

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 2530.2D

Date: Dec. 22. 1989

Material Transmitted:

1. Management Instruction, MMI 2530.2D, subject: Control and Operation of Fixed/Mobile/Portable Radio and Radio Paging Equipment.
2. This MMI has been revised to:
 - a. Change the organization symbol;
 - b. Update the procedure for provision and operation of radio equipment;
 - c. Delete the Operating Signal List; and to
 - d. Discontinue the use of MSFC Form 2905.

Filing Instructions:

Remove MMI 2530.2C and replace with the attached MMI 2530.2D.

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization:
I AI01

Effective Date:
December 22, 1989

MMI:
2530.2D

Subject: CONTROL AND OPERATION OF FIXED/MOBILE/PORTABLE RADIO
AND RADIO PAGING EQUIPMENT

1. PURPOSE

To provide the procedure for obtaining and operating and for the control of radio equipment and facilities in support of MSFC operations.

2. APPLICABILITY

This instruction is applicable to all MSFC organizations and contractors under the jurisdiction of MSFC regardless of location.

3. RESPONSIBILITIES

- a. Directors/Managers of basic organizations are responsible for assuring that these procedures are followed.
- b. Information Systems Office is responsible for providing radio services and/or facilities and for controlling and monitoring these services to insure user compliance.

4. REFERENCES (Only applicable parts of the most recent edition apply.)

- a. National Telecommunications and Information Administration Manual of Regulations and Procedures for Federal Radio Frequency Management, current issue
- b. NHB 4200.2, Equipment Management Systems (NEMS) User's Guide for Property Custodians
- c. MMI 2520.2, Telecommunications Services

MMI 2530.2D

5. PROCEDURES

- a. Organizations requiring portable, mobile or fixed radio, or radio paging equipment will complete MSFC Form 4048, Program Support Communications Request for Service (RFS), obtain the signature of the organizations Telecommunications Coordinator, and forward the RFS to Information Systems Office.
- b. Radio equipment will be issued by Information Systems Office to the using individual upon signature of NASA Form 1602, NASA Equipment Management Systems Transaction (NEMS) Document. When the using individual ceases employment at MSFC, the radio equipment will be returned to Information Systems Office when the individual clears the Center.
- c. Any problems encountered in the operation of radio equipment should be reported to the Network Control Center (NCC), 544-1771. For operational procedures see attachment.
- d. In the event of severe weather conditions, special tests or engine test firings, restrictions on the use of radios may be imposed by an announcement on the radio net by NCC. All persons operating radio equipment will be responsible for complying with NCC instructions.
- e. Violations of radio silence, unofficial conversations between operators, excessive testing, and the use of indecent or profane language will be the basis for the issuance of a citation by the MSFC Spectrum Manager.

6. CANCELLATION

MMI 2530.2C dated February 26, 1983

(orig s/by)

T. J. Lee
Director

Attachment
Operating Procedures

Distribution:
SDL-1

OPERATING PROCEDURES

1. Identification of Government radio networks is required by the National Telecommunications and Information Administration. This identification will be made by the operator of a radio base station at the beginning and end of daily operations and at least once each hour. Portable and mobile stations are exempt from this requirement. Base station identification will consist of the transmission "this is" followed by the call sign issued by the MSFC Spectrum Manager on MSFC Form 1040, Radio Frequency Authorization.
2. When calling another radio user or base station, the number assigned to the radio unit will be used for identification. Hand held unit 12 will call base station 14 by saying "this is unit 12 calling base 14." Use individual names only if you do not know the users radio number.
3. When operating a radio which has telephone patch capability, listen to the channel to determine that it is not in use and then announce your intentions to connect to a telephone circuit by stating "this is unit 12 accessing the telephone patch." When the call has been completed, state "this is unit 12 clear of the phone patch."
4. The control of all radio networks, unless otherwise specified by Information Systems Office, will be the Network Control Center (NCC). The NCC monitors all radio networks. In the event of an emergency, ask for assistance from NCC.
5. The following is a guide for operating Information Systems Office supplied radio equipment:
 - a. Listen to the radio briefly to insure that the channel is not in use.
 - b. Keep transmissions as short as possible to conserve operating time.
 - c. Keep the microphone two to three inches from the lips with the radio held in a vertical position. This will insure that the radiated energy is as far as possible from the head and face.