

VIPER ID Instructions

- VIPER provided each county point of contact (POC) or state/federal agency POC with a block of assigned VIPER ID's. Each county or agency was also provided with a recap of any ID used during the first touch programming such that each county or agency had a starting point for their respective radio inventory. VIPER POC's are now responsible for maintaining said inventory and will be required to submit an annual "true-up" document to VIPER by the end of January each year.
- Moving forward, each county POC or state/federal agency POC will submit to VIPER, a completed VIPER ID request form (new form is attached) to include the Radio Model, Model and Serial Number, the Radio Assignment, the Name of the Template programmed into the radio (if applicable), the Alias of the Radio and the next available P25 Individual ID chosen from the block of ID's provided by VIPER.
- The Radio Alias should consist of no more than fourteen (14) characters and should begin with the two-digit county code, if the radio in question is assigned to a county or political subdivision of said county or a clearly defined prefix if the radio in question is assigned to a state or federal agency (ALE, SHP, USMS, etc.) The alias should end with one of three characters (P for portable, M for mobile and C for control station).
- Please see attachment 1) a sample completed VIPER ID request form and 2) the list of two-digit county codes under the column VIPER Code.
- Upon completion of VIPER ID request form, please send the form to: viper-activate@ncshp.gov. Please do NOT send directly to a VIPER team member or to the network operations center email unless specifically requested to do so.