SOP

[REPLACE WITH YOUR AGENCYGO AND RESIZE]

Instructions for Use

Your agency name

Standard Operating Procedure for

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**ADOPTION AND NIMS COMPLIANCE REVIEW**

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| --- | --- | --- | --- | --- | --- | --- |
| Signature |  | Printed Name |  | Title |  | Date |

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| Signature |  | Printed Name |  | Title |  | Date |

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| Signature |  | Printed Name |  | Title |  | Date |

**Record of Change**

| **Change No.** | **Description** | **Change Date** | **Approved By** |
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# Purpose

# INTEROPERABLE COMMUNICATION RESOURCE DESCRIPTION

## Overview

##

## Functions and roles

## General responsibilities

# Rules of Use

## Eligibility

## *EXCEPTION:*

## Authorization

# General communications Assets Rules of Use

## General Rules of Use of Communications Equipment

# GLOSSARY AND TERMS

| **Item/Acronym** | **Definition** |
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1. AGENCY POINTS OF CONTACT

Table 1 - Points of Contact

| POC Type | Name | Agency orOrganization | Email | Phone24 Hr Phone |
| --- | --- | --- | --- | --- |
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| Inventory  |
| --- |
| **Radio** | Location | Type  | Model Number  | Serial Number |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
|  |  |  |  |  |

1. INVENTORY DATA
2. QUICK START GUIDES

1. TEMPLATES AND MAPS
2. Manuals