



DEFENSE INFORMATION SYSTEMS AGENCY

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COMMUNICATIONS REQUIREMENTS

Defense User's Guide To The Telecommunications Service Priority (TSP) System

1. **Purpose.** This Circular provides procedures to implement the Telecommunications Service Priority (TSP) System for National Security and Emergency Preparedness (NS/EP) as prescribed in National Communications System (NCS) Directive 3-1.

2. **Applicability.** This Circular applies to all DoD and non-DoD departments, agencies, commands, and offices having authorized requirements for Defense Information Systems Network (DISN) services or for non-DISN services that are acquired by the Defense Information Technology Contracting Organization (DITCO) or DITCO activities.

3. **Authority.** This Circular implements *NCS Directive 3-1*, Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NS/EP), *10 August 2000*.

4. **References.**

4.1 NCS Manual 3-1-1, Service User Manual For The Telecommunications Service Priority (TSP) System, *5 May 2000*.

4.2 NCS Directive 3-1, Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NS/EP), *10 August 2000*.

4.3 Defense Information Systems Agency (DISA) Circular 310-130-1, Submission of Telecommunications Service Requests, *4 April 2000, with latest changes on 8 October 2002*.

5. **Scope.** The TSP System is applicable to all DoD telecommunications services supporting NS/EP telecommunications requirements to include the DISN and tactical requirements which utilize assets of the DISN or assets of the domestic telecommunications services (including portions of U.S.

international telecommunications services provided by U.S. vendors) for which provisioning or restoration priority levels are requested, assigned, and approved in accordance with applicable directives and implementing manuals, instructions, circulars, etc.

6. Circular Maintenance. Each Defense Information Systems Agency (DISA) area is authorized to publish supplemental instructions to this Circular pertaining to its assigned DISN area with prior approval of Headquarters, DISA. A copy of proposed supplemental instructions will be submitted for approval prior to publication. Such supplements and any material submitted for inclusion in this Circular will be prepared in a format identical with that used in this Circular. The submissions will be addressed to the Director, Defense Information Systems Agency, ATTN: *G052, P.O. Box 4502, Arlington, VA 22204-4502.*

7. Additional Copies and Extracts. Recipients are authorized to reproduce this Circular in whole or in part.

FOR THE DIRECTOR, DISA, AND MANAGER, NCS:

A. FRANK WHITEHEAD
Colonel, USA
Chief of Staff

SUMMARY OF SIGNIFICANT CHANGES.

- a. Incorporate "DISA" throughout document.
- b. Delete all references to the Restoration Priority System.
- c. Incorporate previous message change.
- d. Incorporate explanation of "orderwire" status within the TSP System (Chapter 1, paragraph C1.9; Chapter 8, paragraph C8.5).
- e. Incorporate expanded guidance on when to use a SF315 to obtain a TSP (Chapter 3, paragraph C3.1; Chapter 4, paragraph C4.1.1).
- f. Incorporate procedures for obtaining TSP on NATO circuits to the CONUS and within Europe (Chapter 4, paragraph C3.1.1 and C3.1.2).
- g. Clarify reporting responsibilities (Chapter 5).
- h. Incorporate instructions for completing SF315 (Enclosure 3).

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- a. Updated NCS TSP Program Office name.
- b. Updated NCS TSP Program contact information.
- c. Updated document OPR code and address.
- d. Deleted obsolete terms and enclosures.
- e. Updated figures to reflect current DISA Organizational names.
- f. Updated the reference documents publish date.
- g. Listed the valid authority document for this publication.

This Circular cancels DISAC 310-140-4, August 1993
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GLOSSARY OF TERMS

The most common terms and definitions used in conjunction with the Telecommunications Service Priority (TSP) System are listed below. Additional terms and definitions are contained in National Communications System (NCS) Manual 3-1-1, Service User Manual, *5 May 2000*.

Assignment. The designation of priority level(s) for a defined National Security/Emergency Preparedness (NS/EP) telecommunications service for a specified time period.

Contracting Activity. The organization responsible for negotiating and awarding contracts when leased service is required for the telecommunications services required by a service user. (Not all service users obtain their telecommunications services through contracting activities. Procedures vary among service user organizations for interacting with telecommunications service providers.) The Defense Information Technology Contracting Organization (DITCO) acquires long haul Defense Information Systems Network (DISN) requirements for telecommunications services.

National Communications System (NCS). A confederation of Federal departments, agencies, and entities established by Presidential memorandum of August 21, 1963, and reaffirmed by Executive Order No. 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions," April 3, 1984, *and updated in 2003*. *The Office of Priority Telecommunications within the Critical Infrastructure Protection Division, NCS*, issues TSP Authorizations. *In March of 2003, the NCS was transferred to the Department of Homeland Security (DHS) from the Department of Defense.*

National Security Emergency Preparedness (NS/EP) Telecommunication Services (or NS/EP Services).

Telecommunication services that are used to maintain a state of readiness or to respond to and manage any event or crises (local, national, or international) that causes or could cause injury or harm to the population, damage to or loss of property, or degrades or threatens the NS/EP posture of the United States.

Within the TSP System, these services fall into two specific categories; Emergency NS/EP and Essential NS/EP, and are assigned priority levels.

Office of Priority Telecommunications (OPT). The operational contact for the NCS, on issues concerning the TSP System. The *OPT* acts in the name of the Manager, NCS. All operational contact by TSP service users with the NCS should normally be through the *OPT*.

Prime Service Provider. A service provider who contracts with a contracting activity to provide a TSP service. A prime service provider may subcontract a portion of the service to other service providers (i.e., subcontractors). A typical example is an interexchange carrier contracting for a service, then subcontracting the local loop portions to local exchange carriers.

Priority Action. The assignment, revision, revocation, or revalidation by the *Office of Priority Telecommunications (OPT)*, NCS, of a priority level associated with an NS/EP telecommunications service.

Priority Level. The level that may be assigned to an NS/EP telecommunications service specifying the order in which provisioning or restoration of the service is to occur relative to other NS/EP and/or non-NS/EP telecommunications services. Authorized priority levels are designated (highest to lowest) E, 1, 2, 3, 4, and 5 for provisioning and 1, 2, 3, 4, and 5 for restoration.

Priority Level Assignment. The priority level(s) designated for the provisioning and/or restoration of a particular NS/EP telecommunications service.

NOTE: The terms "TSP assignment" and "Priority Level Assignment" are used interchangeably in this document.

Provisioning. The act of supplying telecommunications service to a user, including all associated transmission, wiring, and equipment. As used herein, "provisioning" and "initiation" are synonymous and include altering the state of an existing priority service or capability. (Wiring and equipment may not be provided by the carrier on a regulated basis.)

Reconciliation. The comparison of TSP service information and the resolution of identified discrepancies.

Restoration. The repair or returning to service of one or more telecommunication services that have experienced a service outage or are unusable for any reason, including a damaged or impaired telecommunications facility. Such repair or returning to service may be done by patching, rerouting, substitution of component parts or pathways, and other means, as determined necessary by a service provider.

Revalidation. The rejustification by a service user of a priority level assignment.

Revision. A change in priority level assignment for a TSP telecommunications service. This includes any extension of an existing priority level assignment to an expanded TSP service.

Revocation. The elimination of a priority level assignment when it is no longer valid. All priority level assignments for a TSP service are revoked upon service termination.

Service User. Any individual or organization (including a service provider) supported by a telecommunications service for which a priority level has been requested or assigned.

Service Provider. Any person, association, partnership, corporation, organization, or other entity (including common carriers and government organizations) that offers to supply any telecommunications equipment, facilities, or services (including customer premises equipment and wiring) or combination thereof.

The term includes resale carriers, prime contractors, subcontractors, and interconnecting carriers.

Telecommunications Certification Office. The activity designated by a Federal department or agency to certify to Defense Information Systems Agency (DISA) (as an operating agency of the NCS) that a specified telecommunications service or facility is a validated, coordinated, and approved requirement of the department or agency, and that the department or agency is prepared to pay mutually acceptable costs involved in the fulfillment of the requirement.

Telecommunication Services. The transmission, emission, or reception of signals, signs, writing, images, sounds, or intelligence of any nature, by wire, cable, satellite, fiber optics, laser, radio, visual, or other electronic, electric, electromagnetic, or acoustically coupled means, or any combination thereof. The term can include necessary telecommunication facilities.

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C1 CHAPTER 1. TELECOMMUNICATIONS SERVICE PRIORITY (TSP) SYSTEM OVERVIEW

C1.1 **General.** In 1989, the Federal Communications Commission (FCC) approved the TSP System for National Security/Emergency Preparedness (NS/EP) to ensure priority treatment of our Nations's most important telecommunication services. It applies to all Federal and Federally sponsored state, local and civilian telecommunications requirements. The TSP System is the regulatory, administrative, and operational system authorizing and providing for priority treatment (i.e., provisioning and restoration) of NS/EP telecommunications services. As such, it establishes the framework for telecommunications providers to provision, restore, or otherwise act on a priority basis to ensure effective NS/EP telecommunication services. **No other system of telecommunication service priorities which conflicts with the TSP System is authorized.**

C1.1.1 The TSP System provides a means for service users to obtain TSP assignments from the Office of the Manager, National Communications System (*OMNCS*), *Office of Priority Telecommunications (OPT)*. These TSP assignments allow service users to obtain priority treatment from telecommunication service providers for services that support NS/EP functions.

After a service user applies to the *OPT* for a TSP assignment and receives it, and that TSP assignment is passed to the service provider, the service provider is then both authorized and required, when necessary, to provision and/or restore those telecommunication services with TSP assignments before services without such assignments.

C1.1.2 Only telecommunication services that qualify as NS/EP are eligible for TSP assignments. NS/EP services are telecommunication services which are used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international), which causes or could cause injury or harm to the population, damage to or loss of property, or degrades or threatens the NS/EP posture of the United States.

C1.1.3 The TSP System establishes priority levels for both provisioning and restoration of NS/EP telecommunication services. These priority levels are the basis for TSP assignments provided to telecommunication service providers.

Service providers then use the TSP assignment to guide them on the sequence in which they are to respond to provisioning and restoration requirements.

C1.1.4 Provisioning is the act of supplying telecommunication services to a user, including all associated transmission, wiring, and equipment. (Wiring and equipment may not be provided on a regulated basis.) Under the TSP System, emergency provisioning may be invoked for NS/EP reasons to insure a new

service is installed by a commercial provider in the absolute minimum time. The provider is directed to use all possible means to expedite, without considering cost to the service user.

Essential provisioning may be invoked for NS/EP reasons to ensure a service is installed by a specific date not otherwise attainable by routine provisioning. (Customer premise wiring (CPW) and customer premise equipment (CPE), do not receive priority TSP treatment from providers. Users must ensure installation and maintenance of CPE and CPW.)

C1.1.5 Restoration is the repair or returning to service of one or more interrupted telecommunication services that have experienced a service outage or are unusable for any reason.

Under the TSP System, a priority assignment guides the service provider as to which service is to be restored first. However, the TSP System does not require a service provider to meet a restoration time frame. The appropriate method to achieve specified response times from commercial service providers is by contractual agreement.

C1.1.6 The **OPT** processes all requests for TSP assignments, and maintains information on those assignments. The information in the TSP data base will be reconciled with service users annually. Service user's are required, by the OMNCS, to revalidate their TSP assignments every 3 years, upon notice from the **OPT**.

C1.1.7 The TSP System was designed for leased telecommunication services under U.S. jurisdiction and offered as a "fee for service" option, and is not binding on commercial activities providing telecommunication services outside of U.S. jurisdiction. However, DoD is using TSP to identify Government owned and leased services and circuits for priority restoration treatment, both in the Continental United States (CONUS) and outside the Continental United States (OCONUS). The acting service providers for United States Government owned Defense Information System Network (DISN) circuits are the DISA Allocation and Engineering (A&E) activities. The operations and maintenance (O&M) organizations are the service providers for non-DISN Government owned CONUS and OCONUS circuits. Various U.S. providers have filed tariffs which require users to pay an initial one time charge and a monthly recurring fee for restoration. It is assumed that a customer is willing and able to pay additional charges (e.g., overtime) when requesting priority provisioning.

C1.1.8 A key principle of the TSP System is that no priority service orders are forwarded to the service providers until the **OPT** has issued a TSP assignment.

C1.1.9 Control services and orderwires that are owned by a service provider (including the Government) and that are

essential to operating (i.e., provisioning, restoring, or maintaining) that service provider's network, receive special treatment in the TSP System. These services have priority over all other services, including TSP services. Additionally, these services will not be preempted to provision or restore TSP services.

C1.2 TSP MANAGEMENT GOALS. Restoration priorities guide service vendors on the sequence in which to restore TSP services in case of the outage or failure of multiple TSP services. If too many TSP services carry the same priority level, in effect none of those services have priority.

C1.2.1 Although several services may qualify under the same TSP category, it is in an agency's best interest to rank those services and distribute the requested priority levels accordingly. Distributing the priority level requests to reflect the agency's own requirements will ensure that service providers recognize the service user's most important services when responding to a failure or outage.

C1.2.2 [National Communications System Directive \(NCSD\) 3-1](#) directs that priority levels be assigned to only the minimum number of services required to support an NS/EP function; therefore, priority levels will not normally be assigned to backup services on a continuing basis. However, if a service user specifies a requirement for physically diverse routing or contracts for additional continuity-of-service features, backup services may be assigned priorities (see Service Profile, Chapter 2).

C1.2.3 As administrator of the TSP System, the Manager, NCS, is responsible for ensuring that TSP assignments do not become concentrated at the highest available priority levels. TSP Management Goals have been developed to provide broad, high-level guidelines to ensure a reasonable distribution of priorities across all TSP categories and subcategories.

C1.2.4 The Manager, NCS, will use these TSP Management Goals to review TSP assignments across the TSP System as a whole, and compare them against the distribution suggested by the TSP Management Goals.

C1.2.5 The Manager, NCS, is tasked with reporting trends in the TSP System to the FCC and the TSP Oversight Committee. This report includes the relative percentages of services assigned to each priority level under each TSP category and subcategory.

C1.2.6 Service users are strongly encouraged to apply these goals to the distribution of TSP assignments within their organization. The service user's telecommunication managers will monitor the distribution of TSP assignments. By monitoring the

distribution, agency managers can ensure their most important NS/EP requirements are restored first by the service vendors.

C1.2.7 [Figure F1.1](#) presents the TSP Management Goals for all of the Federal Government. For a given subcategory of essential services, the TSP Management Goals establish a reasonable distribution of the available priority level assignments. For example, within the subcategory of "Public Health, Safety, and Maintenance of Law and Order," priority levels 5, 4, or 3 may be assigned. Use of the TSP Management Goals will encourage distribution of eligible services within that subcategory such that 50 percent or more are assigned a level 5, 30 percent are assigned a level 4, and no more than 20 percent are assigned a level 3.

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FIGURE F1.1 TSP MANAGEMENT GOALS

SUBCATEGORY	PRIORITY LEVELS				
	5	4	3	2	1
A National Security Leadership					*
B National Security Posture and U.S. Population Attack Warning	35%	30%	20%	15%	
C Public Health, Safety, and Maintenance of Law and Order	50%	30%	20%		
D Public Welfare and Maintenance of National Economic Posture	70%	30%			

* National Security Leadership services qualify for a priority level of 1. However, service users should consider distributing some portion of these services among priority levels 2, 3, 4 and 5 to avoid concentrating all of their services at the same priority level.

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C2 CHAPTER 2. DETERMINING RESTORATION AND PROVISIONING PRIORITIES

C2.1 **General.** In the context of the TSP System, a telecommunications service is a communications capability specified by a service user that can be provisioned and/or restored on a priority basis by the provider of the service. This chapter discusses services eligible for TSP assignments and the standards for determining which priority level to request.

C2.1.1 A TSP service must meet the following requirements:

C2.1.1.1 The service (e.g., circuit) must qualify as NS/EP and support an NS/EP function; satisfy the requirements of a TSP category, subcategory, and criteria and be eligible for a priority level.

C2.1.1.2 The service can be provided by one or more prime service providers and each may have any number of subcontractors.

C2.1.1.3 All information on the TSP request must apply to the service.

C2.1.1.4 Each occurrence of a service otherwise meeting the above requirements will require a different TSP Authorization Code, and have a separate TSP request. For example, air route traffic control centers throughout the country have Remote Control Air Ground (RCAG) services. Each RCAG service requires its own TSP Authorization Code.

C2.1.2 The determination of the need for a restoration or provisioning priority for a service is normally a cooperative effort between the responsible Telecommunication Certification Office (TCO) and the service user. The user is responsible for mission justification and the TCO is responsible for accurate TSR submission in accordance with DISA (DoD) procedures.

C2.1.3 Service users may request priority treatment on any service offering for which the provider is capable of providing priority treatment and which meets the above requirements. In general, CONUS commercial service providers can provision and restore dedicated services on a priority basis (e.g., dedicated circuit or subscriber loop portion of a switched service). However, service providers might not be able to restore switched services on a priority basis. Service users should therefore become familiar with the ability of service providers to provide priority treatment to switched services. When in doubt, the service user should contact the service provider to determine if they can provide priority treatment for a service.

C2.1.4 In requesting a TSP assignment for a service, the service user must first determine that the service is eligible for a TSP assignment and then determine the priority level for which the service qualifies. The service may qualify for two, three, four, or five priority levels under the TSP System rules. The range of priority levels that may be requested and assigned to a service is based on the TSP System categories, subcategories, and criteria. When the service qualifies for more than one priority level, the specific priority level a service user should request can be determined using the TSP Service Profile and the TSP Management Goals (See [Chapter 1](#)).

C2.2 Categories, Subcategories, Criteria, and Service Profiles. [Figure F2.1](#) illustrates the two TSP System categories and the four Essential subcategories with the possible priority levels within each one. After determining that a service qualifies for the Essential category, it must be decided which subcategory is appropriate. The following explanation of each subcategory will assist in this determination. The criteria following the subcategory definitions determine which subcategory a service qualifies for.

C2.2.1 TSP Restoration Priority Subcategory.

C2.2.1.1 Subcategory A. National Security Leadership. This subcategory is strictly limited to only those telecommunications services essential to national survival if nuclear attack threatens or occurs, and critical orderwire and control services necessary to ensure the rapid and efficient provisioning or restoration of other NS/EP telecommunication services. Services in this subcategory are those for which a service interruption of even a few minutes would have serious adverse impact upon the supported NS/EP function.

C2.2.1.2 Subcategory B. National Security Posture and U.S. Population Attack Warning. This subcategory covers those minimum additional telecommunications services essential to maintaining an optimum defense, diplomatic, or continuity-of-government posture before, during, and after crisis situations. Such situations may range from national emergencies to international crises, including nuclear attack. Services in this subcategory are those for which a service interruption ranging from a few minutes to one day would have serious adverse impact upon the supported NS/EP function.

C2.2.1.3 Subcategory C. Public Health, Safety, and Maintenance of Law and Order. This subcategory covers the minimum number of telecommunication services necessary for giving civil alert to the U.S. population and maintaining law and order and the health and safety of the U.S. population in times of any national, regional, or serious local emergency. These services are those for which a service interruption ranging from a few minutes to

one day would have serious adverse impact upon the supported NS/EP functions.

C2.2.1.4 Subcategory D. Public Welfare and Maintenance of the National Economic Posture. This subcategory covers the minimum number of telecommunication services necessary for maintaining the public welfare and national economic posture during any national or regional emergency. These services are those for which a service interruption ranging from a few minutes to one day would have serious adverse impact upon the supported NS/EP function.

C2.2.2 TSP Restoration Priority Criteria.

C2.2.2.1 Criteria and Examples for Subcategory A: National Security Leadership: (Services under this subcategory will normally be assigned priority 1 for provisioning or restoration; however, priority 2, 3, 4, or 5 may be assigned.) The first service for each criteria qualifies and should be requested as a priority 1. Subsequent circuits for the same purpose to the same locations also qualify for a priority 1; however, users are strongly encouraged to request a lower priority (2-5). If all services are treated as priority 1, the system will become ineffective and the service vendor will not have guidance to properly restore a service. For example: A TW/AA sensor is diverse routed, via two dedicated circuits, to NORAD Headquarters. There is also a Defense Switched Network (DSN) switched voice circuit and a dedicated hot line supporting the user. The appropriate assignment is: Circuit #1 Priority 1 Dedicated sensor (diverse route); Circuit # 2 Priority 1 Dedicated sensor (diverse route); Priority 2 or 3 for the Hot Line, and no priority for the DSN service.

C2.2.2.1.1 Criteria.

C2.2.2.1.1.1 Criteria #1. Critical orderwire or control service supporting other NS/EP functions

C2.2.2.1.1.2 Criteria #2. Presidential communications service critical to continuity of government and national leadership during crisis situations

C2.2.2.1.1.3 Criteria #3. National Command Authority communications service for military command and control critical to National survival

C2.2.2.1.1.4 Criteria #4. Intelligence communications service critical to warning of potential catastrophic attack

C2.2.2.1.1.5 Criteria #5. Communications service supporting the conduct of diplomatic negotiations critical to arresting or limiting hostilities

C2.2.2.1.2. **Examples.** The following services would generally qualify as priority 1:

C2.2.2.1.2.1 Orderwire or control services supporting NS/EP functions.

C2.2.2.1.1.2 Presidential Communications.

C2.2.2.1.2.3 One voice and one record service continuously available from the location of the President, National Military Command Center, and their alternate locations. These include services to senior government officials, relocation sites, and to select allies.

C2.2.2.1.2.4 National Command Authority (NCA) communications for military command and control critical to national survival.

C2.2.2.1.2.5 The first voice and first record services from the NCA (NMCS Command Centers) to each commander of a unified/specified command and each Military Service Headquarters and the first record services to the Canadian Joint Staff, Headquarters SHAPE, and essential VLF seize key services.

C2.2.2.1.2.6 Intelligence communications for catastrophic attack warning, and communications for diplomatic negotiations for arresting or limiting hostilities. This would include:

C2.2.2.1.2.6.1 The first voice and first record service designated by the Directors of the National Security Agency (NSA) and the Defense Intelligence Agency (DIA) to the most critical locations required to handle critical intelligence concerning an attack.

C2.2.2.1.2.6.2 Tactical Warning/Attack Assessment (TW/AA) services as follows:

C2.2.2.1.2.6.2.1 Primary (voice or record) service as designated by NORAD from peripheral early warning systems (BMEWS, DEWLINE, AWACS, AEW&C SLBM) to NORAD and from NORAD to key headquarters/activities requiring information to make decisions pertaining to an attack.

C2.2.2.1.2.6.2.2 First Direct Sound Surveillance System services.

C2.2.2.1.2.6.2.3 Worldwide Secure Voice Conferencing System (WWSVCS)

C2.2.2.1.2.6.3 One service/circuit (either voice or record) designated in advance by the Secretary of State, from the Secretary of State to the minimum number of government heads and other key officials with whom contact must be maintained during

attack, including those circuits necessary to conduct diplomatic negotiations critical to arresting or limiting hostilities. Also included will be those added circuits as may be designated for this purpose to the Executive Agent, NCS, and designated circuits to the USSR and to the People's Republic of China.

C2.2.2.2 Criteria and Examples for Subcategory B: National Security Posture and U.S. Population Attack Warning: (Services under this subcategory may be assigned priority 2, 3, 4, or 5 for provisioning or restoration.)

C2.2.2.2.1 Criteria.

C2.2.2.2.1.1 Criteria #1. Threat assessment and attack warning.

C2.2.2.2.1.2 Criteria #2. Conduct of diplomacy.

C2.2.2.2.1.3 Criteria #3. Collection, processing, and dissemination of intelligence.

C2.2.2.2.1.4 Criteria #4. Command and control of military forces.

C2.2.2.2.1.5 Criteria #5. Military mobilization.

C2.2.2.2.1.6 Criteria #6. Continuity of Federal Government before, during, and after crisis situations.

C2.2.2.2.1.7 Criteria #7. Continuity of state and local government functions supporting the Federal Government during and after national emergencies.

C2.2.2.2.1.8 Criteria #8. Recovery of critical national functions after crisis situations.

C2.2.2.2.1.9 Criteria #9. National space operations.

C2.2.2.2.2 Examples: The following National Security Posture and U.S. Population Attack Warning services would generally qualify as priority 2, 3, or 4:

C2.2.2.2.2.1 Command and Control of Military Forces.

C2.2.2.2.2.1.1 The first voice and first record services from each commander of a unified/specified command direct to this primary subordinate headquarters, major nuclear-capable force commanders, Joint Task Force Commanders, and commanders of other directly controlled forces.

C2.2.2.2.2.1.2 The first record service from appropriate commanders to the Canadian Joint Chiefs of Staff and headquarters, SHAPE, SEATO, and CENTO.

C2.2.2.2.2.1.3 One voice and one record service between supporting nuclear-capable commanders.

C2.2.2.2.2.1.4 The first service for JCS Coordination for Atomic Operations (CAO).

C2.2.2.2.2.1.5 The first services essential for internal sensor systems for directing the commitment of nuclear defenses.

C2.2.2.2.2.1.6 The first services which provide essential information for directing and commitment of nuclear defense and nuclear counterforces, in systems such as SPADATS and BOMB ALARM or Air Defense environments.

C2.2.2.2.2.2 **Military Mobilization.**

C2.2.2.2.2.2.1 The first service (either voice or record) from either the Military Service headquarters, or the alternate headquarters (when activated) to their subordinate major command headquarters, or to the commanders of other directly controlled forces.

C2.2.2.2.2.2.2 The first service (either voice or record) of other Federal agencies between locations designated by the heads of the agencies which are essential to national survival during nuclear attack conditions.

C2.2.2.2.2.2.3 **Exercise Telecommunication Services.**

C2.2.2.2.2.2.3.1 The minimum quantity of services essential to permit safe conduct of an exercise or achievement of primary exercise objectives or both. Only those services in support of exercises which involve the movement of personnel, weapons systems, munitions, or other critical materials or the control of aircraft are included.

C2.2.2.2.2.2.3.2 Short notice exercise services resulting from changes in exercise locations or scenarios which could not reasonably have been foreseen, and without which the exercise cannot be conducted safely or effectively.

C2.2.2.2.3 **Examples.** The following National Security Posture and U.S. Population Attack Warning services would normally qualify as priority 3, 4, or 5:

C2.2.2.2.3.1 Minimum additional service requirements essential when nuclear attack threatens.

C2.2.2.2.3.2 Minimum additional services required to conduct critical pre-attack diplomatic negotiations to reduce the threat of war.

C2.2.2.2.3.3 Minimum additional services for intelligence collection, processing, and dissemination.

C2.2.2.2.3.4 Minimum additional service for Presidential communications.

C2.2.2.2.3.5 Minimum additional services to support NCA communications.

C2.2.2.2.3.6 Minimum additional services for military command and control.

C2.2.2.2.4 **Examples.** The following National Security Posture and U.S. Population Attack Warning services would normally qualify as priority 4 or 5:

C2.2.2.2.4.1 Minimum additional services to support essential Internal Sensor Systems to include SPADATS, SOSUS, and BOMB ALARM for nuclear defense and nuclear counterforce information.

C2.2.2.2.4.2 Minimum essential services for carrying out Military Air operations and air control when attack threatens.

C2.2.2.2.4.3 Minimum weather services which are critical to Military operations.

C2.2.2.2.4.4 Minimum essential services for military and civil security activities used to collect, process and disseminate Intelligence information.

C2.2.2.2.4.5 Minimum services for air, sea, and ground operations for safety, rescue, and movement operations.

C2.2.2.2.4.6 Minimum services used for tracking and telemetering space vehicles and manned space flight operations.

C2.2.2.2.5 **Examples.** The following National Security Posture and U.S. Population Attack Warning services would normally qualify as priority 5.

C2.2.2.2.5.1 Minimum services for critical logistical and administrative military support functions.

C2.2.2.2.5.2 Minimum services for the conduct of critical negotiations under cold war conditions.

C2.2.2.2.5.3 General purpose services critical to government operations:

C2.2.2.2.5.3.1 Between manual switchboards.

C2.2.2.2.5.3.2 Between data relay switching centers.

C2.2.2.3 Criteria for Subcategory C: Public Health, Safety, and Maintenance of Law and Order: (Services under this subcategory may be assigned priority 3, 4, or 5 for provisioning or restoration.)

C2.2.2.3.1 **Criteria #1.** Population warning (other than attack warning).

C2.2.2.3.2 **Criteria #2.** Law enforcement.

C2.2.2.3.3 **Criteria #3.** Continuity of critical state and local government functions (other than support of the Federal government during and after national emergencies).

C2.2.2.3.4 **Criteria #4.** Hospitals and distribution of medical supplies (including military hospitals).

C2.2.2.3.5 **Criteria #5.** Critical logistic functions (including military logistics) and public utility services.

C2.2.2.3.6 **Criteria #6.** Civil air traffic control.

C2.2.2.3.7 **Criteria #7.** Military assistance to civil authorities.

C2.2.2.3.8 **Criteria #8.** Defense and protection of critical industrial facilities.

C2.2.2.3.9 **Criteria #9.** Critical weather services.

C2.2.2.3.10 **Criteria #0.** Transportation to accomplish the foregoing NS/EP functions.

C2.2.2.4 Criteria for Subcategory D: Public Welfare and Maintenance of the National Economic Posture: (Services under this subcategory may be assigned priority 4 or 5 for provisioning or restoration.)

C2.2.2.4.1 **Criteria #1.** Distribution of food and other essential supplies.

C2.2.2.4.2 **Criteria #2.** Maintenance of national monetary, credit, and financial systems (including military).

C2.2.2.4.3 **Criteria #3.** Maintenance of price, wage, rent, and salary stabilization, and consumer rationing programs.

C2.2.2.4.4 **Criteria #4.** Control of production and distribution of strategic materials and energy supplies.

C2.2.2.4.5 **Criteria #5.** Prevention and control of environmental hazards or damage.

C2.2.2.4.6 **Criteria #6.** Transportation to accomplish the foregoing NS/EP functions.

C2.2.3 **Service Profile.** The service profile elements (letters A-G) and service profile element details (1-4) describe attributes of a service (i.e., alarms, 24 hour operation, first service, etc) that are under the control of a service user. Together, the profile element and the profile detail (i.e., A-1, F-3, etc) form the service profile which influences the priority which can be requested. The following information gives guidance to determine the exact Service Profile descriptions:

C2.2.3.1 **Profile Element A.** Customer Premises Equipment (CPE). CPE is equipment provided by the service user, whether through contract, as government-provided equipment, or a combination to interface with vendor-provided service. Examples include modem and terminal equipment (e.g., cryptographic equipment, teletype, radio, facsimile, satellite earth terminals, switch, telephone, sensor, cablehead) supporting the service for which a priority level is being requested. This profile element includes spare terminal equipment, repair CPE parts, and CPE supplies.

C2.2.3.1.1 **CPE Element Details.**

C2.2.3.1.1.1 [A1] On-site/on-call maintenance support or a contractual arrangement exists that is consistent with the restoration response expected of the telecommunications service vendor.

C2.2.3.1.1.2 [A2] Spare equipment is provided to back up primary equipment.

C2.2.3.1.1.3 [A3] Applicable only if this is a provisioning request: Equipment and site preparation provided by the service user (including equipment provided by contract) will be available by the date service is required.

C2.2.3.2 **Profile Element B.** Customer Premises Wiring (CPW). CPW includes all "in-house" circuit segments that are normally provided by the service user, whether through contract or as service user owned wiring on the "user" side of a demarkation (demark) point. The demark is that point, agreed upon mutually by the telecommunications service provider and the service user, where operational control or ownership changes from one entity to another. In-house wiring that extends service from the demark

point is the responsibility of the service user. This service may be provided by the service user or under contract to the service user.

C2.2.3.2.1 CPW Element Details.

C2.2.3.2.1.1 [B1] All in-house circuit segments provided by the service user (including those provided by contract) have on-site/on-call maintenance support, or a contractual arrangement consistent with the restoration response expected of the service provider.

C2.2.3.2.1.2 [B2] Applicable only if this is a provisioning request: All in-house circuit segments provided by the service user (including that provided by contract) will be available by the date service is required.

C2.2.3.3 Profile Element C. Operations. Operations refers to the number of hours per day that a facility is manned or, if unmanned, operational. Unmanned terminals (such as sensors) tied to a central facility that monitors them 24 hours per day are considered to be operational 24 hours per day. Facilities that are in "hot-standby" and can be activated in a short time span are also considered to be operational 24 hours per day. Priorities for services to facilities such as alternate headquarters, which are not active until manned, may be requested as though the service facilities are operational 24 hours per day.

C2.2.3.3.1 Operations Element Details.

C2.2.3.3.1.1 [C1] The terminal facility operates 24 hours per day or it is in a hot-standby status.

C2.2.3.3.1.2 [C2] Other.

C2.2.3.4 Profile Element D. Technical Control Facility (TCF)/Fault Detection/Isolation. This profile element refers to the capability to detect and isolate a problem within a system. This function may be performed by the service user or by a service provider under contract to the service user. It may be the function of a patch and test facility located within an operations center.

C2.2.3.4.1 TCF/Fault Detection/Isolation: Element Details.

C2.2.3.4.1.1 [D1] A capability is available or contracted for 24 hours per day to isolate problems or perform service testing to determine faults.

C2.2.3.4.1.2 [D2] Alarms are installed that automatically signal loss of service/circuit continuity and alert operations or technical control personnel.

C2.2.3.5 **Profile Element E.** Service Testing. Service testing refers to periodic quality control tests that are performed to ensure that service being provided falls within certain parameters. Such testing is normally done by the service provider. With service user owned systems, periodic testing may be done by contract personnel or service user employees.

C2.2.3.5.1 **Service Testing Element Detail.**

C2.2.3.5.1.1 [E1] The service will undergo periodic testing to determine quality and reliability.

C2.2.3.6 **Profile Element F.** First Service/Route Diversity. First service/route diversity refers to the availability of more than one telecommunications path between service points. "First Service" designates the primary or most important service between service points. It implies that other services operated between the two points are secondary or less important. Route diversity is the allocation of services between two points over more than one geographic path or physical route with no geographic points of commonality.

C2.2.3.6.1 **First Service/Route Diversity Element Details.**

C2.2.3.6.1.1 [F1] A first service.

C2.2.3.6.1.2 [F2] A service path established to provide route diversity for another TSP service.

C2.2.3.6.1.3 [F3] Other.

C2.2.3.7 **Profile Element G.** Facility/Site Access. Facility/site access refers to the ease with which provisioning or restoration personnel can enter a site. If provisioning or restoration efforts require facility/site access, the service user must coordinate with all concerned parties and be prepared to grant site access and provide escorts when necessary. If sites may not be entered by provisioning or restoration personnel because of security restrictions, the service user must provide enough spare equipment to permit continued operation. Repairs done by removing equipment or components from the site and providing them to repair personnel off-site are considered adequate for meeting the intent of this profile element.

C2.2.3.7.1 **Facility/Site Access Element Details.**

C2.2.3.7.1.1 [G1] The service user will provide immediate access 24 hours per day to installation or restoration personnel.

C2.2.3.7.1.2 [G2] Service user personnel will meet provisioning or restoration personnel at a prearranged and mutually determined time to provide access.

C2.2.3.7.1.3 [G3] The service user will provide access to provisioning or restoration personnel by the next business day.

C2.2.3.7.1.4 [G4] Other.

C2.3 Restoration. When the Subcategory, Service Profile Element(s), and Service Profile Element Detail(s) have been identified for a particular service (based on information in paragraph [C2.2](#)), then [figure F2.2](#) is used to determine the service priority level. Generally, the more Service Profile Elements/Details that are identified with a service, the higher the priority level it will qualify for. If the service does not meet all the Elements/Details for a given priority level, but it is believed that a higher priority is warranted, then enter that priority level and an explanation for it in the Telecommunications Service Request (TSR) under "Supplemental Information," item 529, or in item 9 if using a Standard Form 315. Emergency NS/EP services not otherwise qualifying for a TSP restoration priority level assignment as Essential NS/EP (subcategory A, B, C, or D), may be assigned a TSP restoration priority level 5 for a 1 month period. In this case, enter an "E" in TSR item 526A and omit item 526B in the TSR. Such 1 month TSP restoration priority level assignment will be revoked automatically unless extended for another 1 month period. A notice of such revocation will be sent to the TCO, who in turn will notify the user and issue a TSP TSR to revoke the priority level. Designation "E" is to be used ONLY if requesting both an Emergency provisioning priority level and a TSP restoration priority level of 5, and the service does not otherwise qualify for a TSP restoration priority level under the essential subcategory.

C2.4 Provisioning. TSP permits the service user to request an Emergency or Essential provisioning priority if expedited handling of their service requirement is necessary. The TSPPO requires a Standard Form (SF) 315 be submitted for all provisioning assignments. (See [Enclosure 2.1](#)). Another requirement for Essential or Emergency provisioning is to have the Invocation Official (see [Chapter 6](#)) "Invoke" NS/EP procedures for the situation, and sign the SF 315. Detailed procedures regarding the submission of TSR's requesting a provisioning priority are contained in [DISAC 310-130-1](#).

C2.4.1 **Essential.** When Subcategory, Service Profile Element(s), and Service Profile Element Detail(s) have been identified for a particular service (based on information in paragraph C2.2), then [figure F2.3](#) is used to determine the service priority level.

C2.4.2 **Emergency.** Services are eligible for an Emergency provisioning priority if they directly support or result from at least one of the following:

C2.4.2.1 Federal government activity responding to a Presidentially declared disaster or emergency as defined in the Disaster Relief Act (42 U.S.C. Section 5122).

C2.4.2.2 State or local government activity responding to a Presidentially, state, or locally declared disaster or emergency.

C2.4.2.3 Response to a state of crisis declared by the National Command Authorities (e.g., exercise of Presidential war emergency powers under Section 706 of the Communications Act, supra).

C2.4.2.4 Efforts to protect endangered U.S. personnel or property.

C2.4.2.5 Response to an enemy or terrorist action, civil disturbance, natural disaster, or any unpredictable occurrence that has damaged facilities whose uninterrupted operation is critical to NS/EP or the Management of other ongoing crises.

C2.4.2.6 Certification by the head or director of a Federal agency, commander of a unified/specified command, chief of a military service, or commander of a major military command, that the telecommunications service is so critical to protection of life and property or to NS/EP that it must be provided immediately.

C2.4.2.7 Foreign intelligence surveillance activities.

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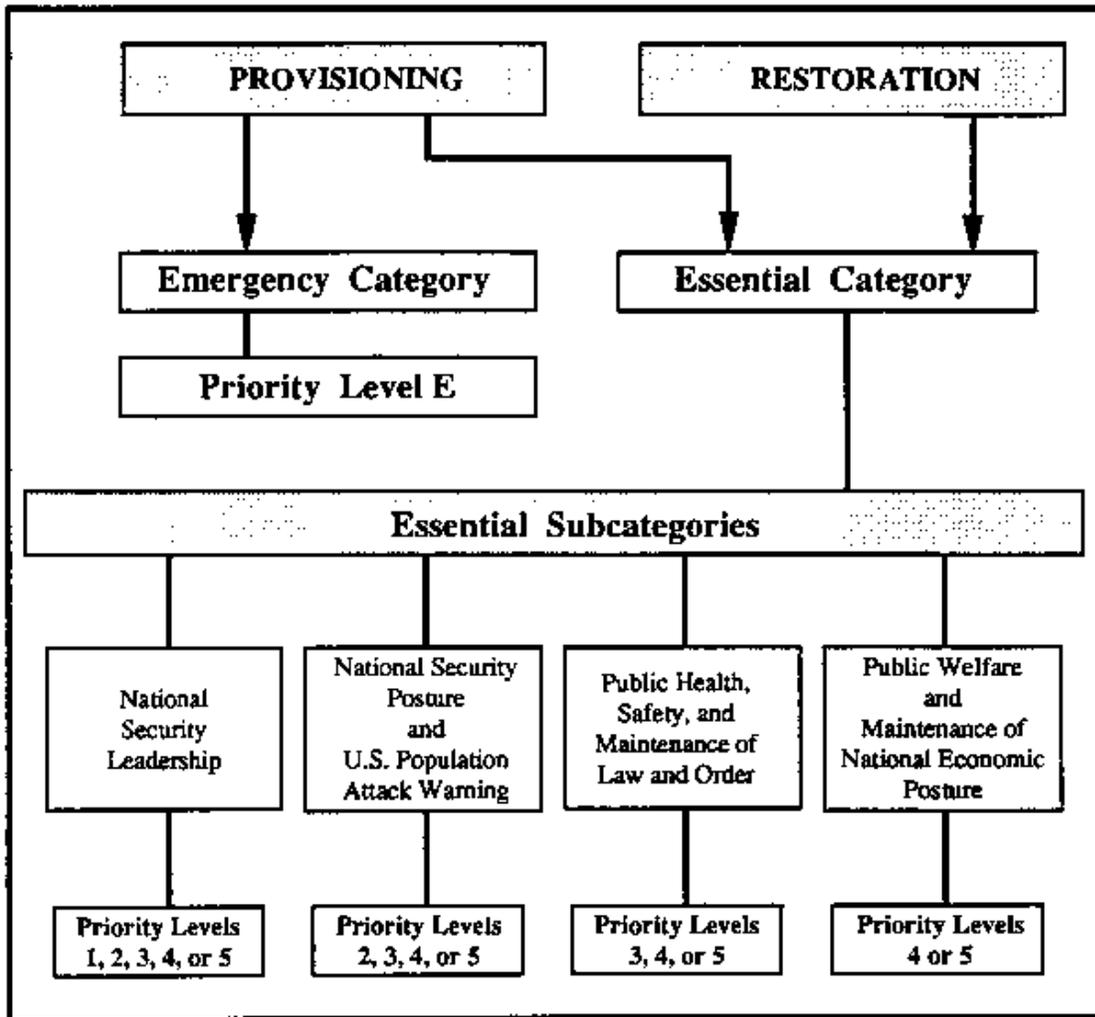
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FIGURE F2.1 TSP SYSTEMS CATEGORIES AND SUBCATEGORIES



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FIGURE F2.2 CHART FOR DETERMINING RESTORATION PRIORITY LEVELS

		PRIORITY LEVELS				
		5	4	3	2	1
SUBCATEGORY		Service Profile Elements/Details				
A	National Security * Leadership	A1 or A2 B1	A1 or A2 B1	A1 or A2 B1	A1 or A2 B1	A1 or A2 B1
B	National Security Posture and U.S. Population Attack Warning	A1 or A2 B1	A1 or A2 B1 C1 G1, G2 or G3	A1 or A2 B1 C1 D1 or D2 E1 G1 or G2	A1 or A2 B1 C1 D1 or D2 E1 F1 or F2 G1 or G2	
C	Public Health, Safety, and Maintenance of Law and Order	A1 or A2 B1	A1 or A2 B1 C1 G1, G2 or G3	A1 or A2 B1 C1 D1 or D2 E1 G1 or G2		
D	Public Welfare and Maintenance of National Economic Posture	A1 or A2 B1	A1 or A2 B1 C1 G1, G2 or G3			

* National Security Leadership services qualify for a priority level 1. However, service users should consider distributing some portion of these services among priority levels 2, 3, 4, and 5 to avoid concentrating all of their services at the same priority level.

NOTES:

1. Service profile elements such as Customer Premises Equipment and Customer Premises Wiring must always be maintained/restored in a manner consistent with the response expected of the telecommunications service vendor for the priority level requested.
2. For all subcategories, service users are encouraged to request no higher priority level than is actually required.

NOTE: Emergency NS/EP services not otherwise qualifying for a TSP restoration priority level assignment as Essential NS/EP (subcategory A, B, C, and D), may be assigned a TSP restoration priority level 5 for a 1 month period. In this case, enter an "E" in TSR item 526A and omit item 526B in the TSR. Such 1 month TSP restoration priority level assignment will be revoked automatically.

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FIGURE F2.3 CHART FOR DETERMINING PROVISIONING AUTHORITY LEVELS

SUBCATEGORY	PRIORITY LEVELS					E
	5	4	3	2	1	
	Service Profile Elements/Details					*
A National Security Leadership**	A3 B2	A3 B2	A3 B2	A3 B2	A3 B2	
B National Security Posture and U.S. Population Attack Warning	A3 B2 G1 or G2	A3 B2 C1 G1 or G2	A3 B2 C1 D1 or D2 G1 or G2	A3 B2 C1 D1 or D2 F1 or F2 G1 or G2		
C Public Health, Safety, and Maintenance of Law and Order	A3 B2 G1 or G2	A3 B2 C1 G1 or G2	A3 B2 C1 D1 or D2 G1 or G2			
D Public Welfare and Maintenance of National Economic Posture	A3 B2 G1 or G2	A3 B2 C1 G1 or G2				

* To qualify under the Emergency NSEP category, the service must meet at least one of the criteria listed.

** National Security Leadership services qualify for a priority level 1. However, service users should consider distributing some portion of these services among priority levels 2, 3, 4, and 5 to avoid concentrating all of their services at the same priority level.

NOTE:
For all subcategories, service users are encouraged to request no higher priority level than is actually required.

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C3 CHAPTER 3. APPLYING FOR/CHANGING TSP ASSIGNMENTS (THE 50 STATES, U.S. TERRITORIES AND POSSESSIONS)

C3.1 **General.** A Telecommunication Service Request (TSR) will be used for priority service requests or changes, under the TSP System. Detailed guidance to complete each item is found in [DISAC 310-130-1](#). Exceptions to this procedure are service requests that do not normally use the TSR process (base-level communications requests and sponsorships of non-US government entities). In these cases, a Standard Form (SF) 315 will be used. See [Enclosure 3.1](#).

C3.2 **Application Process.**

C3.2.1 **Service Requests.** The TCO will ensure that only qualified TSR's are sent to the *OPT*. The TSR will include the Manager, NCS-TSP as an ACTION addressee along with the appropriate DISA A&E activity **only** on actions that affect TSP: e.g., starting TSP on new or existing circuits; revoking the TSP authorization; discontinuing a circuit with TSP (will also revoke the TSP authorization); or changing TSP levels. The only exception would be TSR's (for TSP circuits) that change critical information needed by the F such as: major geographical relocations of the user; different points of contact; etc. In other words, if the TSR doesn't involve TSP as discussed above, do not send it to the *MANAGER*, NCS-TSP. For new services not yet assigned a Command Communications Service Designator (CCSD), the servicing DISA A&E activity will include the Manager, NCS-TSP, as an ACTION addressee on the Telecommunications Service Order (TSO) that assigns a CCSD. The Manager, NCS-TSP, will not otherwise be an addressee on TSO actions.

C3.2.2 **Restoration.** Initial requests for TSP assignments or any changes (level changes or revocations) to an existing TSP Authorization will be forwarded by the service user's TCO to the NCS *OPT* and appropriate DISA/DITCO action agency as shown in [figure 3.1](#). The service user must provide the justification and service profile data required by the TCO and the TSP Program Office.

C3.2.2.1 Although the *OPT* has 30 days in which to issue a TSP assignment, normally, after receiving a valid TSP request, best efforts are made to forward the restoration TSP authorization code within 10 working days to the TCO and the DISA A&E or contracting activity as applicable and shown in step 3 of [figure 3.1](#).

C3.2.2.2 [Figure 3.2](#) describes the TSP authorization code. Once the TSP authorization code is assigned, the TCO and service user must keep it on record. The TSP authorization code has two parts: the TSP Control Identifier (ID), a computer

generated identifier for tracking purposes; and the TSP Code, which is the priority level assignment.

C3.2.2.3 The alphanumeric TSP Control ID occupies positions one to nine of the TSP authorization code. In the [figure 3.2](#) example it is "TSP12345C." The tenth position is always a hyphen which simply serves to separate the TSP Control ID and the TSP Code. I, O, S, and Z are never used.

C3.2.2.4 The TSP Code occupies positions 11 and 12 of the TSP authorization code. In the example it is "03."

C3.2.2.4.1 The acceptable values for the provisioning priority field are: E, 1, 2, 3, 4, 5, OR 0. (Any acceptable value other than "0" in this field, signifies invocation of NS/EP treatment.) A "0" indicates no provisioning priority is assigned.

C3.3.3.4.2 The acceptable values for the restoration priority field are: 1, 2, 3, 4, 5, or 0. A "0" indicates no restoration priority is assigned.

C3.2.2.5 The TSP Code (priority level assignment) always consists of two characters which may only be assigned by the *OPT*.

C3.2.2.6 Upon receipt of the TSP authorization code by the contracting activity, it is given to the service provider, who will retain this information on the authorized service. This 4th step in the assignment process is shown in [figure 3.1](#).

C3.2.3 **Provisioning.** TCO's (service users) may obtain Emergency (E) and Essential provisioning priority from service providers for the installation of new TSP services when necessary and authorized, as described in Chapter 2, paragraph [C2.4](#), by (a) obtaining authorization to invoke NS/EP treatment from their invocation official; (b) requesting and receiving a provisioning priority from the OPT; and (c) providing the provisioning priority (position eleven of the TSP authorization code) to the service provider. For provisioning action, a telephone call to the *OPT* (see [enclosure 3.2](#)) will be sufficient to start the process, followed by a SF 315 within two (2) working days. The SF 315 may be sent via FAX. Detailed guidance concerning submission of TSR's requesting a provisioning priority is contained in Supplement 11 of [DISAC 310-130-1](#).

C3.2.3.1 [Figure 3.3](#) shows the steps in the provisioning process.

C3.2.3.2 A provisioning priority is not routinely required for a NS/EP service. (In most cases, the TCO/service user will request only a restoration priority.) If the service user has

been able to adequately plan for the service, the service provider can normally meet the service due date following normal business procedures. However, when the service user requires a NS/EP service to be provisioned faster than the service provider's normal procedures allow, the service user's invocation official must authorize invocation of NS/EP treatment.

C3.2.3.3 A provisioning priority authorizes the service provider to take steps to provide the service earlier than the service provider's normal procedures would allow.

C3.2.3.4 Within 15 days of receiving a NS/EP Invocation Report form ([Enclosure 3.3](#), SF 320) from the NCS, the TCO will complete and forward it to the TSP Program Office per instructions on the form.

C3.2.3.5 If a provisioning priority has been assigned, the service provider must retain the provisioning priority until completion of the service order is confirmed to the OPT. The service provider may then either retain the provisioning priority or set the value to "0." (Neither position of the TSP Code may be blank.) The service provider must, however, maintain the restoration priority as long as it remains effective (i.e., until the priority is revoked or changed).

Revocation of a priority level assignment is indicated if the TSP Code (both the provisioning priority field and the restoration priority field) contain zeros.

C3.2.3.6 In passing a provisioning priority to a service provider, a service user will incur costs from that provider for faster-than-normal provisioning. Therefore, overtime and expediting charges must be authorized in the TSR.

C3.3 **TSP Assignment.** The TSP Program Office will notify TCO's of a TSP restoration assignment by *DMS message*. TSP provisioning assignments are communicated by telephone and followed by written correspondence via the U.S. Postal Service.

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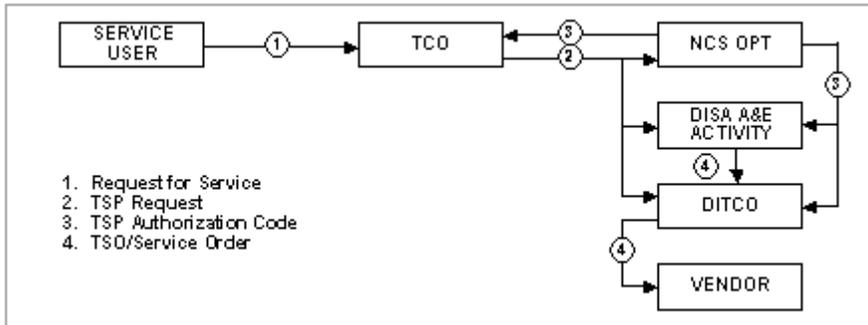
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FIGURE F3.1 OBTAINING A TSP AUTHORIZATION CODE



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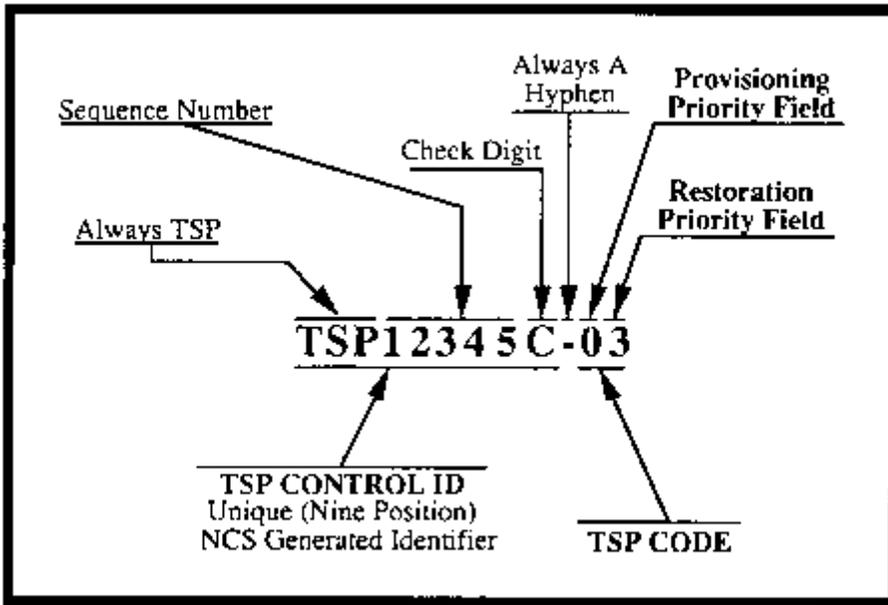
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FIGURE F3.2 TSP AUTHORIZATION CODE



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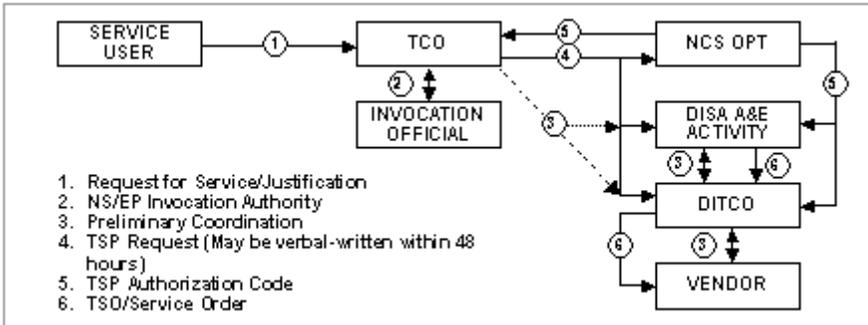
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FIGURE F3.3 EMERGENCY/ESSENTIAL PROVISIONING



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C4 CHAPTER 4. APPLYING FOR/CHANGING TSP ASSIGNMENTS (U.S. Owned DISN Circuits and Foreign Area Leased Services)

C4.1 **General.** TSP identifies Government owned and leased telecommunications services/circuits for priority restoration treatment, both CONUS and OCONUS. The "service provider" for all DISN OCONUS TSP circuits (Government-owned or foreign leased) is DISA Pacific or DISA Europe. The "service provider" for CONUS long haul, Government-owned DISN circuits is DISA *HEADQUARTERS (GIG SUPPORT, GS223)* or *DISA-CONUS (A&E)* at Scott, AFB, IL.

C4.1.1 The TSR will be used to request an initial priority assignment or a change (level change or revocation) to an existing priority under the TSP System. Detailed guidance to complete a TSR is found in DISAC 310-130-1. Exceptions to this procedure are service requests that do not normally use the TSR/TSO process (base-level communications requests and sponsorships of non-US government entities). In these cases, a SF 315 ([Enclosure 3.1](#)) will be used except for services ordered by North Atlantic Treaty Organization (NATO) agencies and member nations. Procedures for services ordered by NATO and member nations are described below in paragraph C4.3.

C4.1.2 The *OPT* will receive requests for TSP assignments, and assign restoration priority levels for Government-owned and leased services in foreign areas, and record them in the NCS TSP data base.

C4.2 **Minimum Essential Circuits List (MECL) and Subpriorities.** Refer to chapter 8, paragraph [C8.1](#).

C4.3 **NATO Request Process.**

C4.3.1 Restoration. Initial requests for TSP restoration priority authorizations or any changes (level changes or revocations) to an existing TSP authorization will be forwarded by the service user's TCO to the applicable DISA A&E office and the *OPT*, in accordance with [DISAC 310-130-1](#), and [figure F4.1](#).

TSO's may be completed and released upon receiving the TSP authorization code from the NCS. In the European theater, the United States, as a signatory to NATO, orders leased commercial communications services in accordance with the procedures established in the Allied Long Lines *Activity (ALLA) Handbook*.

These procedures ensure priority restoral of designated U.S. and NATO telecommunications services provided over commercial leased facilities. To comply with the provisions of the treaty and the procedures in the *ALLA Handbook*, the TSP System priority levels will convert to the NATO ALLA restoration priority system when involving ALLA circuits. [Table T4.1](#) illustrates the conversion.

TABLE T4.1 U.S. TSP SYSTEM TO NATO ALLA CIRCUIT RESTORATION PRIORITY (CRP)

TSP SYSTEM		NATO/ALLA
01	=	R1
02	=	R2
03,04,05	=	R3

C4.3.1.1 **Intra-Europe NATO military circuits.** For these requirements, DISA-EUROPE (A&E) prepares a TSO with TSP information. This TSO is forwarded to the *OPT*. Upon TSP assignment, DISA-EUROPE will amend the TSO to reflect the TSP authorization code.

C4.3.1.2 **Europe to CONUS NATO military circuits.** For these requirements, DISA-EUROPE (A&E) will forward *a TSR* to *DISA HEADQUARTERS (GS223)* and the *NCS OPT*. *DISA* serves as the TSP sponsor and coordinates the restoration priority assignment with the *OPT*. *DISA Headquarters (GS233)* will issue a TSO upon receipt of the TSP assignment *and forward it to the affected parties, including* the identified US carrier with a request for a completion report. After receiving the completion report, *DISA Headquarters (GS233)* distributes action reports to all organizations listed on the original circuit demand.

C4.3.2 **Provisioning.** Assignment of a TSP provisioning priority is not applicable. Refer to [DISAC 310-130-1](#), for emergency/urgent provisioning procedures for service outside the United States (i.e., 50 States, U.S. Territories, U.S. Possessions). In Europe, these procedures permit compliance with established ALLA procedures.

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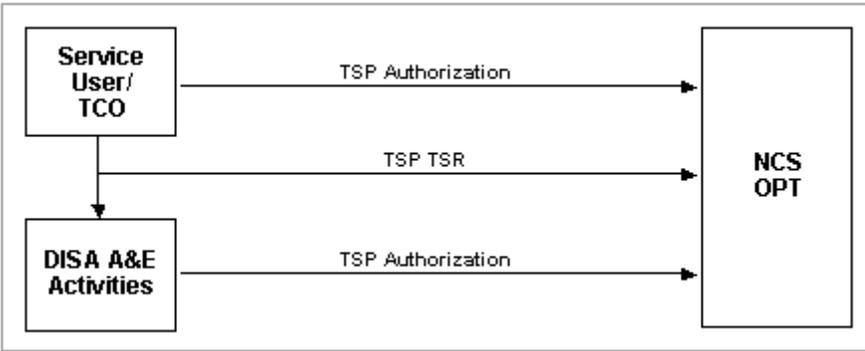
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FIGURE F4.1 OBTAINING A TSP AUTHORIZATION



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C5 CHAPTER 5. REPORTING REQUIREMENTS

C5.1 **General.** TSP service users and DITCO are required to perform various administrative reporting functions. These reporting responsibilities, as shown in [figure F5.1](#), serve several purposes. They provide the *OPT* with critical information required for management of the TSP System. These reporting responsibilities ensure that service providers provide priority treatment only to TSP services. In addition, they ensure information regarding TSP services is conveyed and maintained accurately by service users, service vendors and the *OPT*. These reporting responsibilities include:

C5.1.1 Reporting TSP service order activity. DITCO will provide Service Order Reports monthly to the *OPT* for all leased TSP service starts, provider changes, and discontinued service.

Users of Government owned equipment/systems, will submit In-Effect reports in accordance with DISAC 310-130-1, ACTION to the *OPT* (for new TSP service and disconnect/revocation actions).

C5.1.2 Reporting changes to TSP service information. Service users/TCO's will promptly inform the *OPT* of TSP related changes not provided by TSR's or In-Effect reports (e.g. major changes in contact numbers, office locations etc).

C5.1.2 Reporting invocation of NS/EP treatment ([Enclosure 3.3](#)) in accordance with [DISAC 310-130-1](#), by servicing TCO/activity.

C5.1.3 Reconciling TSP service information (annually). *OPT* initiates action.

C5.1.4 Revalidating TSP assignments (every 3 years). *OPT* initiates action. Changes to current TSP services will serve as revalidation and reset the three year start date.

Note: Procedures are being developed to review and revalidate (R&R) the required TSP information in concert with procedures proposed under the Review and Revalidation Program. When completed, they will be issued as a change to this document. These reporting responsibilities take place after the service user/TCO has requested a TSP assignment from the *OPT*, the *OPT* has assigned a TSP authorization code, and the contracting office has passed the TSP authorization code to a service provider on a service order. The reporting responsibilities listed above apply to individual TSP services and are performed by service users/TCO's or DITCO.

C5.2 **Other Requirements.** In addition to the user reporting requirements mentioned above, the DISA A&E activities, acting as the "service providers" will be responsible for:

C5.2.1 Ensuring the requirements are entered in the Worldwide On Line System - Replacement (WWOLS-R) database.

C5.2.2 Notifying the service O&M commands of the requirements that are assigned a TSP authorization.

C5.2.3 Ensuring that the service user Communications Control Office (CCO)/Communications Management Office (CMO) submit In-Effect Reports for TSP actions, ACTION to the appropriate DISA office and the *OPT*, as shown in [figure F5.2](#). (The In-Effect Report serves as the Service Order and TSP Service Confirmation reports for Government systems, required by the *OPT*.)

C5.2.4 Responding to the annual NCS requests for TSP data base reconciliation or other problems as they may arise.

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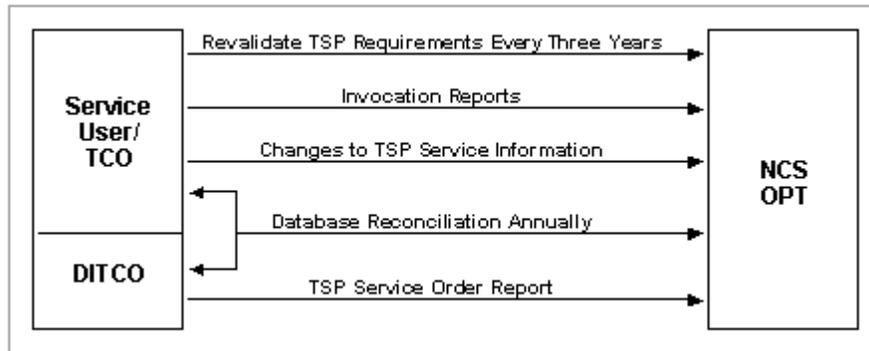
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FIGURE F5.1 LEASED SERVICE USER/DITCO REPORTING REQUIREMENTS



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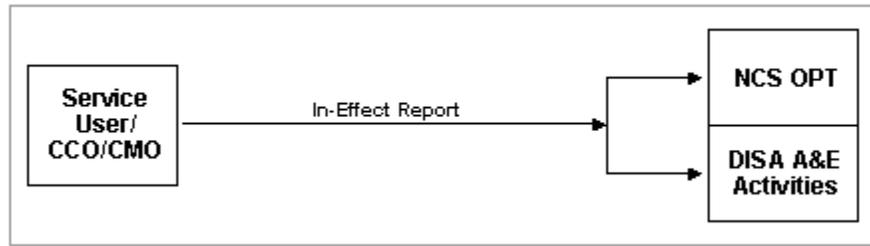
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FIGURE F5.2 TSP REPORTING REQUIREMENTS FOR GOVERNMENT OWNED DISN ASSETS



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C6 CHAPTER 6. INVOCATION OFFICIAL

C6.1 **General.** Invocation officials include the head or director of a Federal Agency, commander of a unified/specified military command, chief of a military service, commander of a major military command, or the delegates of any of the foregoing. If an invocation official chooses to delegate the authority to other appropriate individuals within their organization, they will select only: a general or flag officer of a military service, civilian employee of equivalent grade (e.g., Senior Executive Service member), Federal Coordinating Officer or Federal Emergency Communications Coordinator/Manager.

C6.1.1 Delegates never have invocation authority by virtue of title alone, but must always be identified by name by the invocation official and designated as such in writing to the Manager, NCS. Delegates of an invocation official may not further delegate the authority to invoke NS/EP treatment to another individual.

C6.1.2 Invocation officials and their delegates must be identified in writing to the *Manager, NCS*, before their first invocation. The *OPT* will maintain a list of invocation officials and their delegates for the OMNCS; however, it is the responsibility of each agency to provide the *OPT* with current information. [Enclosure 3.2](#) lists the address and telephone number of the OMNCS *OPT*.

C6.2 **Identification of Invocation Officials.** A DoD organization will identify in writing to the OMNCS, the invocation official, the delegate(s), and the agency's contact information for invocation matters. This information must be on agency letterhead and, if identifying a delegate(s), must be signed by the invocation official. The following actions are required:

C6.2.1 Identify the invocation official by name, title, rank or grade, mailing address, and commercial phone number.

C6.2.2 Identify invocation official delegate(s) by name, title, rank or grade, mailing address, and commercial phone number.

C6.2.3 Specify whether the invocation official (or delegate) identified above is a replacement for a current invocation official (or delegate).

C6.2.4 If identifying a replacement or deletion, indicate by name, title, and rank or grade, the official being replaced or deleted.

C6.2.5 Indicate a point-of-contact in case of questions by name, title, and commercial phone number.

C6.3 **Responsibilities.** Invocation Officials will:

C6.3.1 Validate and authorize all NS/EP provisioning requests for telecommunications services before invoking NS/EP procedures.

C6.3.2 Review any second level service user appeals (i.e., to the Manager, NCS) involving TSP authorization actions, as addressed in [chapter 7](#).

C6.3.3 If approved, include an endorsement with the appeal packages, and forward the appeal to the NCS manager and an information copy to the *Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer (NII/CIO)*.

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C7 CHAPTER 7. PRIORITY ACTION APPEAL PROCESS

C7.1 **General.** TSP service users may appeal a priority action if they have reason for disagreeing with it. Any priority level assignment, denial, revision or revocation may be appealed to the *OPT*, and if necessary, to the Manager, NCS through the appropriate invocation official. However, close coordination between the *OPT* and service users throughout all steps of the TSP assignment process should minimize (or preclude) instances of appeals.

C7.2 **Procedures.** The *OPT* is the first point of appeal. The appeal must be accomplished within 30 days of notification of the priority action that is being appealed.

C7.2.1 Every attempt will be made by the service user to resolve the disagreement through informal communications with the *OPT*, before initiating a formal appeal.

C7.2.2 For the first level of appeal, the appealing organization will complete a TSP Action Appeal For Service Users, Standard Form 317 ([Figure F7.1](#)), explaining the basis for the appeal and providing justification, and attach copies of any relevant correspondence. The appeal form will be signed by the servicing TCO.

C7.2.3 The appealing organization will prepare and mail the package addressed as follows:

Office of the Manager, NCS,
Attn: *Office of Priority Telecommunications (OPT)*
P.O. Box 4502
Arlington, VA 22204-4502

C7.2.4 In the event that a service user is not satisfied with the *OPT's* decision on the first appeal, an appeal to the Manager, NCS, may be made within 30 days of the notice. The servicing TCO will submit a letter signed by the invocation official explaining the reason(s) for escalating the appeal, and enclose a copy of the original appeal package. A copy of the letter and the original appeal package clearly marked "Information Only" will also be prepared. The original letter and appeal package and the information package will be addressed and mailed to the following:

C7.2.4.1 Envelope #1 (Original package)

Office of the Manager, NCS
Attn: *Office of Priority Telecommunications (OPT)*
P.O. Box 4502
Arlington, VA 22204-4502

C7.2.4.2 Envelope #2 (Information Copy)

OASD ([NII/CIO](#))

Washington, D.C. 20301

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FIGURE F7.1 TSP ACTION APPEAL FOR SERVICE USERS

TELECOMMUNICATIONS SERVICE PRIORITY (TSP) SYSTEM TSP ACTION APPEAL FOR SERVICE USERS <i>(See instructions on reverse before completion)</i>		Form Approved OMB No. 0704-0305 Expires Jul 31, 1992
<small>Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0305), Washington, DC 20503.</small>		
1. APPEAL REQUESTOR INFORMATION		
a. NAME / TITLE	c. MAILING ADDRESS	
b. ORGANIZATION (Dept / Agency)	d. CITY / STATE / ZIP CODE	
e. TELEPHONE NUMBER (Area Code / Number / Extension)	f. SIGNATURE AND DATE	
2. APPEAL RATIONALE (Attach additional sheets as necessary)		
3. SPONSORSHIP INFORMATION FOR A NON-FEDERAL USER (To be completed by sponsor)		
a. FEDERAL SPONSORING AGENCY	b. SPONSOR NAME / TITLE	
c. TELEPHONE NUMBER (Area Code / Number / Extension)	d. RECOMMENDED DISPOSITION	
e. SPONSOR SIGNATURE AND DATE		
<p>NOTE: Attach all information submitted to and received from the Manager, NCS regarding the appeal. Send a copy, clearly marked as an information copy, to the Federal Communications Commission.</p> <p>Send completed form to:</p> <p style="margin-left: 40px;">Manager, NCS Attn: TSP Program Office Washington, D.C. 20305-2010</p> <p style="margin-left: 40px;">Send copy to:</p> <p style="margin-left: 40px;">Federal Communications Commission Attn: Chief, Domestic Services Branch Common Carrier Bureau Washington, D.C. 20554</p>		
TO BE COMPLETED BY THE TSP PROGRAM OFFICE		
RESOLUTION OF APPEAL:	GRANTED	DENIED
COMMENTS		
APPROVED BY (Name)		
SIGNATURE AND DATE		

AUTHORIZED FOR LOCAL REPRODUCTION

Standard Form 317 (3-90)
Prescribed by GSA

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C8 CHAPTER 8. SPECIAL CONDITIONS

C8.1 **Minimum Essential Circuit List (MECL) and Subpriorities.**

A MECL is used by OCONUS COCOM's to assign certain priority circuit requirements under varying conditions. MECL's are controlled by the COCOM's and can only be implemented by a COCOM. Only those government owned OCONUS DISN circuits within a COCOM's area of responsibility may be included on the MECL.

MECL's cannot be enforced on commercially leased service.

MECL's may be submitted to the *OPT* for TSP assignment.

Requests for MECL approval may be requested in bulk once the COCOM determines which circuits are to be included on the MECL. A separate bulk request, with justification and prearrangement with the *OPT*, must be submitted for voice, data, and other categories. Once the *OPT* assigns TSP levels for MECL circuits, the COCOM may assign subpriorities to determine an order of precedence by which services or circuits of equal TSP level should be restored. Subpriority assignment below the COCOM level is not authorized.

C8.2 Package Systems. A single multichannel U.S. Government-owned package system between two or more specific terminals will receive priority restoration treatment equal to that of the highest priority service (e.g. circuit) carried by that system.

Service users may apply for TSP on these systems. Defense Switched Network (DSN) users should refer to DSN administrative policy in determining most the efficient application of TSP to inter-switch trunks.

C8.3 Preemption. If suitable spare services are not available, service vendors are authorized to preempt existing services when necessary to provision or restore NS/EP services. While preemption requires no action from service users, they should know what preemption entails. Preemption might be used to provision or restore one of their services; conversely, one of their services might be preempted to provision or restore another service user's higher priority TSP service. If preemption is necessary, existing services without TSP assignments should be preempted first to restore TSP services, or existing TSP services may be preempted to restore a TSP service with a higher priority level. When this is necessary, TSP services will be selected for preemption in the inverse order of priority level assignment. Service vendors who are preempting services will ensure their best effort to notify the user of the preempted service and state the reason for and estimated duration of the preemption. Preemption is a last resort for vendors, and service users should not expect it to occur routinely.

C8.4 Exercises. Exercise telecommunications which qualify for NS/EP treatment under [subparagraph C2.2.2.2.2.2.3](#), Exercise

Telecommunication Service, will normally be submitted for TSP authorizations in accordance with procedures discussed in [chapters 3](#) and [4](#). If a situation develops on short notice, and a restoration priority is required on government owned systems immediately, the TSP Program Office will issue the TSP Authorization by telephone. The TCO will provide the necessary TSP information to the NCS and submit a confirming TSR within 2 working days. For leased services, if Emergency or Essential provisioning is required, the TCO will contact the TSP Program Office as discussed in [chapter 3](#). Include justification and any additional information on the SF 315, and in item 529 of the TSR.

C8.5 Orderwires. Leased orderwires are authorized TSP assignments. Government owned orderwires are currently permitted to receive a TSP authorization code for easier WWOLS-R tracking. However, future plans provide for a unique TSP orderwire identifier code that will be used in place of the OMNCS assigned TSP authorization code to signify the special priority and non-preemption status of orderwires. When requesting TSP for government owned orderwires, TCO's will ensure that the correct purpose-use code and TSP profile elements are used.

C8.6 Leased Service to Defense Information System Network (DISN) Conversions. Circuit change actions that move service (which retains the same CCSD) from a leased system to a Government system (e.g. DISN) will follow the SPECIAL procedures outlined in [DISAC 310-130-1](#). These procedures allow one properly completed TSR to accomplish the assignment of a new TSP authorization on the Government system and revoke the leased service TSP assignment, effective upon issuance of the discontinue order by DITCO. The *OPT* requires the revocation of the leased TSP assignment to ensure system integrity.

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C9 CHAPTER 9. DOD SPONSORSHIP OF NON-U.S. GOVERNMENT ENTITIES

C9.1 **General.** TSP service users include Federal, state, local, and foreign governments, and private industry entities who are supported by telecommunication services for which TSP assignments have been requested or assigned. There is, however, one distinction in access to the TSP System between Federal government TSP service users and other TSP service users: a request for a TSP assignment originating outside the Federal government must have a Federal sponsor.

C9.1.1 The purpose of sponsorship is to ensure that an authorized Federal official confirms whether or not a TSP request from a non-Federal government service user meets NS/EP requirements, is a valid TSP candidate, and the requested priority level assignment is appropriate. Although the priority level is assigned by the *OPT*, the sponsor brings specific knowledge to bear on the decision. The *OPT* can be expected to concur with the sponsor's recommendation, given that the provisions of this Circular have been followed.

C9.1.2 A sponsoring agency does not incur financial liability for the sponsored service. The sponsored service user requiring the service is responsible for having funds allocated to pay any service costs related to the TSP service. The sponsor should not interfere with the normal contractual relationship between the sponsored service user and the service provider; that is, the sponsor normally does not interact with the service provider regarding the sponsored service.

C9.1.3 Certain foreign government requests will be processed through the Department of Defense (DoD) in performance of its NALLA function. Companies that have a contractual relationship with the DoD and qualify for TSP treatment may also be sponsored. Other TSP candidates will be processed by non-Defense agencies as specified in [National Communications System Manual 3-1-1](#).

NOTE: An agency's routing instructions will apply to correspondence for all services sponsored by that agency. The *OPT* will not route information directly to foreign government service users.

C9.2 **Sponsoring Official.** The DoD will identify their sponsoring official(s) by providing the following information to the *OPT*, on the agency's letterhead:

C9.2.1 Sponsoring official(s) name, title, rank or grade, mailing address, DSN and commercial phone numbers.

C9.2.2 A statement which specifies if information from the TSP Program Office regarding sponsored services should be routed only to the sponsor or also to the non-Federal government service user. Defense organizations will provide this information, and any changes, to the *OPT*, as soon as these individuals are appointed.

C9.3 **Application Procedures.**

C9.3.1 **General.**

C9.3.1.1 The service user submits a TSP Request to a DoD sponsor according to procedures determined by that sponsor.

C9.3.1.2 The sponsor reviews and decides whether to sponsor the request.

C9.3.1.3 If the sponsor decides not to sponsor the request, the sponsor returns the TSP request to the service user point-of-contact along with the written reason for their refusal.

Disapproved requests are not forwarded to the TSP Program Office.

C9.3.1.4 If the sponsor accepts the request, the sponsor forwards it to the *OPT*, using the TSP Request For Service Users (SF 315, [Enclosure 3.1](#)), with a recommended disposition. (This recommendation will be based on the process for determining a priority level as described in [chapter 2](#) and whether or not priority treatment is afforded to U.S. NS/EP telecommunication service requirements in the foreign country concerned.)

C9.3.1.5 After taking action on a TSP request, the *OPT* will notify the sponsor. At the sponsor's direction, the *OPT* will also notify the sponsored service user of that action.

C9.3.2 **Private Industry.** To be sponsored by the DoD, commercial applicants must have a contractual relationship with the DoD. The TSP request will be given to the servicing contract officer or contracting officer's representative, who will forward it immediately to the servicing TCO. The TCO may act as the sponsoring official (if designated as described in paragraph [C9.2](#), above), and review the TSP request. Action to sponsor or not to sponsor (as discussed in paragraph [C3.1](#)) must be taken by the TCO within two working days.

C9.3.3 **Foreign Governments.**

C9.3.3.1 **NATO Agencies or Member Nations.** Application for TSP assignments will be in accordance with NATO ALLA procedures.

C9.3.3.2 **Non-NATO Nations.** Applications for TSP assignments will be made through the designated (as described in paragraph

[C9.2](#), above) sponsoring U.S. military activity (Military Assistance Program Aide, Foreign Military Sales, etc). The TSP Request, using the TSP Request for Service Users (SF 315), will be forwarded by that sponsor to the NCS TSPPO.

C9.4 **Appeals**. Sponsored TSP service users are responsible for submitting any appeals regarding their service(s) to the sponsoring official, who will forward the appeal to the NCS **OPT**. (See [Chapter 7](#).)

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INSTRUCTIONS FOR COMPLETING TSP REQUEST FORM SF315

1. **General.** User's of the SF 315 will provide the requested information based on their own available data and information contained in [chapter 2](#) of this document. Before attempting to complete this form, requestors must familiarize themselves with the criteria discussed in this chapter. The diagrams in this [figures F2.1](#) and [F2.2](#) describe the flow of SF 315's for various users.
2. **Requesting Restoration Priority.** Items 1 through 6 and 8 through 14d. will be completed as necessary.
 - a. Item 1. Indicate the type of action being requested in the box provided at the lower right.
 - b. Item 2. Indicate when the requested service should start.
 - c. Item 3. This can be an organization's internal tracking number.
 - d. Items 4a. & 4b. Complete these sections only if the action requested by this form is a change to an existing TSP authorization, a revocation of the TSP, or a revalidation of an existing TSP authorization.
 - e. Items 6a. & b. Use the information in paragraphs [C2.2 through C2.2.2.4](#) of the basic document, to determine the subcategory and criteria under which the requested service qualifies for TSP.
 - f. Item 5. Use the information in paragraph [C2.2.3 through C2.2.3.7](#) to determine how many service profile element details (e.g., A1, B2, F3, etc) apply to the requested service. The greater number of applicable element details, the higher the TSP level the service is eligible for.
 - g. Item 6c. After completing item 5, match the element details with [figure F3.1](#) for the applicable subcategory listed in item 6a. For example, if the requested service qualified under subcategory B, and only an A2 and a B1 element detail were listed in item 5, the service qualifies for a priority 5. If there were two more element details such as C1 and G2, then the service would qualify for a priority level 4.
 - h. Item 8. Self explanatory.
 - i. Item 9. If needed, special details or explanations about the request can be entered here.

j. Items 10 & 12. Self explanatory.

k. Items 11, 13b., & 14b. Enter the organization's four digit TSP ID from Chapter 3, Item 531 of DISAC 310-130-1.

l. Items 13a. and c. through f., and 14a., c., and d., are self explanatory.

3. Requesting Provisioning Priority. It is highly recommended that a restoration priority also be requested when invoking NS/EP procedures to ensure that once a service is provided, that it will receive priority restoral should it fail.

a. Items 7a. through j., must be completed if requesting priority provisioning.

b. Item 7a. Use Figure 2 and information in paragraph [C2.2.1](#) to determine the subcategory under which the request qualifies (A, B, C, or D). If it is determined to be Emergency, (refer to "Note" after paragraph [C2.3](#) and to paragraph [C2.4](#)) enter an "E."

c. Item 7b. If Essential provisioning is requested, select the applicable criteria from paragraph [C2.2.2](#). For Emergency provisioning, select the applicable criteria from paragraph [C2.4](#).

d. Item 7c. If an "E" was entered in 7a., then enter "E" here. If Essential provisioning is being requested, then use the applicable profile element details (as discussed above in paragraph [C2.2.2](#)) along with [figure F4.1](#), to determine the provisioning priority level. Enter that number here.

e. Items 7d. through j. Self explanatory.

4. Sponsorship. If this is a DoD-sponsored TSP request, then item 15 must be completed by the sponsor and procedures in [chapter 9](#) of this document will be followed.

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8. SERVICE USER 24 HOUR POINT-OF-CONTACT (REQUIRED for provisioning priority)		
a. TITLE OR NAME		
b. DAYTIME TELEPHONE NUMBER (Area Code / Number / Extension)		c. OFF-HOURS TELEPHONE NUMBER (Area Code / Number / Extension)
9. SUPPLEMENTAL INFORMATION		
10. SERVICE USER (Enter applicable code)		
A FEDERAL GOVERNMENT	C LOCAL GOVERNMENT	E FOREIGN GOVERNMENT
B STATE GOVERNMENT	D PRIVATE SECTOR	F OTHER
11. SERVICE USER ORGANIZATION (Dept./ Agency)		12. MAJOR NETWORK INFORMATION (If service is part of or uses a major network (e.g., PSN, FTS, DSN) identify the network.)
13. SERVICE USER POINT-OF-CONTACT (For correspondence regarding this service)		
a. TITLE OR NAME		b. ORGANIZATION (Dept./ Agency)
c. MAILING ADDRESS		
d. CITY/STATE/ZIP CODE	e. TELEPHONE NUMBER (Area Code / Number / Extension)	f. FACSIMILE NUMBER (Area Code / Number / Extension)
14. TSP REQUESTOR INFORMATION		
a. NAME	b. ORGANIZATION (Dept./ Agency)	c. TELEPHONE NUMBER (Area Code / Number / Extension)
d. SIGNATURE AND DATE. I confirm this is a National Security Emergency Preparedness (NSEP) service.		
15. SPONSORSHIP INFORMATION FOR NON-FEDERAL SERVICE (To be completed by sponsor)		
a. FEDERAL SPONSORING AGENCY		b. RECOMMENDED DISPOSITION
c. SPONSOR NAME	d. SPONSOR TITLE	e. TELEPHONE NUMBER (Area Code / Number / Extension)
f. SPONSOR SIGNATURE AND DATE. I confirm this is a National Security Emergency Preparedness (NSEP) service.		
<p>Non-Federal users: send form to your Federal government sponsor</p> <p>Federal users or sponsors: send completed form to: Manager, NCS Attn: TSP Program Office Washington, D.C. 20305-2010</p>		

Standard Form 315 (3-91) Revise

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TSP CONTACT INFORMATION

NCS OFFICE OF PRIORITY TELECOMMUNICATIONS
CONTACT TELEPHONE NUMBERS

Telephone: Commercial (703) 607-4932*
607-4933

DSN 327-4932*
327-4933

Facsimile (Unclassified FAX):
Commercial (703) 607-4937

DSN 327-4937

Facsimile (Classified FAX):
Commercial (703) 607-4996

One-Stop Shop Services Call Center:
Outside Metro Washington, DC 1-866-627-2255 (Toll Free)
In Washington Metro Area, 703-676-2255

E-Mail Address: tsp@ncs.gov

WEB Site: <http://tsp.ncs.gov>

Mail Address: Office of the Manager, NCS
Attn: Office of Priority Telecommunications (OPT)
P.O. Box 4502
Arlington, VA 22204-4502

* STU III equipped.

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NSEP INVOCATION REPORT

TELECOMMUNICATIONS SERVICE PRIORITY (TSP) SYSTEM NSEP INVOCATION REPORT <i>(See Instructions before completion)</i>		Form Approved OMB No. 0704-0305 Expires Jul 31, 1992
<p><small>Please reporting status for the provision of information is extended to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0305), Washington, DC 20503</small></p>		
1. TSP AUTHORIZATION CODE		2. WAS NSEP TREATMENT INVOKED FOR THIS SERVICE? (Y or N) (If "No," proceed to item 5.)
T S P [] [] [] [] [] [] [] [] [] [] [] []		
3. IF NSEP TREATMENT WAS INVOKED FOR THIS SERVICE, COMPLETE THE FOLLOWING:		
a. DATE OF EVENT ASSOCIATED WITH INVOCATION (MM/DD/YY)	b. EVENT ASSOCIATED WITH INVOCATION	
c. WAS TSP SERVICE OPERATIONAL BY THE REQUESTED DUE DATE? (Y or N)	d. IF THE TSP SERVICE WAS NOT OPERATIONAL BY THE REQUESTED DATE, EXPLAIN	
e. WERE ADDITIONAL CHARGES INCURRED DUE TO THIS SERVICE HAVING A TSP PROVISIONING PRIORITY ASSIGNED? (Y or N)		
4. INVOKING OFFICIAL		
a. FEDERAL AGENCY	b. NAME	c. TITLE
d. MAILING ADDRESS	e. CITY/STATE/ZIP CODE	f. TELEPHONE NUMBER (Area Code/Number/Extension)
5. SUBMITTER		
a. NAME	b. ORGANIZATION (Dept./Agency)	c. TELEPHONE NUMBER (Area Code/Number/Extension)
c. SIGNATURE AND DATE		SEND COMPLETED FORM TO: Manager, NCS Attn: TSP Program Office Washington, D.C. 20305-2010
INSTRUCTIONS FOR COMPLETING AN NSEP INVOCATION REPORT		
<p>Complete this form ONLY after receiving a priority action notice, that includes a provisioning priority, from the TSP Program Office. Attach a copy of the priority action notice. If any of the information in the priority action notice is incorrect, submit a TSP Request for Service Users (SF 315) to amend the information about your service.</p> <p>If the invocation report is classified handle in accordance with prescribed directives.</p> <p>Item 1. TSP Authorization Code. Enter the full 12-character code conveyed to the service vendor.</p> <p>Item 2. Was NSEP treatment invoked? If NSEP treatment was not invoked, enter an N and proceed to item 5. If NSEP treatment was invoked, enter a Y and proceed to item 3.</p> <p>Item 3. If NSEP treatment was invoked for this service, please provide the following:</p> <ul style="list-style-type: none"> a. Enter the date of the event associated with this invocation (MM/DD/YY) b. Describe the event which caused you to invoke. c. If the TSP service was operational by the requested due date enter a Y. If the TSP service was NOT operational by the requested date enter an N and briefly explain why not in item 3d. e. If additional charges or expenses, above and beyond what you would normally incur, were involved in provisioning this service enter a Y, if not enter an N. Do not delay returning this form if you do not know if any additional costs were incurred. <p>Item 4. Invoking Official. Complete required Invoking Official information.</p> <p>Item 5. Submitter. Complete required Submitter information.</p> <ul style="list-style-type: none"> b. Federal agencies are to use the appropriate 4 digit code in Federal Information Processing Standard (FIPS) Publication 95 d. Signature and date. This form <u>must</u> be signed. 		

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