

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 33-118  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
22 JUNE 2004**

**Communications and Information  
RADIO FREQUENCY (RF) SPECTRUM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 33-118, 3 April 2002, is supplemented as follows:**

This supplement does not apply to the Air National Guard or Air Force Reserve Command. Use AF IMT 847, **Recommendation for Change of Publication**, to submit recommendations to change or improve this supplement to AETC CSS/SCYC, 61 Main Circle, Suite 3, Randolph AFB TX 78150-4546. Also notify AETC CSS/SCYC of omissions or conflicts with other directives.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>).

**SUMMARY OF REVISIONS**

This revision updates and clarifies procedures and expands responsibilities for frequency management within AETC's area of responsibility.

1.5.2. AETC CSS/SCYC, the command frequency management office (FMO), is responsible for the command management and coordination of AETC bases and units. These responsibilities include engineering, selecting, and acquiring frequencies to support validated requirements; providing AETC installation spectrum managers (ISM) with proper training and guidance; when required, conducting staff assistance visits to subordinate bases and units to ensure effective and efficient management of AETC frequency resources; and publishing a comprehensive supplement to the basic AFI to establish AETC frequency management policy.

1.5.4.1. The appointment memorandum for primary and alternate ISMs (containing each ISM's name, grade, office symbol, duty and fax telephone numbers, mailing address, e-mail address, and effective date) will be sent to AETC CSS/SCYC. The memorandum must also indicate that the ISM will serve a minimum of 12 months in the position.

1.5.5.3. The ISM will establish an RF spectrum management customer education program. The purpose of the program will be to inform base personnel of the availability of frequency management guidance and the need for coordination before developing, producing, testing, procuring, acquiring, contract obligating, and/or operating equipment designed to radiate or receive electromagnetic energy.

1.5.5.21. (Added) Prepares and maintains an RF spectrum management continuity folder which contains, as a minimum, the following items:

1.5.5.21.1. (Added) His or her memorandum of appointment, signed by the communications systems officer (CSO).

1.5.5.21.2. (Added) A list of MAJCOM and unit points of contact. (Include the information requested in paragraph 1.5.4.1. of this supplement.)

1.5.5.21.3. (Added) A copy of this supplement.

1.5.5.21.4. (Added) AFI 10-707, *Spectrum Interference Resolution Program*.

1.5.5.21.5. (Added) AFMAN 33-120, *Radio Frequency (RF) Spectrum Management*.

1.5.5.21.6. (Added) Military Communications-Electronic Board (MCEB) PUB 7, *Frequency Resource Record System (FRRS) Standard Frequency Action Format (SFAF)* (located at <http://www.jsc.mil/Documents/DNLD/PUB7>).

1.5.5.21.7. (Added) Brief instructions for access and use of the Spectrum XXI software database.

1.5.5.21.8. (Added) A copy of the current file plan.

1.5.5.21.9. (Added) Installation frequency management training material.

1.5.5.21.10. (Added) Customer education material.

1.5.5.22. (Added) Does not attempt to initiate frequency coordination activities with other MAJCOMs, other military services, DoD area FM coordinators, Federal Aviation Administration (FAA) frequency managers, or Headquarters, US Air Force Frequency Management Agency (AFFMA) personnel *without* the knowledge and approval of the command RF spectrum functional manager (AETC CSS/SCYC).

1.5.5.23. (Added) Verifies or updates the point of contact list at least annually.

2.4. **Equipment Exempt From Spectrum Certification.** If the equipment will not be used outside CONUS, do not submit DD Form 1494, **Application for Equipment Frequency Allocation**, on like-item replacements with currently assigned J/F-12 numbers or on low power devices listed in the *National Telecommunications and Information Administration (NTIA) Manual of Regulations & Procedures for Federal Radio Frequency Management* (NTIA Manual), Annex K, Technical Standards for Federal "Non-Licensed" Devices (a subset of Federal Communications Commission [FCC] Part 15 regulations). This annex is located at <http://www.ntia.doc.gov/osmhome/redbook/redbook.html>. Annex K devices (wireless microphones, wireless local area networks [LAN], etc.) that might be used outside CONUS will continue to require coordination through the appropriate channels and submission of a DD Form 1494.

4.6.2. (Added) Installation frequency managers will prepare a trunked land mobile radio (TLMR) system conversion plan according to the provisions of AFI 33-106/AETC Sup 1, *Managing High Frequency Radios, Personal Wireless Communications Systems, and the Military Affiliate Radio System*. Upon notification that the installation's TLMR conversion plan has been approved by the independent radio advisory committee of the spectrum planning committee (SPS), the installation frequency manager will

prepare and submit a standard frequency action format (SFAF) request to the AETC RF spectrum functional manager for the allowable number of frequency pairs.

5.1.3.1. DD Form 1494, **Application for Equipment Frequency Allocation**, and AF IMT 847, **Recommendation for Change of Publication**.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-120, *Radio Frequency (RF) Spectrum Management*

AFMAN 37-123, *Management of Records*

Air Force Records Disposition Schedule (RDS)

DAVID C. SCHRECK, Colonel, USAF  
Director of Communications and Information