REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES	
	No. **O-01.11**
Subject: **Management of Radio Programming Material Procedure**	**Revised: 09/2019** **Prior Rev: 12/2011**

1.0 Purpose

1.1. The purpose of this procedure is to ensure the proper configuration management processes and procedures are in effect to document changes to subscriber programming.

2.0 Owner

2.1. Regional Wireless Cooperative (RWC) Operations Working Group (OWG).

3.0 Applies to

3.1. All RWC Members, Participants, and entities otherwise having subscribers using the RWC Network.

4.0 Background

4.1. Each subscriber that operates on the RWC Network is loaded with programming that controls the operational capabilities. Changes to programming will be required, from time to time, to support the changing operational needs of the agencies, changes to the RWC infrastructure, and vendor driven changes. Because changes to programming have a direct and immediate impact on the operational capabilities of the agencies, it is imperative that a procedure exists to address how changes are requested, tested, approved, and implemented.

5.0 Procedure Statement

5.1. Administrative control processes will be in effect to ensure that all changes to RWC subscriber programming files are properly requested, analyzed, tested, approved, documented, and implemented.

6.0 Supporting Rules

6.1. Programming changes will only be made by member agencies, interoperability partners, or their approved contractors.

6.2. Each change to a programming file will be thoroughly tested by member agencies and interoperability partners. Where appropriate the RWC Administrative Manager may participate in development and testing activities.

   6.2.1. RWC Administrative Manager must have current copies of the programming files and subscriber layout document.

7.0 Responsibilities

7.1. RWC Members, Participants, and other authorized entities are responsible for creating their own internal processes for collecting, evaluating, and documenting changes to the subscriber programming files.

   7.1.1. Related documentation will be sent to the RWC Administrative Manager along with the programming files.

7.2. The RWC Administrative Manager can provide a baseline programming file to RWC Members, Participants, and other authorized entities with approved talk group plans.

   7.2.1. The requesting agency is required to test and validate prior to the production release (final version) of the programming file.

7.3. Owners of subscribers using the RWC Network will be responsible for collecting and retaining all documentation relative to programming file change requests.

7.4. The RWC Administrative Manager will assign a name to the programming file and provide it back to the agency.

8.0 Conditions for Exemption or Waiver

8.1. As provided in the Waiver or Exception Policy.

9.0 Applicable Policies and/or Procedures

9.1. As listed at www.rwcaz.org.