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Communications and Information

**RADIO FREQUENCY SPECTRUM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy and procedures for the effective management of radio frequencies at MacDill Air Force Base (AFB). It applies to all organizations, including tenant units and contractors that use radio frequencies at MacDill AFB. This instruction implements the policy and procedures established in AFI 33-118, Radio Frequency Spectrum Management (formerly AFR 700-14), and AFI 10-707, Spectrum Interference Resolution Program.

Summary of Revisions

All references to Air Base Wing have been changed to Air Refueling Wing. Additional Installation Frequency Manager responsibilities have been added to para 3.1. Added Joint Communications Support Element (JCSE) to para 4.5. Updated office symbol and phone number for the Installation Frequency Manager.

1. Applicability. This instruction applies to all users with equipment that radiates in the electromagnetic spectrum.

2. General: The radio frequency spectrum is a limited natural resource that is accessible to all nations. It is imperative that we develop and administer our use of this resource wisely to maintain a free democratic society while ensuring its availability to serve future requirements. Therefore, the national objective for the use of the radio spectrum is to make effective, efficient, and prudent use of the spectrum in the best interest of the nation.

3. Responsibilities:

3.1. The Installation Frequency Manager (IFM):

3.1.1. Ensures users understand the parameters of their assigned frequencies.

- 3.1.2. Keeps the current radio frequency authorization (RFA).
 - 3.1.3. Processes frequency action proposals and ensures they are submitted through the appropriate command channels.
 - 3.1.4. Reviews base operation plans and C4 requirements documents and helps in getting frequency support through command channels.
 - 3.1.5. Establishes a frequency management education program.
 - 3.1.6. Assists in reporting and resolving local interference problems.
 - 3.1.7. Gives frequency management help and guidance to host base and tenant units.
- 3.2. The Using Activity. Each organization authorized to use frequencies will:
- 3.2.1. Identify the unit point of contact for frequency matters to the IFM. See [Attachment 1](#) for example letter.
 - 3.2.2. Get a frequency authorization before using devices that intentionally emit or receive radio frequency energy.
 - 3.2.3. Coordinate frequency actions in advance with the IFM.
 - 3.2.4. Request the minimum transmitter power and antenna gain or height necessary to ensure satisfactory service.
 - 3.2.5. Inform the IFM immediately of frequencies no longer required or any parameter changes to existing frequencies, i.e., new equipment power, location, etc.
 - 3.2.6. Report electromagnetic interference (EMI) incidents according to AFI 10-707 and notify the IFM.

4. Application for Radio Frequencies and Lead Times:

- 4.1. Host Air Mobility Command (AMC) units assigned to MacDill AFB will request radio frequencies through the IFM, 6th Communications Squadron (6 CS/SCBCR), ext 8-8680, who will, in turn, submit the frequency action through command channels. In the United States and its possessions, requesters must give Air Force Frequency Management Agency (AFFMA) at least 45 calendar days lead time to process frequency proposals, modifications, and renewals through the National Telecommunications and Information Administration. The 45 calendar days are in addition to local coordination and HQ AMC handling times (usually 3-5 days for AMC to 'turnaround' a properly completed proposal). Additional lead time is required for actions coordinated with a theater commander, the Federal Communications Commission, or the Federal Aviation Administration. Upon receipt, the IFM will submit frequency requests through command channels in the standard frequency action format required by AFI 33-118. A fill-in-the-blank information worksheet is provided upon request to unit frequency monitors to assist in preparation.
- 4.2. Tenant unit organizations will submit frequency requests to the IFM who will, in turn, submit the request to the AMC frequency management office.
- 4.3. Requesters must give AFFMA at least 60 calendar days lead time for temporary frequency proposals supporting large-scale exercises or other major requirements.

4.4. If a request does not allow for the prescribed lead time, the applicant must provide an impact statement justifying the urgency.

4.5. Frequency managers for United States Central Command, United States Special Operations Command, and JCSE will coordinate all frequency requests with the IFM if the requested frequencies will be used on MacDill AFB.

5. Frequency Assignment. A frequency assignment is an authorization to operate, within prescribed parameters, electronic equipment that emits radio frequency energy. Assignments will be provided through AMC channels to the IFM, who will, in turn, forward the authorization to the requesting units.

6. Radio Frequency Modification. An assignment modification is the addition, substitution, or removal of any item in an existing frequency assignment, i.e., increase/decrease antenna height or gain, change antenna locations, change equipment used, increase/decrease power, etc. (except serial number, frequency, and state). Organizations must contact the IFM for assistance in obtaining the necessary national level approval PRIOR to obligating funds or any physical changes occurring. Tenant units will submit similar requests through their parent major command channels after coordination with the IFM. As stated earlier, allow the AFFMA at least 45 calendar days lead time to process frequency modifications.

7. Radio Frequency Deletions. Send a request for deletion to the IFM as soon as the frequency is no longer needed. Requests for deletions will be submitted by letter to the IFM from the unit desiring the action. The request should contain frequency or frequencies to be deleted and the serial number(s). Serial numbers can be found on the assignment authorization message (item 102). Tenant organizations will submit deletion requests through their parent major command, with an information copy to the IFM. Do not request deletions if the need for the frequency ends within 120 days of the assignment expiration date.

8. Rules and Conditions Governing Use of Assigned Frequency or Frequencies. Each organization authorized use of a frequency or frequencies is responsible for ensuring compliance with the following provisions:

- 8.1. The authorization document for each frequency in use will be maintained by the owning activity.
- 8.2. Operation of the equipment that emits radio frequency energy will be within the limitations and tolerances stated in the RFA.
- 8.3. Current Air Force directives concerning frequency management will be followed.
- 8.4. Assigned frequencies will be reviewed annually, and those no longer required will be reported to the IFM for deletion.
- 8.5. Radiation suppression devices (dummy loads) will be used to the maximum extent when testing, tuning, or experimenting. This will alleviate the possibility of inadvertent interference to other users.

9. Air Force Spectrum Interference Resolution (AFSIR) Program. The focus of the AFSIR program is to resolve EMI at the lowest level. A unit affected by an EMT incident must begin an investigation to identify the source. Submit an EMT report within 24 hours of the incident. Once you identify the interference source, report it. Refer to AFI 10-707 in the preparation of the report. Take the following steps when you experience EMI:

- 9.1. Check with equipment maintenance personnel to determine if the EMI is the result of maintenance action or an equipment malfunction.
- 9.2. Check with other units in the geographical area to determine the area affected. (Knowing if other nearby units are experiencing the same type of EMT may aid in determining the interference source.)
- 9.3. Keep a log of all pertinent information on the interference, i.e., frequencies, description of the interference, dates/times, etc., that will be used for the report.
- 9.4. Contact the IFM, or 6 CS Job Control after duty hours, to have the IFM assist in the preparation of the EMI report.

10. Types of EMT Reports.

- 10.1. Initial Report. File an EMI report as soon as possible after an EMI incident occurs, preferably within 24 hours of the occurrence.
- 10.2. Supplemental or Follow-On Reports. Submit supplemental reports when you need to add to or modify information previously submitted.
- 10.3. Closing Report. Issue a closing report when the EMI incident is resolved or requires no further action.

11. Exceptions to Reporting. Do not report an incident when:

- 11.1. The interference is transient EMI from natural source (for example, rain, solar activity, lightning, etc.).
- 11.2. The interference only affects training frequencies assigned on a non-interference basis for training purposes.

12. Location of the IFM. The IFM is located in Building 260. The office symbol is 6 CS/SCBCR and the telephone extension is 8-8680.

JOHN D. BECKER, Brig Gen, USAF
Commander

Attachment 1

SAMPLE UNIT FREQUENCY MANAGEMENT POINT OF CONTACT LETTER

DATE

MEMORANDUM FOR 6 CS/SCBCR (Installation Frequency Manager)

FROM: Using Unit

SUBJECT: Frequency Management Point of Contact

1. In accordance with AFI 33-118, the following individuals are appointed as the primary and alternate unit frequency points-of-contact for all frequency matters:

NAME	RANK	UNIT/OFFICE SYMBOL	DUTY PHONE
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Primary:

Alternate:

2. The following listed frequency or frequencies is/are used by this organization:

FREQUENCY	USAGE
121.7	Tower local control

Signature Block

Appointing Official

