

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 33-15**

**2 FEBRUARY 2004**

**Communications and Information**

**FREQUENCY MANAGEMENT (WING) (FA)**

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This Checklist reflects Command requirements for Frequency Management to prepare for and conduct internal reviews.

### ***SUMMARY OF REVISIONS***

This Checklist has been revised to conform to checklist requirements and updated with current Air Force Instruction requirements. This checklist contains base level information. This checklist has been completely revised and must be reviewed in its entirety.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items are not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The checklist will also be used by Command IG during applicable assessments. Use the Checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of Frequency Management.

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## ATTACHMENT 1

## FREQUENCY MANAGEMENT (MAJCOM/WING) (FA)

Table A1.1. Checklist.

<b>SECTION 1: MAJOR COMMAND (MAJCOM) RESPONSIBILITIES</b>			
<p><b>MISSION STATEMENT:</b> To provide spectrum management guidance to AFSPC units and to obtain spectrum support for AFSPC missions.</p> <p><b>NOTE:</b> All references are from AFI 33-118, <i>Radio Frequency (RF) Spectrum Management</i>, unless otherwise stated.</p>			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does the Command Spectrum Management Office process and obtain frequency assignments and allocations for spectrum-dependent systems in support of operational requirements? (Para: 1.5.2.6.)			
1.1.2. Does the Command Spectrum Management Office review host-nation support comments from the USMCEB JFP? (Para: 1.5.2.9.)			
1.1.3. Does the Command Spectrum Management Office review the MAJCOM and subordinate unit RF spectrum management programs and perform customer interface visits as required? (Para: 1.5.2.10.)			
1.1.4. Does the Command Spectrum Management Office ensure Installation Spectrum Managers provide appropriate frequency assignments and guidance to their users? (Para: 1.5.2.12.)			
1.1.5. Does the Command Spectrum Management Office provide each ISM a current listing or electronic database of all frequencies assigned to the installation and those outlying facilities hosted by the installation? (Para: 1.5.2.13.)			
1.1.6. Does the Command Spectrum Management Office write and publish supplements to AFI 33-118, AFMAN 33-120, and AFI 10-707, as required? (Para: 1.5.2.16.)			
<b>1.2. NON-CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does the Command Spectrum Management Office perform base-wide emitter surveys in concert with the ISM at least every 5 years? (Para: 1.5.2.11.)			
1.2.2. Does the Command Spectrum Management Office provide ISMs with the necessary spectrum management training required to perform as the ISM? (Para: 1.5.2.15.)			

<b>SECTION 2: INSTALLATION COMMANDER RESPONSIBILITIES</b>			
<b>MISSION STATEMENT:</b> Responsible for all electromagnetic radiation emanating from the installation and from those outlying activities hosted by the installation. The installation commander can prohibit <b>ANY</b> RF emitter from operating (cease and desist) when anticipating interference to mission essential electromagnetic equipment.			
<b>NOTE:</b> All references are from AFI 33-118, unless otherwise stated			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Does the Installation Commander ensure a viable RF management program is in place and supports installation requirements? (Para 1.5.3.)			
<b>SECTION 3: INSTALLATION COMMUNICATIONS-INFORMATION SYSTEMS OFFICER RESPONSIBILITIES (Communications Commander)</b>			
<b>MISSION STATEMENT:</b> Supports Installation Commander by appointing an Installation Spectrum Manager (ISM) to manage and control frequency related issues. Enforces lawful use of electromagnetic systems on the installation through the use of Installation Spectrum Manager and applicable DOD, Federal Government, and FCC Regulations and Manuals.			
<b>NOTE:</b> All references are from AFI 33-118, unless otherwise stated.			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Has the Communications Commander appoint in writing a primary and alternate ISM for the Installation Commander? (Para 1.5.4.1.)			
3.1.2. Does the Communications Commander ensure the appointed ISM serves a minimum of 12 months in the position? (Para 1.5.4.2.)			
3.1.3. Does the Communications Commander ensure that the parent MAJCOM Spectrum Management Office (SMO) receives the ISM appointment letters? (Para 1.5.4.3.)			
3.1.4. Does the Communications Commander ensure the ISM receives the necessary spectrum management training? (Para 1.5.4.4.)			
<b>SECTION 4: INSTALLATION SPECTRUM MANAGER (ISM)</b>			
<b>MISSION STATEMENT:</b> Provide Spectrum management guidance to the units on their respective installation and obtain Spectrum guidance for those unit's missions.			
<b>NOTE:</b> All references are from AFI 33-118, unless otherwise stated.			
<b>4.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Does the ISM keep the current listing or electronic database of all frequencies assigned to the installation and outlying activities hosted by the installation? Does the ISM maintain appropriate frequency management records for the installation? (Para 1.5.5.2. and 1.5.5.20.)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
4.1.2. Has the ISM established a Spectrum management education program? (Para 1.5.5.3.)			
4.1.3. Does the ISM process frequency action proposals and makes sure they are submitted through the appropriate command channels? (Para 1.5.5.4. and AFM 33-120, Chapter 3, Para's 3.2. and 3.3.)			
4.1.4. Does the ISM maintain a current point of contact (POC) listing for each unit? (Para 1.5.5.14.)			
4.2. NON-CRITICAL ITEMS	YES	NO	N/A
4.2.1. Does the ISM make sure contractor activities using Air Force frequencies to support Air Force requirements follow Air Force policies for RF spectrum use? (Para 1.5.5.7.)			
4.2.2. Does the ISM comply with the requirements of the Frequency Review Program (5-Year Review Program)? (Para 1.5.5.19. and Chapter 3, Para 3.9.)			
4.2.3. Does the ISM in cooperation with using activities, review the frequency assignments to validate existing parameters and submit modification, renewal or deletion as required? (Para 1.5.5.8. and 1.5.5.9.)			
4.2.4. Does the ISM ensure all Memorandums of Understanding and agreements are on file? (Para 1.5.5.13.)			
4.2.5. Does the ISM maintain as a minimum the following Spectrum management publications:  AFSPC Sup 1 to AFI 10-707, <i>Spectrum Interference Resolution program</i> AFI 33-118, <i>Radio Frequency Spectrum Management</i> AFMAN 33-120, <i>Radio Frequency (RF) Spectrum Management</i> USMCEB PUB 7, <i>Frequency Resource Record System (FRRS) Standard Frequency Action Format (SFAF)</i>			
4.2.6. Does the ISM give frequency management assistance and guidance to host installation and tenant activities? (Para 1.5.5.5.)			
4.2.7. Does the ISM make sure using activities understand the parameters of their assigned frequencies? (Para 1.5.5.1.)			
4.2.8. Does the ISM perform a base-wide emitter survey in concert with the MAJCOM spectrum management office at least once every 5 years? (Para: 1.5.5.11.)			

<b>SECTION 5: USING ACTIVITY</b>			
<b>MISSION STATEMENT:</b> To provide spectrum management guidance to the using activity and to obtain spectrum support for the activity's mission.			
<b>NOTE:</b> All references are from AFI 33-118, unless otherwise stated.			
<b>5.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Does the using activity obtain a frequency assignment before using devices that intentionally emit RF energy or require protection of receive-only frequencies from interference? (Para 1.5.6.1.)			
5.1.2. Does the using activity maintain a copy of frequency authorizations received from the ISM? (Para 1.5.6.2.)			
5.1.3. Does the using activity ensure the appropriate spectrum supportability is accomplished prior to purchasing any RF equipment or entering into any contractual obligations involving the use of RF dependent devices? (Para 1.5.6.11.)			
5.1.4. Does the using activity act promptly to report and resolve incidents of interference according to AFSPC Sup 1 to AFI 10-707? (AFSPC Sup 1 AFI 10-707)			
<b>5.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.2.1. Does the using activity request the minimum number of frequencies necessary to accomplish the mission? (Para 1.5.6.3.)			
5.2.2. Does the using activity request the minimum transmitter power and antenna gain or height necessary to ensure adequate coverage? (Para 1.5.6.4.)			
5.2.3. Does the using activity make sure electromagnetic radiating equipment operations comply with authorized parameters? (Para 1.5.6.5.)			
5.2.4. Has the using activity provided, in writing to the ISM the name and phone number of a point of contact for frequency matters? (Para 1.5.6.8.)			
5.2.5. Does the using activity advise the ISM immediately when frequencies are no longer required? (Para 1.5.6.9.)			
5.2.6. Does the using activity, actively participate with the ISM in emitter surveys, and take immediate corrective actions to comply with assignment restrictions identified? (Para 1.5.6.10.)			
5.2.7. Does the using activity obtain approval from the ISM before modifying any existing emitters or antenna (i.e., increase power, change antenna height or gain, etc...) (Para 1.5.6.12.)			