of the user. EL-CID Online automatically sorts certification request processing information into three searchable and sortable tables: tasks, active requests, and completed requests (Components 4, 5, and 6). Each user can use the My Tasks Table only to view tasks associated with his or her account. The My Tasks table is the primary work area users will visit within the Request dashboard.

**5** The My Active Requests table contains all open requests initiated by the user or that the user participated in at some point. Instead of a My Active Requests table, the SRB Chief and Engineers view an All Active Requests table which contains all open requests in the workflow. To view basic information about an active or completed request, the user should click on that specific request. Users can also check the status of requests by opening the Process Map in the Active Requests Table.

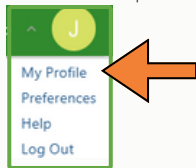
**6** The My Active Requests table contains all open requests initiated by the user or that the user participated in at some point. Instead of a My Active Requests table, the SRB Chief and Engineers view an All Active Requests table which contains all open requests in the workflow. To view basic information about an active or completed request, the user should click on that specific request. Users can also check the status of requests by opening the Process Map in the Active Requests Table. The My Completed Requests table is located in the bottom-middle of the interface. It stores requests that are completed, initiated, or processed by the user. Because these requests require no further actions on the part of the user, the My Completed Requests table is view-only, and will primarily be used for record keeping and performance assessment purposes. Instead of a My Completed Table, the SRB chief and Engineers view an All Completed Requests table which contains all completed EL-CID Online Requests.

**7** The user profile space is located in the top-right of the interface. This space identifies the user, contains preference options, houses the help menu, and allows the user to log out of the EL-CID Online, they should select the Help button to open up the as a separate browser tab.

**8** Filter, Search and Export Bars allow uses to access specific certification requests quickly and easily.

## The User Profile Space

The User Profile Space allows users to customize EL-CID Online in a few, specific ways.



## Out Of Office

If a user is going to be absent from work for an extended time due to illness, travel, or any other reason, the user can set EL-CID Online to automatically forward tasks to a designated user. To do this, follow these steps:

- **Click on the My Profile link in the upper right corner of the Workflow Dashboard.**
- **Select "ON" to activate the Out of Office feature**

- **Enter the dates and time for the forwarding to begin and end and include a message.**
- **Enter the name of the designated user to delegate work to.**
- **Click on the Save button to complete. Tasks will be forwarded to the user you selected.**

### Note:

If a user is unable to set Out of Office delegation due to unforeseen circumstances, email or call the ECO Help Desk at [ecohelpdesk@ntia.gov](mailto:ecohelpdesk@ntia.gov) or **833.695.0543**. A Workflow Administrator will activate the out of office settings for you.

Out of Office

\* From: 03/27/24 08:00 - \* Until: 04/01/24 08:00

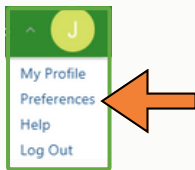
Message

I will be out of office from 3/27 to 4/01 please handle any incoming tasks until my return.

\* Delegate my work to


Vijaya Peters

## Preferences



Users can edit General preferences and Notification settings in the **Preferences** section.

The notification section allows users to select when they receive notifications regarding workflow activities, and whether notifications are received through email, or via both email and calendar invitation.

- **Select the notification options you prefer.**
- **Click on the  Save button to save changes.**

Notification

When do you want to receive notification?

When a new task is assigned to you

Email  Email and calendar invitation

With attachments  Without attachments

When you receive a courtesy copy of a task

When someone else creates a task on your behalf

When an assignee responds to your task or declines your task

When your task is suspended or resumed

When a task is reassigned to you

When an assignee asks for clarification about a task you assigned

When an assigner has provided clarification on a task assigned to you

When your response is approved or rejected, or your task is reopened

When a new comment is added to your task or a courtesy copy task

When your deadline extension request has been approved or denied

When you receive a deadline extension request from an assignee

When an elevated task is approved or denied


When you receive a review request for a task; elevated task review

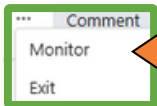
When you receive a task for final review


The screenshot shows the 'SRB Processing: Engineer Review' task form. On the left, the 'Next Step' and 'Assign Task to' sections are highlighted with a red box and labeled '1'. At the top, a 'Document' link is highlighted with a red box and labeled '2'. In the top right corner, a process map icon is highlighted with a red box and labeled '3', and a 'Complete' button is highlighted with a red box and labeled '5'. On the right side, the 'Internal Discussion' panel is highlighted with a red box and labeled '4', showing a list of comments from users.

## The Task Form

To process requests using EL-CID Online, click on a Task in the My Tasks Table. The Task Form will open, showing the required steps for processing the task. The Task Form Page has the following components.

- 1 The activity name and instructions are available in the central panel. For each task, read the instructions, and complete the activity required. Different tasks will require different selections, decisions, or information, depending on the task and user role.
- 2 The documents link in the upper middle of the interface opens the documents page, which provides access to the documents associated with a certification request. The documents link also provides a link to open the Editor.
- 3 The process map can be accessed by clicking  and the **Monitor** button at the upper right of the interface. The process map shows which users have interacted with the request, and what path the request has taken



- 4 The Internal Discussion panel records comments from each EL-CID Online user who has helped process the request. Internal comments may contain extra instructions or other information pertinent to other EL-CID Online users who are processing a request. Each user must enter a comment in the internal discussion before completing a task. Select the  icon to set the internal discussion to permanently display when opening the task form
- 5 After leaving a comment in the internal discussion panel, click the **Complete** button in the upper right hand corner. Clicking on the complete button will close the Task Form window and return the user to the EL-CID Online dashboard

### Warning!

Do not reload the browser page or navigate by clicking the back button! Doing so may lock users out of the Workflow.



Cls	Document T...	Name	Date/Time Modified	Handling
U	Agency Req...	EL-CID Online Generic Cover Letter.txt	2024-06-13 14:13	UUU
U	Application	Completed Handheld Radio Application.xml	2024-06-13 14:13	A
U	Full Record ...	Completed Handheld Radio Application(FRP).xml	2024-06-13 14:13	A

Navigation bar: Page 1 of 1

Displaying 1 - 3 of 3

## Documents Page

After a user clicks on the documents link, the documents page opens in a separate tab. To exit the documents page, close the tab.

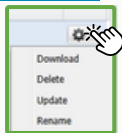
### Layout

The documents page contains nine primary features:

- 1 Pencil icons provide links to access the Editor and edit SSRF documents. Pencil icons will only appear in SSRF document rows.
- 2 Classification identification indicates the classification level of each document
- 3 Document type specifies the type of document that is attached to the certification request
- 4 The "Name" section provides document links to access documents associated with the certification request.
- 5 The "Date/Time Modified" section displays the most recent date and time when a file or document was altered.
- 6 The "Handling" section specifies the classification and special handling codes of a document
- 7 Document tools provides a variety of tools used to manipulate documents. Tool icons are located in each document row and offer four options for each document.
- 8 The upload file button is used to upload documents. Once upload file is selected a dialog box will appear to guide you through the upload process.

- 9 Navigation bar provides navigation in the unlikely event that the number of documents associated with a request is too large to fit on a single

### Document Tools



- Download: Used to download documents to the user computer.
- Update: Used to upload a new document. The new document will replace the current document.
- Rename: Used to rename a document. For example, renaming the document after it has been edited.
- Delete: Used to remove documents from certification requests. Only certain user roles have permission to delete documents associated with a request.

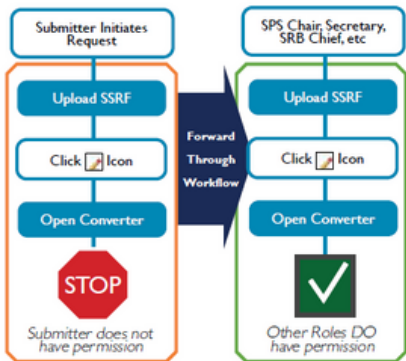
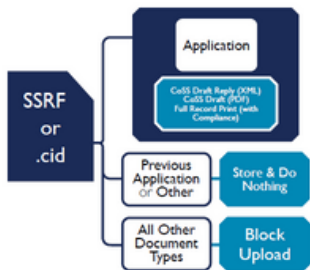
## Document Handling

EL-CID Online automates several aspects of document handling, including document upload, conversion, and user roles.

## Document Conversion

EL-CID Online allows SSRF or .cid files to be uploaded only as Applications or Previous Applications.

The system generates a Full Record Print (with compliance) from an application and stores any uploaded .cid or SSRF file as "Previous Application" or "Other." Uploading a .cid or SSRF file under any other document type is blocked, as shown below. A cover page will be generated if CUI is present.



### Upload Permission

Similarly, only document upload permissions are restricted to certain user roles. To the right is a chart that details which roles are allowed to upload which document types.

	SRB Chief, Review Engineer	SPS Secretary, SPS Chair or Vice Chair	SSD Chief, OSH Deputy, AA	WG7 Chair, WG8 Chair	Agency Submitter
CoSS (Signed)	✗	✓	✓	✗	✗
CoSS Revision (Signed)	✗	✓	✓	✗	✗
Explanation of Non-Compliance	✗	✗	✗	✗	✓
Preliminary Assessment	✓	✓	✓	✗	✗
Data Quality Review	✗	✓	✓	✗	✗
Data Advisory Notice	✓	✓	✓	✗	✗
Other Technical Information	✓	✓	✓	✓	✓
Info in Support of Application	✗	✗	✗	✗	✓
Previous Application	✗	✗	✗	✗	✓
Application	✓	✓	✓	✓	✓
Cover Letter	✗	✗	✗	✗	✓
Request for Waiver	✗	✗	✗	✗	✓

## Conversion Permission

In EL-CID Online, most user roles are able to convert an application to a certification of spectrum support. However, the agency submitter role may not convert documents, as shown in the diagram.

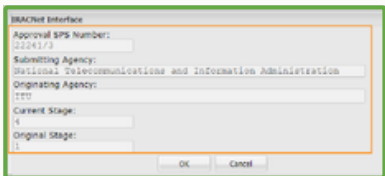


## Submitting to IRACNet

During the SPS: Check for Errors step, the SPS Secretary has the ability to automatically generate an Application SPS number, have a PDF assembled with the SPS Number on the Cover Letter, and upload the PDF with the associated SPS number to IRACNet. An Application file, Full Record Print with compliance and Agency Request Cover Letter are required to submit to IRACNet.

In the task form:

- **Click on the  button and select **



IRACNet Interface

Approval SPS Number: 2224173

Submitting Agency: National Telecommunications and Information Administration

Originating Agency: TTD

Current Stage: 4

Original Stage: 1

OK Cancel



IRACNet Interface

SPS number to send to IRACNet:

Is purge and replace?

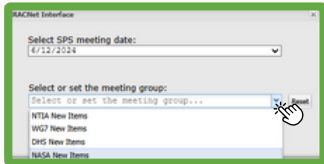
OK Cancel

To replace an existing document with the displayed SPS number and stroke, check 'Is purge and replace?'.

To generate the next stroke number for the displayed SPS number, do not check 'Is purge and replace?'.

- **Select  to continue.**

To generate a new SPS number in IRACNet, leave the 'SPS number to send to IRACNet' field blank. If 'Is purge and replace?' is selected and a valid SPS number is entered, the document will immediately submit to IRACNet. If 'Is purge and replace?' is not selected, the following screen will display:



IRACNet Interface

Select SPS meeting date: 4/12/2024

Select or set the meeting group:


Select or set the meeting group...

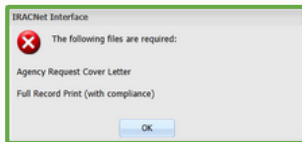
- NTIA New Items
- WG7 New Items
- DHS New Items
- NASA New Items

OK Cancel

- **Select meeting date and meeting group from the drop down menus.**

A new meeting group name, up to 100 characters, can be entered into the 'Select or set the meeting group' field. If a document is already associated with a meeting group, the dropdown box defaults to that value.

If an application file, agency request cover letter or full record print with compliance do not exist, a dialog box will indicate that the required file(s) are missing. The SPS Secretary can acknowledge this by clicking on  at which time the submission to IRACNet process will terminate as shown below.



IRACNet Interface

The following files are required:

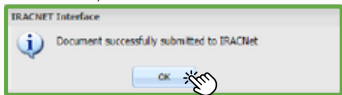
- Agency Request Cover Letter
- Full Record Print (with compliance)

OK

If all required documents are included in the application, the Submitting Agency and Current Stage fields are automatically populated. When an application is submitted with a Certification of Spectrum Support (CoSS) PDF file, selecting the Submit button automatically fills the Approval SPS Number, Submitting Agency, Originating Agency, Current Stage, and Original Stage fields.

Click the **Reset** button to restore the list to its initial state. A meeting group must be selected, as submitting a document without one will result in an error.

A dialog box will indicate when the documents have been successfully submitted to IRACNet.



The pdf produced from the IRACNet submission will consist of: Agency Request Cover Letter, Certification of Spectrum Support (Signed) - if one exists, any document(s) uploaded as "Other," and a Full Record Print with Compliance.

## The Editor

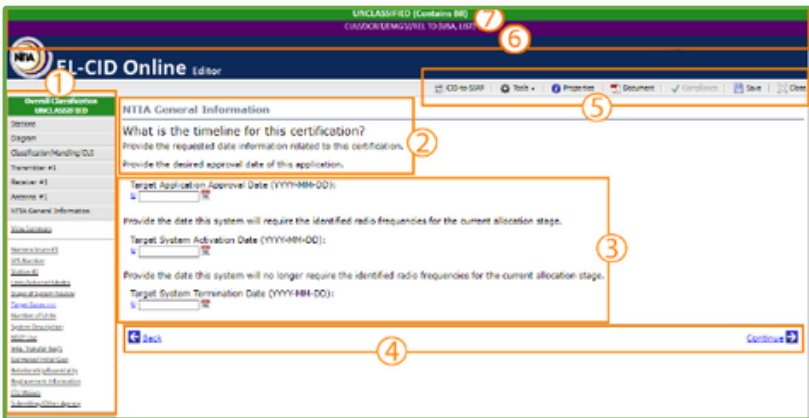
### Overview

The "Editor" refers to the tool used to create and edit certification requests. Users will enter all data pertinent to radio systems requesting certification, following the step-by-step questions, instructions, and explanations provided by the Editor. Users who are unfamiliar with the Editor should reference the online help available through EL-CID Online.

### Accessing the Editor

The editor is accessible in three different ways:

1. The editor is accessible from the web. Go to the EL-CID Online landing page at [elcidonline.ntia.gov/index.html](http://elcidonline.ntia.gov/index.html). Click on the External Editor button.
2. Users can access the editor from the EL-CID Online Workflow dashboard. The link to editor is in the upper right hand corner of the dashboard.
3. If an SSRF or .cid file has already been attached to a certification request, users can open that file in the Editor by clicking on the pencil icon next to the document in the Task Form.



## Editor Layout

The main of the Editor contains seven primary components.

- 1 The navigation panel identifies the user's location within the editorial process and allows the user to navigate to specific sections that require editing.
- 2 Instructions: the editor provides step-by-step instructions guidance for each navigation panel section.
- 3 Workspace is the space where actual editing is conducted.
- 4 Navigation buttons allow the user to move to the next or previous section. Users may also navigate by simply clicking on navigation panel sections.
- 5 The toolbar contains specialized tools for processing certification requests.
- 6 The CUI short banner will show with a purple background if the certification request has Controlled Unclassified Information (CUI)
- 7 If the record contains BII, then it is stated in the classification banner.

## Navigation Panel

The navigation panel allows the user to navigate to information field sections within the Editor and identifies the user's location within the panel by highlighting it in blue.

The classification status of the request is identified in the navigation panel header. The header is colored green in this image because the request is marked as unclassified. If the classification status of the request changes, the color of the overall classification header will also change.

The document classification can be changed through the Overall Classification section. The vertical arrangement of navigation panel sections forms a logical order that corresponds to the arrangement of information in SSRF documents. It is recommended that users follow this logical progression.

Users may also select specific navigation panel sections to visit by clicking on that section. For information fields within the navigation panel that users may find complex, or which require additional instructions, embedded, in-depth help is available by clicking on the question mark icons.


The Navigation Panel features several useful tools: the Emission Designator Tool, the Satellite Power Flux Density (pfd) model, the Curve Editor, and the Graphical Location Verifier (GLV).

Overall Classification UNCLASSIFIED
Stations
Diagram
Classification/Handling/CUI
Transmitter #1
View Summary
Copy
Delete
Nomenclature #1
Platform
TVst
Output Device
FCC Type Acceptance No.
Modes
Receiver #1
Antenna #1
NTIA General Information
CUI
NTIA Certification





## Editor Workspace

The Editor workspace is the area of the UI where users will answer questions about the equipment requesting certification. The workspace provides the following features.

### Embedded Instructions


The Editor already provides detailed, step-by-step guidance for each information field. Each page in the editor asks a specific question of the user about the equipment and provides instructions and explanation about the in-formation that should be provided. In addition, for some fields users can access even more in-depth help, by selecting links, or by clicking on the help icons .

The system also generates error and warning messages that provide additional guidance.



- Errors are identified by red triangle icons .
- Warning messages are identified by yellow triangle icons .
- The  icon identifies required data that has not been entered yet.
- The  icon indicates incorrect data entry. Incorrect data will not be saved. It must be edited, or the system will remove it.

Click on the icons to display the corresponding error / warning message. Error and warning messages are embedded in specific subsections and are also presented through the View Summary screen.


## Classification

Every field in the Editor has a classification status indicator . Select these links to view or change the classification of a specific information field..

## Add/Delete Rows

The  button is displayed wherever in-formation fields are presented in a table. When information is entered into a row, the  button is used to remove the information for that row.


## Calenders

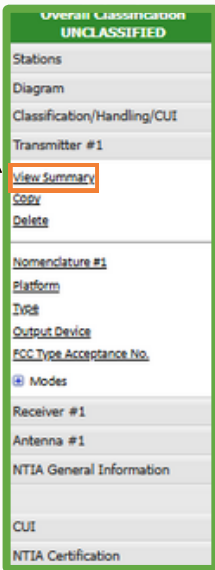
To maintain proper format for the system, dates should not be entered manually. Instead, use the  icon.

## View Summary

Each of the main sections of the navigation panel contain a View Summary page that allows the user to view a summary for the section. Within the summary, navigation links are provided that enable the user to visit specific sections that require further edits or entries.

## Build Tools

 icons are used to access build tools such as the Emission Designator Tool which allow the user to construct detailed descriptions of system behavior by indicating system characteristics and allowing the Editor to assess the necessary outcome of those characteristics



Overall Classification  
**UNCLASSIFIED**

- Stations
- Diagram
- Classification/Handling/CUI
- Transmitter #1
  - View Summary**
  - Copy
  - Delete
- Nomenclature #1
- Platform
- TVR#
- Output Device
- FCC Type Acceptance No.
- Modes
- Receiver #1
- Antenna #1
- NTIA General Information
- CUI
- NTIA Certification


### Units

For all numerical measurement fields in all sections of the Editor, users may change units by means of the unit selection buttons.

Power 

Mean:    
 PEP:    
 Peak:  

Changing the unit will not change the numbers of the data. Some unit selection buttons may not be accessed until certain information fields have been filled out. In the example below, Tuning Step information cannot be entered until Frequency information has been entered, so Tuning Step and Tuning Step unit selection are grayed out to indicate inaccessibility.

Tuning Range 

Frequency	Tuning Step
<input type="text"/>	<input type="text"/>

When a user changes the units on the first row of the graphical curve editor, the units of the other rows will also change to match the first row. However, the fields do not convert values already entered. Users should check all curve editor fields after changing units to ensure accurate data entry.

## Editor Toolbar

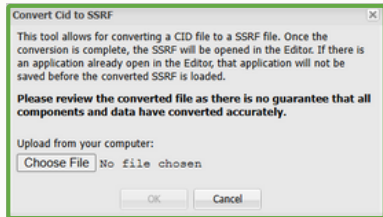


The Editor Toolbar is located in the top-right corner of the Editor. The toolbar is always available except when the user selects a build tool, such as the Diagram or Emission Designator tool, in which case the build tool screen is displayed, and the Editor background is grayed out to indicate inaccessibility.

The following components are available through the Editor toolbar.

### Convert CID-to-SSRF

When starting EL-CID Online Editor to create or open an application, users can also upload a .cid file to be automatically converted to a SSRF (.xml) file. To do this conversion, click on the **CID-to-SSRF** button in the toolbar. This functionality will also work if an application is already open in Editor. A "Convert CID to SSRF" popup box will appear that will allow the user to choose a .cid file to upload from their computer. Once the conversion is complete, the SSRF will be opened in the Editor. If there is an application already open in Editor, that application will not be saved before the converted SSRF is loaded. If an invalid .CID file is uploaded to the Editor, an error message will indicate that the file is invalid or does not meet the desktop version requirement of 6.2 or later.



#### Warning!

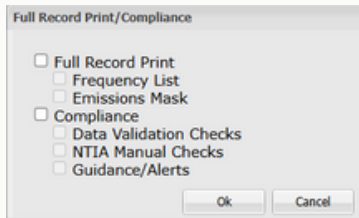
Please review the converted file, as there is no guarantee that all components converted accurately.

### Full Record Print

EL-CID Online streamlines processing by auto generating a Full Record Print with compliance checks in PDF formatting and associating the PDF with a specific request. To produce a Full Record Print through the Editor:

- **Click on the **Document** button in the toolbar.**

A full record print compliance options menu will pop up. Users may choose to generate Compliance Checks as well at this time. After you select the 'OK' button, the Full Record Print will generate as a PDF document.





If CUI is present, the system generates a cover page for the PDF. To print the document along with its comments:

1. Open the PDF and navigate to File > Print.
2. In the Print window, select the **Summarize Comments** button. This will trigger another popup window.
3. In the popup window, note that the Summarize Comments button is now disabled.
4. Click Print to proceed. The comments will be included on a separate page when the document is printed as a hard copy.

To resize the Full Record Print select the **Size** button and select your sizing preference.

## Compliance Checks

Compliance checks allow users to check how well their certification request meets NTIA standards (The Manual of Regulations and Procedures for Federal Radio Frequency Management – aka “The NTIA Manual” or “The Red Book”). Compliance checks may be run at any time to allow the user to check their progress.

1. Click on the  button in the toolbar
2. A compliance options menu will pop up. Select compliance options. It is recommended that users select all compliance options. Users may generate a Full Record Print at the same time.
3. After you select the  button, the compliance checks will generate as a PDF document. If CUI is present the CUI cover page will be generated.

## Tools Menu

The Convert feature allows users to convert a certification request into a Certification of Spectrum Support document.

## Models

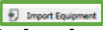
Most models are used to approximate transmitter emission bandwidths. Other models include receiver sensitivity and image rejection calculations, satellite power flux density, radiation hazard, and noise figure/temperature conversion.

1. After opening the models window, select a specific model from the drop-down menu.
2. After a specific model has been selected, the tool screen for that model will appear. The model tool screen contains the following features:
  - Model identification: Identifies the model being used
  - Calculation Input Fields: Information must be entered into each field to support the calculation.

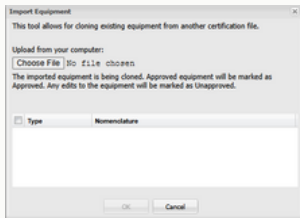
- Calculate Button: After each input field has been populated and the units are confirmed, click the calculate button to produce the model output.
  - Numeric Results: After the Calculate button has been selected, displays the output values for relevant items such as specific band-width measurements, based on the calculation input fields.
  - Graphical Results: After the calculate button has been selected, graphical results based on the input fields display. Users can switch to a logarithmic scale for the x-axis.
3. Click the close button to return to the main editor screen.

## Import Equipment

This button allows users to ensure continuity between and accuracy of Certification Requests by importing equipment descriptions from previous certification requests to use when creating new applications.

- **To import equipment information from a previous application, select the  button from the tools dropdown.**

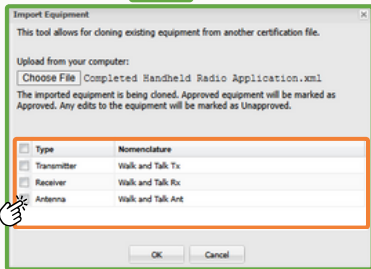
The following screen will appear:



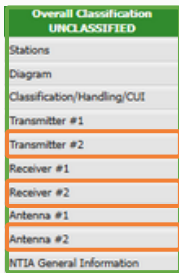
- **Select a previous application to upload.**

After upload is complete, the popup window will populate equipment options for the import.

- **Select the desired equipment, then select the  button.**



Links to the imported equipment will appear in the navigation panel to the left as shown below.



## The Diagram

The Diagram is an editor tool used to create a logical picture of the station types and links for the system requesting certification. The Diagram consists of one or more named stations depicted by icons, which you create by dragging onto the Diagram. Links between stations are drawn as arrows from the transmitting Station to the receiving Station. In some cases, a reverse link also exists and is drawn as a single line with arrows on both ends.

The Diagram can be completed or adjusted at any time. Because the Diagram helps clarify system components (especially for complex systems), it is recommended that users complete the Diagram before entering information into navigation panel sections.

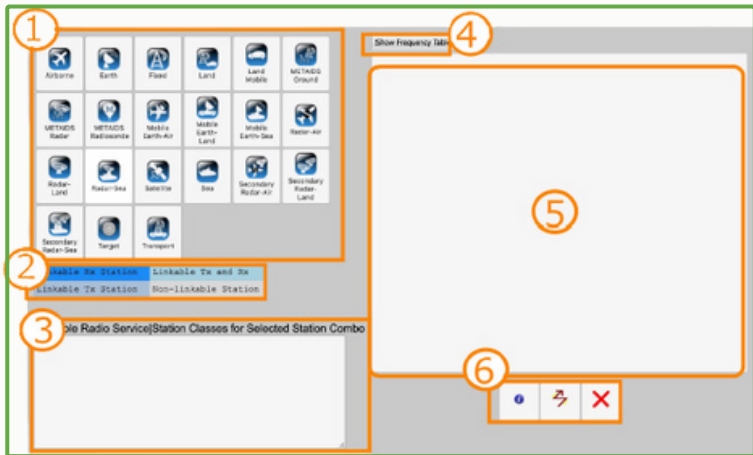
The Diagram is accessed through the Navigation Panel on the left of The Editor. See the next page for a breakdown of the diagram components.

## Components

The main screen of the Editor contains seven primary components.

- 1 **Station Type Palette:** Contains icons representing station types. Station type icons are dragged over to the diagram to create the visual representation of the station types and links in the system (note that the term "links" may be thought of as referring to request configurations).
- 2 **Palette Legend:** After a station type icon has been clicked in the station type palette, color coding defined by the palette legend is used to indicate available choices for additional station type icons that may be selected to complete station-to-station links.
- 3 **Dynamic Help Panel:** When a station type icon has been selected and the user then hovers over other station type icons, the dynamic help panel explains whether linkage between the selected and hovered-over station type is permissible. If linkage is permissible, the dynamic help panel will indicate applicable radio services and station type classes; otherwise, it will indicate that the link is not permissible.





**4** Frequency Table Button: opens a table of all the frequencies currently selected for a system. The Frequency Table lists:

- Transmitters
- Receivers
- Frequencies, Emission Designators
- Radio Services
- Station Classes

**5** Diagram: Allows the user to create visual diagram of the station types and links in the system under consideration for certification, by dragging over station type icons and then selecting link rules using the link control panel.

**6** Link Control Panel: After station type icons have been dragged over to the Diagram, the link control panel is used to create representations of logical links between station types.

The link control panel includes three buttons:

1. **i** The information button is used to show pertinent information about the selected system, including links to the Selected Modes/Links page.
2. **🔗** The link button is used to diagram a link between two separate station types. This is the standard link type used in most systems.
3. **X** The delete button is used to delete stations or links from the Diagram.

The word “Generic” (in upper or lowercase) cannot be used in any part of the station name field on the Diagram page or the Station Page. If an existing certification is opened with “Generic” in the station name, a red triangle will appear on the View Summary page.

If a station has no equipment, the Full Record Print will automatically assign “Generic” to the station name.

# Certification Requests

## Training

### Overview

This section of the training manual explains how to create and submit a Spectrum Supportability Request Form (SSRF). To create your own practice SSRF, read the user-manual and follow the instructions

- **Instructions will be formatted like this.**





### Accessing the Editor




To begin, you must access the Editor. There are three main ways to do this:

1. Users can access the editor from the user dashboard of the EL-CID Online dashboard. The link to editor is in the upper right-hand corner of the dashboard.
2. If an SSRF or .cid file has already been attached to a certification request, users can open that file in editor by clicking on the pencil icon next to the document in the Task Form.
3. The editor will be accessible from the web. Go to the EL-CID Online landing page at [Elcidonline.ntia.gov/index.html](http://Elcidonline.ntia.gov/index.html). Click on the External Editor button.

### Editor Icons

The Editor features several icons that aid data entry.

- The  icon offers explanations of data fields, providing users with formulas, directions, or clarifications for data entry. Clicking on the icon will open a pop-up window with further instructions.
- The  icon alerts users that the data they have entered is unusual or unexpected.
- The  icon alerts users to errors in the record. Errors may be the absence of data required for certification or data that contradicts other data entered in other parts of the document.
- The  icon provides a link to the page where incorrect or unusual data can be changed.

- The  icon identifies required data that has not been entered yet.
- The  icon indicates incorrect data. Incorrect data will not be saved. It must be edited, or the system will remove it.
- Editor does not automatically save data. To save data: Click  in the toolbar to Download data to your computer.

### Note:

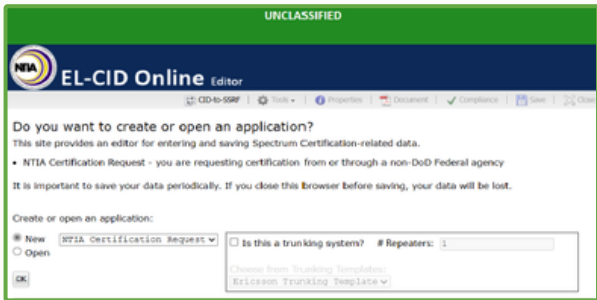
1. The default setting for Google Chrome is to download files to your local "Downloads" folder with a default name. To change this setting visit <chrome://settings/downloads> and turn on "**Ask where to save each file before downloading**".

2. Some browsers are configured to prevent or restrict file downloads. If you are having difficulty downloading your file, please contact your Agency's System Administrator.

### Creating an SSRF

Creating an SSRF file requires four major steps:

1. Create a line diagram that is a logical picture of the system.
2. Add transmitter, receiver and antenna equipment records to the stations.
3. Specify locations where you want the equipment to be certified for use.
4. For each link in the Diagram, select Station Classes, transmitting and receiving equipment, and modes (frequencies, powers, and emissions) to be certified.



Editor opens with a landing page asking whether the user wants to create a new certification request or open a previous application.


- **Select the “New” radio button.**
- **Set the dropdown menu is set to: NTIA Certification Request.**

Trunking systems are radio systems that use software to dynamically reassign frequency use instead of maintaining each antenna on a specific frequency. As the electro-magnetic environment becomes more crowded and the need for spectrum sharing grows, trunking systems will comprise a significant portion of spectrum certifications in the future. However, for this training overview, we will not be addressing trunking systems directly.

Leave the “Is this a trunking system?” box empty.

- **Click “OK” to begin creating the Certification request.**

The system will open a landing page with information about the editor.

- **Click  to begin entering system data.**

## Diagram

The system will open the Diagram. Diagram is also accessible through the Navigation Panel.

The Diagram allows users to draw a representation of the system requesting certification. EL-CID Online’s sophisticated logic will determine which questions to ask users about the system to ensure appropriate data entry.

The system will open the Diagram. Diagram is also accessible through the Navigation Panel.

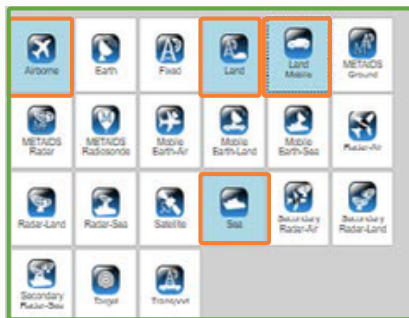
The Diagram allows users to draw a representation of the system requesting certification. EL-CID Online’s sophisticated logic will determine which questions to ask users about the system to ensure appropriate data entry.

When creating a diagram, users may notice that the stations placed on the diagram do not immediately show up under Stations link in the Navigation Panel on the left. Clicking on another link or the diagrams link will allow the system to load the diagrammed stations into the Navigation panel.

- **On the Stations’ Palette window, click (but do not drag) the Land Mobile icon.**

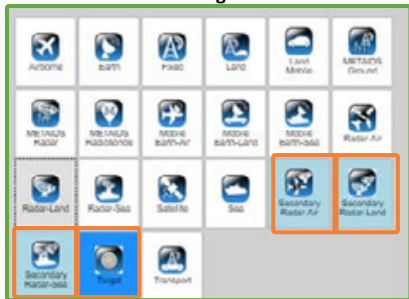
## Color Coded Links

The colored icons indicate which stations may be linked with a Land Mobile system. The icon colors indicate that one may draw a link from a Land Mobile icon to an Airborne, Land, Land Mobile, or Sea icon. One may also draw a link from any of these three icons back to a Land Mobile icon.



If two stations are very close together in the Diagram, the dotted link indicating incomplete data may appear solid. In this case, simply refresh the browser page, and the stations will spread out to give the link room to draw properly.

- **Click (but do not drag) the Radar-Land icon and observe the change in the icons.**



You may draw a link from Radar. You may draw a link from a Radar icon to a Target icon, but not from a Target to a Radar. You may draw a link from a Radar to a Secondary Radar, or the reverse. You may not draw a link between two Radar icons.

The icons that you choose for your diagram determine the Radio Services and Station Classes available for the links between them.

Click the Land Mobile icon, then move the mouse pointer so that it is positioned over the Land icon, but do not click.

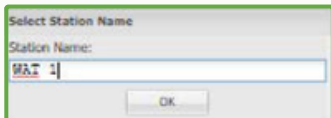
The panel at the bottom of the Stations Palette informs which station classes may be used in a link from Land Mobile to Land antennas.



When a link is drawn from a Land Mobile icon to a Land icon, one may only choose from Radio Service Land Mobile, and Station Classes ML – Land Mobile, MLD – Telecommand Land Mobile, and MLP – Portable Land Mobile.

- **Click on the Land Mobile icon and drag it to the drawing area on the right.**

The Change Station Name window is displayed with Land Mobile as the station name.



- **Type WAT 1**
- **Click OK.**
- **Drag two more Land Mobile icons to the drawing area and name them WAT2 and WAT3.**

Editor will not permit duplicate station names.

## **Drawing Links Between Stations**

Links between stations are drawn as arrows from the transmitting Station to the receiving Station.





There can be only one link from any given transmitting Station to a receiving Station. In some cases, a reverse link also exists and is drawn as a single line with arrows on both ends.

## Drawing Links Between Stations

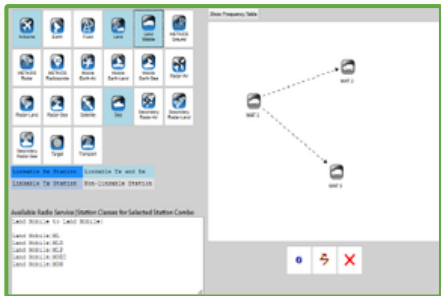
Links between stations are drawn as arrows from the transmitting Station to the receiving Station. There can be only one link from any given transmitting Station to a receiving Station. In some cases, a reverse link also exists and is drawn as a single line with arrows on both ends.

Draw a reverse link so that the receiving Station also becomes a transmitting Station, and the transmitting Station also becomes a receiving Station.

When drawing a link between two stations, always click on the transmitting station first, and then click on the receiving station.


- To create the first link: select the  button, click on WAT1, and then click on WAT2.
- Select the  button, click on WAT2, and then click on WAT1 to create a Uni-directional link.
- select the  button, and create a link from WAT1 to WAT3.
- select the  button, and create a link from WAT3 to WAT1.





Your diagram should now look like the image below:




## The Information Button

After links have been created, the Links/Selected Modes Page can be accessed through the information button.

- Click the  button
- Select a station

Station Information					
Link	Tx Station	Rx Station	Emission Des.	Radio Service	Station Class
	WAT 1	WAT 2			
	WAT 2	WAT 1			
	WAT 1	WAT 3			
	WAT 3	WAT 1			

Show all links Done

- Click on one of the  buttons to open the Links/Selected Modes page and see information connected to that link.

## Adding Equipment Data


The following section contains training on how to enter data for a typical certification request. As you proceed through this manual, enter the information provided below in your practice certification.

Information is distinguished by font:

**Editor page headings look like this**

- **Instructions look like this**

Data to enter looks like this

After entering the data on each page, click the  button in the lower right-hand corner to move to the next page.

- To begin entering data click the **Continue Link** at the right hand side of the screen.

## Classification, Handling and CUI

The Request Classification/Handling/CUI section gathers Classification and Special Handling data about this document. Answer each question and click "continue". At the end of this and every section you will find a "summary page" that displays warnings and errors. Use the summary page to navigate to answers that should be changed. The summary page for this section can be accessed with the appropriate "View Summary" link in the navigation panel.

- Click on the "Overall Classification" link.

*What is the overall classification of this document?*

- Select the Radio Button next to "U - Unclassified" to indicate the overall classification level of the SSRF being prepared.

Overall Classification: U - Unclassified

- Click: [Continue](#) 

*Does this document have handling restrictions?*

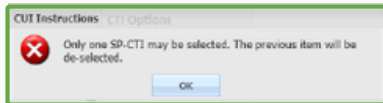
- Select SP-CTI-C under "CUI Instructions" and fill in the reason by clicking the .



SP-CTI-C	Controlled Technical Information DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors (fill in reason) (state of determination). Other requests for this document shall be referred to (insert controlling DoD official).	Fill In Reason: Date Of Determination: Controlling DoD Official:
<input checked="" type="checkbox"/>		

When CTI is selected, the CTI Distribution Statement will appear. All fields are mandatory and must be entered.

Although users can select multiple CUI markings, only one SP-CTI may be selected at a time. If more than one SP-CTI is selected, this error message will appear.



## Limited Dissemination Controls

Limited Dissemination Controls are used to limit or control who can, should (or should not) access CUI. Limited dissemination control markings may also be applied to CUI to amplify and supplement any dissemination controls authorized by a CUI Specified authority. Identify the Limited Dissemination Controls by checking the required rows

- Select "FEDCON"

Once a CUI Category or Limited Dissemination Control is selected, the Designation Indicator section will appear. The "Controlled By" field is mandatory and must be entered. The Point-of-Contact (POC) fields are optional.




Controlled By:



POC Name:


POC Phone Number:

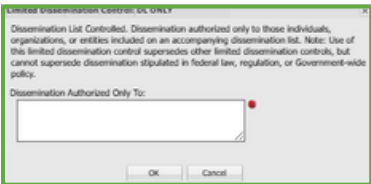
POC Email Address:

- Click the  icon for additional information about this section.


## DL ONLY

If a user selects "DL ONLY" and the pencil icon is selected in the options column, a popup window will appear to input additional required information. Non-blank input is required in order for the user to select . The user can select  to exit without input. If "DL-ONLY" is de-selected then the corresponding information in the options column will be cleared out.

The View Summary section will display an  error triangle on CUI if required information isn't entered for "DL ONLY". The cover page for the reports (FRP, Compliance, CoSS) will show the full entry as "DL ONLY <individuals, organizations, or entities included in dissemination list>".




## REL TO [USA, LIST]

If a user selects “REL TO [USA, LIST]” and the  icon is selected in the options column, then a widget appears that has a list of countries and their associated country code. The user is required to select a country by dragging it to the right pane. Multiple countries can be selected. When saved, this will appear as “REL TO [USA, LIST]” in the banner and in View Summary. USA must be selected, but is not pre-selected. If the user selects then USA does not get saved and no edits are applied. If “REL TO [USA, LIST]” is de-selected then the corresponding information in the options column will be cleared out. The View Summary section will display a red error triangle on CUI if USA is not selected as one of the “REL TO [USA, LIST]” countries. The cover page for the reports (FRP, Compliance, CoSS) will show the full entry as “REL TO [USA, <country code selection in caps in alphabetical order>]”.



## DISPLAY ONLY [USA, LIST]

If a user selects “DISPLAY ONLY” and the  icon is selected in the options column, a widget appears that includes a list of countries and their associated country codes. The user is required to select a country by dragging it to the right pane. Multiple countries can be selected. When saved, this will appear as “DISPLAY ONLY [USA, <country code selection in caps in alphabetical order>]” in the banner and in View Summary. USA must always be selected but is not pre-selected by default. If the user deselects USA or does not select it, USA will not be saved, and no edits will be applied. If “DISPLAY ONLY” is de-selected, the corresponding information in the options column will be cleared. The View Summary section will display a red error triangle on CUI if USA is not selected as one of the “DISPLAY ONLY” countries.



The cover page for the reports (FRP, Compliance, CoSS) will show the full entry as “DISPLAY ONLY [USA, <country code selection in alphabetical order>]”.



## Does this document contain Business Identifiable information (BII)?




BII is defined as "trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential." (5 U.S.C.552(b)(4)). "Yes" or "No" must be selected to continue.

- **Select "No"**
- **Click **

At this point, users can review answers and make any changes. View warnings and errors by clicking or mousing-over the warning  and error  icons. Users can click to change answers. Navigate back to this page by selecting the "View Summary" link under the desired section on the left side of this screen.

Request Classification/Handling/CIU Summary


Review your answers:

Review the answers and make any changes. View warnings and errors by clicking or mousing-over the warning  and error  icons. Click  to change your answer. Navigate back to this page by selecting the "View Summary" link under the desired section on the left side of this screen.

---

Overall Classification:  - Declared Conf

Special Handling Instructions:

Handling:  

Controlled By:

POC Name:

POC Phone Number:

POC Email Address:

EO:

- **When you have finished verifying the system, click **

## Transmitter Information

This section gathers technical data about a single transmitter by asking a series of questions. Just as with the classification section, at the end of this and every section you will find a "summary page" that displays warnings and errors. Use the summary page to navigate to answers that should be changed. The summary page for this section can also be accessed with the appropriate "View Summary" link in the upper-left corner of this page. At the end of these questions another transmitter may be added. This process repeats until data for each transmitter has been provided.

- **Click  to begin entering transmitter information**

## What is the Transmitter Nomenclature?

Normally there are specific protocols for nomenclature, requiring the Joint Electronics Type Designation System (JETDS) number (e.g., RT-1816) as the nomenclature. Or, if the transmitter does not have a JETDS number, provide the manufacturer model number (e.g., L-88A). Otherwise, a descriptive phrase (e.g., Command Guidance System (CGS) Projectile Subsystem Transmitter) is acceptable.

- **For this training document, we will use a descriptive phrase.**

Nomenclature: Walk & Talk Tx

- **Select the type of nomenclature.**

Type of Nomenclature: Other

Model No.: Walk & Talk Tx

If 'Commercial' is selected as the 'Type of Nomenclature' for a Transmitter or a Receiver, 'FCC Type Acceptance Number' becomes a required field. If the field is left empty, a red error triangle will appear on the View Summary page next to FCC Type Acceptance Number. A compliance error will also be generated if compliance checks are run.

## Who makes this transmitter?

As the user begins typing in the manufacturer field, a list of matching manufacturers will appear. You should only type a new manufacturer name (as opposed to selecting one that appears) if none of the options are correct.

- **Enter the Manufacturer name.**

Manufacturer: RELM Communications, Inc.

- **Click **

## What are the potential platforms?

Optionally, users may provide specific platforms where this transmitter is installed. All military vehicles should be identified by their proper military nomenclature. If the system is portable and not mounted on a vehicle, the user should be identified (e.g., carried by first responders, worn by flight deck crew).



The specified platforms are not the platforms that will be certified, but rather known platforms at the time the application was submitted.

- **Enter the following platform information**

#### Potential Platforms: Handheld

#### Device for First Responders

- Click 

### What is the Transmitter Type?

This section collects the modulation and function of the transmitter (e.g., “FM Communications”, “FM and FSK Communications” or “Pulse Doppler Radar”).

- **Under “Radar/Communications” select “Communications”**
- Click 

### What is the Output Device?

The type of device used for the final RF power output includes the transmitter type as well as the manufacturer model name.

- **Enter the output device type.**

Output Device Type: Transistor

- Click 

### What is the FCC Type Acceptance Number?

The Federal Communications Commission (FCC) Type Acceptance number indicates whether the transmitter has already been approved by the FCC. If there is no FCC Type Acceptance number, enter “NA”. Do not provide a number if the transmitter has been modified since acceptance.

- **Enter the FCC Type Acceptance No.:**

FCC Type Acceptance No.:

K95LT20002

- Click 

### What are the Mode Characteristics?

Each transmitter has one or more modes. Each mode defines the characteristics of a radio signal. Often each mode is uniquely identified by its emission designator, although some modes use the same emission designator. After entering data for the first mode, users may provide data for another mode.

Data entered here will affect the “Frequency Requirements” section. We have not yet filled out the Frequency Requirements section on the main page yet, so no extra action is required. Start by providing an Emission Designator.

- **Click on **

The following window will pop up:



- **Enter the following information:**


Type of modulation of the main carrier: F – Frequency modulation  
 Nature of the signal: 3 – A single channel containing analogue information  
 Type of information transmitted: E – Telephony (including sound broadcasting)  
 Necessary Bandwidth: 11 kHz

- **Click **

Then screen should show the following code entered into the Emission Designator Field

Emission Designator: U 11K0F3E 

A mode name can be used to identify an operating capability that this transmitter mode supports. The combination of emission designator and mode name will usually uniquely identify a transmitter mode. Many times, the emission designator alone will uniquely identify a mode, which is the method we will use for this training process.

- **Leave the Mode Name Blank.**
- **Click the  icon next to the Frequency Field and enter the frequency range.**


Low Frequency: 136 MHz  
High Frequency: 160 MHz

- **Click .**
- **Enter the following data for the rest of the Tuning Range Table.**

Tuning Step: 11 kHz  
Minimum Separation: 4 kHz  
Num Frequencies: 16

- **Enter the tuning method.**

Method of tuning: Synthesizer  
The RF Fundamental table collects the frequency offsets for this transmitter.

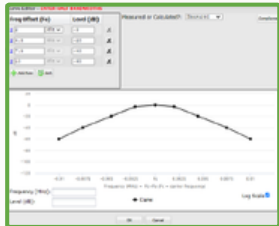
- **Click the .**
- **Enter the following values in the Freq Offset Column.**

2.0 kHz at -3 dB  
4.5 kHz at -20 dB  
7.5 kHz at -40 dB  
10.0 kHz at -60 dB

- **Indicate the data source.**

Source: Measured

The window should display an RF Fundamental curve as shown in the image below:



Power refers to the power supplied to the transmitter antenna.

- **Select Mean and enter the following data:**

Mean: 3 W

## Modulation Parameters

Because this is a modulated system, we will enter data pertaining to the signal modulation.

- **Click the  link under "Modulation Parameters."**

Not all of the information in this section is required for every certification request. For this exercise, we will only be entering Modulation type, Max Modulation Frequency, and Deviation Ratio. This will allow us to calculate the Peak Frequency Deviation

- **Enter the following data:**

Modulation Type: Analog  
Max Modulation Frequency: 3kHz  
Deviation Ratio: 0.833

- **Click on the  button after the Peak Frequency Deviation Field.**

The system should calculate a Peak Frequency Deviation of 2.499, and the modulation section should look like the following image:

After completing this step, users can select the [Close Section <](#) link or just scroll down to the next section.

Some systems may use spectrum spreading or pulsing to communicate. A user who requires these sections should click on the [Close Section <](#) link to enter data pertaining to these systems.

However, for our purposes, we will skip these sections and proceed to end of the mode data.

Frequency Tolerance is calculated using the following formula:

Frequency tolerance (ppm) = Maximum transmitter drift (Hz) / Center frequency (MHz).

If data exists in the Requested Frequencies fields on the NTIA General Information page and you change the frequency, emission designator or power information on this page, the links will be removed from the Requested Frequencies table, and you must revisit the Links/Selected Modes page to update them. This is also true for changes made to Receiver and Antenna information.

- **Enter the Frequency Tolerance.**

**Frequency Tolerance:** 2 ppm  
Because this is a Stage 4 system, the harmonic levels must be entered. These levels should be in dB relative to the peak output power of the carrier signal and should be negative numbers. Entering 'NA' into the Harmonic and Spurious Point fields is not permitted.

- **In the series of tables below enter the 2nd, 3rd, and Other Harmonic Levels.**

2nd Harmonic: -60 dB

3rd Harmonic: -60 dB

Other Harmonic: -60 dB

As with Harmonic Levels, Spurious levels are required for Stage 2, 3, or 4 systems. Do not include the harmonic emissions in this section.

- **Enter the Spurious level and check the “Maximum” check box after it.**

**Spurious Levels:** -60 dB

- Click [Continue >](#)

## Do you want to add another transmitter mode?

Transmitter modes can be added here and through the summary page. The summary page also provides tools to sort, copy and delete transmitter modes. Select “Yes” to add another transmitter mode.

- **Select “No” and click [Continue >](#)**

## Review your answers

At this point, users can review answers and make any changes. Users can view warnings and errors by clicking or mousing-over the warning and error icons. Users can click to change answers. Navigate back to this page by selecting the “View Summary” link under the desired section on the left side of this screen. When you are done, the screen should show the image below:



## Receiver Information

This section gathers technical data about a single receiver by asking a series of questions. Just as with the classification section, at the end of this and every section you will find a “summary page” that displays warnings and errors. Use the summary page to navigate to answers that should be changed. The summary page for this section can also be accessed with the appropriate “View Summary” link in the upper-left corner of this page. At the end of these questions another receiver may be added. This process repeats until data for each receiver has been provided

- **Click** **to begin entering receiver information.**

### What is the Receiver Nomenclature?

Normally there are specific protocols for nomenclature, requiring the Joint Electronics Type Designation System (JETDS) number (e.g., RT-1816) as the nomenclature. Or, if the receiver does not have a JETDS number, provide the manufacturer model number (e.g., L-88A). Otherwise, a descriptive phrase (e.g., Command Guidance System (CGS) Projectile Subsystem Receiver) is acceptable.

- **For this training document, we will use a descriptive phrase.**

Nomenclature, Manufacturer’s Model No.: Walk & Talk Rx

Type of Nomenclature: Other  
If ‘Commercial’ is selected as the ‘Type of Nomenclature’ for a Receiver, ‘Receiver Type’ becomes a required field. If the field is left empty, a red error triangle will appear on the View Summary page next to Receiver Type. A compliance error will also be generated if compliance checks are run.

### Who makes this receiver?

As the user begins typing in the manufacturer field, a list of matching manufacturers will appear. You should only type a new manufacturer name (as opposed to selecting one that appears) if none of the options are correct.

- **Enter the manufacturer name.**

Manufacturer: RELM Communications, Inc.

- **Click** 

### What are the potential platforms?

Optionally, users may provide specific platforms where this receiver is installed. All military vehicles should be identified by their proper military nomenclature. If the system is portable and not mounted on a vehicle, the user should be identified (e.g., carried by first responders, worn by flight deck crew). The specified platforms are not the platforms that will be certified, but rather known platforms at the time the application was submitted.

Potential Platforms: Handheld Device for First Responders.

- **Click** 

### What is the Receiver Type?

This section collects the generic receiver type.

- **Under Receiver Type, enter:**

Receiver Type: Tuned Radio Frequency

- **Leave the Direct Conversion/Homodyne checkbox blank.**
- **Click** 

### What is the local oscillator radiation?

Indicate Local Oscillator Radiation. The Local Oscillator Radiation equals the energy radiated by the local oscillator of a radio receiver. This field is only applicable to Radar receivers.

- **Leave the field blank.**

Local Oscillator Radiation:

- **Click** 

### What is the Conducted Emission Level?

Provide the power level of undesired signals generated in the receiver and conducted by way of the connection to the receiver

Conducted Emissions (dBm): -60

- **Click** 

## What is the FCC Type Acceptance Number?

The Federal Communications Commission (FCC) Type Acceptance number indicates whether the receiver has already been approved by the FCC. If there is no FCC Type Acceptance number, enter "NA". Do not provide a number if the receiver has been modified since acceptance.

- **Enter the FCC Type Acceptance No.:**

FCC Type Acceptance No.: K95LT20002


- **Click** 

## What are the Mode Characteristics?

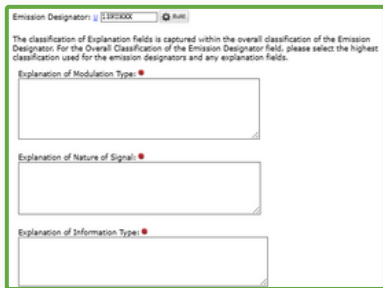
Each receiver has one or more modes. Each mode defines the characteristics of a radio signal. Often each mode is uniquely identified by its emission designator, although some modes use the same emission designator. After entering data for the first mode, users may provide data for another mode. Data entered here will affect the "Frequency Requirements" section. We have not yet filled out the Frequency Requirements section on the main page yet, so no extra action is required. Start by providing an Emission Designator.

### Emission Designator

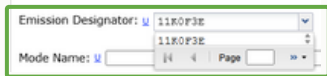
If "N" is selected as the Type of Modulation, the Emission Designator tool will default the Nature of the Signal field to "O" and the Type of Information Transmitted to "N" as shown below.

A  error icon will display if "N" is selected as the first character of the emission class, but the remaining characters are not "ON."

When X values are selected for the "Emission Designator Modulation" Type, "Nature of Signal" or "Information Type" fields, required explanation fields will appear as shown:



- **Select the 11K0F3E Emission Designator from the dropdown menu.**



A mode name can be used to identify an operating capability that this receiver mode supports. The combination of emission designator and mode name will usually uniquely identify a receiver mode. Many times, the emission designator alone will uniquely identify a mode, which is the method we will use for this training process.

### Tuning Range

- **Click the  icon next to the Frequency Field and enter the frequency range.**

Low Frequency: 136 MHz High Frequency: 160 MHz

### Method of Tuning

- **Enter the tuning method.**

Method of Tuning: Synthesizer

### Max Bit Rate

Because this is an analog system and not a digital system, the Max Bit Rate is not required.

## Frequency Tolerance

Frequency Tolerance is calculated using the following formula:

Frequency tolerance (ppm) = Maximum receiver drift (Hz) / Center frequency (MHz)

- **Enter the Frequency Tolerance**

Frequency Tolerance: 2 ppm

## Sensitivity

- **Enter data for the Sensitivity Level**


Sensitivity Level (dBm): -119 dBm

Criteria Type: SINAD Signal-to-Noise and Distortion Ratio (dB)

Criteria Level: 10

- **Enter 2 dB for Noise Figure.**

Noise Figure: 2

The Noise Temperature can be calculated by clicking the  button.

## IF Selectivity

Because this is a Double Conversion Super-heterodyne receiver, only the IF Selectivity for the 1st and 2nd stages is required.

- **Enter values for the 1st and 2nd stage IF Selectivity Frequency Offset.**

1st stage:

- 9 kHz at 3 dB
- 15 kHz at 20 dB
- 30 kHz at 60 dB
- Source: Measured
- IF Frequency: 455 MHz

2nd Stage:

- 16 kHz at 3 dB
- 20 kHz at 20 dB
- 40 kHz at 60 dB
- Source: Measured

## RF Selectivity and Sensitivity

RF Selectivity includes any significant attenuation contributed by the antenna, the antenna transmission line, preselection filters, and preamplifiers

- **Enter the following data for the RF Selectivity and sensitivity levels.**

Freq Offset (Fo) Level (dB)

4.5 MHz at 3dB

7.5 MHz at 20dB

15.0 MHz at 60dB

Source: Measured

Image Rejection (dB): NA

Spurious Rejection (dB): NA

Intermod Rejection (dB): 75

Adjacent Channel Selectivity (dB): 60



- **Click** 

## Do you want to add another receiver mode?

Receiver modes can be added here and through the summary page. The summary page also provides tools to sort, copy and delete receiver mode

- **Select “No” and click** 

## Review your answers

At this point, users can review answers and make any changes. Users can view warnings and errors by clicking or mousing-over the warning  and  error icons. Users can click to change answers. Navigate back to this page by selecting the “View Summary” link under the desired section on the left side of this screen.

## Review your answers

Receivers can be added here and through the navigation section on the left.

- **Select “No.”**
- **Click** 

## Antenna Information

This section gathers technical data about a single receiver by asking a series of questions. Just as with the classification section, at the end of this and every section you will find a “summary page” that displays warnings and errors. Use the summary page to navigate to answers that should be changed. The summary page for this section can also be accessed with the appropriate “View Summary” link in the upper-left corner of this page. At the end of these questions another receiver may be added. This process repeats until data for each receiver has been provided. Click to begin entering receiver information.

Receiver Information

- Click  to begin entering antenna information.

## What is the Antenna Nomenclature?

Normally there are specific protocols for nomenclature, requiring the Joint Electronics Type Designation System (JETDS) number (e.g., RT-1816) as the nomenclature. Or, if the antenna does not have a JETDS number, provide the manufacturer model number (e.g., L-88A). Otherwise, a descriptive phrase (e.g., Command Guidance System (CGS) Projectile Subsystem Antenna) is acceptable.

- For this training document, we will use a descriptive phrase.**

Nomenclature, Manufacturer's Model No.:

Walk & Talk Ant

- Select the type of nomenclature**

Type of Nomenclature: Other

- Click 

## Who makes this antenna?

Begin typing the name of a manufacturer. When typing, a list of matching manufacturers will appear. Choose one of the names that appear. You should only type a new manufacturer name (as opposed to selecting one that appears) if none of the options are correct.

Manufacturer: RELM Communications, Inc.

- Click 

## What is the Antenna Category?

EL-CID Online organizes antennas into three categories: Linear, Aperture, and Array.

The Linear category includes antennas that take forms created by straight or shaped wires, such as “blade”, “whip”, “stub”, “spiral”, or “dipole”. This category also includes “microstrip patch” and “slot”.

The Aperture category includes antennas that make use of surface reflectors and/or feeds, such as “horn”, “parabolic”, or “corner reflector” where a surface cross-sectional area is well-defined. This category also includes “dielectric lens”.

The Array category includes antennas that are made up of a collection of elements arranged in an array of some kind, where the signals from the multiple elements are adjusted in amplitude and phase and combined, such as a “dipole array”, or “phased array”.

- Select the antenna category**

Antenna Category: Linear

## What are the Antenna Characteristics?

Answer the following questions about the antenna characteristics.

Data entered here will affect the “Frequency Requirements” section. We have not yet filled out the Frequency Requirements section on the main page yet, so no extra action is required, however the Frequency Requirements fields must be checked after entering data here to ensure they remain accurate.

If a user selects an antenna, then the polarization field is required. If left empty, it is flagged with an error icon on the Antenna

Summary page as a required field. If the antenna polarization is “Other” or “Unknown”, then “Other” should be selected from the polarization drop down list.

- Click the  icon next to the Frequency Field and enter the frequency range.

Low Frequency: 136 MHz

High Frequency: 160 MHz

- Click 

The screen should now show:

Frequency(s)

136 - 160 MHz

+ Add Row

- Then add the rest of the data for the antenna

Main Beam Gain (dBi):0

Polarization: Linear

Horizontal Beamwidth (degrees):45

Vertical Beamwidth (degrees): 45



- Click [Continue](#)

## What are the Sidelobe Attenuations and positions?

Because the antenna pattern is uniform in both planes and symmetrical, we will enter generic data for this antenna.

- Enter “NA” for each of the fields.
- Click [Continue](#)

## Review your answers

At this point, users can review answers and make any changes. Users can view warnings and errors by clicking or mousing-over the warning  and error  icons. Users can click to change answers. Navigate back to this page by selecting the “View Summary” link under the desired section on the left side of this screen. After the page loads, you will not enter any additional data.

- Click on “View Summary” in the Navigation Panel.

The icons should now be gone and the summary page should show the image to the right.

- Click [Continue](#)

## Do you want to add another Antenna?

Antennas can be added here and through the navigation section on the left.

- Select “No.”
- Click on [Continue](#)

When you are finished entering Antenna data, the “View Summary” screen should look like this:

Antenna Nomenclature for:	
(0) Walk & Talk Ant	
Antenna Category	Isotropic
Antenna Type:	(0) Dipole
Antenna Characteristics for:	
(0) Transmit-Receive	
First Vertical Sidelobe Attenuation (dB):	(0) NA
First Horizontal Sidelobe Attenuation (dB):	(0) NA



## NTIA General Information

This section collects technical radio frequency (RF) data and administrative data about this application.

Answer each question and click continue. At the end of this section, a “summary page” displays warnings and errors. Use the summary page to navigate to answers that should be changed. The summary page for this section can also be accessed with the appropriate “View Summary” link in the upper-left corner of this page.

Complete this section last. If you try to complete this section before the transmitter, receiver and antenna sections, you will not be able to reference the transmitters, receivers, and antennas in the Requested Frequencies question (i.e., “What electromagnetic spectrum are you requesting?”).

If you complete this section and subsequently revise frequency, emission designator, or power information in a transmitter, receiver, or antenna section, you must revisit the Frequency Requirements data in this section (including corresponding field level classification) to ensure the Frequency Requirements data remains correct.

### What is the System Nomenclature?

Often the Application Title and the System Nomenclature are the same. However, they should be different if this application is for a subsystem of the entire system.

- **Enter the nomenclature.**

Nomenclature, Manufacturer’s Model No.: Walk & Talk

Type of Nomenclature: Commercial

### What is the Application SPS Number?

If a Spectrum Planning Subcommittee (SPS) document identifier has been assigned by NTIA, provide it below. (This is not the same as the Certification of Spectrum Support number.)

No entry needed; this field will automatically populate.

## Identify Station(s)

On the following page you will be asked for information about stations. A station represents a generic location where equipment is used. After the stations are defined, operating characteristics (e.g., frequencies, emission designators, maximum powers) will be associated with transmitting and receiving stations to form communication links.

### What type of station is this?

Several of the data fields are prepopulated with information from the SID. Station Type should already say “Land Mobile.” Station Name should already say “WAT1,” however this can be changed at this point. The type of station selected will affect which radio services and station classes can be selected later, as defined by this list.

Station Type: Land Mobile

### What is the name of this station?

Station Name: WAT1

### What is the description of this station?

- **Provide a short, unique, description for this station.**

Station Description: Handheld unit used for communication with first responders.

### What equipment is associated with this station?

At this point, users can specify the transmitters, receivers and/or antennas that are on this station. If any equipment is associated with this station, it will no longer be considered generic.

If you do not choose to enter equipment information here, you can associate equipment with stations on the Links/Selected Modes page.

- **Click the  button.**

**Import Equipment** the type of station. The type of station selected will be used to select equipment associated with this record and associate it with this station.

Type	Nomenclature
<input type="checkbox"/> Transmitter	Walk and Talk Tx

OK Cancel

- Select the **“Walk and Talk Tx.”**
- Click on the **OK** button.

The popup will close, and transmitter will appear as the Station Transmitter.

**Station Transmitters:**

Transmitter 1	Walk and Talk Tx
---------------	------------------

The Station Receiver can be selected in the same fashion.

- Click on the **Add Receiver** button.
- Select the **Walk and Talk Rx**, and click **OK**.

The popup will close, and the receiver will appear:

**Station Receivers:**

Receiver 1	Walk and Talk Rx
------------	------------------

The Station Antenna can be selected in the same fashion.

- Click on the **Add Antenna** button.
- Select the **Walk and Talk Ant**, and click **OK**.

**Station Antenna:**

Antenna 1	Walk and Talk Ant
-----------	-------------------

The popup will close, and the receiver will appear as the Station Antenna.

## Where does this station operate?

If this is a satellite or trunking system, then open this section and provide the operating locations for this station. For other types of systems the operating locations are specified later for the entire certification. Because this is not a satellite or trunking system we will move past this page and enter location data later in the process.

- Click **Continue**

After entering the information for the first station, a page will load for the next station in the system.

- For both the **WAT 2** and **WAT 3** stations, enter the same description.
- After each page is finished, click



## Adding Stations

During this training we have already entered three stations, so we will move on.

- Select **“No.”**
- Click **Continue**



## What electromagnetic spectrum are you requesting?

in the transmitter, receiver and antenna sections you have specified the full capabilities of the equipment. On this page, you specify the operating characteristics (e.g., frequencies, powers, emissions) you are requesting. This might be a subset of the full equipment capabilities. This page also indicates communication links and how equipment will be installed on stations.

Use the icons to edit data in each row. Add rows or copy rows as needed to accurately reflect the electromagnetic operating characteristics of each station-to-station link.

If you change frequency, emission designator, or power information in a Transmitter, Receiver, or Antenna section after filling out this table, you need to revisit this table and ensure the data fields and corresponding classifications remain correct.

Links	Equipment	Requested Frequencies	Emission/Power
Stations: (U) WAT 1 / (U) Land Mobile --> (U) WAT 3 / (U) Land Mobile	Transmitter: Antenna(s): Receiver: Antenna(s):	Frequency(s): Services / Station Classes:	Emission/Power:
Stations: (U) WAT 1 / (U) Land Mobile --> (U) WAT 2 / (U) Land Mobile	Transmitter: Antenna(s): Receiver: Antenna(s):	Frequency(s): Services / Station Classes:	Emission/Power:

If users have navigated to the Links/Selected Modes page by using the  button, and clicking on a  button, the selected link will be highlighted with a dotted red line, as shown here.



- Click on the  icon by the WAT1 to WAT2 Station Link.

The following window should open.

In the system we are imagining, there is two-way communication between WAT1 and WAT2 using the same operating characteristics.

- Click the  button.

Next, we will select the transmitters and receivers for this station. We will select these from the transmitters and receivers we have already created in the earlier sections of this process.


- Click on the  icon in the first row in the “Equipment” column after “Transmitter.”

The following window will appear:

- Select the Transmitter previously entered.

Transmitter: Tx #1: (U) Walk & Talk Tx

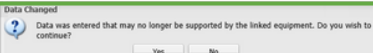
- Select the check box next to both Antennas and leave the Coupling Loss field blank.

Ant #1: (U) Walk & Talk Ant 

Coupling Loss:

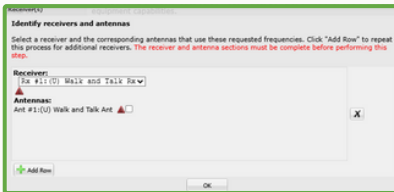
- Click the  button.

The following dialog box will appear:



- Click the  button.
- Click on the  icon in the first row in the “Equipment” column after “Receiver.”

The following window will open:



- Select the Receiver previously entered.

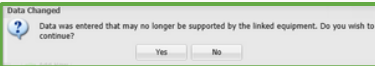
Receiver: Rx #1: (U) Walk & Talk Rx

- Select the check boxes next to the Antennas.

Ant #1: (U) Walk & Talk Ant

- Click the  button.

Again, the following dialog box will



- Click the  button.

Next, we will enter the requested Frequencies and Services/Station Classes.

- Click on the  icon in the first row in the “Requested Frequencies” column.

The following window will open:



Appropriate services can be dragged from the left column to the right column.

- Drag Codes ML and MLD into the right-hand column.

Below, under “Identify Frequencies,” the system will select frequencies within which the system is capable of operating. Under Status, the system indicates whether the frequencies available are In-band, Out-of-band, or Out-of-band (Not Federal allocation).

- Click the  button to select In-Band Frequencies Only.

The system should identify 138 - 144MHz, 148 - 149.9 MHz, and 150.05 - 150.8 MHz as the In-band Frequencies.

- Click the  button.

Next, we will enter data in the Emission/Power column.

- Click on the  icon in the first row in the “Emission/Power” column.

The following window will appear:



The Emission Designator popup will automatically filter for Emission Designators that match the frequencies selected in the previous step.

- **Select the Transmitter dropdown.**
- **Select the (U) Walk and Talk Tx.**

The Power, Power Type, and Emission Designator fields will populate with data automatically, as shown below.

The Power, Power Type, and Emission Designator fields will populate with data automatically, as shown below.

- **Check the box next to the appropriate data row.**
- **Click the  button to close the window.**

The row will have the following data associated with it.

Links	Equipment	Requested Frequencies	Emission/Power
Stations: <input type="checkbox"/> WAT 2 / <input type="checkbox"/> Land Mobile <input checked="" type="checkbox"/> WAT 3 / <input type="checkbox"/> Land Mobile	<input checked="" type="checkbox"/> Transmitter: Tx #1 <input type="checkbox"/> Antenna(s): ANT #1  <input type="checkbox"/> Receiver: Rx #1 <input type="checkbox"/> Antenna(s): ANT #1	Frequency(s): These are In-Band: <input type="checkbox"/> 138 - 144 MHz <input type="checkbox"/> 148 - 149.9 MHz <input type="checkbox"/> 150.05 - 150.8 MHz Services / Station Classes: <input type="checkbox"/> Land Mobile/ML <input type="checkbox"/> Land Mobile/MLD	Emission/Power: <input type="checkbox"/> 138DPM3, <input type="checkbox"/> 3 W Nben

We will follow a similar process for the second station, with the exception that the WAT1 to WAT3 link is not bi-directional.

- **Click the  icon by the WAT1 to WAT3.**

Next, we will select the transmitters and receivers for this station. We will select these from the transmitters and receivers we have already created in the earlier sections of this process.

- **Click on the  icon in the second row in the “Equipment” column after “Transmitter”.**
- **Select the Transmitter previously entered.**

Transmitter: Tx #1: (U) Walk & Talk Tx

- **Select the check box next to the Antenna and leave the Coupling Loss field blank.**

Ant #1: (U) Walk & Talk Ant

Coupling Loss:

- **Click the  button.**
- **Again, click the  button when the dialog box appears.**

Next, we will enter the Requested Frequencies and Services/Station Classes.

- **Click on the  icon in the second “Requested Frequencies” column.**
- **Drag Codes ML and MLD into the right-hand column.**
- **Click the  button to select In-Band Frequencies Only.**

The system should identify 138 -144MHz, 148 -149.9 MHz, and 150.05 - 150.8 MHz as the In-band Frequencies. Note: If Out-of-band is selected, a justification must be entered.

- **Click the  button.**

Next, we will enter data in the Emission / Power column.

- **Click on the  icon in the second row in the “Emission/Power” column.**

The Emission Designator popup will automatically filter for Emission Designators that match the frequencies selected in the previous step.

- **Select the Transmitter dropdown.**
- **Select the (U) Walk and Talk Tx.**

The Power, Power Type, and Emission Designator fields will populate with data automatically, as shown below.

- **Check the box next to the appropriate data row.**
- **Click the  button to close the window.**

The upper two rows look like the following image:

Links	Equipment	Requested Frequencies	Emission/Power
Stations: (U) WAT 1 / (U) Land Mobile --> (U) WAT 3 / (U) Land Mobile	Transmitter: Tx #1 Antenna(s): Ant #1  Receiver: Rx #1 Antenna(s): Ant #1	Frequency(s): These are in-band. (U) 138 - 144 MHz (U) 148 - 149.9 MHz (U) 150.05 - 150.8 MHz Services / Station Classes: (U) Land Mobile ML (U) Land Mobile MLD	Emission/Power: (U) 11K0F3E, (U) 3 W Mean
Stations: (U) WAT 1 / (U) Land Mobile --> (U) WAT 2 / (U) Land Mobile	Transmitter: Tx #1 Antenna(s): Ant #1  Receiver: Rx #1 Antenna(s): Ant #1	Frequency(s): These are in-band. (U) 138 - 144 MHz (U) 148 - 149.9 MHz (U) 150.05 - 150.8 MHz Services / Station Classes: (U) Land Mobile ML (U) Land Mobile MLD	Emission/Power: (U) 11K0F3E, (U) 3 W Mean

## Where will this system be operated?

Enter the geographic locations where this equipment will be used during the current stage. If this is a satellite system leave these fields blank and enter geographic locations on the station page. If this is a trunking system enter the geographic location of the system as a whole here and also enter the geographic location of each base station and repeater on the station page.

Because this is neither, we left blank the location information earlier. We will enter that data now.

- **Click the Location Type dropdown menu and select "Area/Polygon."**


Location Type: Area/Polygon

- **Click on the Approved Locations dropdown.**
- **Begin typing "MD" into the field.**

As you type, the system will offer auto-complete options.

- **Select "MD-Andrews Airforce Base."**

The system will indicate 947 points are selected. This system will also be used at a training facility in Virginia.

- **Click  to add a second location.**
- **Click the Location Type dropdown menu and select "Area/Polygon."**
- **Select an approved location.**

## The Globe Feature

The Globe Feature provides a dynamic and visual representation of the geographic locations of your equipment. This feature, accessible under the "Where will this system be operated" section of the Stations page and Links/Selected Modes page, offers a comprehensive view of your system's positioning. To utilize the Globe Feature:

- **Click on the  icon.**



Geographical Areas

Location Type: Area/Polygon Approved

Approved Locations: MD - Andrews Air Force Base

City/Area: MD - Andrews Air Force Base

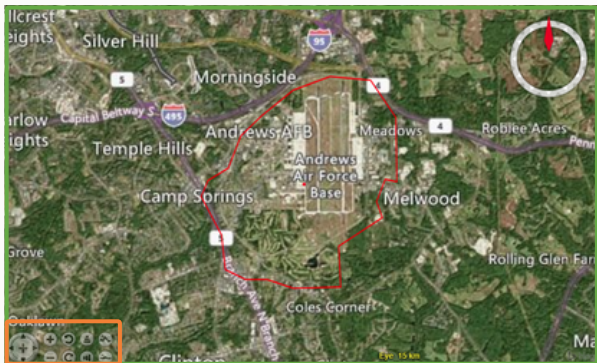
State/Country: Maryland






Classification of these fields: j

22 points entered. [Edit Points](#) [Clear Points](#)


Classification of these fields: j

Once selected a new window will appear displaying a map with the current stage's



- Use the **Zoom In/Out**  buttons to adjust the zoom level for a closer or wider view.
- Use the **Pan**  button to explore different areas of the map.
- Use the **Rotate**  Buttons to change the orientation of the map.
- Use the **Terrain Perspective**  buttons to adjust the map perspective.
- Use the **Increase/Decrease Terrain**  buttons to manipulate the visibility of terrain elements on the map.

When you've finished using the globe feature:

- **Close the globe pop-up window to return to The Editor.**
- Click 

### What is the system review stage?

The system review stage refers to the operational level of the system requesting certification. Users should choose the Stage that applies based on the definitions present on the page. The system for this training session is Stage 4, Operational.

- Click 

### What is the timeline for this certification?

In this section we will describe the type of information sent between the transmitter(s) and receiver(s) (e.g., analog voice, digital voice, pulse compression radar pulses), the modulation types used and any processing prior to modulation such as signal spreading or multiplexing. For digital systems, specify the maximum information bit rate.

The timeline includes the target date for approval of the application and the dates the system will require the identified frequencies

- **Provide the following dates for this request.**

Target Application Approval: 2023-10-11

Target System Activation Date: 2022-05-30

Target System Termination Date: 2031-05-30

- Click 

## How many units will be operated?

This section collects the total number of units planned for the current allocation stage. The number entered should be the sum of all units being built, procured and used.

- **Enter the number of units.**

Number of Units: 45

- Click 

## What is the System Description?

Describe the function of the system or subsystem.

- **Enter the system purpose description.**

System Purpose and Concepts: This unit is a small, light-weight radio capable of providing two-way ground communications.

- Click 

## Is this system expected to be used during emergencies?

This data indicates whether the system is expected to be used during a National Security Emergency Preparedness event.

- **Select the radio button by “Yes.”**

NSEP Use: Yes

## What are the information transfer requirements?

In this section we will describe the type of information sent from the transmitter(s) and receiver(s) (e.g., analog voice, digital voice, pulse compression radar pulses), the modulation types used and any processing prior to modulation such as signal spreading or multiplexing. For digital systems, specify the maximum information bit rate.

- **Enter the Information Transfer Requirements.**

Information Transfer Requirements:

Analog Voice information using analog modulation.

- Click 

## What is the estimated initial cost?

The estimated initial cost is used to evaluate the size and complexity of the system. It is not intended to be a determining factor in the system review.

For Stages 1 and 2, provide the cost of research. For Stage 3, provide the development cost. For Stage 4, provide the cost for purchasing all the equipment, that is the price of a single unit multiplied by the total number of units to be procured

- **Because this is a Stage 4 system, enter the purchase cost.**

Estimated Initial Cost of the System: \$9000

- Click 

## What is the system relationship and essentiality?

Here we will describe the relationship between the proposed system and the function it is intended to support. We should also indicate why this system is essential to that function. If this system interfaces with other systems or platforms, users should indicate that.

- **Enter the description of system essentiality in the field.**

System Relationship and Essentiality: These radios will enable communication with first responders in the field during an emergency. They are the exclusive system intended in emergency circumstances.

- Click 



## What existing systems might be replaced by this system?

This section collects the names of existing systems that might be replaced by this system. No action will be taken to cancel frequency assignments or allocations for existing systems based on this response.

- **For training purposes, enter “Not Applicable” to indicate there are systems expected to be replaced.**

Replacement Information: Not Applicable

- Click 

## Is this an ITU-exempt satellite system?

This section indicates whether this is a satellite system that is exempt from submitting notification to the Radiocommunication Bureau.

- Select “No.”
- Click 

## What is the submitting agency?

This section collects the agency that originated this application as well as other agencies that may use this system.



- **The name of the agency you work for is automatically filled in based upon your login. You may leave the other field blank.**

Originating Agency:

Other Using Agencies:

- Click 

## Review your answers

At this point, users can review answers and make any changes. Users can view warnings and errors by clicking or mousing-over the warning  and error  icons. Users can click to change answers. Navigate back to this page by selecting the “View Summary” link under the desired section on the left side of this screen.

- Click 



## Saving Completed Documents

After this step, the SSRF has been completed. The next step is to save the document and then send it to NTIA for approval.

The SSRF can be saved as a PDF, or in the native .xml format, which option must be chosen to upload the file as an application in EL-CID Online

### PDF

To save the document as a pdf, follow these steps:


- **Click on the  Documents link**
- **Select “Full Record Print” and any desired compliance checks.**
- **Click the  button.**

The system will generate a PDF with the Full Record Print and Compliance Checks.

- **Save the PDF to your local computer to complete the process. If CUI is present, cover page will be generated.**

### SSRF

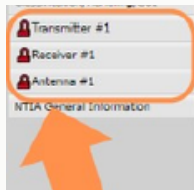
To download the completed SSRF document in its native .xml format, allowing for easy upload to EL-CID Online, follow simply follow this step:

- **Click the  Save button in the Editor Toolbar.**

The document will download to the user’s computer. After the application file has been prepared, the Certification Request must be initiated through the EL-CID Online Workflow.

## Files with Approved Equipment

When opening a file in Editor containing approved equipment, an approval lock icon will appear next to the Transmitter, Receiver, and/or Antenna sections in the left-hand navigation panel.



If any edits or changes are made to the approved equipment, the approval lock will disappear. The approval lock will reappear if you reverse the changes made to the approved equipment.

## Initiating Request

After logging in to EL-CID Online as an agency submitter, the user can initiate the certification request process

- Find the Start New Request widget in the lower left-hand corner of the main dashboard.
- Click the start button.

By default, the “Open work item as soon as initiated” check box is select-ed so that when the user clicks the initiate button the task form will open.

The initiate Process dialogue box opens.

- Input the process name and a description.

Process Name: Walk & Talk

Certification Request

Description: Handheld Radio System

- Click the **Start** button.

The system will initiate the request and open the Task Form tab.

- Click on the **Document** link in the upper right corner.

The system will open the Documents page in a new tab. On the documents page, users may upload any documents pertinent to the request. These documents will stay with the request throughout NTIA's certification process.

Users must attach an Application Record (the Document created using the Editor) and a Cover letter.

- Click the **Upload File** button in the upper right-hand corner.

The Upload File document box opens.


- Click **Choose File**
- Select **“Completed Handheld Radio Application.xml”**
- Check **“This file is unclassified.”**

- Indicate the Document Type:  
Document Type: Application
- Set the Overall Classification.

Overall Classification: U - Unclassified.

Identify the special handling restrictions by dragging and dropping them from left to the right areas below.

Select "A - Approved for public release; distribution is unlimited (DoD) Directive 5230.24)."

- **By clicking on its tile in the left column and dragging onto the right-hand column.**
- **Click** 

The system will upload the file.

After a successful upload, the following message will appear.



- **Click** 

This process should be repeated for each file to be uploaded.

- **Click the**  **button in the upper right-hand corner.**

The Upload File document box opens.

- **Click** 
- **Select "Cover letter.txt"**


Overall Classification: U - Unclassified.

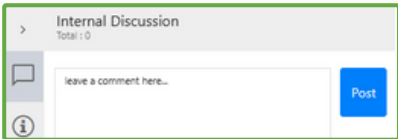
Uncontrolled Unclassified Information (UUI) is automatically selected.


Handling Instructions: Uncontrolled Unclassified Information (UUI)

- **Click** 

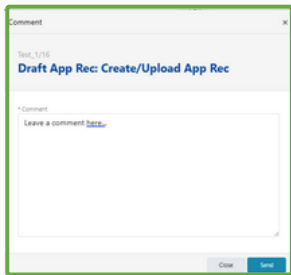
After all the appropriate documents have been attached to the request. Users can complete the request initiation by returning to the task form.

- **Close the Documents Page tab.**
- **Select the**  **button to keep the comment section open indefinitely.**
- **Post a comment in the Internal Discussion panel**



- **Click**  **to finish the request initiation.**

The system will open a window to provide another opportunity to make a comment.



## Checking Request Status

An agency representative can check the status of a certification request at any time simply by logging on to EL-CID Online .

Requests still being processed will be listed on the "My Active Requests" table and will show the status of the request. Clicking on the Process Name of a request in the "My Active Requests" table will open a window showing processing details of the request. Requests that require additional information from the submitter will display in the "My Tasks Table". They will be listed with the task name "**Request Info: Provide Info.**"



Requests that have completed the certification process will display in the "My Completed Requests" table. Again, clicking on the process name will open a window showing details of the request processing.

## Editing an unapproved certification Record


An NTIA analyst may return a certification request back to an Agency Submitter for updates or correction. If this is the case, the task will appear in the “My Tasks Table

- **To provide the required information, click on the task name.**
- **Read the comments in the internal discussion on the left side of the page.**

This will tell the user what information must be required to continue the certification process.

- **Click on the  link to open the Documents Page.**
- **Click on the  next to the Application document to open the request in the Editor.**

Use the Navigation panel to find the appropriate field for the required information.

- **After adding the required information, save the document, and return to the Task Form.**
- **Click on the  icon to the right of the application file and select “Update” to upload the edited version of the Certification of Spectrum Support.**

## Submitting Revisions

Agencies may discover that the deployment of a certified system changes in such a way that, while the majority of the equipment information remains the same, the equipment requires and adjusted certification. In these situations, agency representatives should submit a certification revision.

## NTIA Request for Information

At times during the certification process, the SPS Secretary, the SPS Chair or Vice Chair, or an SRB Review Engineer may return the certification request to the Agency Representative for more information. This may indicate an error in the initial request or simply seek the clarification of some ambiguity.

- **Open the Task Form by clicking on the blue Task Name link in the My Tasks Table.**
- **After the Task Form opens, read the comments in the internal discussion panel. The comments will have instructions or questions from NTIA.**

The question may be easily answerable by adding a comment in the discussing panel. If so, make the appropriate comment and then click the Comment Button.

Otherwise, if the request for information requires addressing one or more of the documents associated with this Certification Request, click on the Documents Page Link link in the upper right hand corner, and download, edit and replace any documents that require your attention. After this, make a comment detailing the changes you have made, and click Comment Button.

## Editing the Certification

Just as when creating a certification request from scratch, users should open the EL-CID Online Editor either through the workflow, the documents page of a request, or the web address.

However, instead of creating a new application, agency representatives will use the Editor to open a previous certification.

- **Select the radio button next to “Open” and choose a file from the local drive.**

The System will load the previous application.

After that, users should move through the data entry fields and change the necessary data before saving and downloading the adjusted document.

Users can use the buttons but will probably know exactly what data must be changed, making the Navigation panel a more efficient means of finding the appropriate data fields.

- **When finished updating the application, click the  link**

The Full Record Print/Compliance dialog box will pop up.

- **Select all the available options to ensure complete data.**
- **Download and save the resulting PDF. If CUI is present cover page will be generated.**

The new application can now be submitted through the workflow.

## Initiating the Request

Just as with any other certification request, to initiate a revision request, users should log in to the Workflow locate the “Start New Request” widget in the bottom right-hand corner.

- **Click the start button.**

The initiate Process dialogue box opens.

- **Input the process name and description.**

“Urgent” and “Secure” are not generally used to describe a request by the SPS. These check boxes should be left unchecked.

- **Click the  button.**

The system will initiate the request and open the Task Form.

- **Click on the  link in the upper right corner.**

The system will open the Documents page in a new tab. On the documents page, users may upload any documents pertinent to the request. These documents will stay with the request throughout NTIA’s certification process.

## Required Documents

There are three documents agency representatives must attach to a certification revision.

- The Application – The Application should contain the updated data for the system. All the data contained in the application should accurately reflect the updated system.
- A Previous Application - This document is the Certification of Spectrum Support that was modified for this revision. NTIA will use the Previous Application to compare with the current application and verify the changes.

- A Cover Letter – The Cover Letter should explain to NTIA that this application is a revision of a previous certification, and detail the specific data changed between documents.
- Other documents can, of course, be uploaded as required for clarity and completeness.

## NTIA Processing



After accessing the EL-CID Online page, log in using the above screen. The EL-CID Online Workflow Dashboard opens, allowing users to access tasks. This section of the training manual explains to NTIA employees how to process certification requests using EL-CID Online. This training is also applicable to employees of other federal agencies who help with certification processing through their work with the Spectrum Review Branch, or the Spectrum Planning Subcommittee.

## Logging into EL-CID Online

Users access the EL-CID Online workflow through role-based user accounts.

- Go to the EL-CID Online landing page at [ecotest.ntia.gov/index.html](http://ecotest.ntia.gov/index.html). Click on the Internal Work-flow button, and log in to the EL-CID Online sys-tem..

## Accessing a Task

When the user logs into the application, the Requests dashboard will appear. This is the main work screen in the EL-CID Online workflow. All the tasks currently or formerly assigned to the user are displayed on this page in three tables.

- **To open a task, click on the process name in the “My Tasks” table.**

## My Tasks

The My Tasks table in the top-middle of the screen stores requests requiring actions on the part of the user. The “My Tasks” table is the primary work area users will visit within the Requests dashboard. To open any request and complete the task associated with it, click on the task name. This will open the Task Form and provide detailed information for the certification request.

## My Active Requests

The My Active Requests table contains all open requests initiated by the user or that the user participated in at some point. Instead of a My Active Requests table, the SRB Chief and engineers view an “All Active Requests” table containing all open requests in the workflow. To view basic information about an active or completed request, click on that specific request.

## My Completed Requests

The My Completed Requests table is located in the bottom of the interface. It stores requests initiated or processed by the user which have been completed and moved out of request processing. Because these requests require no further actions, the My Completed Requests table is primarily for record keeping and performance assessment purposes. The SRB Chief and engineers are able to see ALL completed requests.

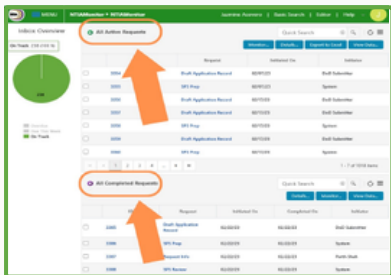
## Workflow Monitor Roles

The Workflow "Monitor" role provides access to two primary tables: All Active Requests and All Completed Requests. There are two types of Monitor roles: The "NTIA Monitor" and "<Your specific agency> Monitor". For example, if your agency is Navy, your monitor role will be called Navy Monitor.

### NTIA Monitor

The NTIA Monitor Role displays all active and completed requests from every agency utilizing the system. To access this role:

- Select the **MENU** button in the upper left-hand corner.
- Select **NTIAMonitor** and then select **Monitor** to switch to the new dashboard.



## Monitoring Agency Requests

This role is specifically tailored for individual agencies. Allowing Users to view all active requests, completed requests pertinent to that particular agency, and all completed requests from all agencies.

- Select the **MENU** button in the upper left-hand corner.
- Select **NTIAMonitor** and then select **Monitor** to switch to the new dashboard.



## Task Form Information

When a user selects a specific task from the request dashboard, the task form workspace screen appears. After the Task Form opens, the user should follow these three steps:

1. Review the instructions in the center panel
2. Complete any steps required by the instructions.
3. Leave a comment in the internal discussion panel.
4. Click the **Complete** button in the upper right-hand corner.

Before initiating the next step, users must always make a comment in the discussion panel indicating their decision and reasoning, along with any other information for the person who will handle the next step.

If a user attempts to complete the task without making a comment, the system will prompt a comment with a pop-up window.

After reviewing the information associated with a request, and leaving a comment, the user should complete the task and send the request on to the next step in the certification process.

Instructions and tasks will be different for each role and user task in EL-CID Online. Be sure to read and understand the instructions before proceeding with each task. Instructions can be found in the center panel.

**SPS Review: Record SPS Results** SPS Review

Next Step:

- Approved
- Table to SPS
- Table to WGB
- Table to SPS Chair
- Table to Agency
- Noted/Withdrawn

Option "Approved" takes the request to SSD Processing.

Option "Table to SRB" takes the request to SRB Processing.

Option "Table to WGB" allows SPS Secretary to record response from WGB, back to SPS Prep to put it back onto Agenda.

Option "Table to SPS Chair" allows SPS Chair to record response from Agency or send it back to SPS Prep.

Option "Table to Agency" takes the request back to to Draft Application Record.

Option "Noted/Withdrawn" ends the request.

Please enter instructions in Internal Discussion section on the right panel.

Internal Discussion  
Task 12

Enter comment

Post


Vijaya Peters  
05/09/24 09:55  
on agenda

Vijaya Peters  
05/09/24 09:53  
submit to NTUA

Document Comment Complete





## Documents Associated with a Request

Following the instructions for each task will likely involve reviewing or adding documents to the request. Documents associated with a request are accessed through the  link in the upper right-hand corner.


- **To access the documents, click on the  link.**

The Documents Page opens in a separate tab. The page indicates classification levels, and document types for each document attached to the request.

Each attached document can be accessed simply by clicking on the document name.


The document page indicates SSRF documents by placing an  icon next to the document classification. Clicking on the  icon will open the document in Editor.

At the bottom of the page, a navigation bar provides navigation in the unlikely event that the number of documents associated with a request is too large to fit on a single screen.

There are several document tools accessible through the  icon to the right of each document.

Depending on the user role and task assigned, different tools will be available for each document type.

- Use "Download" to save a copy of the document to the local computer.
- Use "Delete" to remove a file from the request.
- Use "Update" to substitute an old file with a new file of the same type.
- Use "Rename" to change the name of the file.



The "Upload File" button is used to upload documents. After a user presses , the system will open a dialog box explaining how to attach a file to the request.



The screenshot shows a web interface for managing documents. At the top, there are instructions for non-SSRF files and a list of document types. Below that, there are dropdown menus for 'Document Type' and 'Overall Classification'. A section titled 'Handling Instructions' contains a table with columns for 'CSIS Alias', 'CSIS Category', and 'CSIS Options'. The table lists various document types like 'SIS', 'SIS-01', 'SIS-02', etc., with their corresponding categories and options. At the bottom, there is another section for 'Limited Classification Controls' with a similar table structure.

CSIS Alias	CSIS Category	CSIS Options
SIS	Unclassified Information	Download
SIS-01	Global Foreign Information	Download
SIS-02	Global Cultural Information	Download
SIS-03	Canadian National Information	Download
SIS-04	Canadian National Information	Download
SIS-05	Canadian National Information	Download
SIS-06	Canadian National Information	Download
SIS-07	Canadian National Information	Download
SIS-08	Canadian National Information	Download
SIS-09	Canadian National Information	Download
SIS-10	Canadian National Information	Download
SIS-11	Canadian National Information	Download
SIS-12	Canadian National Information	Download
SIS-13	Canadian National Information	Download
SIS-14	Canadian National Information	Download
SIS-15	Canadian National Information	Download
SIS-16	Canadian National Information	Download
SIS-17	Canadian National Information	Download
SIS-18	Canadian National Information	Download
SIS-19	Canadian National Information	Download
SIS-20	Canadian National Information	Download
SIS-21	Canadian National Information	Download
SIS-22	Canadian National Information	Download
SIS-23	Canadian National Information	Download
SIS-24	Canadian National Information	Download
SIS-25	Canadian National Information	Download
SIS-26	Canadian National Information	Download
SIS-27	Canadian National Information	Download
SIS-28	Canadian National Information	Download
SIS-29	Canadian National Information	Download
SIS-30	Canadian National Information	Download
SIS-31	Canadian National Information	Download
SIS-32	Canadian National Information	Download
SIS-33	Canadian National Information	Download
SIS-34	Canadian National Information	Download
SIS-35	Canadian National Information	Download
SIS-36	Canadian National Information	Download
SIS-37	Canadian National Information	Download
SIS-38	Canadian National Information	Download
SIS-39	Canadian National Information	Download
SIS-40	Canadian National Information	Download
SIS-41	Canadian National Information	Download
SIS-42	Canadian National Information	Download
SIS-43	Canadian National Information	Download
SIS-44	Canadian National Information	Download
SIS-45	Canadian National Information	Download
SIS-46	Canadian National Information	Download
SIS-47	Canadian National Information	Download
SIS-48	Canadian National Information	Download
SIS-49	Canadian National Information	Download
SIS-50	Canadian National Information	Download



- The box will ask users to do the following:
- Select a file to add to the request.
- Select the document type.
- Indicate the overall classification.
- Choose handling instructions.

User can click  to upload the file, or  to return to the Documents Page. To exit the Documents Page, close the tab.

The drop-down options:

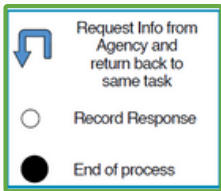
**'Information in support of application,' 'Request for Waiver,' and 'Explanation of Non-compliance'** have been removed for Submitters when uploading documents. Previous documents existing with the listed document types have been updated to 'Other.'

## NTIA Internal Workflow

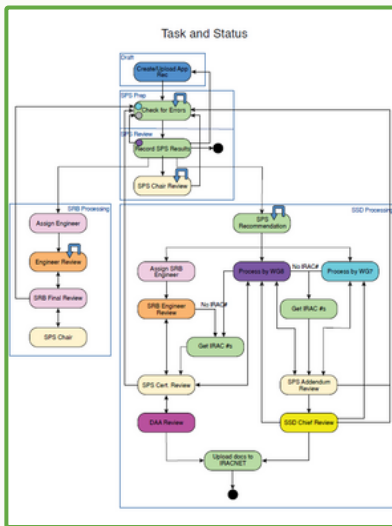
To the right is a task and status workflow diagram showing each processing task that exists in EL-CID Online. The tasks are color coded by user role so that all pink tasks like  are performed by the SRB Chief. All light yellow tasks, like , are performed by the SPS Chair or Vice Chair. Use the key below to identify all user roles.

R1 - Agency Submitter/Rep.
R4 - SPS Chair or Vice Chair
R6 - SPS Secretary
R8 - Chief, SRB
R9 - SRB Review Engineer
R10 - Deputy AA, OSM
R11 - SSD Chief
R15 - Chair WG7
R17 - Chair WG8

There are several actions indicated by the diagram as well. The key below shows three kinds of processes which employ interaction between NTIA employees and submitting representatives of other federal agencies.



The Online Help manual in the "Workflow Roles" book has specific instructions for how to accomplish each task in the EL-CID Online workflow.



## Processing Tasks

Here follows a list of the certification request processing tasks addressed by EL-CID Online.

### Draft Application

Agency Submitter – Draft Application: a representative of a federal agency prepares and initiates a certification request.

After this step, the request is moved to SPS Processing.

### SPS Processing

- SPS Secretary – Check for Errors: The SPS Secretary reviews the request for errors, and either returns the request to the agency for corrections, sends the request to Working Group 7 or Working Group 9, or places the request on the SPS agenda, assigning an SPS number and an SPS meeting date.

- SPS Secretary – Record SPS Results: After the SPS reviews the request, the SPS Secretary records the results of that review. The subcommittee recommendations will send the request to different users and process for the next steps. Approval sends the request to SSD Processing. Tabling the request to SRB, WG8, or the SPS Chair, asks that group to review the request. Tabling to agency moves the request back to draft and asks for clarification or more information. Noting and withdrawing the request ends the process without certifying the equipment.
- SPS Chair or Vice Chair – SPS Chair Review: The SPS Chair or Vice Chair reviews the request and makes a recommendation. The Chair can request information from the agency or send the request back to the SPS Secretary for review and reintroduction to the SPS Agenda.

These steps may keep the request within SPS Processing, but may also move the request to either SRB Processing, or SSD Processing

## **SRB Processing**

- SRB Chief – Assign Engineer: The SRB Chief chooses an engineer to review the document.
- SRB Engineer – Engineer Review: The engineer completes a review of the request and either adds a Draft Data Advisory Notice (DAN), or a Draft Preliminary Assessment (PA). SRB Engineers can also request more information from the agency submitter during this step.
- SRB Chief – SRB Final Review: After the engineer has finished all review tasks, the request and related materials are sent to the SRB Chief, who conducts a final review. The SRB Chief attaches a DAN, or a Draft PA. If the SRB Chief attaches a DAN, the request returns to SPS Processing. A request with a Draft PA will go to the SPS Chair or Vice Chair for review. The SRB Chief can also send the review back to the engineer for further review.
- SPS Chair or Vice Chair – SPS Chair Review: The SPS Chair or Vice Chair reviews the engineer and SRB Chief recommendations. When finished, the request is returned to the SRB Chief for Final Review.

After SRB Processing, the request is returned to SPS Processing.

## **SSD Processing**

- SPS Secretary – SPS Recommendation: SSD processing begins with the SPS Secretary recording the SPS Approval and assigning the request to the next user. The SPS Secretary can request changes from an agency submitter, send the request to the SRB Chief for engineering review, or assign the request to WG7 or Working Group 8.
- SRB Chief – Assign SRB Engineer: The SRB Chief chooses an engineer to review the document.
- SRB Engineer – SRB Engineer Review: The engineer reviews the request and attaches a draft Certification of Spectrum Support. If the request already has an IRAC #, it will go directly to the SPS Chair or Vice Chair. If not, the SPS Secretary must assign an IRAC #.
- SPS Secretary – Get IRAC #s: The SPS Secretary inputs the IRAC #'s and forwards the request on to the SPS Chair or Vice Chair.
- SPS Chair or Vice Chair – SPS Certification Review: The Chair or Vice Chair can send the request to WG8 for processing, on to the Deputy Associate Administrator, or back to the SPS Secretary for more SPS Processing.
- Deputy Associate Administrator, Office of Spectrum Management – DAA Review: the DAA, OSM accepts or rejects the certification.
- WG8 Chair – Process by WG8: The WG8 chair chooses whether to attach an addendum to the request. If the request already has an IRAC # and does not require an addendum, it will go directly to the SPS Chair or Vice Chair. Otherwise, the SPS Secretary must assign an IRAC #, or add the Addendum # next to the SPS and IRAC #s.

- **WG7 Chair – Process by WG7:** The WG7 chair chooses whether to attach an addendum to the request. If the request already has an IRAC # and does not require an addendum, it will go directly to the SPS Chair or Vice Chair. Otherwise, the SPS Secretary must assign an IRAC #, or add the Addendum # next to the SPS and IRAC #s.
- **SPS Chair or Vice Chair – Addendum Review:** The SPS Chair or Vice Chair can approve the addendum, sending the request on to the SSD Chief. If the Chair or Vice Chair does not approve the addendum, the request returns to the Working Group that attached the addendum or back to SPS Processing to be checked for errors.
- **SSD Chief – SSD Chief Review:** The SSD Chief approves or does not approve the addendum. If the addendum is approved, the request moves to the SPS Secretary to be uploaded. If it is not approved, it either goes back to the Working Group that attached the addendum, or it goes back to SPS Processing to be checked for errors.
- **SPS Secretary – Upload docs to IRACNET:** The SPS Secretary uploads docs to the IRACNET.

## Basic Search

EL-CID Online users may want to find certification requests, signed certifications, or preliminary assessments associated with requests that have already been processed. These documents may be accessed by users by using the Spectrum Supportability Repository Query function. This can be accessed through the Basic Search feature in Internal Workflow.

- **From the Workflow Dashboard, click on the [Basic Search](#) link.**

The query screen will appear in a separate tab. To generate search results, users may enter information into a single search field or into multiple fields.

Search Results

Enter search criteria and click "OK" to search the EL-CID Online repository. Click "Clear" to clear all criteria, and click "OK" with no criteria to find all files you are authorized to view.

Number/Identifier:

Request ID:

Application SPS Number:

Approval SPS Number:

IRAC Number:

ERP Number:

Title/Name/Cost/Nomenclature:

Application Title:

System Name:

Estimated Initial Cost:

Transmitter Nomenclature:

Receiver Nomenclature:

Antenna Nomenclature:

Frequency Range:

System Frequency Range:

Transmitter Frequency Range:

Manufacturer:

Manufacturer:

Submitting Agency Name:

Submitting Agency Name:

OK Clear

- **Request ID:** Use this field to search for a Request ID in workflow (must enter full Request ID).
- **Application SPS Number:** Use this field to search for an Application SPS Number.
- **Approval SPS Number:** Use this field to search for an Approval SPS Number.
- **IRAC Number:** Use this field to search for an IRAC Number.
- **ERP Number:** Use this field to search for an ERP Number.
- **Application Title:** Use this field to search for an Application Title.
- **System Name:** Use this field to search for a System Name.
- **Estimated Initial Cost:** Use to search for Estimated Initial Cost.
- **Transmitter Nomenclature:** Use this field to search for a Transmitter Nomenclature.
- **Receiver Nomenclature:** Use this field to search for a Receiver Nomenclature.
- **Antenna Nomenclature:** Use this field to search for an Antenna Nomenclature.
- **System Frequency Range:** Use this field to search for System Frequency Range.

• **Transmitter Frequency Range:** Use this field to search for Transmitter Frequency Range.

• **Manufacturer:** Use this field to search for System Manufacturer or Transmitter Manufacturer.

• **Submitting Agency Name:** Use this field to search for Submitting Agency Name.

To search by Frequency Range:

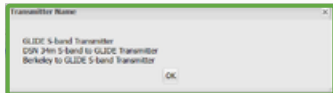
- Select the  icon.




After the user enter information and selects the Search Results screen will display.

City	Handling	Request ID	Contains Bill	System Name	Title	Transmitt...	Receiver Name	Antenna ...	Stage	SFS #	JF 12 #	Agency	Date Submitted	Initial ...
U	GLD5P-CT1/NOFORN-B	2718	No	Factory_Test_System	Factory_Test_System	U-Link-Band..._C3X-Band-Alignment-B	U-Link-Reflecto...		2	1234567		NTIA	2022-02-10	89000...
U	GLD5P-CT1/NOFORN-B	2762	No	Factory_Test_System	Factory_Test_System	U-Link-Band..._C3X-Band-Alignment-B	U-Link-Reflecto...		2			NTIA	2022-02-14	89000...
U	USE	2574	No	08-3456789	Items Generation-AMNMS-008-PMbs-Char-08-28	08-30	08-3456789...		7	1234	10789	NTIA...	2022-02-08	89000...

- Click on the **Transmitter Name Link**

When the Transmitter Name link is selected, a popup window with a list of Transmitter Nomenclature is displayed.



- Select  to exit the Transmitter Name pop-up window.
- Click on a **Certification Request title link**. The **Certification Request Details** are displayed. Users can access the documents either by clicking on the document name or by clicking on the  icon. The Initial Certification request details screen contains the same fields found in the Search Results. Users can display additional fields by selecting the  button.

Request Info	Workflow Info
Stage: 2	Request ID: 2718
SFS #: [input field]	Process Name: Draft Application Record
SIAC #: [input field]	Workflow Status: 003 Prep: Check For Review
JAG #: [input field]	Status Date: 2/10/2022
ESP #: [input field]	Assigned To: [input field]
Date Submitted: 2/10/2022	Assigned Group: 04-002 Secretary
REQ#: [input field]	
Handling: 002/08-CT1/NOFORN-B	
	Transmissions authorized to U.S. Government agencies only that January 02, 2022.
	Other requests for this document shall be referred to OAS.
Description: [input field]	

Users will only be able to see and access documents they have permission to view through their roles in EL-CID Online.

City	Document Name	Date/Time Modified	Handling
U	Application: ECU_Tsfsa_TestSys.usd	2024-10-01 17:07	GLD5P-CT1/NOFORN-B
U	Full Recor: ECU_Tsfsa_TestSys0001.usd	2024-10-01 17:09	GLD5P-CT1/NOFORN-B
U	Other: Attachem_Sessid_SSD.Chef.docx	2022-02-10 11:31	GLD5DISPLAY-ONCLTUSA_LIST
U	Other: Americ_Come_Letter.docx	2022-02-10 11:31	GLD5DISPLAY-ONCLTUSA_LIST
U	Other: Connect_SSM_C3X-0806-0806-0806.usd	2022-02-11 09:32	A

## Forwarding Request

### Out of Office

If a user is going to be absent from work for an extended time due to illness, travel, or any other reason, the user can set EL-CID Online to automatically forward tasks to a designated user. To do this, follow these steps:

- Click on the **My Profile** link in the upper-right hand corner of the Workflow Dashboard.
- Select “ON” tab to activate the Out of Office feature



- Enter the dates and time for the forwarding to begin and end and include a message.
- Enter the name of the designated user to delegate work to.

- Click on the **Save** button and the task will be forwarded to the user you selected.

### Note:

If a user is unable to set Out of Office delegation due to unforeseen circumstances, contact [ecohelpdesk@ntia.gov](mailto:ecohelpdesk@ntia.gov) and a Workflow Administrator will set out of office for you.

## Ad-hoc Forwarding

In certain circumstances, because of illness or other unexpected availability, a user may be unable to complete a task assigned to them. In this case, the SRB Chief or an SRB Engineer is able to forward a task to another person within the workflow. To do this follow these steps:

- Scroll down to the “All Active Requests” table and locate the task to be forwarded.
- Click on the  checkbox to the left of the task.
- Click the **Forward** button in the upper right hand corner.

The following window will open:

ID	Process Name	Initiator	Initiated On
4516	Submit Certification Request	Yung Chen	08/20/24 11:51

- Enter the recipient and leave a comment.
- Click the **Send** button.



The task will be forwarded to the chosen user.

## Certification of Spectrum Support

The Certification of Spectrum Support (CoSS) is a document generated through the Editor and used by NTIA personnel to confirm that a certification request has been certified. Consequently, the Certification of Spectrum Support page is only accessible to authenticated NTIA users. Only NTIA users have access to the Certification of Spectrum Support. When the Editor is accessed by users with NTIA role login credentials, the Certification of Spectrum Support will appear in the navigation panel.

### Creating

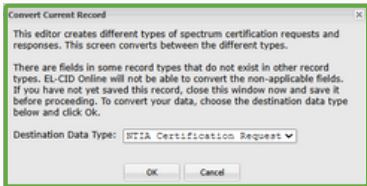
To create a Certification of Spectrum Support, using a Certification Request, follow these steps:

- **Open a task in workflow**
- **Click on the  button.**
- **Click on the  icon next to an application file.**

Editor will open the document.

- **Click on the  dropdown in the upper right of the page and select .**

The following window will appear

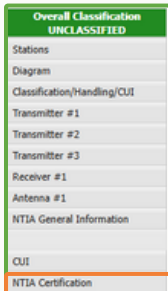



This window will allow NTIA users to convert a request into a certification.

- **Click the  button.**

The document has now been converted to a Certification of Spectrum Support. There is an "NTIA Certification" link in the Navigation Panel on the left.

- **To attach the new certification to a request, click the  button.**



- **Click the  button.**

The system will generate a Certification of Spectrum Support PDF. This document can be downloaded to the local computer and then attached to the certification request.

### Access

If a Certification of Spectrum Support has already been created, NTIA users can access and update it as necessary.


To access the Certification of Spectrum Support, first access the Editor through the Documents page, by clicking on an EL-CID Online XML document within a task form.




Editor will open the document. On the left, in the Navigation Panel, there is a link for "NTIA Certification".

- **Click on the link.**

The NTIA Certification page shows data fields pertaining specifically to NTIA records and certification approval.

### Location

NTIA users accessing the Certification of Spectrum Support may recommend that user locations be included in the list of Approved Locations. To do this, click the  button. The following popup will open, providing access to the Graphical Location Verifier. NTIA users may then select "Approved" or "Unapproved" for the location or add a different location for the station, if appropriate. Note that this only constitutes a recommendation. Only the DAA and SSD Chief can finalize a location approval recommendation. When the DAA or SSD Chief approve a Certification Request, the location will be recorded as "Approved" will be added to the set of Approved locations.

If an approved location is selected, a green approval status indicator  will appear. A  yellow triangle indicates that an unapproved location has been selected. select the  icon to edit the location.

Name	Low Freq (MHz)	High Freq (MHz)	Statement	Last Modified Date	Last Modified By
Stmnet-001			(guidance) If the cert is for Stage 1, 2, or 3, or the cert is for Stage 4 with no waivers, use this language only:  The Office of Spectrum Management certifies Stage 3 spectrum support for this system based on the implementation of the recommendations in Section 3 by the user.	01/22/24	SAH
Stmnet-002			(guidance) If there are one or more waivers (references to Section 5.1.2) in a Stage 4 cert, except for the special case below, use this language in this order:  The Office of Spectrum Management certifies Stage 3 spectrum support for this system based on the implementation of the recommendations in Section 3 by the user.  All future requests requiring waivers of NTIA Regulations, including those involving waivers of Section 3, will require substantial justification by the recipient agency.  In addition to the operational limitations due to receiver and/or transmitter non-compliance as specified in Section 3, compatibility analyses involving this system (e.g., to determine compatibility with a potential new user in the band) will be conducted using NTIA Regulatory values for those non-compliant elements to preclude a non-compliance from influencing spectrum planning and usage decisions. Modifications to bring the system into compliance may be required to accommodate future usage of the band.	01/31/24	SAH
Stmnet-003			(guidance) If there are one or more waivers (refe... Section 5.1.2) in a Stage 4 cert, and it's a special case for Stage 4 certs...	01/31/24	RWD

## Statements Library

The Certification Statements Library contains predefined statements that can be added to Section 4 of the CoSS Report.

- Click on the  button.

The Certification Statement Library will appear with predefined statements.

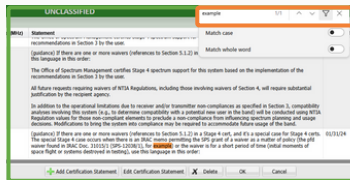
- View the last modified date and last modified by columns to review who made changes and when.
- Click the  button to insert a new Certification Statement from the library into Section 4 of the CoSS report.
  - After selecting a statement, it will automatically populate the report, ensuring consistency across submissions.
  - Multiple statements can be selected using Shift+Click to select a range or Ctrl+Click to select multiple individual items.
- Click the  button to modify an existing Certification Statement.
  - This allows users with the appropriate permissions to update the content of the statement to align with current guidelines.
  - Changes made to statements will reflect in the "Last Modified By" and "Last Modified Date" fields.
- Click the  button to remove a selected Certification Statement from the library.
  - A confirmation prompt will appear before deletion to prevent accidental removals.

- Deleted statements will no longer be available for selection in future submissions but will not be removed from previously submitted CoSS reports.

Ensure that the correct statements are selected based on the frequency ranges and requirements of the CoSS submission. Regularly review the Last Modified Date to ensure the most recent updates are applied.

To sort and search recommendations by frequency and content:

- Select CTRL+F and begin typing keywords.






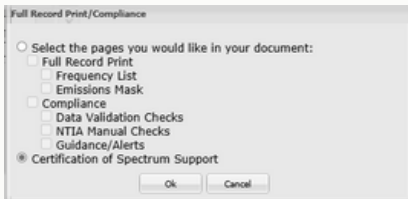
## Completing


On this page the NTIA user can indicate whether the application is approved, the recipient agency, and document identification numbers including IRAC and FAS numbers.

Additionally, Section 1 shows Operating characteristics for which support is Certified, and Section 2 shows Source Documents. Section 3 and Section 4 show signatures of the NTIA employees who have made Recommendations or Certifications.

All these fields will display information available in the original application or through EL-CID Online processing. However, necessary edits can be made here.

- **When finished with edits, click the  button.**



- **Select “Certification of Spectrum Support” and click the  button.**

The system will generate a Certification of Spectrum Support PDF. This document can be downloaded to the local computer and then attached to the certification request.

## How to Edit PDF Files

1. Open a file in Acrobat DC.
  2. Click on the "Edit PDF" tool in the right pane.
  3. Use Acrobat editing tools:
    - Add new text, edit text, or update fonts using selections from the Format list.
    - ° Add, replace, move, or resize images on the page using selections from the Objects list.
    - Click the other tools to edit your PDF further
- You can add a watermark and annotate PDFs too.

4. Save your edited PDF:  
Name your file and click the "Save" button.

## How to Convert PDF Files into Word Documents

1. Open a PDF file in Acrobat DC.
2. Click on the "Export PDF" tool in the right pane.
3. Choose Microsoft Word as your export format and then choose "Word Document."
4. Click "Export." if your PDF contains scanned text, the Acrobat Word converter will run text recognition automatically.
5. Save your new Word file.
6. Name your converted file, choose DOC or DOCX file format, and click the "Save" button.