

Annex F

Frequency Assignment Review Procedure

FREQUENCY ASSIGNMENT REVIEW PROCEDURE

1. The purpose of this procedure is to achieve the objectives stated in Section 8.2.6, paragraph 1, of this Manual. Normally this will be accomplished by reviewing within a given year all frequency assignments that were last reviewed during the previous five to ten years. (The date of the last review of an assignment can be determined by the entry in the REVISION DATE (RVD) field of the assignment record.) Assignment reviews shall be accomplished by the date in RVD plus:

- a. Five years for those assignments not identified in b and c, below.
- b. Ten years for those assignments considered by the Aeronautical Advisory Group (AAG).¹
- c. Ten years for assignments in which all the space stations are in a geostationary-satellite orbit.
- d. Five years for assignments which include one or more space stations in a non-geostationary satellite

orbit.

2. During the review the agency concerned will determine for each frequency assignment:

- a. Whether the assignment is essential to meet the agency's requirements; and,
- b. if so, whether other existing assignments will meet the requirements; and,
- c. if not, whether the justification for and description of the assignment under review, are still accurate;

and,

- d. if so, whether the assignment is completely up to date,

e. Each federal agency will maintain the contact information of the person who validated that the radio frequency is still in use. This information will include their name and date of verification for each 5 year or 10 year review and will be accessible to the FAS representative.

3. An assignment is completely up to date if it contains in the proper fields all of the particulars required by this Manual. Particular attention will be made to ensure accuracy in parameters of frequency, location (longitude and latitude), transmitter power, antenna height and gain, station classes, emission designator, bandwidth, radius of operation, time usage, pulse width, and pulse repetition rate (for radar systems).

4. Agencies will submit DELETION actions for those assignments that are not qualified for retention under 2a above. Those assignments qualified for retention, but not up to date in accordance with the particulars of this Manual, will be updated by submitting a MODIFICATION or SERIAL REPLACEMENT action using the procedures of Chapter 9.

5. Assignments qualified for retention, and completely up to date in accordance with the particulars of this Manual, will be certified as such by submission of MODIFICATION actions to update the date of last revision. This update is done by using the field code RYR with the last two digits of the current year (e.g., RYR01 00). This result in the data in the GMF field RVD being reset to the year, month and day the revision is approved. (See Section 9.15)

6. Assignments that are not reviewed within the timeframe allowed in accordance with paragraph 1 above, will be changed to add Special Note S400 and expiration date (EXD) of 7 years from the existing REVISION DATE (RVD) for paragraph 1a, or 12 years from the existing RVD for paragraph 1b or 1c.

¹ Reference Section 1.3.2

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