

Title: Two-way Radio Call Signs
Department: PPM IT Services
Effective Date: December 18, 2024

PURPOSE

The purpose of this SOP is to promulgate a standard series of call sign assignments for employees in FPDC, PPM and EH&S who may utilize PPM's two-way radio system.

RESPONSIBILITY

PPM IT Services is responsible for managing call sign assignments. All PPM employees are assigned call signs, even if the employee is not regularly assigned a radio.

Individual assignments will be recorded using the Equipment module of the CMMS and attached to the employee's record.

PROCEDURES FOR CALL SIGN ASSIGNMENT TO PPM EMPLOYEES

1. Upon hire, PPM IT Services will assign an individual call sign to each PPM employee consistent with the scheme in this document. Assignments will be recorded in the CMMS. Call signs will be automatically assigned to each PPM employee upon hire, regardless if the employee is assigned a two-way radio.
2. Upon transfer or separation, PPM IT Services will update the CMMS to change or remove the call sign.
3. Shops requesting a call sign to be assigned or changed must submit a Work Order to 180 shop (IT Services) to request an assignment or change. Shops will no longer manage call signs.

PROCEDURES FOR CALL SIGN ASSIGNMENT TO FPDC AND EH&S EMPLOYEES

1. Upon request of FPDC or EH&S leadership, PPM IT Services will assign individual call signs to FPDC or EH&S employees. Otherwise, the leadership of FPDC and EH&S may independently assign call signs consistent with this document.

BASE STATION CALL SIGNS

This table documents the call signs used by base stations and control points. Individual employees, when functioning in the context of a resource dispatcher, will use the common call sign instead of their individual call sign.

The base station at Central Plant does not function for resource dispatching, so employees operating that base station will use their own call sign.

Control	Work Control Center
Postal Control	Postal Services Office

CALL SIGN RANGES

These tables document the ranges of call signs assigned to each key position or shop.

FPDC CALL SIGNS

Facilities 1	Associate Vice President, Facilities Development & Operations
Facilities 2	Campus Architect
Facilities 3	Capital Programs Manager
Facilities 4 through 9	FPDC Staff not otherwise specified
Facilities 10	Chief Inspector & Manager of Construction Services
Facilities 11 through 19	Project Managers / Inspectors (consultants) reporting to Facilities 10
Facilities 20	Director, Energy, Sustainability and Strategic Initiatives
Facilities 21 through 29	Employees reporting under Facilities 20

EH&S CALL SIGNS

Safety 1	Director, EH&S
Safety 2	Assistant Director, EH&S
Safety 3 through 9	EH&S employees not otherwise specified

PPM ADMIN CALL SIGNS

100	Senior Director
101	Administrative Analyst to the Senior Director
110	Director, Engineering Services
111	Engineering Services Coordinator
112-115	Planner/Estimators
116-119	Associate Directors, Engineering Services
130	Work Control Supervisor

131-139	WCC Staff (Note: WCC will use call sign "Control" when operating as Work Control dispatchers; when working in the field, WCC staff will use their individual call signs.
160	Director, Financial Services
161-169	Financial Services Staff
170	Director, Administrative Services
171-179	Administrative Services Staff
180	Network Analyst III (Shop Supervisor)
181-189	PPM IT Services Staff
190	Director, Logistical Services
191	Assistant Director, Logistical Services
192	Coordinator, Logistical Services
193-199	Logistical Services Staff not assigned to a shop

PPM TRADES CALL SIGNS

For PPM Trades, the first call sign (multiple of 10) is reserved for the shop supervisor, if any. For Trades managers and planner/estimators, see 110-119.

200-209	Carpenter
210-219	Electric
220-229	Paint
230-239	Plumbing
250-259	Lock
300-319	Central Plant
320-339	Mechanical Services
360-369	Building Maintenance
400-409	Automotive

CUSTODIAL AND EVENTS CALL SIGNS

For custodial, staff and lead call signs do not reflect assigned shop number and will not change when the employee's assignment changes between custodial shops. Shop managers are assigned a callsign matching their shop number. Other multiples of 10 are reserved. In the event of number exhaustion, a callsign that is a multiple of 10 but not matching a shop number may be assigned to an employee by IT Services.

500	Director, Custodial, Grounds and Events
501	Assistant Director, Custodial, Grounds and Events
502	Coordinator, Custodial, Grounds and Events
503-599	Custodians and Managers

GROUNDS CALL SIGNS

For grounds, call signs do not reflect assigned area or crew will not change when the employee's assignment changes.

600	Assistant Director of Landscape and Grounds
601	Manager, Grounds
605-649	Grounds Shop staff

CONTRACTORS AND VENDORS CALL SIGNS

All PPM-managed contractors and vendors using PPM's radio system shall use this range. PPM IT Services will make assignments as needed.

650-689	PPM Contractors and Vendors not otherwise specified
690-699	Johnson Controls, Inc.

LOGISTICAL SERVICES CALL SIGNS


For Logistical Services, the first call sign (multiple of 10) is reserved for the shop supervisor or shop manager, if any. See 190-192 for Logistical Services leadership.

800-809	Reprographics
810-819	Distribution Center
820-829	Postal Services
840-849	Asset Management
860-869	Central Receiving

CSUN POLICE CALL SIGNS

CSUN Police will use their normal call signs when operating on PPM's radio system, as defined by CSUN Police.

APPROVED


Jason R. Wang, Senior Director

12-18-24
Date