



Transition  
Administrator

The Official Reconfiguration Manager

## Reconfiguration Completion Checklist

### *When is Your Reconfiguration Really Done?*

The following checklist provides key milestones that must be completed before your reconfiguration is considered to be “done.”

It is important to understand that your reconfiguration is not complete upon conclusion of the implementation phase. Executing your Frequency Reconfiguration Agreement (FRA), moving to new frequencies, completing license modifications with the Federal Communications Commission (FCC), and even conducting a financial reconciliation of actual costs with cost estimate (i.e., true-up) DOES NOT mean your reconfiguration is complete.

The checklist below provides the key milestones you need to complete in order to be “done” with your reconfiguration.

ITEM	STEP	YES	NO
1	Have you executed a Frequencies Reconfiguration Agreement covering both subscriber unit and infrastructure reconfiguration?		
2	Have you executed your vendor agreement(s) for subscriber unit and infrastructure work?		
3	Have you filed FCC applications for necessary license modification?		
4	Has the FCC granted your license modification?		
5	Have you reconfigured your subscriber units?		
6	Have you informed Sprint of the date by which they will need to clear your new frequencies?		
7	Has Sprint cleared your new frequencies?		
8	Have you reconfigured your infrastructure?		
9	Have you completed your system cutover? (That is, are you off your old frequencies?)		
10	Have you reconfigured your subscriber units to delete the old frequencies (if required)?		
11	Have you completed FCC applications to delete the old frequencies?		
12	Have you filed with the FCC a certification of construction for your new frequencies?		

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13	Have you submitted your Actual Cost Reconciliation to Sprint?		
14	Have you and Sprint completed the financial true-up process as part of the above Actual Cost Reconciliation process, including receipts for payments of all amounts due to or from you?		
15	Have you and Sprint executed closing documents?		
16	Have you signed and submitted to Sprint the TA Closing Certification?		

In addition to completing the steps listed above, additional steps may still be required. The FCC requires the Transition Administrator (TA) to provide an audited Statement of Program Expenditures. Payments made to incumbent licensees and/or their vendors, as well as the costs of any replaced and/or replacement equipment provided to the incumbent licensees, are a material part of the Program's expenditures. For this reason, you must ***maintain all reconfiguration records and documentation*** for a minimum of 24 months after the closing of a PFA or 18 months after the closing of an FRA.\*

\*For additional information, please refer to the Incumbent Labor Reimbursement Policy and the Actual Cost Reconciliation Fact Sheet on the TA website – [www.800TA.org](http://www.800TA.org).



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**About the 800 MHz Transition Administrator**

800 MHz Transition Administrator, LLC ("TA LLC") is the Transition Administrator ("TA") for the reconfiguration of the 800 MHz band mandated by the Federal Communications Commission ("FCC"). TA LLC has contracted with Deloitte Consulting LLP, Squire Sanders (US) LLP, and Baseline Wireless Services, LLC to perform the duties of the TA. Among its duties, the TA establishes reconfiguration guidelines, specifies replacement channels, reviews reconfiguration cost estimates, monitors payment of reconfiguration costs, manages the relocation schedule, facilitates issue resolution and administers the alternative dispute resolution process. TA LLC uses information it receives solely for the purposes of administering the 800 MHz reconfiguration process and may disclose such information to the FCC or other authorized parties pursuant to the requirements of the 800 MHz Order or other applicable laws.