

## **Introduction**

This section of the manual contains information concerning the authority for the NTIA Manual and details concerning the January 2008 reissue.

### Holders Letter

This letter informs the holders of the reissue or revision of the NTIA Manual.

### Promulgation Letter

This letter signed by the Acting Assistant Secretary for Communications and Information lists the authority for this manual and approves its distribution.

### Preface

The preface provides details on the documents authorizing this manual and the areas for which the manual is responsible.

### Summary of Changes

This section contains information on the areas of the manual that have been changed or revised. The manual was reissued January 2008. In the following revisions of this manual, revised pages will have the revision date shown in parenthesis. An example of this is *1/2008 (Rev. 5/2008)*, this shows that this page of January 2008 Edition of the NTIA Manual was revised by the May 2008 revision.

**Holders Letter**

**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Telecommunications and**  
**Information Administration**  
Washington, D.C. 20230

APR 30 2008

To: HOLDERS OF THE NTIA MANUAL OF REGULATIONS AND  
PROCEDURES FOR FEDERAL RADIO FREQUENCY MANAGEMENT

Subject: May 2008 Revision of the January 2008 Edition of the NTIA Manual

The Acting Assistant Secretary for Communications and Information has approved the May 2008 Revision of the January 2008 Edition of the NTIA Manual for use by the agencies and establishments of the Federal Government.

A handwritten signature in blue ink, appearing to read "Karl B. Nebbia".

Karl B. Nebbia  
Associate Administrator  
Office of Spectrum Management

Enclosure

**Promulgation Letter**

**Promulgation**

By virtue of the authority vested in me pursuant to Reorganization Plan No. 1 of 1977, Executive Order 12046 of March 26, 1978, and Department of Commerce Organization Order 10-10 of October 5, 1992, I hereby approve this Manual of Regulations and Procedures for Federal Radio Frequency Management for the use of agencies and establishments of the Federal Government.

This order is UNCLASSIFIED.



Meredith Attwell Baker  
*Acting Assistant Secretary for  
Communications and Information*

Dated: May 1, 2008

## PREFACE

This Manual is issued by the Assistant Secretary of Commerce for Communications and Information (hereafter referred to as the Assistant Secretary) and is specifically designed to cover his/her frequency management responsibilities pursuant to delegated authority under Section 305 of the Communications Act of 1934, as amended. Its contents are based on the advice, as appropriate, of the Interdepartment Radio Advisory Committee.

Within the jurisdiction of the United States Government, use of the radio frequency spectrum for radio transmissions for telecommunications or for other purposes shall be made by United States Government stations only as authorized by the Assistant Secretary. Such use shall, unless specific provision is made otherwise, comply with the provisions of this Manual.

The Communications Act of 1934, as amended, vests in the Federal Communications Commission (FCC) responsibility for the regulation of non-Government interstate and foreign telecommunication, including the assignment of space in the radio frequency spectrum among private users, regulation of this use of that space, and authorization of alien amateur operators, licensed by their governments, for operation in the United States under reciprocal arrangements.

The Act, in recognition of the Constitutional powers of the President, provides that radio stations "belonging to and operated by the United States" shall use frequencies as determined to be in the national interest, to authorize foreign governments to construct and operate radio stations in the fixed service at the United States seat of government, and to assign frequencies thereto (47 U.S.C. 305(d)).

The President by Reorganization Plan No. 1 of 1977 and Executive Order 12046 of March 26, 1978, delegated to the Secretary of Commerce authority to act in the discharge of certain of the President's telecommunication functions under the Communications Act of 1934 and the Communications Satellite Act of 1962.

The Secretary of Commerce has delegated this Presidential authority to the Assistant Secretary of Commerce for Communications and Information (Administrator of the National Telecommunications and Information Administration, NTIA).

The Assistant Secretary discharges these radiocommunication and frequency management functions as the Administrator of NTIA with the aid of the Interdepartment Radio Advisory Committee (IRAC).

The IRAC is now comprised of representatives of the Departments of Agriculture, Army, Air Force, Commerce, Energy, Health and Human Services, Homeland Security, Interior, Justice, Navy, State, Treasury and Veteran's Affairs; the U.S. Coast Guard, the Federal Aviation Administration, the General Services Administration, the National Aeronautics and Space Administration, the National Science Foundation, the Broadcasting Board of Governors and the U.S. Postal Service. The FCC is not a member of the IRAC; however, the Commission has designated a Liaison Representative to the IRAC, who works with the IRAC and its subcommittees. The Officers of the IRAC and the Chairmen of its subcommittees are appointed by the Assistant Secretary.

National frequency coordination and assignments are effected as follows:

Each Government agency decides, in the light of policies, rules, regulations, frequency allocations, and the availability of frequencies, whether, what, and how many mission requirements can be fulfilled by using telecommunications systems. Each agency makes the necessary technical studies, selects potential frequencies, coordinates with other agencies involved, and prepares and files an application with the NTIA, Office of Spectrum Management (OSM), Spectrum Services Division (SSD), for consideration by the Frequency Assignment Subcommittee (FAS) of the IRAC.

The FCC FAS Representative submits frequency assignment applications for non-Government use of the spectrum in shared bands and other bands where there might be an impact on, or from, Government operations. The FCC, as a Government entity, also submits frequency requests to the FAS for FCC spectrum requirements.

The OSM/SSD, using a combination of computer and manual procedures, reviews the applications for accuracy, completeness, and compliance with regulations and procedures. The FAS agendas are distributed to each FAS member agency for study regarding the protection of their existing assignments. OSM/SSD reviews the agendas to ensure adequate justification, compliance with policy and regulations, technical appropriateness, potential for major problems, whether or not spectrum support for the system, if applicable, has been certified by the Spectrum Planning Subcommittee (SPS) of the IRAC, and whether there is a conflict with the assignments of the FAS non-member agencies.

Each month the FAS considers pending items and takes action within established policy guidelines. When additional policy guidance is needed, agreement cannot be reached, the IRAC has so directed, or an agency requests, applications are referred to the IRAC. Matters that cannot be resolved with the IRAC, those that NTIA directs, or those requested by an agency, are referred to the Deputy Associate Administrator (OSM), NTIA, who resolves them or refers them to the Associate Administrator (OSM) and if necessary to the Administrator, NTIA, for decision. Government frequency assignment decisions made by the Administrator, NTIA, may be appealed to the Director of the Office of Management and Budget (OMB) per paragraph 3-2 of Executive Order 12046.

Matters of considerable importance, such as changes to the National Tables of Frequency Allocations, significant Government use of non-Government frequency bands, and advice to the Department of State, are recommended to NTIA for consultation with the FCC or other appropriate agencies. Although Government applications are not heard in public for security reasons, the public is represented by the FCC who may object, concur, or give tacit approval.

After each FAS meeting when the FAS minutes have been approved by the Deputy Associate Administrator of OSM, the Government Master File (GMF) is updated.

International frequency coordination is carried out through the International Telecommunication Union (ITU) and with other countries within the ITU provisions, by or under the aegis of the Department of State.

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