



# **Alaska Land Mobile Radio Communications System**

## **Spectrum Licensing and Management Procedure 400-12**

**Version V3**

April 5, 2011



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## **Acronyms and Definitions**

**Alaska Federal Executive Association (AFEA):** federal government entities, agencies and organizations, other than the Department of Defense, that operate on the shared ALMR system infrastructure.

**Alaska Land Mobile Radio (ALMR) Communications System:** the ALMR Communications System, which uses but is separate from the State of Alaska Telecommunications System (SATS), as established in the Cooperative Agreement. The

**Alaska Municipal League:** a voluntary non-profit organization in Alaska that represents member local governments.

**Department of Administration (DOA):** a State of Alaska (SOA) department that maintains the SOA Telecommunication System (SATS) and provides information technology (IT) and communications technical support to state agencies.

**Department of Defense – Alaska:** Alaskan Command, US Air Force and US Army component services operating under United States Pacific Command.

**Executive Council:** the ALMR Executive Council which is made up of three voting members and two associate members representing the original four constituency groups: the State of Alaska, the Department of Defense, Non-DOD Federal agencies (represented by the Alaska Federal Executive Association), and local municipal/government (represented by the Alaska Municipal League and the Municipality of Anchorage).

**Federal Communications Commission (FCC):** for the purposes of ALMR, the Federal level governing body that approves the use of commercial, maritime, state, local and other agencies that are not a part of the Department of Defense or other Federal agencies radio frequency spectrum through the issuance of radio station authorizations once coordination with all potentially affected agencies has been completed. The approvals will in most cases (exceptions might be waivers or special temporary authority) be for use of a particular portion of a frequency band that has been pre-authorized through the frequency band table of allocations. In addition, the FCC maintains the communications tower registration program.

**Municipality of Anchorage (MOA):** the MOA covers 1,951 square miles with a population of approximately 278,000. The MOA stretches from Portage, at the southern border, to the Knik River at the northern border, and encompasses the communities of Girdwood, Indian, Anchorage, Eagle River, Chugiak/Birchwood, and the native village of Eklutna.

**National Telecommunications and Information Administration (NTIA):** the President's principal adviser on telecommunications and information policy issues, and in this role frequently works with other Executive Branch agencies to develop and present the



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Administration's position on these issues; manages the Federal use of spectrum; performs cutting-edge telecommunications research and engineering, including resolving technical telecommunications issues for the Federal government and private sector; and administers infrastructure and public telecommunications facilities grants.

**Operations Management Office (OMO):** develops recommendations for policy, procedures, and guidelines; identify technologies and standards; and coordinates intergovernmental resources to facilitate communications interoperability with emphasis on improving public safety and emergency response communications.

**Radio Station Authorization:** the document issued by the FCC that authorizes an agency to utilize portions of the radio frequency spectrum for their deployed communications equipment.

**State of Alaska (SOA):** the primary maintainer of the SATS (the states' microwave system), and shared owner of the System.

**State of Alaska Telecommunications Systems (SATS):** the State of Alaska statewide telecommunications system microwave network.

**System:** the ALMR Communications System, as established in the Cooperative Agreement, and any and all System Design/System Analysis (SD/SA) and System Design/System Implementation (SD/SI) documents.

**User Council (UC):** the User Council is responsible for recommending all operational and maintenance decisions affecting the System. Under the direction and supervision of the Executive Council, the User Council has the responsibility for management oversight and operations of the System. The User Council oversees the development of System operations plans, procedures and policies under the direction and guidance of the Executive Council.

**Universal Licensing System (ULS)** – the Universal Licensing system is a software-based system that provides FCC licensees the ability to submit for new radio station authorizations, modify, renew or cancel existing radio station authorizations and provides the user an ability to track one's actions by FCC file number. The ULS provides a wide range of options in order to assist users with the means to take care of FCC transactions from one's desktop computer.



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## **1.0 Purpose**

This document serves as a guide to cover the accounting for, distribution of, and radio station authorization licensing actions for ALMR sites and other equipment used to ensure the operational readiness of the ALMR System and accounting for ALMR communications site Federal Communications Commission (FCC) documentation, as well as spectrum licensing documentation issued by the National Telecommunications Information Administration (NTIA). Adherence to these guidelines will expedite problem resolution, provide for proper document filing procedures, accountability and distribution of radio station authorizations that will assist with ensuring the integrity of the Alaska Land Mobile Radio (ALMR) System.

## **2.0 Roles and Responsibilities**

### **2.1 Executive Council**

The Executive Council (EC) shall be responsible for the management and enforcement of sanctions when violations of the Spectrum Licensing and Management Policy and Procedure warrant such action.

### **2.2 User Council**

The User Council (UC) shall be responsible for the formal approval of the Spectrum Licensing and Management Procedure, and any revisions hereafter.

### **2.3 Operations Management Office**

2.3.1 The Operations Management Office (OMO) will monitor site and equipment licensing documentation accountability activities.

2.3.2 The OMO will establish policies and direct updates, as required, to improve the administrative document maintenance program to include radio station authorizations, tower registrations and FAA Aeronautical Study approvals.

### **2.4 Joint Frequency Management Office – Alaska**

2.4.1 The Joint Frequency Management Office-Alaska (JFMO-AK), as part of Alaskan Command/ J-6, assigns frequencies for intra-area use per existing national and international instructions and agreements.

2.4.2 The JFMO-AK manages coordination and control of all US military use of the assigned frequency spectrum within a 200 nautical mile radius of Alaska.



## **2.5 State of Alaska Enterprise Technology Services**

The State of Alaska (SOA) Enterprise Technology Services (ETS) obtains frequency authorizations for intra-area use per existing national and international regulations. The SOA ETS office manages, coordinates, and is the licensee for the State of Alaska Telecommunications System assigned frequency spectrum comprising backbone infrastructure and ALMR.

## **3.0 Standards**

### **3.1 General**

Having the appropriate site documentation, licenses, and registrations is an important component of the overall ALMR System. Without the required documentation available, any number of problems could arise that may lead to extended outages and possible government fines. Missing documentation or changes to existing documents should be reported as soon as they are discovered and once reported, should be addressed and corrected in an expeditious manner for the benefit of all ALMR users, as well as the System maintenance, spectrum licensing coordinator and operations personnel (see Site Book Transition and Maintenance Procedure 400-9)

The following information concerns the ALMR System as a whole, as well as documentation of each site that pertains to radio station authorizations (licenses), registrations, and FAA approvals.

### **3.2 Documentation**

SOA ETS Division shall serve as the primary depository for records maintenance, and the Department of Defense, Alaskan Command (DOD-AK) J-6 shall serve as the alternate depository. FCC, NTIA, licenses, permits, and other governing spectrum reference documents, plans, procedures, manuals, and records that are used by ALMR management, operations and maintenance personnel shall be kept in a central reference library and organized by site, or for the ALMR System, as a whole, using standard office filing procedures. The OMO will maintain copies of associated frequency permits and licenses in the master Site Books, as provided by SOA ETS. Specific documents that should be available to refer to when issues arise concerning site spectrum licensing and or registrations include the following:

#### **3.2.1 Library**

- State of Alaska Region 2 800 MHz Regional Coordination Plan
- State of Alaska Region 2 700 MHz Regional Coordination Plan
- ALMR Spectrum Management Plan



### 3.2.2 Administrative Support Files

Records, using standard office filing procedures for each ALMR site or for the ALMR System as a whole, will be kept by the SOA ETS (primary depository) and the DOD-AK J-6 (alternate depository) for the following:

- Master file(s) of original and/or copy of the site(s) FAA Form 7460-1 (Aeronautical Study Approval). The FAA web site can be used for validation and as an additional resource for permanent records.
- Master file(s) of original and/or copy of the site(s) FAA Form 7460-2 (Notice of Tower Construction completion)
- Master file(s) of original and/or copy of the site(s) FCC Form 601 (Radio Station Authorizations) for all communications equipment at a particular site requiring a FCC license. Files should be maintained by authorization Call Sign. The FCC Universal Licensing System (ULS) can be used for validation and as an additional resource for permanent records
- Original and/or copy of all FCC Tower registrations, if/where applicable
- Master file(s) of original, and/or copy, of the DOD NTIA spectrum approvals
- FCC Rules and Regulations with quarterly updates on Wireless Telecommunications regulation

#### 3.2.2.1 ALMR System files

- Spectrum Sharing Agreement (between SOA and DOD-Alaska)
- Copies of the FAA tower site approvals
- Copies of the FCC Radio Station Authorizations
- Copies of the DOD spectrum approvals
- Copies of the FCC Tower registrations, when applicable
- Tower loading diagrams
- Circuit Diagrams for the site

#### 3.2.2.2 Forms

- FAA Form 7460-1, Aeronautical Study Determination/Approval
- FAA Form 7460-2, Tower Construction Completion Notice
- FCC Form 601, Radio Station Authorization (License to Operate)
- FCC Tower Registrations

### 3.2.3 Permanent/historical files

The permanent file and historical records of FCC licensing, tower registrations, NTIA spectrum approvals, and FAA Aeronautical Study approvals should be maintained in a controlled environment by the SOA FCC Licensing Coordinator and the DOD-AK J-6 (JFMO-AK). At site locations in which there is a sharing agreement and neither the SOA or the DOD



is the site owner, copies of the site owner's FCC Tower registration (if applicable), FAA Aeronautical Study approval, and copies of the radio station authorizations should be secured for reference and filed with the approved sharing agreement.

## **4.0 Procedures**

### **4.1 General**

- Perform an initial gathering of all applicable documents
- Sort documents into separate functional areas (i.e. for reference library, master files kept at SOA-ETS, master files kept at DOD ALCOM J6, and historical/permanent files)
- Make copies of documents, as needed
- Ensure adequate supplies are available for constructing binders and files
- All binders and files should use a standardized labeling format for ease of locating. Use of color coded file folders and file drawer contents indexing is recommended
- Use of electronic files is strongly encouraged to limit use of paper as long as files are organized into easily recognizable folders and are placed onto a shared server allowing access by all within a particular work group
- Identify missing documents, make attempts to locate, and once found, implement into the site documentation program
- Contact personnel should be identified who will be primarily responsible for the documentation accountability and proper distribution
- Notification should be made to the primary and secondary documentation holders when changes are made or updates/renewals received to any of the documents. This will allow holders to keep their information current. E-mail address groups should be established so that documentation holders receive any/all updates, renewals and/or changes

### **4.2 State of Alaska**

The FCC Licensing Coordinator will be responsible for maintaining a current Federal Registration Number (FRN) with the FCC Wireless Telecommunications Bureau Universal Licensing System (ULS) and perform the following tasks on an as-needed basis:

- License renewals, modifications and cancellations
- Submit for new licenses, when required
- Work with accredited spectrum coordination agencies in order to gain new spectrum approvals; maintain records of all licensing coordination documents
- Ensure all sites/equipment are properly licensed
- Maintain tower registrations for all SOA towers
- Maintain a database of all SOA FCC licenses
- Submit for and gain approval through the FAA for new tower aeronautical studies  
Maintain accountability of all approved FAA studies for existing SOA towers



- Submit appropriate construction completion documentation to the FCC through use of ULS for licensing purposes and to the FAA when new tower construction has been completed (FAA 7460-2)
- Perform ULS administrative updates to SOA licenses, as needed.
- Work closely with the DOD-AK, J-6 frequency manager for joint spectrum use issues and keep each other informed on all ALMR-related spectrum record/licensing changes

#### **4.3 JFMO-AK**

- Utilizes the Spectrum XXI system for all frequency assignment processing
- Performs assignment reviews, modifications, and deletions
- Submits for new proposals, when required
- Ensures that all military sites are properly licensed
- Maintains a database of all Department of Defense assignments
- Work closely with the State of Alaska frequency coordinator for joint spectrum use issues and keep each other informed on all ALMR-related spectrum record/licensing changes
- Work with the US Army and the Office of Spectrum Management on US Army-Alaska and DOD spectrum issues
- Work with the NTIA and Spectrum Planning Subcommittee (SPS) for approval of new locations to provide military communication systems growth and expansion within the Alaskan area of responsibility

#### **5.0 Compliance**

Compliance with the Spectrum Licensing and Management Procedure is outlined in ALMR Spectrum Licensing and Management Policy Memorandum 400-12.