BY ORDER OF THE COMMANDER
YOKOTA AIR BASE

YOKOTA AIR BASE INSTRUCTION
17-220

10 JULY 2024

Cyberspace

SPECTRUM MANAGEMENT

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This instruction implements DAFI 17-220, *Spectrum Management*, and outlines the responsibilities and rules for management of radio frequencies within the jurisdiction of Yokota Air Base (AB). This instruction applies to all units assigned, attached, or deployed to Yokota AB who use radio frequencies in facilities and the Yokota AB area that are not serviced directly by Fifth Air Force (5 AF) or United States Forces Japan (USFJ) spectrum managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command.

1. Overview: Due to increased radio frequency congestion in the Yokota area, commanders must manage assigned radio frequencies to meet key mission needs. Planning and coordination with proper command authority through the Installation Spectrum Manager (ISM) is essential for all radio frequency and electromagnetic compatibility matters to provide an environment free from interference.

2. Responsibilities:

2.1. Installation Commander is responsible for all electromagnetic radiation emanating from the installation and from those outlying activities hosted by the installation.

2.2. Installation Spectrum Manager will:

2.2.1. Submit all frequency actions through appropriate command channels.

2.2.2. Provide a user authorization document of assigned frequencies and operational parameters, upon authorization.

2.2.3. Publish a Radio Frequency Management Instruction for the installation defining the management of all electromagnetic radiation devices within the manager's area of responsibility.

2.2.4. Establish a Unit Frequency Management training program.

2.2.5. Attempt to resolve interference problems at the lowest level.

2.2.6. Maintain a complete list of United States Forces Japan (USFJ) frequencies assigned to Yokota AB.

2.2.7. Assist using organizations in the preparation of electromagnetic interference (EMI) reports.

3. Using Organization:

3.1. Users will comply with the user organization responsibilities outlined in DAFI 17-220.

3.2. Users will not commit funds or award contracts for the purchase of spectrum dependent equipment prior to obtaining frequency and equipment approval from the 374th Airlift Wing (374 AW) ISM.

3.3. Any organization that radiates electromagnetic energy will appoint a Unit Frequency Manager (UFM) for all frequency matters.

3.4. The UFM will:

3.4.1. Hold, at a minimum, a SECRET level clearance.

3.4.2. Have a SIPRNET account and access to a SIPRNET terminal.

3.4.3. Have one-year retainability at Yokota AB.

3.4.4. Coordinate all frequency actions, plans, programs, and requirements using or changing the use of the radio frequency spectrum with the ISM.

3.4.5. Identify frequency needs using YOKOTA AB Form 5, *Frequency Assignment Request*, to the ISM.

3.4.6. Contact the ISM to ensure the proper authorizing Spectrum Management (SM) agency (5 AF/A6, PACAF A3/A6, USINDOPACOM-J65) designates and approves operating frequencies and have obtained approval to use the equipment in the host country.

3.4.7. Maintain the frequency authorization documents for each frequency, review authorization documents annually, and identify frequencies that are no longer in use or required. A copy of the annual review will be forwarded to the ISM.

3.4.8. Ensure frequencies are used in compliance with frequency assignments and governing directives.

3.4.9. Ensure the operation of equipment that radiates electromagnetic energy complies with authorized limitations and tolerance.

3.4.10. Investigate and prepare all required Electromagnetic Interference (EMI) reports.

4. Processing:

4.1. UFMs will submit all permanent, temporary, or deployed frequency requests via the Frequency Assignment Request Form to the ISM. The ISM will review the form for completeness and submits the frequency proposal 5 AF Spectrum Managers via Spectrum XXI software. All non-temporary frequency requests must be submitted at least 120 days prior to the required date. Temporary requests must be submitted at least 90 days prior to required date.

4.2. Request for new frequencies. UFMs will submit requests with complete explanation and justification of the requirement. Classified frequency requirements must include the classification directive.

4.3. Modifications. Proposed modifications to assigned frequencies will be submitted in writing and approved by the ISM before any changes or modifications are implemented to ensure no interference with other authorized users.

4.4. Deletion of assigned frequencies. Users will notify the ISM in writing when an assigned frequency is no longer required.

4.5. Temporary frequency requirements. No frequency will be used until a temporary frequency assignment is received.

4.6. Deployment frequency requests.

4.6.1. For Yokota-based units deploying to another location, submit frequency requests to the SM at the remote site and courtesy copy the Yokota AB ISM. If there is no SM for the location, request assistance from the Yokota AB ISM.

4.6.2. For units deploying into Yokota AB and being supported by the 374 AW, contact the Yokota AB ISM. Units being supported by 5 AF or USFJ should contact their respective SM.

4.7. Radio frequency interference. Due to the congestion of the radio frequency spectrum, users may experience interference of assigned frequencies. When interference is disruptive and recurring, the user will log the occurrence and submit an EMI report. Interference must be reported as prescribed in DAFI 17-221, *Spectrum Interference Resolution Program*.

5. Spectrum Certification:

5.1. Purchases of spectrum-dependent systems will be reviewed by the ISM to evaluate spectrum supportability prior to the obligation of funds. If the system will be deployed outside the United States, DAF policy is that host nation coordination is required in accordance with the DoDI 4650.01, *Policy and Procedures for Management and Use of the Electromagnetic Spectrum*.

5.2. It is the responsibility of the organization attempting to procure a spectrum-dependent system, including a non-licensed device referenced in **paragraph 5.1**, to submit a Cyberspace Infrastructure Planning System (CIPS) request through 374 CS/SCXP when purchasing locally or by Government Purchase Card.

5.3. When a CIPS request is submitted, include as much information as possible about any spectrum-dependent component (e.g., Federal Communications Commission (FCC) ID number, manufacturer, make, model number, frequency range, power level, etc.). Identify the owning/using organization, as well as the name and phone number of a point of contact.

6. Non-licensed/Annex K devices:

6.1. Section 7.8. of the National Telecommunications and Information Administration (NTIA), Manual of Regulations for Federal Radio Frequency Spectrum Management, outlines issues pertaining to the purchase and use of Federal and FCC non-licensed devices. Examples of non-licensed devices are wireless routers, wireless or lapel microphones, Family Radio Service (FRS) radios, cell phone boosters, and cordless telephones. The following caveats and warnings apply:

6.1.1. All non-licensed devices for use in Japan must have the Japanese Technical Conformity Mark affixed (**Figure 1**.). Detailed information on the Technical Conformity Mark can be found on the Telecommunications Bureau of the Ministry of Internal Affairs and Communications (MIC) web site at **https://www.tele.soumu.go.jp/e/adm/monitoring/illegal/monitoring_qa/**.

Figure 1. Japannese Technical Conformity Mark.

6.1.2. DoD activities should not use non-licensed equipment for critical tactical or strategic command and control applications essential for mission success, protection of human life, or protection of high-value assets, as they offer no protection of spectrum use in support of operational requirements. Non-licensed devices operate on a non-interference basis, which includes accepting any interference from any federal or non-federal authorized radio station, other non-licensed device, or industrial, scientific, and medical equipment. Non- licensed devices must not cause interference to licensed stations.

6.1.3. Upon notification by spectrum management personnel that a device is causing interference, the operator of the non-licensed device shall cease all radiation from the device until it can be proven that further use will no longer cause interference.

6.1.4. Users will not modify, modernize, enhance, or change the equipment's power, antenna, waveform, or information transfer characteristics in any manner that would cause it to violate the NTIA criteria for non-licensed devices or the device's FCC type certification.

6.1.5. FRS and General Mobile Radio Service (GMRS) radios and devices operating in the 900MHz frequency band interfere with Japanese transmissions such as emergency and cell phone signals. For this reason, these devices are prohibited from use in Japan. Compliant products can be purchased at the Yokota Base Exchange. Authorized radio devices will bear the Japanese conformity mark.

7. Amateur Radio Service:

7.1. Before a licensed Amateur Radio Service operator transmits from areas under the purview of the installation commander, the operator must obtain permission in writing from the ISM. At a minimum, the operator shall provide the ISM with their point of contact information to include work phone number, personal phone number, host nation-issued license, and the make and model of their transceiver(s).

7.2. All users of Amateur Radio stations need to have a valid host nation-issued Radio Operator license and Frequency Resource Record System (FRRS) record filed in SPECTRUM XXI for deconfliction. Upon receiving written permission from the ISM, the Amateur Radio Service operator is responsible for adhering to all host nation and installation regulations.

7.3. The ISM may deny permission to transmit, add additional constraints, or require the operator to cease and desist transmissions for reasons including, but not limited to, operational security or suspected interference to other stations.

8. Review of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU): The ISM will review MOAs and MOUs during the annual plans reviews or when initiated by the 374th Communications Squadron Commander. At a minimum, MOAs and MOUs should identify frequencies, FCC or host nation license IDs, call signs, and the owning unit so the ISM can verify FCC or host nation licenses are current and accurate within the respective databases.

ANDREW L. RODDAN, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDI 4650.01, *Policy and Procedures for Management and Use of the Electromagnetic Spectrum*, 9 January 2009

DAFI 17-220, *Spectrum Management*, 8 June 2021

DAFI 17-221, *Spectrum Interference Resolution Program*, 31 January 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Federal Communications Commission, *Code of Federal Regulations Title 47 – Telecommunication*, 1996 – present, **https://www.ecfr.gov/current/title-47**

National Telecommunications and Information Administration, *Manual of Regulations for Federal Radio Frequency Spectrum Management*, January 2021, **https://www.ntia.gov/publications/redbook-manual**

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*, 15 April 2022

Abbreviations and Acronyms

CIPS—Cyberspace Infrastructure Planning System

EMI—Electromagnetic Interference

FCC—Federal Communications Commission

FRRS—Frequency Resource Record System

FRS—Family Radio Service

GMRS—General Mobile Radio Service

ISM—Installation Spectrum Manager

MIC—Ministry of Internal Affairs and Communications

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

NTIA—National Telecommunications and Information Administration

SIPRNET—Secret Internet Protocol Router Network

SM—Spectrum Management

UFM—Unit Frequency Manager

USFJ—United States Forces, Japan

USM—Unit Spectrum Manager