



Radio Frequency Management

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5-Year Review of NMFS Radio Frequency Assignments

There are currently no assignments nearing their 5-year anniversary for review. The next required round of reviews is not due until April 2008.

PROCEDURES FOR 5-YEAR REVIEW

Requirement All assignments must be reviewed at least every 5 years with a renewal application submitted to NTIA. The Radio Frequency Coordinator will provide a list of all assignments due for renewal. Radio Frequency Assignment Field Contacts will confirm the need for continued usage and provide any required updates to the records to reflect current equipment, etc. The Radio Frequency Coordinator will handle submission of the renewal application to NTIA.

Annual Fee Charged An annual fee is charged against the agency for every assignment held. For this reason, it is important to monitor the list to ensure that unneeded assignments are removed from the Government Master File. NMFS currently has about 150 entries in the database.

Procedure The Radio Frequency Coordinator will forward a list of assignments to the field for review. The Field Contacts will review the frequency assignments and gather information on each assignment. Requests will be submitted via email to renew or delete the assignment. All requests for deletion will be confirmed with each laboratory, division, or other appropriate field unit to ensure that no one still retains any requirement for the use of that frequency.

Each radio assignment record will contain coded information as shown in the NTIA manual. Here is a simplified [one-page guide](#) to the coding. More detailed and thorough code descriptions are found in section 9.8 of [Chapter 9 of the NTIA manual](#).

Assuming that the requirements for the authorized frequencies have not changed, the primary data that will most likely need to be updated as part of this renewal process are the following:

- New radio equipment (make, model, government nomenclature part number)
- Change in radio output power.
- Changed antenna coordinates (lat./long.).
- Changed antenna type or height.

- Updated supplemental line giving a better, more descriptive indication of what the assignment is used for and which facility operates the site.

Area of operations (transmitter city/state) cannot be changed. This becomes a new assignment request.

**Data
Confidentiality**

Radio Frequency Assignments may include both classified and unclassified assignments. However, for security reasons **all** assignments are considered *Agency Confidential* and are exempt from Freedom of Information Act (FOIA) requests.

Protect all lists of radio assignments as you would any unclassified but sensitive data (just like Social Security numbers.)

There are no classified assignments listed on this website.

RECORDS NEEDING 5-YEAR REVIEW:

There are currently no assignments nearing their five year anniversary for review. The next required round of reviews is not due until April 2008.

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