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BUREAU OF LAND MANAGEMENT

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Subject

1291 - FREQUENCY AUTHORIZATIONS

1. Explanation of Material Transmitted: This Manual Section contains the subject matter previously located in Manual Section 9121. Numerous changes and additional instructions for requesting frequency assignments have been incorporated into Manual 1291. The numerical designation has been changed from 9121 to 1291 in order to coincide with the numerical designations used for other Information Resources Management functions.
2. Reports Required: None.
3. Materials Superseded: None.
4. Filing Instructions: File as directed below.

REMOVE:

None

INSERT:

1291

(Total: 18 Sheets)

John J. Moeller  
Assistant Director, Support Services  
Acting

## 1291 - FREQUENCY AUTHORIZATIONS

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D. Emergency Frequency Usage. Use of other than assigned frequencies is prohibited except during emergencies involving the safety of life and property. Uses for such operations must be reported to the Director 770 as soon as practicable. This report must include: identification of the facility or system, frequency or frequencies used, the nature of the emergency and date/time that normal operations were resumed.

E. Temporary Emergency Frequency Assignments. Where, because of a continuing emergency, a frequency change must remain in effect for an indeterminate period, a request for a temporary assignment on the emergency frequency shall be submitted to the Director 770. The maximum period of use of an unauthorized frequency (for emergency operations) without a temporary assignment shall not exceed 10 calendar days.

F. Special Short-Term Frequency Assignments. For projects conducted in areas where current frequency assignments and facilities do not readily permit additional traffic, frequency assignments may be requested using the Application form. The common use frequencies (M163.1 and M168.350) may be appropriate for these types of operations.

G. Temporary Survey, Construction, and Test Frequency Assignment. A temporary frequency assignment must be requested for the site survey, construction, and test phases of a system implementation. Requests for temporary assignments must be made on an Application form and must indicate the coverage area or area of operations. Exact site locations and equipment particulars are not required with the request. A proper frequency authorization must be received before the new system may be placed in operation.

H. Special Frequency Requests. With the rapidly developing technology, frequencies in the electromagnetic spectrum are being utilized to perform new services. Requests for frequency assignments for special use will be considered based upon justification. Use of new technologies providing greater spectrum efficiency are encouraged.

## 1291 - FREQUENCY AUTHORIZATIONS

.01 Purpose. The purpose of this Manual Section is to provide procedures and directives for the Bureau to obtain and utilize radio frequencies.

.02 Objective. The objective is to assure the Bureau requests and obtains frequency authorizations and utilizes frequencies within Departmental regulations and procedures.

.03 Authority.

A. 377 DM 2.5B, Radio Communications Handbook (B-2).

.04 Responsibility.

A. The Director and the Deputy Director are responsible for the overall program governing control and approval of major telecommunications changes and new installations within the Bureau.

B. The Assistant Director, Support Services, is responsible for the general direction of all Information Resources Management (IRM) programs and for approving IRM program policy, directives, and priorities developed by the WO Division of IRM. This responsibility is exercised through the Chief, Division of IRM.

C. The Chief, Division of Information Resources Management, is responsible for issuing instructions and information, revising procedures, and conducting studies to assure equipment, service changes, and installations are accomplished only as needed to maintain and increase operation efficiency in the Bureau of Land Management (BLM) offices.

D. The State Directors, Service Center Director, and BLM Director-Boise Interagency Fire Center are responsible for assuring that all radio equipment and frequency authorizations under their jurisdictions are in conformance with the guidelines set forth in this Manual Section.

.05 References. (See BLM Manual Sections 1292 and the National Telecommunications and Information Administration (NTIA) Manual of Regulations and Procedures for Federal Radio Frequency Management, Chapters 4 and 9.)

.06 Policy. It is Bureau policy that frequency authorization is obtained through the Department of the Interior's representative to the Interdepartment Radio Advisory Committee (IRAC), for the operation of any device that emits or radiates electromagnetic waves prior to the development, procurement, or use of such a device.

.07 File and Records Maintenance. Radio Frequency Authorizations (RFA's) are kept on file until deleted or superseded (5 years or less) by new authorizations. See Bureau Records Schedule 12, Item 3a.

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.1 Regulations for Frequency Authorization. The Bureau must adhere to the NTIA Manual of Regulations and Procedures for Federal Radio Frequency Management, the Department of the Interior (DOI) Manual 377 DM, the Radio Communications Handbook (Supplement to Departmental Manual) 377 DM B2, Regulations and Guidelines for the Establishment and Operation of Radio Communications Services.

.11 Utilization. An authorized user of a radio frequency shall transmit with the minimum radiated antenna power necessary to accomplish the mission; confine the radiation pattern to that actually required; restrict operation to the services for which the frequency has been authorized; and perform all engineering necessary to eliminate or satisfactorily reduce interference to all other users of the radio spectrum.

.12 Sharing. No single frequency or group of frequencies is reserved for the exclusive use of the Bureau. Any frequency authorization may include the requirement to share the frequency with other Bureau offices, other Interior Bureaus, or other Government agencies.

.13 Control and Link Frequencies. Most radio frequency control and link circuit frequencies are assigned in the 406.1-420 MHz, 932-935 and 941-944 MHz, and 1700-1850 MHz bands, so that frequencies in the 162-174 MHz region of the spectrum are reserved for land mobile operations. (See Department Handbook 377B.2, Chapter 2.4.)

.14 Activating Frequencies Prior to Authorization. No emission shall be permitted on any frequency prior to the receipt of a frequency authorization or an official notification that an authorization is being forwarded. An exception may be made by the Director, if an emergency of a temporary duration should arise, involving the safety of life and property.

A. Equipment Procurement Prior to Frequency Authorization. Equipment shall not be procured prior to the receipt of a frequency assignment.

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.2 Frequency Assignment. Frequency assignments are required for devices that emit or radiate electromagnetic waves.

.21 Requests for Frequency Assignments. Requests for frequency assignments are prepared in accordance with the instructions in the Departmental Radio Communications Handbook and the NTIA Manual, Chapter 9, and forwarded to the Director 770 for approval and forwarding to the DOI's Interdepartment Radio Advisory Committee (IRAC) representative for frequency assignment, coordination, and authorization.

A. System Drawings. A system drawing is required. (See 1292.2.21B for each system in the Fixed Service operating above 30 MHz and each system in the Mobile Service with three or more land stations.)

.22 Special and Emergency Frequency Assignments. Frequency assignments for special and/or emergency activities are requested through Director (770).

A. Cooperative Use of a Frequency. BLM's use of another agency's frequencies requires BLM to submit a request for a frequency assignment. Another agency's use of BLM frequencies requires that agency to submit a request for a frequency assignment. In both cases, a Memorandum of Understanding (MOU) or Letter of Concurrence, signed by both agencies, must be submitted to Director (770). An approved RFA is required prior to use of the shared frequencies.

B. Use of Citizens Band Frequencies. Use of Citizens Band (CB) frequencies is restricted to communications with non-Government licensees. Under no circumstances are CB frequencies to be used to communicate with other Government users. Requests for CB frequencies may be made on an application form (Illustration #2) giving specific locality, area, type of use, and a justification for use.

C. Hydrologic and Meteorologic Data Frequencies. RFA's are required for frequencies needed to meet Hydrologic and Meteorologic Data requirements. For list of frequencies used for these operations, refer to the NTIA Manual, Chapter 4. The following information is required with a Hydrologic or Meteorologic frequency assignment request:

1. System drawing.
2. Data sheet.
3. Geographic map (no larger than 9 by 14 inches) with coordinates (locations) marked.

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D. Emergency Frequency Usage. Use of other than assigned frequencies is prohibited except during emergencies involving the safety of life and property. Uses for such operations must be reported to the Director 770 as soon as practicable. This report must include: identification of the facility or system, frequency or frequencies used, the nature of the emergency and date/time that normal operations were resumed.

E. Temporary Emergency Frequency Assignments. Where, because of a continuing emergency, a frequency change must remain in effect for an indeterminate period, a request for a temporary assignment on the emergency frequency shall be submitted to the Director 770. The maximum period of use of an unauthorized frequency (for emergency operations) without a temporary assignment shall not exceed 10 calendar days.

F. Special Short-Term Frequency Assignments. For projects conducted in areas where current frequency assignments and facilities do not readily permit additional traffic, frequency assignments may be requested using the Application form. The common use frequencies (M163.1 and M168.350) may be appropriate for these types of operations.

G. Temporary Survey, Construction, and Test Frequency Assignment. A temporary frequency assignment must be requested for the site survey, construction, and test phases of a system implementation. Requests for temporary assignments must be made on an Application form and must indicate the coverage area or area of operations. Exact site locations and equipment particulars are not required with the request. A proper frequency authorization must be received before the new system may be placed in operation.

H. Special Frequency Requests. With the rapidly developing technology, frequencies in the electromagnetic spectrum are being utilized to perform new services. Requests for frequency assignments for special use will be considered based upon justification. Use of new technologies providing greater spectrum efficiency are encouraged.

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I. National Interagency Incident Management System

1. Use of Interior frequencies in support of local or regional National Interagency Incident Management System (NIIMS) planning documents by either Federal Government or non-Government participants is authorized without prior Department coordination subject to the following stipulations (an RFA is not required):

- a. User must be a signatory to the local NIIMS Agreement.
- b. An Incident Commander assumes control and organizational responsibility for the spectrum related activities.
- c. All NIIMS operations involving use of Interior radio frequencies comply with the technical and operational limitations established in the basic RFA.

2. The frequency 168.550 MHz is identified as Interior's NIIMS initial contact frequency. Its use is limited to:

- a. NIIMS initial contact with Incident Commander to request the assigned operational frequency or channel for the incident.
- b. Use in mobile and portable equipment.

J. Air Safety and Initial Contact Frequency

1. The frequency 167.950 MHz is to be used as an air safety/guard and initial contact for aircraft. The use of 167.950 is limited to:

- a. Air Safety/Guard and initial contact for aircraft reporting to an incident.
- b. Emergency communications between aircraft or between aircraft and ground crews.
- c. Aircraft position reporting for flight following.
- d. Reassignment of aircraft enroute to an incident to an incident of higher priority.
- e. Mobile, portable, and base station (local or remote controlled) equipment.

K. Natural Resource Air Operations Frequency. A natural resource air operations frequency (122.925 MHz) is authorized for communications with or between aircraft when coordinating natural resource activities; including forestry management, fire suppression, fish and game management and protection, and environmental monitoring and protection. RFA's are required.

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L. Aeronautical Multicom Frequency. An aeronautical multicom frequency (122.9 MHz) is designated for communications with or between aircraft in temporary, seasonal, or emergency activities which depend on aircraft for the successful and safe conduct of the activity. Such communications are limited to the directing of ground activities from the air, the directing of aerial activities from the ground, and air-to-air communications. RFA's are required.

M. Use of Federal Aviation Administration (FAA) Frequencies. Temporary authorizations can be granted by the FAA to use additional VHF/AM frequencies for fire suppression support. These are obtained from the FAA through the Director 770 during normal working hours and from the Regional FAA representative at all other times.

N. Wildlife Telemetry Frequencies. Frequencies in the bands 40.66 to 40.70 and 216 to 220 MHz may be authorized for use in Government and non-Government stations on a secondary basis for tracking and telemetering scientific data from ocean buoys and wildlife. Airborne wildlife telemetry in the 216-220 MHz band is limited to the 216.0 to 216.1 MHz portion of the band. The 30 MHz, the 164 MHz, and the 166 MHz bands are available on a secondary, unprotected basis for wildlife telemetry.

1. Authorizations for dangerous species (bears, etc.) are generally restricted to the 164 MHz band.

2. The non-Government bands 150.8 to 156.7625, and 157.45 to 161.575 MHz are not available for use in wildlife telemetry by Government Agencies.

O. Special Telemetry and Control Frequencies. Splinter channels in the 162 to 174 and 406.1 to 420 MHz bands using 5F2D and 10F2D emissions may be assigned for telemetry or operations control. RFA's are required.

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.3 Preparation of Frequency Assignment Requests.

.31 Submission of Radio Frequency Assignment Requests. All RFA's shall be submitted to the WO for processing using one of the following procedures:

A. Bureau Electronic Mail System. Transmittal over the Bureauwide Electronic Mail System to Director 772.

B. Text File on Disk. RFA requests may be mailed to Director 770 on a 360K 5 1/4-inch disk. This must then be standard ASCII text file in MS DOS format.

.32 Definition of Station Classes: See Illustration 1.

.33 Sample Application Form: See Illustration 2.

.34 Instructions for Completing Application Form: See Illustration 3.

.35 Instruction for Modifying Existing Assignment: See Illustration 4.

.36 Five-Year Review of Frequency Assignments: Each frequency assignment must be reviewed each 5 years.

A. Requirement: The National Telecommunications and Information Administration (NTIA) requires all agencies to review their frequency assignments every 5 years from date of authorization. The 5-year review requirement will assure that the information is current, the frequency is still required, and agencies are exercising proper frequency management practices.

B. Frequencies to be Reviewed: Each year the Director 770 will transmit a file of assignments to be reviewed to the appropriate office via electronic mail. After review by each office a composite review report will be transmitted to the Department.

C. Correcting, Adding New Data, or Deleting Assignment Data or Assignments: When changing, adding, or deleting during the review process, follow the instructions for Modifying Existing Assignments in Illustration 4 of this Manual.

D. Correct Assignments: If an assignment is correct in all data fields, as determined during the review, enter "=CERTIFIED CORRECT to the right of the \$\$ADD entry on the assignment sheet. The follow example indicates that the assignment reviewed is correct:

\$\$ADD I 784567      =CERTIFIED CORRECT

E. Shared Frequencies: A new Letter of Concurrence and/or Memorandum of Understanding is required during the review process. This revalidation process provides an opportunity for all parties concerned to review the terms of the agreements and make necessary changes.

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Glossary of Terms

-A-

assigned frequency: the center of the frequency band assigned to a station.

-C-

control frequency: a frequency that is used to control remote base stations operating on system frequencies. A control frequency can also be used to open/shut water gates, turn-on/off pumps, etc.

-L-

link frequency: a frequency, different from the system net frequency, that is used to extend the operational control of a base station through multiple repeaters.

-N-

net frequency: the frequency or frequencies that comprise the basic radio system. Generally, "net frequency" is used for the mobile talk-around (repeater transmit) frequency.

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STATION CLASS DEFINITIONS

FX = Fixed Station: a station in the fixed service. Use the FX station class when you transmit from Point A to Point B. Most UHF assignments and all microwave assignments will use the FX station class.

FXR = Fixed Station Repeater: a repeater transmitting to specific fixed locations.

\*FB = Base Station: a land station in the land mobile service

\*ML = Land Mobile Station: a mobile station in the land mobile service.

FBR = Land Station Repeater: a repeater transmitting in a specific area, this includes remotely controlled base stations transmitting to area mobiles.

\*\*FL = Land Station: a land station in the mobile service.

\*\*MO = Mobile Station: a mobile station in the mobile service.

FA = Aeronautical Station: a land station in the aeronautical mobile service.

MA = Aircraft Station: a mobile station located on board an aircraft in the aeronautical mobile service.

The suffix "R" shall be added to the established class of station if the station is to be used as a repeater (e.g., FLR). A repeater is a station that has a transmitter controlled by a radio signal.

\*NOTE: If these two station classes are used, operations are strictly limited to land operations.

\*\*NOTE: If these two station classes are used, operations can be on land, sea, or in the air.

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SAMPLE APPLICATION FOR WORD PROCESSOR OR PC

THE NUMBER LISTED IN EACH DATA FIELD IS THE MAXIMUM NUMBER OF CHARACTERS  
ALLOWED IN THAT PARTICULAR DATA FIELD

\$\$ADD	.	10	.
TYP01	1		.
DAT01	.	6	.
SRS01	.	10	.
SEX01	.	4	.
CLA01	1		.
FRQ01	.	11	.
NET01	.	5	.
ICI01	1		.
BIN01	1		.
BUR01	.	4	.
EXM01	.	4	.
STC01	.	4	.
EMS01	.	14	.
PWR01	.	12	.
SPD01	.	4	.
STC02	.	4	.
EMS02	.	14	.
PWR02	.	12	.
NTS01	.	4	.
TME01	.	4	.
XSC01	.	4	.
XAL01	.	24	.
XRC01	.	8	.
XLA01	.	7	.
XLG01	.	8	.
XAP01	.	3	.
XAZ01	.	3	.
XCL01	.	8	.
XAD01	.	24	.
RSC01	.	4	.
RAL01	.	24	.
RRC01	.	8	.
RLA01	.	7	.
RLG01	.	8	.
RAP01	.	3	.
RAZ01	.	3	.
ACL01	.	8	.
RAD01	.	24	.
REM01	*	40	.
REM02	*	40	.
REM03	*	40	.
REM04	*	40	.
REM05	*	40	.
REM06	*	40	.
SUP01	.	72	.
SUP02	.	72	.

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Instructions for Completing the Application Format

Refer to the NFIA Manual, Chapter 9, for more detailed instructions.

- \$\$ADD       . (SER) - Agency Serial Number - leave blank (this entry must always be the first entry on the form).
- TYP01   . Type of Action - insert "N" for new application (this entry must always be the second entry on the form).
- DAT01       . Date Prepared - leave blank.
- SRS01       . Serial No. to be replaced - replace only one related authorization per request. A serial number replacement is required if you:
1. Change the frequency at a location
  2. Change the State/country (XSC) field
  3. Make more than 30 modifications on an RFA.
- SEX01   . Deletion date - leave blank (Branch of Telecommunications will complete) unless desired to keep authorization being replaced for a specific period to allow implementation of a change.
- CLA01   . Classification - insert "U" for unclassified.
- FRQ01       . Frequency - expressed in kHz up to 30 MHz, expressed in MHz up to 100 GHz, and expressed in GHz up to 3 THz.  
Example:
- A. FRQ01 k1610 (or FRQ01 1610) for frequencies expressed in kHz, the letter k is optional.
  - B. FRQ01 M167.950.
- If the actual frequency is not known, request a frequency in a particular frequency band by identifying the desired band in cover letter and leave data field blank for completion by Chief, Branch of Telecommunications.
- NET01       . Net Control - (Bureau Identification) may be used at the option of the applicant to identify request.
- ICI01   . International Coordination Indicator - leave blank.
- BIN01   . Frequency Band Indicator - (leave blank).
- BUR01   . Bureau - Enter "L" for Bureau code.

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EXM01     . Assignment Expiration Date - if not necessary, leave blank.

The next 3 data entries, STC, EMS, and PWR must be used together, so if you have an STC entry, you must have an EMS and PWR entry also.

STC01     . Station Class - class of station to be used (i.e., FX, FL, MO, etc, see illustration # for more details on station class).

EMS01                     . Emission Designator - consists of necessary bandwidth and emission classification symbols (i.e., 16KF3E). An EMS entry is required for each type of transmission used (i.e., 16KF3E for voice and 16KF2D for data or tone). Do not use the last two optional emission symbols.

Refer to Annex J in the NTIA Manual for methods to calculate necessary bandwidth.

Emission Classification Symbols:

1. First symbol - type of modulation of the main carrier, for instance "F" for frequency or "A" for amplitude.
2. Second symbol - nature of signal modulating the main carrier, for instance "3" = single channel containing an analog signal.
3. Third symbol - type of information to be transmitted, for instance, "E" for telephony, or "D" for data.

PWR01                     . Power - expressed in watts when less than one kilowatt.

SPD01     . Spectral Power Density - required for satellite and earth stations (used on GOES applications).

NTS01     . Record Notes - see Annex A of the NTIA Manual for an explanation of notes (i.e., S362 for transportable operations or S348 if assignment is used for communications with non-Government CB (NTIA Manual Chapter 8.4.24)).

TME01     . Time - Period of time that frequency will be monitored or used for transmission (i.e., "1" = regular usage, not limited to workweek, "3" = occasional usage, not limited to workweek).



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- XAD01 . Transmitter Antenna Dimensions - all 24 spaces must be used or computer will reject application, (the exceptions to this rule are: applications in the HF Bands, applications for mobile operations, and applications for transportable operations). Following is a breakdown of the 24 spaces for this entry.
- spaces 1-3 - antenna gain (first 2 digits show gain and the 3 digit will be "G"). If the gain is less than 10, use leading zeros and for no gain enter 00G (XXG may be used on HF applications).
  - spaces 4-13 - generic name of antenna (i.e., collinear, coaxial, corner reflector, etc.) using no more than 10 spaces, if if less than 10 spaces are used, leave the remainder blank.
  - spaces 14-19 - a 5-digit number (leading zeros if necessary), representing site elevation above mean sea level, the letter "H" always goes in the 19th space.
  - spaces 20-24 - a 4-digit number (leading zeros if necessary), representing antenna height, the letter "T" goes in the 24th space.

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Explanations for the receiver entries are essentially the same as the transmitter entries.

RSC01     . Receiver Antenna State/Country

RAL01                                     . Receiver Antenna Location

RRC01           . Receiver Station Control - If the receiver is in the same system as the transmitter, insert the system name from XRC entry. If communications is with another system, insert the name of the agency of the foreign system, i.e., NGOVT (non-Government), USFS (US Forest Service),

RLA01           . Receiver Antenna Latitude

RLG01           . Receiver Antenna Longitude

RAP01     . Receiver Antenna Polarization

RAZ01     . Receiver Antenna Orientation

ACL01           . Receiver Station Call Sign

RAD01                                     . Receiver Antenna Dimensions

REM01 \*                                     . Circuit Remarks - used to record frequency assignment characteristics that have no specific fields provided for them on the application. Entries must be correct, or the computer will reject application.  
 Entries are preceded by the mnemonic REM, the occurrence number, an asterisk (\*) and a 3-letter identifying code, followed by a comma (i.e., REM01 \*RAD,0050R)

Please insert remarks in the following order:

1. \*FRB, - Frequency band data - if applicable, this information is always the first REM entry.
2. \*RAD, \*LSB, or \*ARB - authorized radius, State, or area of operations.

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3. \*NRM, - number of stations/system name - insert number of stations that make up system name. A 5-digit number is used to indicate the number of stations (use leading zeros if necessary) - this number will represent a range of stations (i.e., 1 to 10 stations, insert 00010, 11-30 stations, insert 00030, 31-100 stations, insert 00100, 101-300, insert 00300, 301-1000, insert 01000). For applications with a FX station class, use 5 x's. The station count must be the same for all RFA's with a common system name. Insert system name as it appears in the XRC entry. A further breakdown of the system to identify a subunit or organization may be indicated by inserting a dash (-) after the system name, followed by the name of the subunit. To indicate that an RFA is for communications with a foreign system, insert a virgule (/) after the system name followed by the name of the foreign system - (i.e., OREGLAKE/USFS).
4. \*EQT, \*EQR, \*EQP, or \*EQS - equipment characteristics such as model numbers and (not series numbers) etc.
5. \*SYS, - system identifier - use names in 9.8.2 (39u), page 9-34
6. \*RPT,R - if the receiving station is a repeater
7. \*AGN - agency data - used to provide necessary additional information - samples;

\*AGN,PAIRED M166.3 RPT RX (repeater receive frequency in repeater paired system) - RPT TX identifies repeater transmit frequency

\*AGN,CONT FOR M166.3 - identifies frequency controlled by assigned frequency at receive location.

Always include a \*AGN entry to identify request and who prepared application

If your \*AGN entry is longer than 40 characters, end line with complete word and continue on next line using \*AGN,

sample;

REM06 \*AGN,CONT FOR M163.950, M163.125, M163.175

REM07 \*AGN,M163.8375, M164.55

\*CAN - Canadian coordinating data - this information will be entered by the Frequency Assignment Subcommittee Secretary after receiving comments from Canada.

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SUP01 . Supplementary Details .

Supplementary details are always the last entries. Identify all MOU and Letters of Concurrence by date in this data field

The number of occurrences of any data field is one, with the following exceptions:

STC, EMS, PWR - can have up to 20 occurrences each

NTS - can have up to 10 occurrences

RSC, RAL, RRC, RLA, RLG, RAP, RAZ, ACL, RAD, and REM - can have up to 30 occurrences each

SUP - can have up to 15 occurrences

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Instruction for Modifying Existing Frequency Assignments:

1. Create a new data file and copy the RFA's to be modified into the new file from the master data file.
2. If a data entry is to be corrected or modified, enter a "=" and the new or correct data to the right of the old data (i.e. EMS01 20KF3E entry and the 20KF3E is to be corrected, the entry would be =16KF3E). If more data fields are to be added, the new data would be entered to the right of the existing fields as shown:

```
STC01 FL      =STC03 FLR
EMS01 16KF3E  =EMS03 16KF3E
PWR01 W30     =PWR03 W30
```

3. Changes can be made to the Supplemental Detail Entries by entering the "=" and the new information data after the last entry. This procedure is as shown:

```
SUP02 This is not a test message
SUP03 This assignment is for fire control
=SUP02 This is a test message
```

4. To delete data fields just enter the "=" to the right as shown:

```
STC03 FLR      =
EMS03 16KF3E   =
PRW03 W30      =
```

5. If an assignment is to be cancelled, enter the data to the right of the \$\$ADD field as shown:

```
$$ADD I 784567      =DELETE
```

The last step is to make the appropriate changes to the system drawings so that the requested changes are reflected in the system drawings too.