STATE OF CALIFORNIA
CALIFORNIA GOVERNORS OFFICE OF EMERGENCY SERVICES
CRIS SERVICE REQUEST ACTIVATE/DEACTIVATE
OES-PSC-115 (REV 04/2025)

LOGISTICS MANAGEMENT
PUBLIC SAFETY COMMUNICATIONS

California Radio Interoperable System (CRIS)	Service Request Activate/Deactivate

REQUEST: (See back side for instructions on how to fill out OES-PSC-115)

○ Activate Radios - Complete Sections 1 and 2.

○ Deactivate Radios - Complete Section 1 and submit OES-PSC-601 with list of all radios to be deactivated. Radio quantities must match between OES-PSC-115 and OES-PSC-601.

SECTION 1. SUBSCRIBER INFORMATION

Request Date	Agency Billing Code
Agency Name	Contact Phone Number
Contact Name	Contact Email
Authorization Number (207 or 207PA)	Request Number **(For CalOES-PSC use only)**

Budget Officer Signature	Printed Name	Date

SECTION 2. EQUIPMENT / SERVICE REQUESTED

Basic service includes: Intra-agency Talk Group
Interoperable Talk Group

Type of membership requested (Select One): ○ PRIMARY USER   ○ SECONDARY USER

Primary User: Intra-agency talk groups requested: _____

Primary/Secondary User: Interoperable talk groups requested: _____

Number of Radios to be Activated	
Portable Radios: No of Units:	Total Activated Units:
Mobile Radios: No of Units:	
Control Stations: No of Units:	
Requested In-Service Date:	

CEU Senior Engineer Signature	Printed Name	Date Approved

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Instructions for completing OES-PSC-115

Request

1. Check Activate for requesting new service or when reactivating radios previously on the system. Submit associated OES-PSC-601.
2. Check Deactivate for removing radios from the system. Submit associated OES-PSC-601.

Section 1: Requestor Information (For activation and deactivation of radios)

1. <u>Request Date</u>: Enter date request is being submitted to Cal OES/PSC.
2. <u>Agency Billing Code</u>: Enter agency billing code that will be used for transfer of agency subscriber fees - STATE AGENCIES ONLY.
3. <u>Agency Name</u>: Enter complete agency name, not abbreviation.
4. <u>Contact Phone</u>: Enter Contact person's phone number.
5. <u>Contact E-Mail</u>: Enter Contact person's e-mail address.
6. <u>Contact Name</u>: Enter name of person who Cal OES/PSC will interface with and has authority to make communications decisions for the agency.
7. <u>Authorization Number</u>: Enter the OES-PSC-207 or OES-PSC-207PA number.
8. Sign, print name and date document. (Person signing form should have authority for financial decisions for the agency, i.e. Budget Officer).

Section 2: Equipment / Service Requested (For activation of radios only)

1. Select Primary user if agency will require one or more intra-agency talk groups and use system for daily communications.
2. Select Secondary User if agency will only use the system for interoperable communications with other agencies during emergencies.
3. Select "Yes" if intra-agency talk groups are being requested, otherwise select "No".
4. Select "Yes" if interoperable talk groups are required, otherwise select "No".
5. Enter the total number of **Portable Radios** that will operate on the system.
6. Enter the total number of **Mobile Radios** that will operate on the system.
7. Enter the total number of **Control Stations** that will operate on the system.
8. Enter the requested In-Service date of equipment listed on the OES-PSC-115.

** Submit completed form OES-PSC-601 to psc.intake@caloes.ca.gov.