



## ARKANSAS WIRELESS INFORMATION NETWORK NEW PROJECT APPLICATION

Applicant Agency: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_ Agency Contact Job Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Mobile Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Agency Classification: \_\_\_\_\_ Is the Agency currently an AWIN User? Yes No

If yes, is AWIN the Agency's primary communication system? Yes No

### Radio Section

How many radios is the Agency requesting to add to AWIN? Specify below:

Portable radios: \_\_\_\_\_ Mobile radios: \_\_\_\_\_ Desktop consolettes: \_\_\_\_\_ Full consoles: \_\_\_\_\_

Are any of these radios to be cached (reserved for emergencies/incidents only)? No. Yes. How many? \_\_\_\_\_

**NOTE:** Only an AWIN-Authorized Radio Programmer/Shop can program radios. Any outside shops will have to contract with an AWIN Authorized Programmer to complete programming of AWIN talkgroups. Please select your vendor for programming from AWIN's list of those authorized.

AWIN-Authorized Programmer: \_\_\_\_\_ Radio Manufacturer/Model: \_\_\_\_\_

### Talkgroup Section

The Arkansas Baseline Interoperability Template (ABIT) will be programmed into every radio on AWIN. Are you requesting the creation of any new talkgroups for your agency? No. Yes.\* If yes, how many? \_\_\_\_\_

\*If yes, please attach an Agency Communications Plan form from the AWIN website.

Are you planning to request permission from any other agencies to program their talkgroups into your Agency's radios?  
No. Yes. If yes, what agencies? \_\_\_\_\_

## Responsibilities Section

All Applicants must understand and agree to the following responsibilities:

### AWIN Responsibilities:

1. Provide continuous (24 hour, 7 days a week) system access from the tower and infrastructure. Exceptions may apply.
2. Provide technical assistance with application procedures, creation of talkgroups, operational problems and other follow up procedures as required.
3. Provide technical assistance and support during project kick-off meetings and acceptance testing.
4. Provide for maintenance of infrastructure equipment that is integrated into the AWIN system.
5. Provide Memorandum of Understanding (MOU) as needed.

### User Responsibilities:

1. To be familiar with and comply with all applicable rules and regulations of the Federal Communications Commission.
2. To comply with all rules, regulations, and directives of the Arkansas Wireless Information Network (AWIN) and the State of Arkansas, who operate and manage the Statewide Digital Trunked Radio System (DTRS).
3. To provide security for the radio equipment, to prevent operation by unauthorized personnel, and to properly train authorized personnel in proper radio procedure.
4. To comply with all technical standards, and to purchase and operate only that equipment that has been designated and approved by AWIN and the State of Arkansas for use on the system.
5. Maintenance and repair of subscriber units and dispatch equipment is the sole responsibility of the User.
6. All FCC rules and regulations shall be adhered to by the User at all times, including breaks during long-term transmissions.
8. A talkgroup "owner" may not give away or transfer a talkgroup to another entity, nor grant permission to another entity to use its talkgroup full-time as a primary source of communication. (See AWIN Dedicated Talkgroup Policy, 2.2.)
9. No use of profanity is permitted by User or its designated assigns.
10. User shall submit to AWIN their contact information, a list of the serial numbers and aliases for all radios utilizing the services.
11. If the project includes the use of portable radios, you certify that AWIN coverage is adequate for your needs.
12. User shall notify AWIN immediately upon discovery if there is any change in their radio inventory, including but not limited to lost/stolen devices, additional devices activated utilizing the service, and including devices no longer active on AWIN.
13. User shall work with AWIN Operations staff to identify or develop the proper talk group template in order to forward the mission of the User, without negatively impacting the AWIN system.
14. User understands these talk group templates will include the AWIN interoperability talk groups, as detailed in the AWIN Basic Interoperability Template (ABIT) found on <https://www.dps.arkansas.gov/emergency-management/adem/awin/>.
15. User shall be responsible for the proper use of each radio subscribed to AWIN. Proper FCC and AWIN radio protocol shall be followed at all times (e.g., utilization of plain language, transmission breaks during lengthy traffic, deferral to emergency traffic, etc. Frequencies and bandwidth that support AWIN are at a premium, use of the system is for approved AWIN users only. Telephone should be utilized for other traffic). Procedures and policies may be found on the AWIN Website <https://www.dps.arkansas.gov/emergency-management/adem/awin/>.
16. User agrees that AWIN maintains the right to audit its list of radio users at any time.
17. Approval of additional radio units above the projected expansion will require a New Project Application. The Grade of Service Report assures that the additional devices will not adversely affect current communications on the AWIN system.
18. If it is determined by AWIN that the addition of channels and/or frequencies is necessary in order to accommodate the additional radio units, AWIN may require additional infrastructure equipment. User shall be responsible for all equipment and installation costs associated with the system infrastructure upgrade.
19. If the request is for a first time user of AWIN, AWIN Training staff will coordinate training upon approval of the project. Training must be completed no more than 3 months of implementation. User training should coincide with Users receiving their radios. Exceptions must be approved by AWIN Management.
20. Provide an Alias for each radio, preferably consistent with the AWIN Alias Naming Standard. The Alias naming standard can be found on the AWIN website <https://www.dps.arkansas.gov/emergency-management/adem/awin/>.
21. To ensure that your agency meets the minimum requirements to be considered NIMS (National Incident Management System) compliant (if applicable to your agency).
22. **Provide a Continuity of Operations Plan for your communications system.**

## Controls and Measures

**TERMINATION:** AWIN Management and Operations may deactivate a user's radio if the user has proven non-compliance with this agreement. All deactivations will be coordinated with the agency that owns the radio.

## Signatures

Two different signatures from the Applicant Agency are required to validate this request.

**Agency Signatory:** The person responsible for oversight of the Agency, such as the Police Chief, Fire Chief, County Sheriff, County Emergency Management Coordinator, etc.

**Authorized Signatory:** The person with legally binding authority over the Applicant Agency, such as City Mayor or County Judge. For private entities, or if clarification is needed, please contact AWIN.

**By signing below, you certify that the agency representative has read the responsibilities section of the instructions; that the agency agrees to abide by said responsibilities; that the agency has tested portable radio coverage and coverage is adequate for the agency's needs.**

### Agency Signatory:

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorized Signatory:

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submitting the Application

**Email:** Applications must be scanned and emailed as a single PDF document. Photo files such as JPEG, HEIC and PNG will not be accepted.

**US Mail:** Applications are accepted by mail, but the applicant should be aware that ADEM is on a military base. Mail is screened for security purposes, which may delay its receipt by AWIN.

### CONTACT:

[AWIN.Applications@adem.arkansas.gov](mailto:AWIN.Applications@adem.arkansas.gov)

Arkansas Division of Emergency Management  
**ATTENTION: AWIN**  
Camp Robinson, Building 9501  
North Little Rock, AR 72199

Application Assistance: 501-683-0491  
AWIN Operations: 501-683-1798  
ADEM Main: 501-683-6700