

Directive

APHIS 3330.1

8/12/98

RADIO COMMUNICATIONS MANAGEMENT

1. PURPOSE

This Directive establishes Agency policy on radio equipment procurement, property management, inventory control, frequency assignments, and memorandums of agreement (MOA's) or memorandums of understanding (MOU's).

2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 260.2, dated 10/1/84.

3. AUTHORITIES

This Directive supplements the following laws, rules, and regulations and supersedes any previous Agency guidance.

- a. Communications Act of 1934, as amended.
- b. Presidential Reorganization Plan No. 1 of 1977, and Executive Order 12046, dated March 26, 1978.
- c. National Telecommunications and Information Administration (NTIA) Organization Act, as revised.
- d. Department of Commerce Organization Order 10-10, dated October 5, 1992.
- e. U.S. General Services Administration, Office of Governmentwide Policy Memorandum, dated February 26, 1997, Subject: Federal Agency Use of Land Mobile Radios and the New Standards Environment under the National Technology Transfer and Advancement Act of 1995.

4. POLICY

It is APHIS policy that:

- a. New radios will use digital technologies. Purchases will be coordinated with and approved by the APHIS Radio Manager through APHIS Business Services-Minneapolis, before funds are expended to ensure operational compliance with a congressionally mandated narrowband operation. You must have a valid radio frequency assignment before any radio equipment can be purchased.

- b. Requests for any radio support will go to the APHIS Radio Manager for action. This radio support includes, but is not limited to, frequency assignments, equipment procurement, property management, inventory control, and agreements development (MOA's, MOU's, cooperative agreements, grants, etc.) relating to radio issues between APHIS and cooperating Federal agencies and non-Federal cooperators. Specifically, language for agreements relating to the use of Federal radio frequencies and Federal equipment management for APHIS programs will be developed with the advice and input of the APHIS Radio Manager.
- c. Radio equipment such as repeaters, base stations, mobiles, and portables, are accountable property and considered as 'high-risk sensitive' items for inventory purposes, despite the individual dollar value of a piece of equipment. An ancillary item (antenna, tower, antenna cable, etc.) is considered part of a radio system and is therefore considered 'sensitive' and accountable property. Personnel signing for radio equipment are responsible and will be held accountable for the same in accordance with Federal Property Management Regulations.
- d. The APHIS radio inventory is a separate, special, "critical-sensitive" data base. It is monitored and managed by the APHIS Radio Manager. Field users are responsible for annual validation of radio assets in their possession.
- e. Transfer of radio equipment will follow appropriate documentation procedures. Transfer information will be forwarded to the APHIS Radio Manager for coordination and approval/disapproval in order to ensure data base integrity. Use the forms listed below:
 - SF-122, Transfer Order for Excess Personal Property
 - AD-107, Report of Transfer or Other Disposition on Construction of Property
- f. Disposition of radio equipment will follow appropriate documentation procedures. Disposition information will be forwarded to the APHIS Radio Manager for coordination and approval/disapproval in order to ensure data base integrity. Use the forms listed below:
 - SF-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property
 - SF-120, Report of Excess Personal Property
 - AD-109, Excess Serviceable Property

5. DELEGATIONS OF AUTHORITY

The APHIS Radio Manager or designated representative retains the authority to act in behalf of APHIS for radio issues as identified above.

6. RESPONSIBILITIES

The APHIS Radio Manager will:

- a. Identify existing radio resources and capabilities.
- b. Identify duplicate infrastructures for possible resource sharing.
- c. Establish and chair an APHIS Radio Committee to coordinate radio activities and develop procurement strategies according to the TIA-102 Digital Narrowband Radio Standard.
- d. Develop and manage a radio committee operating budget.
- e. Develop and manage a radio inventory data base.
- f. Help program radio liaisons with inventory and disposition guidance for new and old equipment.
- g. Request and provide frequency assignments supporting APHIS radio requirements.
- h. Develop sharing documents between users (MOA's or MOU's). He/she will serve as the designated official and primary contact for radio-related MOU activities for APHIS.
- i. Identify current and future needs.
- j. Review draft cooperative agreements, grants, MOU's, MOA's, and other types of agreements for programs where Federal radio equipment and related ancillary equipment and Federal frequencies will be used and provide standard and nonstandard language to be included in those agreements. Responsibility for ensuring that these documents are submitted to the APHIS Radio Manager resides with the Authorized Departmental Officer (signatory to the agreement).

7. INQUIRIES

General inquiries on radio issue matters will be directed to the APHIS Radio Manager or designated representative. This includes requests for policy interpretations for complex or recurring radio situations, special operations, and interoperability opportunities such as resource sharing internal or external to APHIS. This Directive is available on the Information Technology home page at <http://www.aphis.usda.gov/its/library>.

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Acting Deputy Administrator for
Management and Budget