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 NPSAC 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.

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

Call Sign: [Input Field] [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.

The Orange tab bar has;

- **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

<table>
<thead>
<tr>
<th>New Apps</th>
<th>Inprogress</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Link:</td>
<td>New</td>
<td>On Hold</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>New Apps</th>
<th>Inprogress</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Link:</td>
<td>Work In Process</td>
<td></td>
</tr>
</tbody>
</table>

**In Process** has four statuses displayed

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

**Tools Page**
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).

<table>
<thead>
<tr>
<th>New Apps</th>
<th>In Process</th>
<th>Pending</th>
<th>Adjacent Region Review</th>
<th>Completed</th>
<th>Unassigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New</td>
<td>Data Entry</td>
<td>Initial Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The application will open to FCC Form 601 Main page 1

![FCC Form 601 Main page 1](image)

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.

2) **Purpose**: NE - New

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.
Main Page 2

Main page 2 has all of your administrative information.

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 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

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:

   government 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.

**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.

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.
### Emissions

You can modify or add emissions on this page.

### Bulk Tasks

#### Bulk Add Frequency

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

Bulk Add Frequency allows you to add one frequency to one or more existing antennas.

Frequency to bulk add:

<table>
<thead>
<tr>
<th>Frequency (MHz)</th>
<th>Stat Class</th>
<th>Units</th>
<th>Num Paging Rcv</th>
<th>Out Pwr (watts)</th>
<th>ERP (watts)</th>
</tr>
</thead>
</table>

Filter:
- Loc: All
- Ant: All

Bulk add frequency to the following antenna(s):

<table>
<thead>
<tr>
<th>Action</th>
<th>Loc</th>
<th>Ant</th>
<th>Existing Frequencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>1</td>
<td>1</td>
<td>2 - 769.12340000, 769.12340000</td>
</tr>
<tr>
<td>□</td>
<td>2</td>
<td>1</td>
<td>2 - 769.12340000, 769.12340000</td>
</tr>
<tr>
<td>□</td>
<td>3</td>
<td>1</td>
<td>1 - 799.12340000</td>
</tr>
</tbody>
</table>
Bulk Emission Tasks

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

Technical Overview

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

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

### Attachment Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>File Name</th>
<th>Send to FCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST ATTACHMENT</td>
<td>Other</td>
<td>002 - Full Public user work flow with Interservice - 15-Dec-2016.docx</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Add New Attachment

<table>
<thead>
<tr>
<th>File Description</th>
<th>File to Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Browse...</td>
</tr>
</tbody>
</table>

#### Attachment Type

- Application
- Cellular Cross Interest
- Confidentiality
- Divestiture
- 603-T (Spectrum Leasing)
- Fee Exemption
- Indirect Ownership
- Letter
- 800 MHz Band Reconfiguration
- Ownership
- Other
- Pleading
- Confidential Pleading
- Data Correction
- 1.2112(a)(6)
- 47 C. F. R. 17.14 ASR Exemption
- Quiet Zone Consent
- Waiver
- Tribal Govt. Certification
- Tribal Lands Waiver Request
- TCNS Internal Reply
- Rule 90.209(b)(6) Certification

#### 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
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)

Role Type: General
Privacy Level: ○ Public □ RPC Only

Save Note

Notes History

<table>
<thead>
<tr>
<th>Type</th>
<th>From</th>
<th>Role Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>User3, CAPRADTest (CAPRADTestUser3)</td>
<td>All</td>
<td>4/17/2017 12:03:33 PM</td>
</tr>
<tr>
<td>*</td>
<td>Status Changed to New Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>User3, CAPRADTest (CAPRADTestUser3)</td>
<td></td>
<td>4/17/2017 12:03:35 PM</td>
</tr>
<tr>
<td>*</td>
<td>User 24808 requested application to be copied from CAP17040610147797 to TCAP17041712147815</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>User3, CAPRADTest (CAPRADTestUser3)</td>
<td>All</td>
<td>4/17/2017 12:04:08 PM</td>
</tr>
<tr>
<td>*</td>
<td>testing Copy App function</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Write your notes in the box then click Save Note.

Print Preview

A PDF copy of the application can be created under 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.

**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

Save Button
Notes
Print Preview
Attachments

These legends are at the bottom of every page

<table>
<thead>
<tr>
<th>Icon Legend</th>
<th>Form Field Legend</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Required Form Field</td>
<td>FCC Information From FCC License</td>
</tr>
<tr>
<td>Edit</td>
<td>Optional Form Field</td>
<td>Modified License Info</td>
</tr>
<tr>
<td>AutoX</td>
<td>Not Required Form Field</td>
<td>Pending Information From Pending Database</td>
</tr>
</tbody>
</table>

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