



NASA Headquarters  
Washington, DC 20546

Page 1 of 9  
HQOWI2560 - M016  
REVISION D  
June 8, 2001

# **CODE M SPECTRUM MANAGEMENT/ REGULATORY POLICY PROCESS**

**CHECK THE MASTER LIST at  
<http://hqiso9000.hq.nasa.gov/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HQOWI2560-M016	Revision: D
	Date: June 8, 2001	Page 2 of 9

## SPECTRUM MANAGEMENT / REGULATORY POLICY PROCESS

Approved and signed by

**Joseph H. Rothenberg**  
Associate Administrator  
Office of Space Flight

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HQOWI2560-M016	Revision: D
	Date: June 8, 2001	Page 3 of 9

### DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-16-1998	
Revision	A	04-16-1999	Changes resulting from DNV Pre-Registration audit. Section 7, Record section, has been changed to agree with Retention Schedule in NPG 1441.1B
Revision	B	04-25-2000	Clarify process flow and quality products.
Revision	C	04-18-2001	Amend sections 6 and 7 to account for an organizational changed designating MT as the code for the Spectrum Policy and Planning Officer. Space Communications organization (M-3) is where MT is located. Record retention is changed to Schedule 10, item 5, which is fully appropriate to the current use.
Revision	D	06-08-01	Clarify the process flow to better define interfaces and the OSF approval process on Section 5. Amended Section 7 to describe what elements could be included in a query disposition file.

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HQOWI2560-M016	Revision: D
	Date: June 8, 2001	Page 4 of 9

## TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
<b>1.0 PURPOSE</b>	<b>5</b>
<b>2.0 SCOPE</b>	<b>5</b>
<b>3.0 DEFINITIONS</b>	<b>5</b>
<b>4.0 REFERENCES</b>	<b>6</b>
<b>5.0 FLOWCHART</b>	<b>7</b>
<b>6.0 SPECTRUM MANAGEMENT/REGULATORY POLICY PROCESS STEPS</b>	<b>8</b>
<b>7.0 RECORDS</b>	<b>9</b>

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HQOWI2560-M016	Revision: D
	Date: June 8, 2001	Page 5 of 9

## 1.0 PURPOSE

The purpose of this Code M OWI is to formulate Spectrum Management and Regulatory Policy within NASA. It prescribes the process for responding to inquiries/issues presented to NASA HQ concerning radio frequency spectrum management.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the World Wide Web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. The AA submits any proposed revision to this manual for OSF or his designee. The AA for OSF or his designee authorizes approval of the revision after an internal review by the Document Control Board.

## 2.0 SCOPE

This OWI includes the activity steps for the process that begins with the receipt of a need/issue or alert advisory pertaining to radio frequency management. The process ends with a disposition of the request either through existing policy or rulings developed by regulatory bodies within a national or international venue. The OWI applies to all Code M personnel who participate in the resolution of spectrum management issues.

## 3.0 DEFINITIONS

The following term(s) are used in this OWI and are explained below:

NTIA - National Telecommunications Information Administration - the National Federal Government Regulator discharging the Executive Office's Spectrum regulatory responsibilities under the Com Act of 1934

IRAC - Interdepartmental Radio Advisory Committee - The policy advisory body to NTIA, of which the NASA Spectrum Policy and Planning Officer is a member

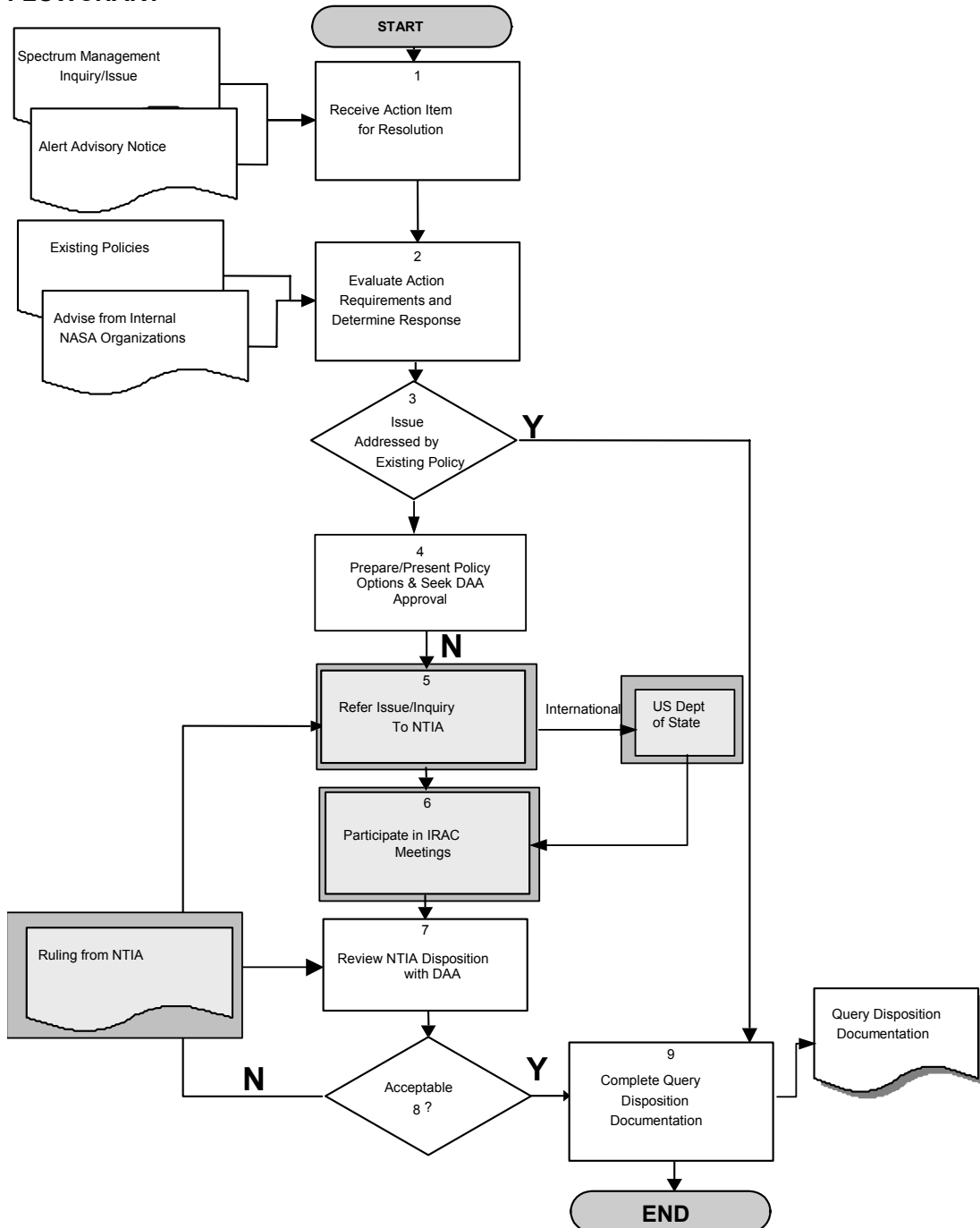
ITU - International Telecommunications Union - The international regulatory body for Radio Frequency system management

DAA - Deputy Associate Administrator for Space Communications (M-3)



NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HQOWI2560-M016	Revision: D
	Date: June 8, 2001	Page 7 of 9

**5.0 FLOWCHART**



CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>  
 VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HQOWI2560-M016	Revision: D
	Date: June 8, 2001	Page 8 of 9

## 6.0 SPECTRUM MANAGEMENT/REGULATORY POLICY PROCESS STEPS

Spectrum management is mandated for NASA through federal regulations. NASA representatives serve on national and international advisory and working groups to develop new policy, when needed.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Spectrum Policy & Planning Officer (MT)	1	Receive Spectrum management Inquiry/Issue requiring resolution
Spectrum Policy & Planning Officer (MT)	2	Evaluate action requirements and determine the response. As part of the evaluation, research existing policies. As appropriate, seek advice from other NASA organizations concerning the requested action. If the inquiry/issues are addressed by existing policy, proceed to Activity Step 9.
Spectrum Policy & Planning Officer (MT)	3	Continue with process Activity Step 4, if the request is not addressed by acceptable existing policy.
Spectrum Policy & Planning Officer (MT) and DAA	4	Prepare and present policy options for DAA approval.
Spectrum Policy & Planning Officer (MT)	5	In situations which involve International/ITU policy, the State Department is a participant in the process. Participate in the NTIA meetings assisting in the development of new policies.
Spectrum Policy & Planning Officer (MT)	6	Participate in Interdepartment Radio Advisory Committee (IRAC) meetings providing assistance with issue resolution and policy recommendations and development.
Spectrum Policy & Planning Officer (MT) and DAA (M-3)	7	Receive ruling from NTIA and review with DAA. Sometimes the ruling will be passed through NTIA, but it originates in the ITU, if an international issue was presented.
Spectrum Policy & Planning Officer (MT) and DAA (M-3)	8	If the ruling from the NTIA is acceptable to NASA, processing continues (Process Step 8). If the ruling from the NTIA is unacceptable to NASA, it is reworked by resubmitting the inquiry/issue to NTIA for further consideration.



NASA Headquarters		
Code M Spectrum Management/Regulatory Policy Process	HQOWI2560-M016	Revision: D
	Date: June 8, 2001	Page 9 of 9

Spectrum Policy & Planning  
Officer (MT)

9

Complete query disposition documentation.  
The products may range from a memo to the  
record, an e-mail or a formal report.

## 7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
Memorandum to the record/Internal	MT	MT	Hardcopy or Electronic	Schedule 10 Item 5	Destroy when no longer needed or when one year old.
IRAC Dockets	MT	MT	Hardcopy	Schedule 10 Item 5	Destroy when no longer needed or when one year old.
Letters/External	MT	MT	Hardcopy	Schedule 10 Item 5	Destroy when no longer needed or when one year old.
Electronic Mail	MT	MT	Electronic	Schedule 10 Item 5	Destroy when no longer needed or when one year old.