



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



JUN 28 2005

OCIO Directive 2005-010

To: Deputy Secretary
Assistant Secretaries
Heads of Bureaus and Offices
Office of the Inspector General
Office of the Solicitor
Bureau Chief Information Officers

From: W. Hord Tipton 
Chief Information Officer

Subject: Radio Sharing Assessments

Purpose:

This directive reiterates policy contained in the Information Resource Management Bulletin 1998-02 dated June 04, 1998, Subject: Requirement for a Radio Sharing Analysis.

Background:

The Department of the Interior advocates radio system sharing and the use of commercially available radio services wherever practical and cost-effective. The 1998-02 bulletin mandates a radio sharing analysis be done when radio systems are designed, purchased, upgraded, or replaced. Consistent with requiring a radio sharing assessment, we can better manage the effort to create more efficient cost effective radio networks.

Scope:

This directive applies to all Departmental bureaus and offices requiring Land Mobile Radio systems.

Policy:

All bureaus within the Department procuring any radio equipment, regardless of cost, which use radio frequencies to accomplish missions, i.e. wireless equipment, must have approval from their bureau/office radio liaison. The bureau radio liaison then forwards to the Department a Radio

Frequency Authorization (RFA) request for the frequency license to operate the equipment. When bureaus/offices submit the RFA package to the Department they must now have a complete sharing assessment as part the Radio Frequency Authorization package. The sample Radio sharing assessment sheet on page three of this will be used to document all radio system sharing analysis.

The sharing assessments will be based on the following criteria:

- **Sharing categories:** between bureaus, between bureau and another federal agency, and between bureau and local FCC-managed agency (local, state, etc.) Federal users of radio spectrum within the geographic area of operation should be contacted to determine the feasibility of sharing. If any commercial (FCC) carrier radio systems are available within the area of operation, the purchasing bureau will also insure that the use of these systems was considered.
- **Sharing resources:** Frequency, Site or building/facility (tower, antenna, power), Equipment (repeater, base), Dispatch, Maintenance - cost, and Communications Security Key Management.
- **Sharing Networks:** Administrative/operational, Fire, Law Enforcement, Backbone, and Data collection/SCADA

Any new, reviewed or modified frequency assignment or proposal package lacking a sharing assessment will be returned to the bureau. The analysis should include, at a minimum: the organization or commercial carrier contacted; name and telephone number of person contacted; date of last contact; and a copy of or brief summary of the resulting agreement to share, or the reason why sharing with or use of the organization's services was not feasible. This requirement does not apply to the purchase of individual replacement radios.

Time Frame:

This directive is effective immediately.

Contact:

When in doubt, you should contact your respective bureau radio liaison for specific guidance. The following are Interior Bureau Radio Liaisons.

Glenn Cascino	USBR	303-445-3336
Robert Dutrow	USGS	703-648-7017
Noel Newberg	FWS	303-275-2401
Russell Sveda	BLM	303-236-2315
Carroll Alexander	NPS	202-354-1844
Jose Moreno	BIA	505-248-7271

If you have any questions, please contact me at 202-208-6194. For bureau/offices not having a radio liaison, you can contact Mr. Arthur Nelson at 703-487-8583. For additional information or clarification, please contact Mr. Timothy Quinn, Chief, Enterprise Infrastructure Division, at 703-487-8551.

Attachment

cc: Bureau Deputy Chief Information Officers
Bureau Procurement Chiefs
Telecommunications Managers
Bureau Radio Liaisons

U. S. Department of the Interior
Radio System Sharing Assessment

Requesting Agency Information:

Document Number (composed of bureau, fiscal year, unique number): USFWS20050001

Reason for Assessment: RFA Submission/5-year review New Sharing Effort

Requesting Bureau/Office: USFWS/BCT

Requesting System Manager: Noel Newberg Phone: 303-275-2400

Authorizing Agency Information:

If any resources or networks will be shared, attach a copy of the Memorandum of Understanding and provide the following info:

Authorizing Bureau/Office: USDA/APHIS

Authorizing System Manager: Bob Strickland Phone: 303-236-5825

XRC, Case Number and/or Agency Serial Number: MSD, CNO-20057003, A 030189

System Name, Location, and Lat/Long: Riverdale C2, Riverdale, MD, 385811N, 0765535W

Authorized Radius of Operations: 80Km from Riverdale

Description of shared resources: P-25 VHF multimode repeater supporting law enforcement operations.

Declining Agencies (if applicable):

For those entities which declined to share with requesting agency: (use table below or provide copy of e-mail):

Name of Agency/Office	Contact Name	Phone number/e-mail	Date contacted	Reason
FBI	John Smith	202-667-8899	YYYYMMD D	No return call

For those entities which requesting agency declines to share with:

Name of Agency/Office	Contact Name	Phone number/e-mail	Date contacted	Reason
NPS	Carroll Alexander	703-555-1212	YYYYMMDD	They lack encryption capability

Have all applicable Federal spectrum users within your operations area been contacted? Yes If not, why not?

Submitted by: FWS Region 5 Radio Coordinator Date: 04/15/2005

Bureau/Office Approval: Noel Newberg Date: 04/17/2005