Introduction

This system was created at the request of the NRPC and DHS OIC to make the filing of 700/800 MHz NPSPAC applications easier. You can now do modifications to existing call signs as well as continue to submit new applications. The current CAPRAD site (planning module www.caprad.org) will still hold all the tools and planning documentation required by the RPCs.

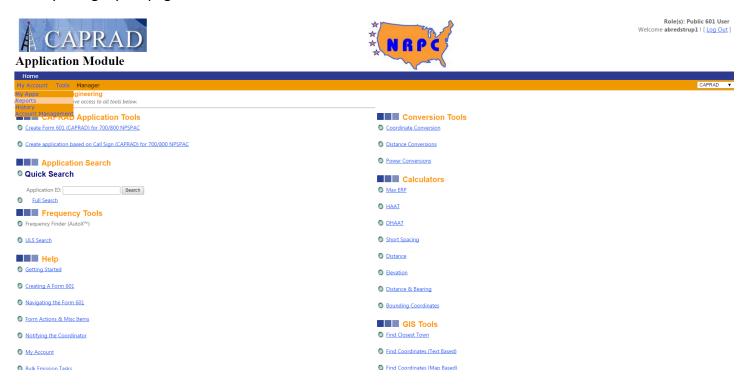
Accessing the CAPRAD Application Module

The CAPRAD Application Module home page is located at www.capradap.org . You can also access the application module from www.caprad.org under file an application.



If you have a user name and password for SpectrumWatch use that login information to gain access to www.CAPRADAP.org. If you have never used SpectrumWatch please request a user name and password by clicking on Register for a CAPRAD Account.

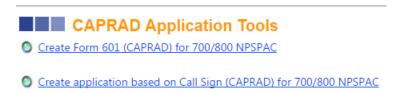
Once you login your page should look like this



The Home bar has a dropdown on the right hand side, this allows you to switch between CAPRAD and SpectrumWatch LMR (VHF,UHF and non NPSPAC 800 MHz)



On the tool page you can choose to create a new application or create an application based on a call sign



When you click on create an application based on a call sign this page will appear. When you enter the call sign and click Create, an application will show up with all the currently licensed information already populated.

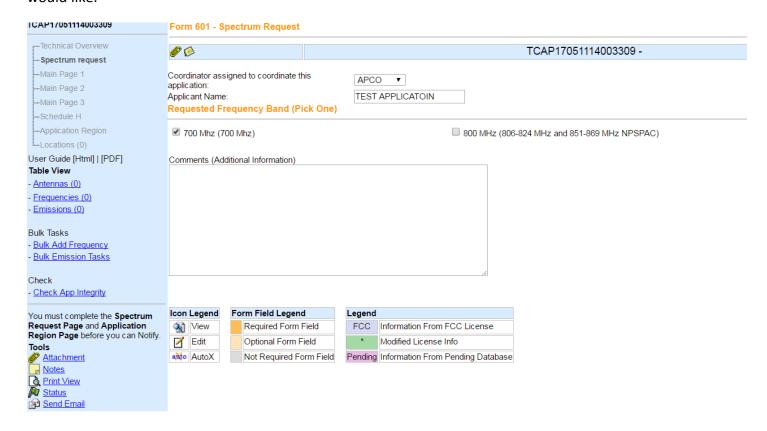
Create Application based on Call Sign (CAPRAD)

Please enter the call sign you wish to modify.
(If you do not want to modify a call sign, close this window.)

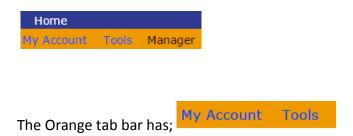
Call Sign:

Create

The first page the application will open to is called the Spectrum Request page, this is where you will choose your preferred coordinator, if the application is 700 or 800 MHz and you can leave notes for the RPC if you would like.



To access your My Apps page hover your mouse over My Account on the home bar, this is where any applications that you are working on will be located



My Account – gives you access to

- 1. My Apps this is the page that appears when you first login.
- 2. Reports- there are 3 reports you can run for applications.
- 3. My History this will list applications you have recently worked on.
- 4. Account Management this is where you can change your password.

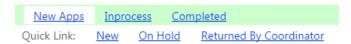
Tools – gives you access to many tools that will be discussed later in this document.

Below the orange tab bar you have drop down options for User, Role and Region. Many RPC members work with more than one region or have different roles in those regions, this is where you would change those options.

- 1. User This will typically never change unless you are a manager of a region.
- 2. Role You can change between roles like RPC Chair to RPC Adjacent Region Chair or Reviewer
- 3. Regions If work with more than one region you can select all and see all your regions at once, or you can select one region to view at a time.

Under the drop down section you have Recent Apps, this will show you the last 3 applications that you opened.

The next tab bar you will use the most is, this green tab bar which lists applications by statuses



New Apps has three statuses displayed

- 1. New applications applications in this status have entered the system but have not been looked at.
- 2. On Hold applications that are waiting for information from the applicant/preparer
- 3. Returned by Coordinator applications that were sent back to applicant/preparer for more information.

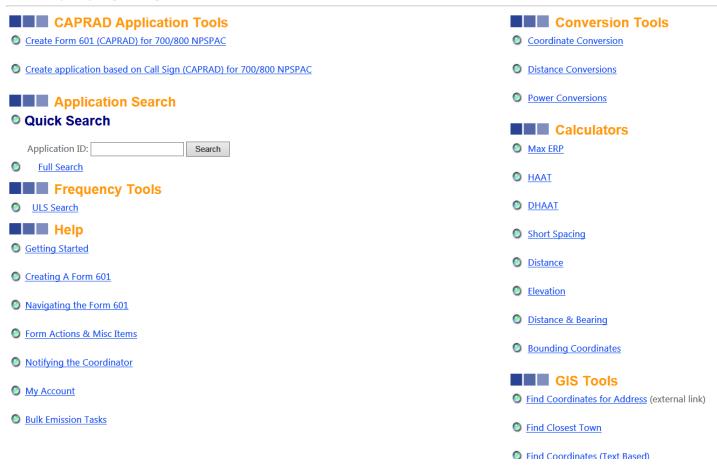


In Process has four statuses displayed

1. Work In Process – applications that the RPC is actively working on.

Tools Page

Radio Frequency Engineering



Some of these feature may require you to buy credits

CAPRAD Application Tools – If your region requires an RPC member to enter the applications into CAPRAD then you would go here to start the application. There are two options for creating an application;

- 1. Create Form 601 for 700/800 NPSPAC this is used for new applications
- 2. Create application based on Call Sign for 700/800 NPSPAC- this is used if you want to modify an existing license/call sign.

Applications Search - is used to find an application based on the application id number. If you have the app id but can't remember what status it is in you would use this tool. If a preparer/applicant is requesting an update on an application and only provides the app id, you could look it up with this tool.

There is also a full search option – you can look an application up by entity name, app id, state, call sign. You can search for current or old applications.

Frequency Tools – has a link to the ULS, you can look up a call sign to verify information.

Help – There are several links to help you navigate the system

Conversion Tools – there are three conversion tools available

1. Coordinate Conversion – convert coordinates from NAD 27 to NAD 83 or vice versa.

- 2. Distance Conversion convert feet and miles into meters and kilometers.
- 3. Power Conversion converts power, field strength and voltage

Calculators – There are numerous calculators available

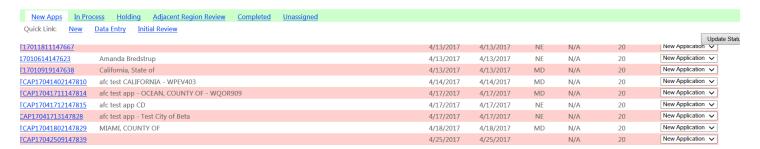
- 1. Max ERP This tool is used more for UHF and VHF safe harbor.
- 2. HAAT Height Above Average Terrain
- 3. DHAAT Directional Height Above Average Terrain
- 4. Short Spacing This is used for 800 MHz to reveal if an incumbent is too close to reuse the frequency.
- 5. Distance Calculate the distance between two sites.
- 6. Elevation You can find the elevation of a site by entering the coordinates.
- 7. Distance and Bearing This will tell you the distance between two sites.
- 8. Bounding Coordinates Radius and Center Point to Bounding Points.

GIS Tools – There are numerous map/coordinate based tools available

- 1. Find coordinates for address
- 2. Find Closest Town find the closest town to your coordinates
- 3. Find Coordinate find center coordinates for a city
- 4. Show Map Based on Coordinates
- 5. Terrain Path Profile
- 6. Low Power Contours not used in 700/800 MHZ
- 7. Service Contours
- 8. Borders and Zones find out if you are in a Canadian/Mexican region or the quiet zone

FCC Form 601

If you are looking for applications you have already created go to the My Apps page. To open an application click on the id number (blue hyperlink).



The application will open to FCC Form 601 Main page 1



Main page 1 has information about the Radio Service Code, license type and call sign

1) Radio Service Code: SY 🗸

The radio service code are:

- 1. SY, SG or SL for 700 MHz
- 2. YE, GE for 800 MHz. You may also see YP or GP for older applications.



The purpose will be either New or Modification, there are other options but they are not used often.

Lines 3a) and 3b) indicate if this is for an STA or permanent licensing.

Lines 4 and 5 are only used for amendments.

Line 6 will list a call sign if the application is for a modification.

Line 7 will be Yes for a modification and N/A for a new license request.

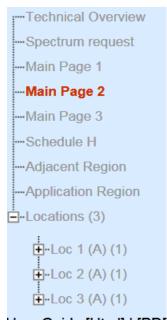
Line 8 should be Yes since you will have an RPC approval letter to attach.

Lines 9 and 10 will be Yes

Lines 11a) and 11b) are Yes if they are requesting a waiver.

Line 12 is Yes if they are grandfathering something on the license.

You can move through the application by using the links on the left hand side



User Guide [Html] | [PDF

Table View

- Antennas (3)
- Frequencies (5)
- Emissions (7)

Bulk Tasks

- Bulk Add Frequency
- Bulk Emission Tasks

Main Page 2

Main page 2 has all of your administrative information.

<i>Ø</i> Ø		TCAP17041712147815 - afc test app CD									
Applicant Informati	on										
13) FCC Registratio	n Number (FRN): 123	3456789									
14) Applicant/Licens	ee Legal Entity Type:	(Select One)									
OIndividual		General Partner	ship	C Limited Liability Corporation				O Unincorporated Association			
O Limited Partners	hip	Trust		Climited	Liability Partne	ership		Government Er	ntity		
○ Corporation		Consortium		Other							
Other Value:											
	ame is being updated, al has not been receiv				ontrol) of the l	license(s)to anoth	er party and	d for which proper	r	○ Yes ● N	No O N/A
16) First Name:			MI:	l	_ast Name:				Suffix:		
17) Legal Entity Nan afc test app CD	ne (if other than individ	dual):									
18) Attention To: ca	rol dicaro										la la
19) PO Box:			And/Or	20) Street Add	dress: 351 n w	villiamson blvd					
21) City: daytona be	each		22) State: Florid	а	V	23	3) Zip Code:	32114			
24) Telephone Num	per: (386) 944-2462				25) Fax:						
26) E-Mail Address:	dicaroc@apcointl.org	1									Ī
Real Party in Interes											
28) Name of Real P	arty in Interest of Appl	licant (If different fr	rom applicant):		29) FCC Reg	gistration Number	(FRN) of R	eal Party in Intere	est:		

Line 13 lists the entities FRN

Line 14 indicates what type of entity the applicant is.

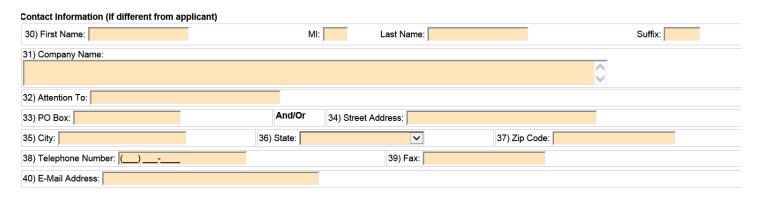
Line 15 is usually No but can be Yes if the Legal Entity Name is changing.

Line 16 is not used for public safety

Line 17 Legal Entity Name of applicant

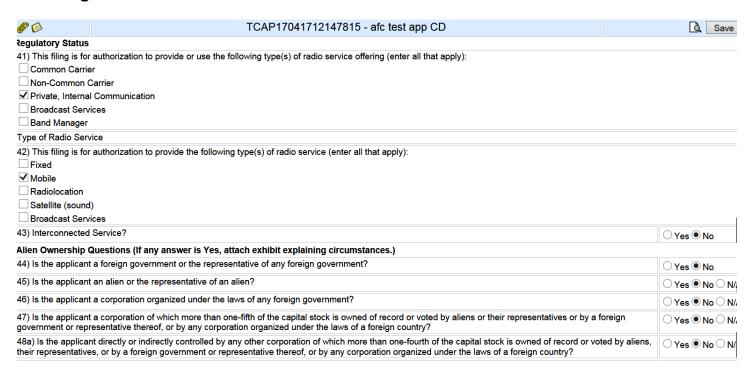
Line 18 is recommended to be a department not an individual.

Lines 19 – 26 are for the address of the entity.



Lines 30-40 are used for the contact person on the application. This is not always filled out.

Main Page 3



Main Page 3 has regulatory information.

Line 41 will always be Private, Internal Communication

Line 42 will always be Mobile

Lines 43 – 51 will be No or N/A

Lines 56 – 57 are for the name and signature of the person at the entity that approved the application.



Schedule H

Schedule H has all the eligibility information

<i>🚱</i> 😥		TC			Save					
≣ligibility										
1) Rule Section:	90.523				Describe Act				-	
				go	overnment ac	tivity				
requency Coor	dinator (EC) Inform	ation (If not self-coording	ated)							
3) FC Number:	amator (i o) imorm	4) Frequency Coord	•		5)	Phone Number:		6) Coord Date:	_	
TCAP17041712	147815	CAPRAD			() -					
7) Has this applic	cation been success	fully coordinated:				Yes O No				
Extended Imple	mentation (Slow G	rowth)								
8) Are you reque	esting a new or modif	ied extended implementati cation and a propsed station		chedule.		Yes No N/A				
9) Associated Ca	all Signs (Check to D	elete)								
□xyz987 □KN	ME264									
1.		2.		3.		4.		5.		
** You can add 5	5 call signs at a time	If you have more then 5 of	call signs, enter	5 and click Save	and enter the	next 5.				
Broadcast Auxil	lliary Only	•								
If there is an asso complete items 10	ociated Parent Station 0-12.	10) Facility Id of Par	ent Station:		1) Parent Radio Service	: N/A 🗸	12) City and State of Parent S Principle Community:	Stations	
13) If there is no	associated parent s	ation, this applicant is a:		V	14) State of Primary Ope	ration:	<u> </u>		
Control Boint/c)	(Other than at the t	ranemitter)								
15) Action	16) Control Point		vn, State, County	y/Borough/Parish)			18) Phone Number		
Add 🗸	1	321 n williamson blvd						(386) 322-2500		
		daytona beach	, Florida	•	✓ volusia			,		
								(999) 555-2222		
Add 🗸	2	999 main st								

- 1. The rule section will be 90.523 for 700 MHz.
- 2. The rule section will be 90.617, 90.615 or 90.619 for 800 MHz, depending on the region.

2) Describe Activity:



This should have a description of what the license is being used for.

Lines 3 and 4 will automatically fill in when the application is created.

Lines 5 – 7 the Public Safety Frequency Coordinator will fill this out.

Line 8 is Yes if they are requesting slow growth.

Line 9 is for associated call signs. It will not show call signs that are already associated, only new one being added.

Lines 10 – 14 are not used in public safety

Lines 15 – 18 are for control points. Control Points are site that an official copy of the FCC license are kept.

Application Region

The application region will list what region the application is in, if for some reason you receive an application that should be in another region you can change it to the correct region on this page.



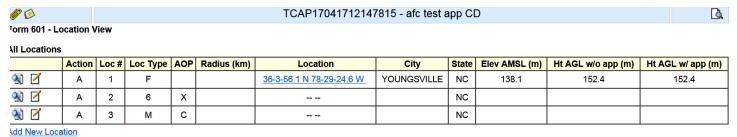
TCAP17041712147815 - afc test app CD

Application Region: North Carolina (31)

Note: Please select Radio Service Code in MainPage 1 and then select Region.

Locations Page

The location page lists all locations and antennas.



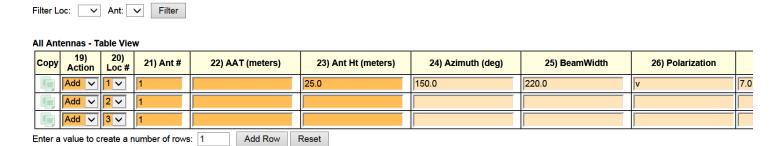
All Antennas

	Action	Loc#	Ant#	AAT (meters)	Ant Ht (meters)	Azimuth (deg)	BeamWidth	Polarization	Gain
﴿ 🗹	Α	1	1		25.0	150.0	220.0	v	7.0
﴿ 🗹	Α	2	1						
﴿ ☑	Α	3	1						

You can click on the coordinates to see a google map view of the site.

Antennas

You can modify or add antennas information on this page.



Frequencies

You can modify or add frequencies on this page.

All Frequencies - Table View Frequency (MHz) Loc Ant Freq # # # Freq New/Existing If Mod New Frequency Stat Class Units **Num Paging Rcv** Out Power 4 Сору Action 769.1234 Add 1 fb2 50.000 Q. 769.567 0 Add 🗸 2 Add 🗸 2 1 799.1234 15.000 F. 769.567 Add 🗸 2 1 0 Add 🗸 3 1 799.1234 50 mo

Emissions

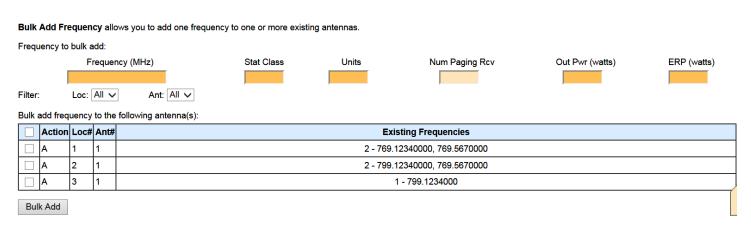
You can modify or add emissions on this page

All En	All Emissions - Table View (Page 1)										
Сору	Emis Action	Loc#	Ant#	Freq (Action)	Class	Units	Power	ERP	New/Existing		
	Add ~	1 >	1 🗸	769.12340000 (A) 🗸	fb2	1	50.000	100.000	8k10f1e		
	Add ~	1 >	1 🗸	769.56700000 (A) V		0	0.000	0.000	8k10f1d		
	Add ~	1 >	1 🗸	769.56700000 (A) V		0	0.000	0.000	8k10f1e		
	Add >	2 >	1 🗸	799.12340000 (A) V	fx1	1	15.000	25.000	8k10f1e		
	Add >	2 ~	1 🗸	769.56700000 (A) V		0	0.000	0.000	8k10f1d		
	Add ~	2 ~	1 🗸	769.56700000 (A) V		0	0.000	0.000	8k10f1e		
	Add 🗸	3 🗸	1 🗸	799.12340000 (A) V	mo	50	30.000	30.000	8k10f1e		

Bulk Tasks

Bulk Add Frequency

This page allows you to add frequencies to numerous sites at one time.



Bulk Emission Tasks

This page allows you to add emissions to multiple sites at one time.

New Emis	New Emission: Add New Emission Clear All										
Filter: Lo	Filter: Loc: Ant: Ant:										
		Freq	uency li	nfo			Emissions				
Loc	Ant	FREQ	sc	Units	PWR	ERP	☐ 8k10f1d	✓ 8k10f1e	Select All		
1	1	769.12340000	fb2	1	50.000	100.000		✓			
1	1	769.56700000		0	0.000	0.000	✓	✓			
2	1	769.56700000		0	0.000	0.000	✓	<			
2	1	799.12340000	fx1	1	15.000	25.000		✓			
3	1	799.12340000	mo	50	30.000	30.000		>			

Technical Overview

Technical overview will give you a view of all of the technical infomration on the application.

	Action	Loc#	Loc Type	AOP	Radius (km)	Location	City	State	Elev AMSL (m)	Ht AGL w/o app (m)	Ht AGL w/ app (m)
	Α	1	F			36-3-56.1 N 78-29-24.6 W	YOUNGSVILLE	NC	138.1	152.4	152.4
﴿ ☑	Α	2	6	Х				NC			
﴿ 🗹	Α	3	М	С				NC			

All Antennas

	Action	Loc#	Ant#	AAT (meters)	Ant Ht (meters)	Azimuth (deg)	BeamWidth	Polarization	Gain
	Α	1	1		25.0	150.0	220.0	v	7.0
﴿ 🗹	Α	2	1						
﴿ 🗹	Α	3	1						

All Frequencies

	Freq Action	Loc#	Ant#	New/Existing	New (if Mod)	Stat Class	Units	Num Paging Rcv	Out Power (watts)	ERP (watts)
	Α	1	1	769.1234 🔍		fb2	1	5	50.000	100.000
﴿ 🗹	Α	1	1	769.567 🔍			0	0	0.000	0.000
﴿ 🗹	Α	2	1	799.1234 🔍		fx1	1		15.000	25.000
	Α	2	1	769.567 🔍			0	0	0.000	0.000
﴿ 🗹	Α	3	1	799.1234 🔍		mo	50		30.000	30.000

Í

All Emissions

All Emissions						
	Location	Antenna	Frequency	Emission Action	New/Existing	New (if Mod)
﴿ ☑	1	1	769.1234	A	8k10f1e	
﴿ ☑	1	1	769.567	A	8k10f1d	
﴿ ☑	1	1	769.567	A	8k10f1e	
﴿ ☑	2	1	799.1234	A	8k10f1e	
﴿ ☑	2	1	769.567	A	8k10f1d	

Attachments

On the attachments page you can see attachments that the applicant provided and add attachments.

Attachment Summary

Description	Туре		F	ile Name	Send to	FCC		
TEST ATTACHMENT	Other	002 - Full Public user work flow with Interservice - 15-Dec-2016.docx				Edit	<u>Delete</u>	
Add New Attachment								
File Description			_					
File to Upload			Browse					
	OA	pplication		O Pleading				
	00	Cellular Cross Interest		Oconfidential Pleading				
	00	Confidentiality		O Data Correction				
	0	Divestiture		○ 1.2112(a)(6)				
	O ₆	03-T (Spectrum Leasi	ing)	○ 47 C. F. R. 17.14 ASR E	xemption			
Attachment Type	○F	ee Exemption		Ouiet Zone Consent				
	○Ir	ndirect Ownership		○ Waiver				
	OL	etter		○ Tribal Govt. Certification				
	08	00 MHz Band Reconf	iguration	O Tribal Lands Waiver Request				
	00	wnership		○ TCNS Internal Reply				
	● c	Other		O Rule 90.209(b)(6) Certific	cation			
Send To FCC								

If you want to view an attachment click on the File Name

If you need to add an attachment follow these steps;

1. Click Browse

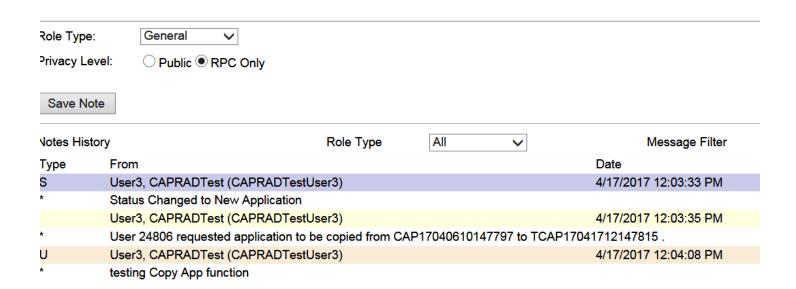
Send Attachment

- 2. Chose the document you want to attach
- 3. Check the Send to FCC box
- 4. Click Send Attachment

Notes

You can add notes to any application.

Add New Note (Max Charaters 4000)



Write your notes in the box then click Save Note.

Print Preview

A PDF copy of the application can be created under Print Preview

Print Preview Complete FCC License Info (Checking this will blend your form with the current FCC License. (Uncheck to see the Application Only.) Select the individual Form 601 Schedules that you wish to print: Spectrum Request - Work Order describing the work the user wants plus billing & contact information Frequency Pricing Main Form - FCC Application for WTB Radio Service Authorization Signature Page Schedule D - Wireless Telecommunications Bureau Schedule for Station Locations and Antenna Structures Schedule H - Technical Data Schedule for the Private Land Mobile and Land Mobile Broadcast Auxiliary Radio Services Print Preview

Select what pages you want to print or save then click Print Preview.

Status

The Status page is what the RPC members will use most.

Ø 🙆	TCAP1704171214781	5 - afc test app CD	<u>Q</u>
Status Detail			
Current Status:	lew Application		
Status Date: 4	/17/2017 12:03:33 PM		
Updated By:	APRADTest User3		
Comments:			
Jpdate Status			
New Status:	~		
Comments:		^	
	Update Status	<u> </u>	
Status History			
Status	Status Date	User	Comments
New Application	4/17/2017 12:03:33 PM	CAPRADTest User3	No Comments

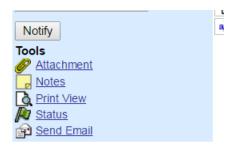
Available Statuses

On Hold – if you are waiting on information you can place your application in On Hold

Deleted – If you no longer want an application you started you can put it in Deleted

New – When you start an application it will be in new, when the RPC send an application back to you for edits you will put it back in new before you can make any changes.

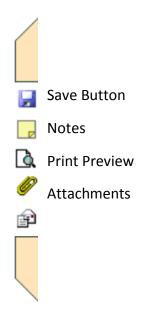
If you created a new application and you are ready to submit it to the RPC for review you will click on Notify located on the left side of the screen



When you click on notify it will ask you to verify that it is going to the correct region before it is sent.

Application Legend

This sliding bar will be on every page



These legends are at the bottom of every page



Top Bar

When working on an application you will have the option to add, modify, remove and delete

1) Action Requested: Add ▼

Add – adds a new site, antenna, frequency or emission

Modify – is used when modifying an existing site, antenna, frequency or emission

Remove – is used if you added or modified a field and you want to remove that modification

Delete – is used to delete a site, antenna, frequency or emission from an existing call sign