U.S. AGENCY FOR GLOBAL MEDIA | UNITED STATES BROADCASTING BOARD OF GOVERNORS

330 Independence Avenue SW | Washington, DC 20237 | usagm.gov

Robert E. Kamosa Transmitting Station (REKTS) - Operations and Maintenance Services

Date: May 17, 2021

To: Prospective Offerors

Subject: Request for Proposal number 951700-21-R-0012

Enclosed is a Request for Proposals (RFP) **for Operations and Maintenance Services for the Robert E. Kamosa Transmitting Station (REKTS) Facilities. These are U. S. Government radio transmitting plants located on the island of Tinian and the island of Saipan, in the Commonwealth of the Northern Mariana Islands (CNMI).** If you would like to submit a proposal, **follow the instructions in Section L** of the solicitation, complete the required portions of the attached document, and submit your proposal via email to Contract Specialist, Rodney Nelson: rnelson@usagm.gov with a copy to Contracting Officer, Tisa Harvin: tharvin@usagm.gov.

The U.S. Government intends to award a firm-fixed-price (FFP) commercial contract to the responsible offeror submitting a proposal which has been determined to be the best value to the Government. USAGM intends to award a contract based on initial proposals without holding discussions, although USAGM reserves the right to conduct discussions with the offeror or offerors.

The award date and the base period of performance start date for this requirement may be subject to change due to Coronavirus (COVID-19) restrictions that may be in effect on those dates.

Proposals are due by June 16, 2021, 12:00 Noon U.S. Eastern Daylight Time.

Sincerely,

Tisa Harvin, Contracting Officer
Office of Management Services/Contracts
U.S. Agency for Global Media (USAGM)
330 Independence Avenue, SW
Washington, D.C. 20237
tharvin@usagm.gov
Office Phone: (202) 382-7835

| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS<br>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30 | | | 1. REQUISITION NUMBER | |
|---|---|---|---|---|
| 2. CONTRACT NO. | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | 5. SOLICITATION NUMBER<br>951700-21-R-0012 | 6. SOLICITATION ISSUE DATE<br>05/17/2021 |
| 7. FOR SOLICITATION INFORMATION CALL: | a. NAME<br>See Text | | b. TELEPHONE NUMBER (*No collect calls*) | 8. OFFER DUE DATE / LOCAL TIME<br>06/16/2021<br>17:00:00 |

9. ISSUED BY — CODE 951700
United States Agency for Global Media
Office Of Contracts
330 Independence Avenue SW
Cohen Building, Room 4360
Washington, DC 20237

10. THE ACQUISITION IS [X] UNRESTRICTED OR [ ] SET ASIDE: % FOR
- [ ] SMALL BUSINESS
- [ ] WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
- [ ] HUBZONE SMALL BUSINESS
- [ ] EDWOSB
- [ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
- [ ] 8(A)

NAICS: 561210
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
[ ] SEE SCHEDULE

12. DISCOUNT TERMS
0 Days: 0.00 %
0 Days: 0.00 %
0 Days: 0.00 %
0 Days: 0.00 %

[ ] 13a. THIS CONTRACT IS RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
[ ] RFQ [ ] IFB [X] RFP

15. DELIVER TO — CODE 95F400
International Broadcasting Bureau
PO Box 504969
Saipan, MP 96950

16. ADMINISTERED BY — CODE 951700
United States Agency for Global Media
Office Of Contracts
330 Independence Avenue SW
Cohen Building, Room 4360
Washington, DC 20237

17a. CONTRACTOR/ OFFEROR — CODE — FACILITY CODE

Telephone No.

18a. PAYMENT WILL BE MADE BY — CODE 951700
International Broadcasting Bureau
PO Box 504969
Saipan, MP 96950

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/SERVICES<br>(*Use Reverse and/or Attach Additional Sheets as Necessary*) | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|---|---|---|---|---|---|
| | See Lines | | | | |

| 25. ACCOUNTING AND APPROPRIATION DATA<br>See Line Item Detail | 26. TOTAL AWARD AMOUNT (*For Govt. Use Only*) |
|---|---|

[X] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [X] ARE [ ] ARE NOT ATTACHED

[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[X] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

[ ] 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

| 30a. SIGNATURE OF OFFEROR/CONTRACTOR | | 31a. UNITED STATES OF AMERICA (*SIGNATURE OF CONTRACTING OFFICER*) | |
|---|---|---|---|
| 30b. NAME AND TITLE OF SIGNER (*TYPE OR PRINT*) | 30c. DATE SIGNED | 31b. NAME OF THE CONTRACTING OFFICER (*TYPE OR PRINT*)<br>Tisa Kalena Harvin | 31c. DATE SIGNED |

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

**STANDARD FORM 1449 (REV. 02/2012)**
Prescribed by GSA - FAR (48 CFR) 53.212

| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|---|---|---|---|---|---|
| | | | | | |

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

| 32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32c. DATE | 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
|---|---|---|
| 32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE<br>32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE |

| 33. SHIP NUMBER | 34. VOUCHER NUMBER | 35. AMOUNT VERIFIED CORRECT FOR | 36. PAYMENT | 37. CHECK NUMBER |
|---|---|---|---|---|
| ☐ PARTIAL ☐ FINAL | | | ☐ COMPLETE ☐ PARTIAL ☐ FINAL | |
| 38. S/R ACCOUNT NUMBER | 39. S/R VOUCHER NUMBER | 40. PAID BY | | |

| 41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT | | 42a. RECEIVED BY *(Print)* | |
|---|---|---|---|
| 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER | 41c. DATE | 42b. RECEIVED AT *(Location)* | |
| | | 42c. DATE REC'D *(YY/MM/DD)* | 42d. TOTAL CONTAINERS |

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## Section B - Supplies or Services and Prices/Costs

| Number | Supplies or Services | Quantity | Unit | Unit Price | Total ( Inc. disc., tax, and fees) |
|---|---|---|---|---|---|
| 1 | Services | 9.000000 | MO | | |
| | **Period of Performance:** 07/12/2021 - 04/11/2022 | | | | |
| | **Description:** Base Period Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance – Saipan (Includes PM) | | | | |
| | **Pricing Options:** Base | | | | |
| 2 | Services | 9.000000 | MO | | |
| | **Period of Performance:** 07/12/2021 - 04/11/2022 | | | | |
| | **Description:** Base Period Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance - Tinian | | | | |
| | **Pricing Options:** Base | | | | |
| 3 | Services | 60.000000 | DY | | |
| | **Period of Performance:** 07/12/2021 - 04/11/2022 | | | | |
| | **Description:** Base Period Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Labor - Emergency Services (C.14.1) (NTE 60 Days) | | | | |
| | **Pricing Options:** Base | | | | |
| 4 | Non-Capiltalized Goods <25k | 1.000000 | LT | | |
| | **Period of Performance:** 07/12/2021 - 04/11/2022 | | | | |
| | **Description:** Base Period Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Mandatory Parts and Materials (C.7.2)(NTE) | | | | |
| | **Pricing Options:** Base | | | | |
| 1001 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2022 - 04/11/2023 | | | | |
| | **Description:** Option Period One Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance – Saipan (Includes PM) | | | | |
| | **Pricing Options:** Option 1 | | | | |
| 1002 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2022 - 04/11/2023 | | | | |
| | **Description:** Option Period One Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance - Tinian | | | | |
| | **Pricing Options:** Option 1 | | | | |
| 1003 | Services | 60.000000 | DY | | |
| | **Period of Performance:** 04/12/2022 - 04/11/2023 | | | | |
| | **Description:** Option Period One Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Labor - Emergency Services (C.14.1) (NTE 60 Days) | | | | |
| | **Pricing Options:** Option 1 | | | | |

| Number | Supplies or Services | Quantity | Unit | Unit Price | Total ( Inc. disc., tax, and fees) |
|---|---|---|---|---|---|
| 1004 | Non-Capiltalized Goods <25k | 1.000000 | LT | | |
| | **Period of Performance:** 04/12/2022 - 04/11/2023 | | | | |
| | **Description:** Option Period One Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Mandatory Parts and Materials (C.7.2)(NTE) | | | | |
| | **Pricing Options:** Option 1 | | | | |
| 2001 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2023 - 04/11/2024 | | | | |
| | **Description:** Option Period Two Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance – Saipan (Includes PM) | | | | |
| | **Pricing Options:** Option 2 | | | | |
| 2002 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2023 - 04/11/2024 | | | | |
| | **Description:** Option Period Two Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance - Tinian | | | | |
| | **Pricing Options:** Option 2 | | | | |
| 2003 | Services | 60.000000 | DY | | |
| | **Period of Performance:** 04/12/2023 - 04/11/2024 | | | | |
| | **Description:** Option Period Two Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Labor - Emergency Services (C.14.1) (NTE 60 Days) | | | | |
| | **Pricing Options:** Option 2 | | | | |
| 2004 | Non-Capiltalized Goods <25k | 1.000000 | LT | | |
| | **Period of Performance:** 04/12/2023 - 04/11/2024 | | | | |
| | **Description:** Option Period Two Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Mandatory Parts and Materials (C.7.2)(NTE) | | | | |
| | **Pricing Options:** Option 2 | | | | |
| 3001 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2024 - 04/11/2025 | | | | |
| | **Description:** Option Period Three Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance – Saipan (Includes PM) | | | | |
| | **Pricing Options:** Option 3 | | | | |
| 3002 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2024 - 04/11/2025 | | | | |
| | **Description:** Option Period Three Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance - Tinian | | | | |
| | **Pricing Options:** Option 3 | | | | |
| 3003 | Services | 60.000000 | DY | | |
| | **Period of Performance:** 04/12/2024 - 04/11/2025 | | | | |

| Number | Supplies or Services | Quantity | Unit | Unit Price | Total ( Inc. disc., tax, and fees) |
|---|---|---|---|---|---|
| | **Description:** Option Period Three Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Labor - Emergency Services (C.14.1) (NTE 60 Days) | | | | |
| | **Pricing Options:** Option 3 | | | | |
| 3004 | Non-Capiltalized Goods <25k | 1.000000 | LT | | |
| | **Period of Performance:** 04/12/2024 - 04/11/2025 | | | | |
| | **Description:** Option Period Three Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Mandatory Parts and Materials (C.7.2)(NTE) | | | | |
| | **Pricing Options:** Option 3 | | | | |
| 4001 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2025 - 04/11/2026 | | | | |
| | **Description:** Option Period Four Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance – Saipan (Includes PM) | | | | |
| | **Pricing Options:** Option 4 | | | | |
| 4002 | Services | 12.000000 | MO | | |
| | **Period of Performance:** 04/12/2025 - 04/11/2026 | | | | |
| | **Description:** Option Period Four Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Operation & Maintenance - Tinian | | | | |
| | **Pricing Options:** Option 4 | | | | |
| 4003 | Services | 60.000000 | DY | | |
| | **Period of Performance:** 04/12/2025 - 04/11/2026 | | | | |
| | **Description:** Option Period Four Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Labor - Emergency Services (C.14.1) (NTE 60 Days) | | | | |
| | **Pricing Options:** Option 4 | | | | |
| 4004 | Non-Capiltalized Goods <25k | 1.000000 | LT | | |
| | **Period of Performance:** 04/12/2025 - 04/11/2026 | | | | |
| | **Description:** Option Period Four Operations and Maintenance Support of the Robert E Kamosa Transmitting Station Mandatory Parts and Materials (C.7.2)(NTE) | | | | |
| | **Pricing Options:** Option 4 | | | | |

**PERIOD OF PERFORMANCE**

| ITEM | START | END |
|---|---|---|
| 1 | 07/12/2021 | 04/11/2022 |
| 2 | 07/12/2021 | 04/11/2022 |
| 3 | 07/12/2021 | 04/11/2022 |
| 4 | 07/12/2021 | 04/11/2022 |
| 1001 | 04/12/2022 | 04/11/2023 |
| 1002 | 04/12/2022 | 04/11/2023 |
| 1003 | 04/12/2022 | 04/11/2023 |
| 1004 | 04/12/2022 | 04/11/2023 |
| 2001 | 04/12/2023 | 04/11/2024 |

| | | |
|---|---|---|
| 2002 | 04/12/2023 | 04/11/2024 |
| 2003 | 04/12/2023 | 04/11/2024 |
| 2004 | 04/12/2023 | 04/11/2024 |
| 3001 | 04/12/2024 | 04/11/2025 |
| 3002 | 04/12/2024 | 04/11/2025 |
| 3003 | 04/12/2024 | 04/11/2025 |
| 3004 | 04/12/2024 | 04/11/2025 |
| 4001 | 04/12/2025 | 04/11/2026 |
| 4002 | 04/12/2025 | 04/11/2026 |
| 4003 | 04/12/2025 | 04/11/2026 |
| 4004 | 04/12/2025 | 04/11/2026 |

# PART I - THE SCHEDULE

## SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

### B.1 GENERAL DESCRIPTION AND PRICE SCHEDULE

The U.S. Agency for Global Media (USAGM) requires a Contractor to operate and maintain the Robert E. Kamosa Transmitting Station (REKTS) Facilities. These are U. S. Government radio transmitting plants located on the island of Tinian and the island of Saipan, in the Commonwealth of the Northern Mariana Islands (CNMI). These facilities, hereinafter referred to as the Tinian Transmitter Plant and the Saipan Transmitter Plant, shall be operated in accordance with the policies and procedures established by the USAGM Office of Technology, Services and Innovation and with all other terms and conditions contained within this solicitation document and the subsequent resultant contract. The policies and procedures are delineated in a set of publications identified as Transmitter Station Instructions (TSI's). The salient requirements of the TSI's are discussed herein. A list of the relevant TSI's for this document is attached.

The Offerors technical proposal responses must comply with the latest "Issued" date of each TSI as shown in Attachment J.2. Offerors are encouraged to conduct an on-site visit to the Tinian and Saipan Transmitter Plants prior to the submission of offers.

The Tinian and Saipan Transmitter Plants scheduled program broadcasts are operated in a non-automated broadcast mode during normal working hours. After hours, weekends, and holidays, both sites may be remotely operated via laptop by the duty transmitter technician or one site may monitor the other from the Master Control Rooms at either Saipan or Tinian.

The following is the Base Year through Option Year Four (4) Price Schedule for the Operations and Maintenance Support of the REKTS that includes the Tinian Transmitter Plant and the Saipan Transmitter Plant, beginning July 12, 2021.

### B.2 BASE AND OPTION PERIOD PRICING

#### B.2.1 Base Year Pricing, July 12, 2021 through April 11, 2022.

Operations and Maintenance Support of the REKTS that includes the Tinian Transmitter Plant and the Saipan Transmitter Plant.

| **B.2.1** | **Base Period: 12 July 2021 - 11 April 2022** | | | |
|---|---|---|---|---|
| CLIN | DESCRIPTION | QTY | PRICE/MONTH | PRICE/YEAR |
| 0001 | Operation & Maintenance – Saipan (Includes PM) | 9 Mo | $ | $ |
| 0002 | Operation & Maintenance - Tinian | 9 Mo | $ | S |
| | | | | |
| | | | PRICE/DAY | |
| 0003 | Labor - Emergency Services (C.14.1) (NTE) | 60 Days | $ | $ |
| | Total Base Period FFP Services | | | $ |
| | | | | |
| 0004 | Mandatory Parts and Materials (C.7.2) | NTE | | $ 5,000.00 |
| | TOTAL BASE PERIOD PRICE (9 Months) | | | $ |

### B.2.2 Option Year One Pricing, April 12, 2022 through April 11, 2023.

Operations and Maintenance Support of the REKTS that includes the Tinian Transmitter Plant and the Saipan Transmitter Plant.

| **B.2.2** | **Option One: 12 April 2022 – 11 April 2023** | | | |
|---|---|---|---|---|
| CLIN | DESCRIPTION | QTY | PRICE/MONTH | PRICE/YEAR |
| 1001 | Operation & Maintenance – Saipan (Includes PM) | 12 Mo | $ | $ |
| 1002 | Operation & Maintenance - Tinian | 12 Mo | $ | S |
| | | | | |
| | | | PRICE/DAY | |
| 1003 | Labor - Emergency Services (C.14.1) (NTE) | 60 Days | $ | $ |
| | Total Base Period FFP Services | | | $ |
| | | | | |
| 1004 | Mandatory Parts and Materials (C.7.2) | NTE | | $ 5,000.00 |
| | TOTAL OPTION ONE PRICE (12 Months) | | | $ |

### B.2.3 Option Year Two Pricing, April 12, 2023 through April 11, 2024.

Operations and Maintenance Support of the REKTS that includes the Tinian Transmitter Plant and the Saipan Transmitter Plant.

| **B.2.3** | **Option Two: 12 April 2023 – 11 April 2024** | | | |
|---|---|---|---|---|
| CLIN | DESCRIPTION | QTY | PRICE/MONTH | PRICE/YEAR |
| 2001 | Operation & Maintenance – Saipan (Includes PM) | 12 Mo | $ | $ |
| 2002 | Operation & Maintenance - Tinian | 12 Mo | $ | S |
| | | | | |
| | | | PRICE/DAY | |
| 2003 | Labor - Emergency Services (C.14.1) (NTE) | 60 Days | $ | $ |
| | Total Base Period FFP Services | | | $ |
| | | | | |
| 2004 | Mandatory Parts and Materials (C.7.2) | NTE | | $ 5,000.00 |
| | TOTAL OPTION TWO PRICE (12 Months) | | | $ |

### B.2.4 Option Year Three Pricing, April 12, 2024 through April 11, 2025.

Operations and Maintenance Support of the REKTS that includes the Tinian Transmitter Plant and the Saipan Transmitter Plant.

| **B.2.4** | **Option Three: 12 April 2024 – 11 April 2025** | | | |
|---|---|---|---|---|
| CLIN | DESCRIPTION | QTY | PRICE/MONTH | PRICE/YEAR |
| 3001 | Operation & Maintenance – Saipan (Includes PM) | 12 Mo | $ | $ |
| 3002 | Operation & Maintenance - Tinian | 12 Mo | $ | S |
| | | | | |
| | | | PRICE/DAY | |
| 3003 | Labor - Emergency Services (C.14.1) (NTE) | 60 Days | $ | $ |
| | Total Base Period FFP Services | | | $ |
| | | | | |
| 3004 | Mandatory Parts and Materials (C.7.2) | NTE | | $ 5,000.00 |
| | TOTAL OPTION THREE PRICE (12 Months) | | | $ |

### B.2.5 Option Year Four Pricing, April 12, 2025 through April 11, 2026.

Operations and Maintenance Support of the REKTS that includes the Tinian Transmitter Plant and the Saipan Transmitter Plant.

| **B.2.5** | **Option Four: 12 April 2025 - 11 April 2026** | | | |
|---|---|---|---|---|
| CLIN | DESCRIPTION | QTY | PRICE/MONTH | PRICE/YEAR |
| 4001 | Operation & Maintenance – Saipan (Includes PM) | 12 Mo | $ | $ |
| 4002 | Operation & Maintenance - Tinian | 12 Mo | $ | S |
| | | | | |
| | | | PRICE/DAY | |
| 4003 | Labor - Emergency Services (C.14.1) (NTE) | 60 Days | $ | $ |
| | Total Base Period FFP Services | | | $ |
| | | | | |
| 4004 | Mandatory Parts and Materials (C.7.2) | NTE | | $ 5,000.00 |
| | TOTAL OPTION FOUR PRICE (12 Months) | | | $ |

## B.3 TOTAL CONTRACT PRICE

| | **TOTAL CONTRACT PRICE** | |
|---|---|---|
| B.2.1 | Base Period | $ |
| B.2.2 | Option Period One | $ |
| B.2.3 | Option Period Two | $ |
| B.2.4 | Option Period Three | $ |
| B.2.5 | Option Period Four | $ |
| **TOTAL** | **BASE PLUS OPTION PERIODS 1 THROUGH 4** | $ |

NOTE: Offerors are required to complete the "Cost Breakdown Summary for Tinian and Saipan" (Attachment J.7) and shall submit their version of a detailed cost breakdown to support the firm-fixed- price (FFP) for the base and all option periods.

## B.4 CONTRACT TYPE

This is a firm fixed-price (FFP) contract to operate and maintain the Robert E. Kamosa Transmitting Station (REKTS) Facilities, which are U. S. Government radio transmitting plants located on the island of Tinian and the island of Saipan, in the Commonwealth of the Northern Mariana Islands (CNMI). These facilities, hereafter referred to as the Tinian Transmitter Plant and the Saipan Transmitter Plant. Acquisition Authority: This acquisition is conducted under the authority of the Federal Acquisition Regulation (FAR) Part 15 - Contracting by Negotiation and FAR Part 12 - Acquisition of Commercial Items. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2021-05; dated 03/10/2021. To view the latest Federal Acquisition Circulars (FAC) go to https://www.regulations.gov.

## B.5 SEVERABLE SERVICES

The services acquired under this contract contain severable services. Funds are only available for use for the contract line item (CLIN) to which they are obligated. Unused funds from one CLIN may not rollover for use in other CLINs.

## B.6 SERVICE CONTRACT ACT AND DEPARTMENT OF LABOR WAGE DETERMINATIONS

This Contract will be subject to the Service Contract Act (SCA) and Department of labor Wage Determinations (WDs) (Federal Acquisition Regulations 22.1006, 22.1007 and 22.1008). The SCA applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless a specific exemption applies.

Every service employee performing any of the Government contract work under a service contract in excess of $2,500 must be paid not less than the monetary wages, and must be furnished fringe

benefits, which the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fringe benefits (including any accrued or prospective wage rates and fringe benefits) contained in a predecessor contractor's collective bargaining agreement. The wage rates and fringe benefits required are specified in the SCA wage determination included in the contract. If no wage determination has been made applicable to the contract, employees performing work under the contract must be paid not less than the federal minimum wage provided in section 6(a)(1) of the Fair Labor Standards Act (reference https://www.dol.gov/whd/regs/compliance/hrg.htm).

All provisions of the SCA except the safety and health requirements are administered by the Wage and Hour Division.

The SCA applies to all work performed within the United States. For purposes of the SCA, the term "United States" includes any State, the District of Columbia, Puerto Rico, the Virgin Islands, Outer Continental Shelf lands as defined in the Outer Continental Shelf Lands Act, American Samoa, Guam, Wake Island, Johnston Island, and the Commonwealth of the Northern Mariana Islands. The SCA does not apply to work performed in any other territory under the jurisdiction of the United States or any United States base or possession within a foreign country. Also, the SCA does not apply to work performed on ships operating in international or foreign waters. If a portion of the contract services is performed within the United States and a portion is performed outside the United States, the SCA applies to the portion performed in the United States.

The minimum wage rates and fringe benefits applicable to this contract are outlined in the U.S. Department of Labor Wage Determinations (WDs) for the Commonwealth of the Northern Mariana Islands, and may be adjusted at exercise of option periods in accordance with the conditions set forth in FAR 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (Aug 2018) (29 U.S.C. 206 and 41 U.S.C. chapter 67). See Attachment J.8, Wage determinations are also available at: https://beta.sam.gov

(End of Section B)

## SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

### C.1 GENERAL INFORMATION

### C.1.1 INTRODUCTION

The U.S. Agency for Global Media (USAGM) requires a Contractor to operate and maintain the Robert E. Kamosa Transmitting Station (REKTS) Facilities. The Contractor shall be required to provide a qualified staff that shall be capable of completing any and all of the labor tasks outlined in this document. These are U. S. Government radio transmitting plants located on the island of Tinian and the island of Saipan, in the Commonwealth of the Northern Mariana Islands (CNMI). These facilities, hereafter referred to as the Tinian Transmitter Plant and the Saipan Transmitter Plant, shall be operated in accordance with the policies and procedures established by the USAGM Office of Technology, Services and Innovation. These policies and procedures are delineated in a set of publications identified as Transmitter Station Instructions (TSIs'). The salient requirements of the TSI's are discussed herein. A list of the relevant TSIs' are included with this document (See Attachment J.2). An electronic copy of the relevant portions of the TSIs' are included with this document (See Attachment J.3).

The Tinian and Saipan Transmitter Plants scheduled program broadcasts are operated in a non-automated broadcast mode during normal working hours. After hours, weekends, and holidays, both sites may be remotely operated via laptop by the duty transmitter technician or one site may monitor the other from the Master Control Rooms at either Saipan or Tinian.

For a complete description of the REKTS please refer to Attachment J.1 of this document.

### C.2 OPERATING REQUIREMENTS

C.2.1 The Contractor is responsible for maintaining an operable transmitting facility to accommodate the US Government produced broadcasting or sponsored radio programming in accordance with the procedures set forth in the Transmitting Station Instructions (TSIs) and the transmission schedule established by the USAGM Office of Technology, Services and Innovation. The Contractor is expected to maintain an operable transmitting facility with an average availability of 99.5%. This means that 99.5% of the scheduled programming is successfully broadcasted. Availability shall be calculated on a monthly basis by the following formula:

$$Availability(\%) = \left(\frac{A - B}{A}\right) 100$$

A = Total minutes of Scheduled Broadcasting Time in a given month

B = Total minutes of Program Outage Time in the given month

C.2.2 Scheduled Broadcasting Time is defined as the broadcast time of scheduled news and information programs.

C.2.3 Program Outage Time is defined as an irregularity and occurs when any portion of a scheduled program is not broadcast in accordance with the program schedule or is broadcast outside the technical specifications as defined in TSI 401.

C.2.4 The Contractor shall be responsible for maintaining precise records of all irregularities and reporting these irregularities in a timely manner as they occur. This implies a best effort to report the irregularity on the same day it occurred. The irregularity may be reported no later than a twenty-four (24) hour period after it has occurred, if the reporting delay is due to Contractor staff shift changes and has been approved by a resident government official. In addition, irregularities shall be reported in a summary fashion in the Monthly Operations Report.

C.2.5 Transmission irregularities occur at random times at all of the USAGM Transmitting Stations. When an irregularity occurs, it must be reported by the Contractor on the same day that it occurs in the on-line Enhanced Irregularity Tracking System (EITS) as specified in TSI 401. Further instructions are provided in the Web EITS User's Manual provided in Attachment J.4.

C.2.5.1 In the event an irregularity cannot be properly reported, the irregularity can be updated within a twenty-four (24) hour period after it has occurred if the reporting delay is due to Contractor staff shift changes that have been approved by a resident government official. This provides sufficient time to the Contractor so that a daily irregularity outage review can be completed and the weekly RFA Outage Report can be prepared.

C.2.5.2 A reporting schedule document shall be prepared by the contractor explaining their irregularity reporting schedule, noting any delays due to contractor staff shift changes. The Contractor shall provide a reporting schedule document thirty (30) days after contract award.

C.2.5.3 In addition, transmitter broadcast scheduled hours, irregularities or outage hours shall be reported at the beginning of the new month in a summary fashion in the EITS application within four (4) working days from the start of new month. This provides sufficient time to the Contractor so that the Monthly Station Availability Report can be prepared and that the Monthly Station Language Report can be kept up to date in the EITS application by the agency COR at the Washington DC Headquarters facility.

C.2.6 For those occasions where it becomes necessary to shift operational control to the Philippines Transmitting Station or equivalent, the Contractor is expected to work cooperatively with applicable operating staff regarding any Broadcast Program Operations. This involves any coordinated transmitter operation or maintenance requirement effort or any coordinated transmission irregularity reporting effort at the Saipan and Tinian Transmitter Plants, to ensure that both operational and broadcast objectives can be achieved.

C.2.7 Program delivery requires that a minimum of 95% peak recurring modulation at a power level is no more than 1dB below the scheduled broadcast power that is established.

C.2.8 Program delivery requires that the transmitted audio total harmonic distortion at any audio frequency from 100 to 5,000 Hz shall not exceed 5% at 85% peak negative modulation.

C.2.9 **TRANSMISSION IRREGULARITIES** – Irregularities usually involve program disruptions as defined in TSI 401 by one or more of the following criteria:

C.2.9.1 Any failure of equipment in the program path.

C.2.9.2 Any loss of scheduled transmissions due to outside or unidentified causes.

C.2.9.3 Any transmission interruption of more than 30 seconds regardless of cause or method of restoration (manual, automatic or self-correcting).

C.2.9.4 Any transmission of unscheduled material (includes music fill, incorrect language, or dead air).

C.2.9.5 Use of any transmitter, antenna, program feed or power system other than specified in the transmission schedule or otherwise normally used (e.g., a power source). This criteria applies even if the substitute equipment is functionally identical.

C.2.9.6 Operation of the assigned transmitter at more than one decibel below assigned power output, or at less than 95 percent average recurring negative peak modulation during programming.

C.2.9.7 Operation of the assigned antenna at other than the assigned azimuth, elevation or beam width.

C.2.9.8 Any deviation in the broadcast time or assigned frequency that exceeds acceptable tolerances as listed in TSI-407.

C.2.9.9 Any transmission which includes noise, intermittent modulation, or any other anomaly which materially affects signal quality.

C.2.9.10 Use of any feed path, communications links, or other important service or capability, other than specified in the transmission schedule or normally used, whether or not functionally identical.

C.2.9.11 For statistical purposes, power, and program feed outages of 30 seconds or more shall be reported even when no program transmission was interrupted. A transmitter off-on is not considered to be a transmission irregularity.

C.2.9.12 A transmitter off-on is defined as a temporary loss of carrier transmission during scheduled program broadcast, that is restored (normally) without human intervention, and occurs within the standard recycle period for the transmitter. A transmitter disruption lasting for a period of 30 seconds or less can generally be considered to be a transmitter off-on.

C.2.9.13 The Contractor shall refer to the TSIs for complete technical specifications and requirements for transmitters and other audio equipment.

C.2.9.14 The Contractor shall respond to the additional specifications and requirements for transmitters and other audio equipment technically referred to in the TSIs.

C.2.10 The Contractor is expected to work cooperatively with any construction personnel that are completing other contracted work at both stations to ensure that both operational and construction objectives can be achieved.

## C.3 LIQUIDATED DAMAGES:

C.3.1 Liquidated damages of $300 shall be assessed by USAGM for each hour or fractional hour of lost programming or broadcasts which do not meet the minimum specifications identified in Section C.2.1. This assessment shall be conducted on a monthly basis.

C.3.2 Liquidated damages will be waived by the USAGM in the event that USAGM determines that the broadcast irregularities were the result of program feed, power and other problems beyond the Contractor's reasonable control, but only if the Washington, DC Network Control Center (NCC) is notified by the Contractor within fifteen (15) minutes of the problem occurrence.

C.3.3 During manned station hours, the Contractor will be granted either a five (5) minute or ten (10) minute grace period in the event of a commercial power failure only, if the transmitters were operating on commercial power at the time of the failure. The five (5) minute or ten (10) minute variance is based on the transmitter and broadcast station location of the transmitter. For Saipan and Tinian Continental transmitters the broadcast grace period is five (5) minutes. The Tinian ABB transmitters have a grace period of ten (10) minutes. This provides sufficient time for the transmitters to restore to Standby mode. The station generators should be online and normal broadcasting resumed either within five (5) minutes or ten (10) minutes of a commercial power outage depending upon the transmitter type and transmitter broadcast station location.

C.3.4 The Government shall take into consideration any weather condition, typhoon occurrence, transportation delay, or other limitation that would prevent the Contractor from resuming station broadcast within the manned station hour limits listed in Section C.3.3, during any unmanned station hours that the Contractor has chosen for their work schedule in support of station broadcast operations.

## C.4 FACILITIES MAINTENANCE PLAN REQUIREMENTS:

C.4.1 The Contractor shall provide a final Facilities Maintenance Plan within thirty (30) days of contract award to the Contracting Officer and Contracting Specialist. This should be consistent with all deliverables. The plan shall identify the proposed approach to preventive and corrective maintenance of the power plants, administration and transmitter building, security guard facility, security gate, grounds, building and grounds facility, and other elements of the physical plant including any of the broadcast equipment and antenna infrastructure. The antenna infrastructure preventive and corrective maintenance shall include, but not be limited to, antenna, antenna support structure, transmission line, and antenna tower corrosion control maintenance and repair. Corrosion control includes the maintenance and repair of the antenna tower structure surface rust, which requires chemical conversion of surface rust before the top epoxy or equivalent coatings are applied.

C.4.2 Other equipment elements that must be included are the open wire transmission lines, coaxial transmission lines, satellite ground station equipment, computers, and any other related broadcast equipment.

C.4.3 The maintenance plan shall include any information related to periodic inspections and the frequency of these inspections, which are required to determine the physical condition of any equipment or systems located at the facility.

C.4.4 This plan shall include, but not be limited to, activities such as cleaning, trash removal, lawn mowing, grass trimming (around structures, sidewalks, and fences), vegetation control, general grounds maintenance, sidewalk power wash maintenance, concrete structure maintenance (including power wash and painting if necessary), HVAC maintenance, electrical and plumbing maintenance, water and sewer systems, rodent control, fire protection equipment systems, emergency lighting systems, security systems, lightning protection systems, road and parking lot maintenance, and the performance of routine repairs.

C.4.5 The maintenance plan shall specifically identify the frequency of all preventive maintenance activities including routine activities such as cleaning, floor polishing, replacing air filters, etc.

C.4.6 The Facilities Maintenance Plan Table of Contents shall include a listing of the sections, subsections, attachments, appendices, and any other section of the document by a starting page number. All of the individual preventive and corrective maintenance procedures, instructions, and datasheets shall be included in this type of format. These procedure and reporting type sections, which can be a majority of the document page count and are often found in the appendix of the Facilities Maintenance Plan, shall have consecutive page number listings similar to the main body of the document. See Example below:


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## C.5 EQUIPMENT MAINTENANCE AND REPAIR REQUIREMENTS:

C.5.1 The Contractor shall be responsible for the overall maintenance, repair work and general upkeep of the Saipan and Tinian Transmitter Plants. This shall include, but not be limited to, general buildings and grounds maintenance and repair, antenna, transmission line, and antenna tower corrosion control. Corrosion control includes the maintenance and repair of the antenna tower structure surface rust, which requires chemical conversion of surface rust before the top epoxy or equivalent coatings are applied. Seasonal typhoons impacting CNMI have routinely reached wind speeds well beyond tower design limits. Even tropical disturbances and tropical storm force winds may cause towers to sway. These seasonal winds and typhoons have torqued and swayed all towers in CNMI. With every torque and sway created by high winds, paint on tower structures, cross members, platforms, ladders, bolts, and other miscellaneous parts have cracked. Seasonal rain, in addition to salt particulates blown about by typhoon force winds, is introduced into the aforementioned paint cracks. The rain and salt particulates that make it into these cracks evaporate very slowly and are often replaced by the next seasonal rain. This seasonal cycle has increased

corrosion TO an extreme rate. To overcome the extreme rate of corrosion the contractor shall perform steps 1-5 below.

1. The contractor shall inspect, perform preventive maintenance, make repairs, and perform corrosion control on multiple towers simultaneously following high winds and seasonal rains.
2. In between seasons, increased routine preventive maintenance shall be required to counter periods when tower maintenance was not be performed due to weather.
3. Paint cracks created by high wind events shall be immediately grinded or sanded smooth, corrosion removed, cleaned, and repainted.
4. The contractor shall replace tower structures, cross members, platforms, ladders, bolts, and other miscellaneous parts determined to have corroded beyond preservation and treatment.
5. As a result of the increased corrosion, the contractor shall pay particular attention to the antenna preventive and corrective maintenance requirements, specifically dedicating additional efforts to prevent and control corrosion. This shall require additional inspections and increased scrutiny after every high wind event.

C.5.2 The Contractor shall be responsible for preventive maintenance and repair of transmitters, power generating equipment, satellite ground station equipment, computers, and all other equipment in the broadcast chain. Maintenance and repair activities shall be performed in accordance with the requirements established by the TSIs. If a conflict between the TSI and manufacturer manual occurs, the TSI takes precedence.

C.5.3 For equipment that is not covered by the TSI's, the Contractor shall follow the manufacturer recommendations for maintenance and repair. A list of the major equipment installed at the Saipan and Tinian stations is attached herein as Attachments J.5. Additional equipment may be added at the discretion of the Government.

C.5.4 The Contractor shall be responsible for developing maintenance procedures for any additional required transmitter plant maintenance. Once the procedure is developed, the Contractor shall document this information in a Standard Maintenance Procedure (SMP) as detailed in TSI 305 Section 305.4.3 Standard Maintenance Procedure (SMP).

C.5.5 The Contractor shall keep buildings clean and presented in an orderly appearance. The Contractor is responsible to keep all electrical, plumbing, and HVAC equipment in proper working order and in compliance with all applicable U.S. specifications and code requirements.

C.5.6 The Contractor shall take appropriate actions to maintain the grounds, including but not limited to, lawn mowing, grass trimming (around structures, sidewalks and fences), irrigation, general landscaping and vegetation control, road/parking lot maintenance and repair, fence repair, painting, animal and insect infestation control, and spot repairs encountered during daily operations to buildings and structures.

C.5.7 The Contractor shall maintain detailed records of all maintenance and repair activities and submit this information on a monthly basis as part of a Monthly Operations Report.

C.5.8 The Contractor shall be responsible for the maintenance and upkeep of the tools and equipment that are used to service the buildings, grounds and broadcast equipment. Examples of this type of equipment include vehicles, lawn mowing equipment, and electronic instruments. A list of the Government Furnished Equipment (GFE) for REKTS is

attached herein as Attachment J.5. Additional equipment may be added at the discretion of the Government.

C.5.9 The Contractor shall exercise reasonable care in the use of all GFE and shall follow standard industry maintenance practices. This is to avoid work slowdowns or work stoppage caused by neglected care of GFE equipment and will not be tolerated by the Government. The Contractor shall be liable for any damage resulting from loss, damage, destruction, theft negligence, misuse, or improper maintenance of GFE. The contractor shall be expected to provide substitute equipment, at their expense, if the care of any of the GFE assets are determined by the Government to be neglected and therefore, rendered unusable.

## C.6 MAJOR MAINTENANCE PROJECT REQUIREMENT:

C.6.1 Major maintenance projects such as tower painting, repaving of roads, guy wire repair or replacement, major building, and major equipment modifications shall be conducted under separate contract(s) that will be administered by the Government.

C.6.2 To qualify as a major maintenance project, there cannot be any neglect of minor maintenance procedures, which can result in a major maintenance project. It will be the responsibility of the Contractor to resolve any resulting Major Maintenance Project from such neglect and to fully fund the completion of the project. This shall include the cost of all labor, parts, and materials required due to damage resulting from neglected minor maintenance effort.

C.6.3 It shall be the responsibility of the Contractor to make reasonable accommodations for other vendors to perform such work.

C.6.4 As part of the required monthly operations reports, the Contractor shall make recommendations for major maintenance projects as needed.

## C.7 PARTS AND SUPPLY INVENTORY REQUIREMENT:

C.7.1 The Government will supply an initial component of spare parts, building and ground supplies, and administrative office supplies necessary to operate the Saipan and Tinian Transmitter Plants. Before contract award, the Government will conduct an inventory to ensure that the parts and supply inventories to operate the Saipan and Tinian Transmitter Plants are at adequate levels. See Attachments J.5 or equipment lists.

C.7.2 It shall be the Contractor's responsibility to assume control of the parts and supply inventory as follows:

C.7.2.1 The Contractor shall provide written acceptance of the inventory listing for all parts and supplies that the Contractor generated and that the Government officials have approved. The Government officials include both the station management personnel and the USAGM Office of Technology, Services & Innovation/Operations & Stations Division/Network Support Branch (T/EOS/N) Logistics division management located at the Washington DC headquarters building. This is to be completed within 45 days of contract award and option period exercise. The written correspondence of acceptance is to be forwarded by e-mail to both the on-site station management personnel, the Contracting Office Representative (COR) and the T/EOS/N Logistics division management personnel, the latter two, which are both located at the Washington DC headquarters building.

C.7.2.2 These responsibilities include, but are not limited to, maintaining the warehouse in an orderly and safe manner, submitting timely requisitions for new stock, maintaining accurate records using government supplied software, maintaining adequate levels of stock, and judicious use of supplies.

C.7.2.3 Requisitions prepared by the Contractor shall be submitted to the Contracting Officer Representative (COR) for approval.

C.7.2.4 Most parts and supplies will be shipped directly to the station. It shall be the Contractor's responsibility to receive these shipments and ensure that the items are properly documented and stored.

C.7.2.5 Periodically, the Contractor will be required to ship items from Tinian or Saipan to other locations. In such instances, it shall be the Contractor's responsibility to pack the equipment in a manner that conforms to standard commercial shipping requirements/practices.

C.7.2.6 It is anticipated that occasionally the Contractor will have to travel off site to obtain items that are required for the Saipan and Tinian Transmitter Plants or to deliver items. Under these circumstances, and with the prior written approval of the COR, a government vehicle may be provided.

C.7.2.7 If for any reason, travel beyond the island of Tinian or Saipan is required, the Contractor shall be reimbursed at standard federal Government rates. However, travel beyond either island must first be approved in writing by the Contracting Officer in order to receive reimbursement.

C.7.2.8 If the cost of mandatory parts and materials are approved in writing by the Contracting Officer, the Contractor shall be reimbursed the actual reasonable cost of these mandatory parts and material purchases, not to exceed $5,000.00 annually, made in support of continuing station operation. Mandatory parts and materials are defined as parts and materials that would be required in an expedited fashion to the station, due to the critical nature of the part or material, to keep all of the station transmitters broadcasting and meeting the USAGM mission of broadcasting 100% of the time.

## C.8 PROPERTY MANAGEMENT REQUIREMENTS:

C.8.1 Upon award of this contract and if the government exercises the Option Periods, the Contractor will be provided with a list of all Nonexpendable Property associated with the Saipan and Tinian Transmitter Plants. Each item will be marked with a bar coded sticker and will appear in a database file. Within the first sixty (60) days following award of this contract, the Contractor shall verify the accuracy of the list. The Contractor shall be responsible for maintaining the property database and performing the annual inventory in accordance with TSI 108. The Contractor shall be required to sign a letter stating acceptance and responsibility for the list of all Nonexpendable Property. If there are any discrepancies in the list of all Nonexpendable Property, such as missing or lost inventory, the Contractor is required to update the list of Nonexpendable property noting the missing or lost inventory and the reason for this discrepancy. In either situation the Contractor and Government staff at the station must sign this letter of acceptance stating that the list of all Nonexpendable property is the responsibility of the Contractor and attach the latest version of the Nonexpendable property list. This letter must be forwarded to the COR for review and then sent to the Contracting Officer for acceptance. Although this typically occurs at

the start of a contract award, this may also occur at any time a discrepancy occurs in the list of all Non-expendable Property.

C.8.2 Any discrepancies with the list of Nonexpendable Property shall be resolved by the Contracting Officer (CO) or his/her representative (COR). After both parties agree to the accuracy of the list, the Contractor shall assume full responsibility for the Nonexpendable Property.

C.8.3 In the event that any Government Furnished Property is damaged, destroyed, lost or stolen, it shall be the responsibility of the Contractor to submit a written Property Damage or Missing Report to the Contracting Officer within seven (7) days of the incident.

C.8.4 The Contractor shall be liable for any damage resulting from loss, destruction, negligence, misuse, theft or improper maintenance of Government Furnished Property.

C.8.5 Additional items may be added or withdrawn from the Nonexpendable Property list throughout the term of the contract by the Government. The Contractor shall provide a written acknowledgment for all items to be added or removed, and their condition upon receipt. This action will occur in conjunction with the preparation of a Receiving Report, which shall be submitted within seven (7) days following the receipt of inventory items. It is necessary for the Contractor to update the Property Inventory Processing System (PIP's) to reflect those inventory items that have been added or removed.

C.8.6 Prior to the completion of the contract, the Contractor shall accompany the Contracting Officer and/or his/her authorized representative (COR) on an inspection of the site. The purpose of this inspection will be to verify the existence and condition of the Nonexpendable Property that the Contractor assumed responsibility for after contract award. If any or all Government property is lost, damaged, destroyed, or becomes no longer useable, the Contractor shall be responsible for replacement of the property at the Contractor's expense and the replacement property shall become Government property.

## C.9 SECURITY REQUIREMENTS:

C.9.1 The Contractor shall provide the Government with a list of all personnel who are assigned to this contract within ten (10) calendar days after contract award.

C.9.2 Pre-Screening: All prospective contractors shall be pre-screened by USAGM prior to beginning performance. The following documents shall be submitted to USAGM within 45-days of performance to allow for the completion of the pre-screening process:

A. Completed security questionnaire
B. US Driver's License / State ID or
C. In place of US Driver's License / ID, Foreign Nationals shall provide proof of legal authority to reside and work in the United States (Passport, Permanent Resident card and/or Employment Authorization Card)

Note: Visas issued from other employers may not be transferrable or acceptable for direct contract arrangements with USAGM.

C.9.3 Background Investigation: To remain on the contract, all contractors must be deemed fit by successful completion of a background investigation. It is the contractor's responsibility to comply with all investigative requirements or risk termination or suspension of contract.

C.9.4 Emergency workers: Following catastrophic events, inclement weather, or other emergencies, the contractor shall be permitted to bring in temporary additional support staff (IAW C.14.2). Additional support staff shall be escorted at all times unless otherwise pre-screened (IAW C.9.2)

C.9.5 The Contractor shall provide all site personnel with photo identification badges. The identification badges shall be worn by all staff while on government premises.

C.9.6 It shall be the Contractor's responsibility to maintain security at the site.

C.9.7 Access shall be restricted to U.S. Government approved personnel and those conducting official business.

C.9.8 Access to the Saipan and Tinian sites must be controlled at all times on a 24x7 schedule. This security control may be provided by Contractor's administrative and maintenance personnel during normal work hours or normal work hour shifts. A Uniformed qualified security guard with a minimum of 40 hours of training must be posted whenever other Contractor personnel are not present at the station. Coordination of station security control must be communicated between the Contractor station personnel staff and the Contractor security guard staff. Any issue as the result of a security issue is considered the fault of the Contractor and any losses shall be subject to their reimbursement or shall result in withheld payments.

C.9.9 The Contractor shall maintain a log of all visitors at both sites and provide the contents of the log to the COR on a monthly basis.

C.9.10 Any damages resulting from a lapse of security shall be the responsibility of the Contractor.

## C.10 PERSONNEL REQUIREMENTS:

C.10.1 The Saipan and Tinian stations are configured for automated operations that may be monitored and controlled by duty transmitter technicians via laptop. Due to this remote control and monitoring capability, there is no requirement for the Contractor to provide operations staff at the Saipan and Tinian stations 24 hours/day, 7 days/week. However, the Contractor must develop a clear strategy to rapidly respond to any failure in the broadcast chain in order to quickly restore transmissions and minimize lost broadcast time. The Contractor shall develop a simple notification process to notify the key Contractor personnel of broadcast failures that may occur at any time, 24 hours a day. When so notified, the Contractor shall then quickly mobilize operations and maintenance staff to report to the station, correct the fault and rapidly restore programmed broadcasts.

C.10.2 The Contractor shall assign only qualified personnel to perform the various tasks required to successfully operate and maintain the Saipan Transmitter Plant and the Tinian Transmitter Plant. Currently, there are forty-five (45) contract employees supporting the REKTS facilities. There are sixteen (16) contractor employees at the Saipan Transmitter Plant and twenty-nine (29) contractor employees at the Tinian Transmitter Plant. A recommended staffing pattern of forty-six (46) contract employees (including security) will be the targeted number of total employees. Refer to Attachment J.1 for more staffing information. In addition, all offerors are strongly encouraged to visit the transmitting facilities to witness the site conditions. The following is a listing of the recommended contract employees:

| Qty | Employee Type | General Employee Function |
|---|---|---|
| **1** | **Site Manager** | **Responsible for Tinian & Saipan.** |
| **2** | **Transmitter Supervisors** | **One each Saipan and Tinian. Responsible for operation of each station respectively.** |
| **9** | **Tinian Technicians** | **Maintenance shift 8 transmitter technicians; IT/TX technician 1.** |
| **7** | **Saipan Technicians** | **Maintenance shift 6 transmitter technicians; IT/SAT technician 1. (2 technicians must be capable antenna riggers for antenna maintenance and repair. 1 technician must be capable of power plant operation.)** |
| **17** | **Technician/General Laborer, (Grounds, Antenna Maintenance, Power plant operation/maintenance and rigging)** | **Provide complete Grounds and Building Maintenance of the entire Saipan and Tinian facility (usable at Saipan and Tinian). (3 Technician/Laborers must be capable antenna riggers, for antenna maintenance and repair. 2 Technician/Laborers must be a capable of power plant operation, maintenance, and repair support to all diesel generators and high voltage power plant equipment. One (1) capable power plant technician must be a certified electrician and one (1) capable power plant technician must be a certified power plant mechanic.)**<br><br>**8 Technician/Laborers will be based on Tinian to cover rigging and power plant operation, electrician duties and general B&G labor.**<br><br>**3 Technician/Laborers will be based on Saipan to cover rigging and power plant operation and electrician duties and general B&G labor.** |
| **2** | **Admin** | **General administrative/secretarial work, stock clerk per Transmitter Plant** |
| **8** | **Security** | **Qualified 7x24x365 Security Employees, four (4) per Transmitter Plant** |
| **46** | **Total Suggested Staff** | **Total Staffing Pattern to Operate and Maintain the entire Saipan and Tinian Transmitting Stations.** |

C.10.2.1 It shall be the Contractor's responsibility to provide appropriate and adequate training to all Contractor personnel assigned to the Saipan and Tinian Transmitter Plants.

C.10.2.2 Contractor personnel charged with operating and maintaining the transmitters shall have the requisite knowledge and skills associated with contemporary high-power/high-frequency transmission systems.

C.10.2.3 Technicians having experience operating and maintaining the Thomcast ABB Model SK55 C3-2P and the Continental 419-F2 shortwave transmitter are particularly desirable candidates.

C.10.2.4 At a minimum, the electronics technicians employed by the Contractor shall possess the specialized electrical and mechanical skills required to maintain and repair high power transmitting equipment and the associated program feed circuits. In addition, the electronics technicians shall possess the specialized technical skill to align, connect, configure, and administer the station equipment for remote operation. Electronic technicians will be required to pass a technical test administered by the Government staff to be approved for work on this contract. The test shall consist of basic electronic and digital theory.

C.10.2.5 The skills that the Contractor's electronic technicians must possess include the use of sophisticated test equipment including, but not limited to, network analyzers, oscilloscopes, knowledge of digital logic and computer controlled control systems, knowledge of radio frequency transmission lines antennas, high voltage test equipment, electro-magnetic field measuring instruments, knowledge of medium and high voltage electrical supply sources, and the use of machine tools and acetylene welding equipment.

C.10.2.6 Contractor personnel engaged in other areas of specialization, such as building and ground maintenance, power plant operation/maintenance, warehousing, administration and site management shall possess similar levels of expertise in their respective disciplines.

C.10.2.7 The Contractor shall assume all responsibility for maintaining adequate levels of staffing in all areas to accomplish successful operations without compromising safety.

C.10.2.8 The Contractor shall meet the minimum safety guidelines detailed or established by the following: National Electrical Code (NEC), National Electrical Manufacturers Association (NEMA), National Fire Protection Association (NFPA), Occupational Safety and Health Administration's (OSHA) Federal Regulations, Standards of the Commonwealth of Northern Mariana Islands, and Standards of the Underwriters Laboratories (UL).

C.10.2.9 The employment practices of the Contractor shall be in compliance with all applicable local and U.S federal laws and regulations.

C.10.2.10 The Contractor shall comply with all applicable local wage and labor laws of the CNMI in addition to applicable US labor laws and regulations.

C.10.2.11 While it is required that the Contractor provide a competent and capable staff, the Government may, at its option, choose to make training opportunities available to acquaint staff with new equipment procedures or to improve productivity. If such opportunities are made available, the Contractor shall make a reasonable effort to make staff available to participate in the training. This training would be made available free of charge to the Contractor.

C.10.2.12 The site manager or station manager that works for the Contractor is required to work full time on this contract. The individual selected to be site manager or station manager needs:

C.10.2.12.1 Must be approved by the Contracting Officer,

C.10.2.12.2 Can only work on this contract, and

C.10.2.12.3 Working on any other contract will qualify as sufficient grounds for termination of this contract.

C.10.2.13 The Contractor shall provide a list of all staff personnel including a running Station Location (Saipan or Tinian), Numeric Counter, Employee Name, Job Title/Labor Category, Exempt/Non-exempt Nationality/Citizenship (including CW1, Green Card status), Workdays, and Work hours (including Full Time, Full Flexible, Part Time, Part Time %). During emergencies, disasters, or catastrophic events, and in response to adverse conditions created by these type events, the contractor shall reassign personnel as needed to perform duties outside their normal job responsibilities. Immediately following the event and as soon as safely possible, the Contract Program Manager or Site Supervisor shall create and prioritize a list of emergency response task to address areas of greatest need and reassign personnel accordingly. Critical situations may require reassigned individuals perform multiple tasks until additional support arrives. These reassigned duties may include, but are not limited to, stabilizing security fencing, building stabilization repairs, site safety repairs, debris removal, field salvage of parts, general cleaning, cataloging of salvaged parts, performing delivery task, corrosion control, minor tower maintenance, and ground works. In addition to these task, other general labor duties may be assigned.

| | Employee Name | Job Title | Labor Cat. | Nationality | Status: Full Time/Part Time | Exempt/Non Exempt * |
|---|---|---|---|---|---|---|
| | | | | | | |
| | **Saipan** | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| | | | | | | |
| | **Tinian** | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |

* Exempt or Non Exempt workers under the Fair Labor Standards Act.

C.10.2.14 If there should be a suggested change of the Contractor staffing list during the course of the contract, the contractor shall provide an updated list to the CO and COR within 72 hours of those changes.

## C.11 REPORTING REQUIREMENTS:

C.11.1 The Contractor shall provide a Weekly Status Report from each Saipan and Tinian Transmitter Plants. The status report shall include Preventive Maintenance, Corrective Maintenance, Buildings and Grounds, Supply, Personnel, and Other tasks completed with reference to the daily and/or weekly completion of these efforts.

C.11.2 The Contractor shall be required to submit reports as listed in Section F and Section J of this document, including those reports referred to in the TSIs that are listed in Attachment J.2 – "Listing of Transmitting Station Instructions (TSIs)" and attached in Attachment J.3 – "Transmitting Station Instructions (TSIs)".

C.11.3 These reports shall be submitted to the COR, and a copy of the cover letter shall be submitted to the Contracting Officer.

C.11.4 Although the standard formats for submission are shown in the TSIs, the Government is willing to entertain suggestions from the Contractor for improvements in both format and content. A Reports Calendar along with selected examples of these reports is attached in Attachment J.3. The Government may modify reporting requirements at any time.

C.11.5 The Contractor shall maintain a daily inventory, monthly inventory, and usage log for all hazmat materials (per Section H.5) in support of TEIR I and TEIR II reports generated by the Government. Typical hazmat items that are normally reported are: stored Diesel fuel capacities by container and location, stored glycol products capacities (engine coolants), stored waste engine oil capacity, and any other stored hazmat capacity.

## C.12 SCHEDULE AND DURATION OF WORK:

C.12.1 The initial term of this contract shall be for up to a one-year period (Base period) with renewable options to extend additional one-year periods for up to a total of five (5) years (four (4) option periods).

C.12.2 After receiving the Notice to Proceed (NTP), the Contractor shall have a thirty (30) day transition period to finalize all matters and be ready to operate the facilities.

C.12.3 The Contractor is expected to use this period to provide staff orientation, training, observe station operations, maintenance procedures, and other related activities.

C.12.4 However, the Government shall assume no liability, financial or otherwise, for contract employees prior to official start of service.

## C.13 WASTE DISPOSAL:

C.13.1 Operation of the Saipan Transmitter Plant and the Tinian Transmitter Plant will be impacted by a number of environmental restrictions some that are unique to this part of the world.

C.13.2 The Contractor shall operate the station in full compliance with all environmental provisions and laws identified herein.

C.13.3 Disposal of waste is an environmental concern that will impact station operations.

C.13.4 As described in Section H.5, the existing open dump on Tinian MAY NOT be used by the Contractor, or any third party associated with the Tinian Transmitter Plant for waste disposal.

C.13.5 The Contractor shall assist in the development and execution of alternative waste disposal methods to deal with Section H.5.

## C.14 TEMPORARY ADDITIONAL SERVICES

C.14.1 Routine Temporary Additional Services for minor construction, repairs, and general labor may be requested to perform tasks determined to be beyond scope, ability, or manpower availability. Typical temporary additional services may include, but are not limited to, the installation, repair, or minor construction of concrete foundations, electrical, plumbing,

mechanical, HVAC repairs, carpentry, gypsum board installation, spackling, painting, and floor repairs or installation. Temporary additional services may also include minor construction, repairs, and general labor in support of maintaining or restoring antenna systems, sub-systems, or equipment.

C.14.2 Emergency Temporary Additional Services for emergencies, disasters, catastrophic events, and in response to adverse conditions created by these type events, the Contract Program Manager or Site Supervisor shall immediately assess damage and determine level of stabilization efforts required. The Contract Program Manager or Site Supervisor shall create and prioritize a list of emergency response tasks to address areas of greatest need and reassign personnel in accordance with C.10.2.13. If it is determined, after persons have been reassigned, that insufficient staff exist to accomplish emergency stabilization and recovery task, the Contract Program Manager may request to hire additional unskilled laborers (max 6 persons) on a temporary basis (maximum 60 calendar days) in order to respond to emergency situations. Duties of temporary hired staff may include but is not limited to stabilization of security fencing, building stabilization repairs, site safety repairs, debris removal, field salvage of parts, general cleaning, cataloging of salvaged parts, performing delivery task, corrosion control, minor tower maintenance, and grounds work. In addition to these tasks, other general labor duties may be assigned. Emergency services may be required outside normal business hours and/or required on a time critical basis in order to restore scheduled program operations. Emergency services shall be provided upon the issuance of a Contract Modification or a written Notice to Proceed by the Contracting Officer.

(End of Section C)

## SECTION D - PACKAGING AND MARKING

### D.1 PACKAGING AND MARKING

All deliverables shall be delivered to the Contracting Officer's Representative (COR) identified in Section G and shall be marked as follows:

1. Name and address of the Contractor;
2. Contract Number;
3. Description of item contained therein; and
4. Consignee's name and address.

### D.2 PAYMENT OF POSTAGE AND FEES

All postage and fees related to submitting information including forms, reports, etc. to the Contracting Officer or COR shall be paid by the Contractor.

## SECTION E - INSPECTION AND ACCEPTANCE

### E.1 52.246-4 INSPECTION OF SERVICES-FIXED PRICE (AUG 1996)

(a) Definition. "Services," as used in this clause, includes Services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterward as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform to contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may-

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may:

(1) Contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or

(2) Terminate the contract for default.

(End of clause)

(End of Section E)

## SECTION F - DELIVERIES OR PERFORMANCE

**F.1 TERM OF THE CONTRACT** - The term of this contract will be for a base period of 9 months, beginning July 12, 2021 through April 11, 2022 with the option to extend the term of the contract four (4) additional one-year periods.

**F.2 DELIVERABLES [(1)]** – All reports, plans and other deliverables identified herein shall be sent to the addressees indicated herein:

| | | |
|---|---|---|
| F.2.1 | Proof of Insurance (H.2) | 10 days after contact award, CO |
| F.2.2 | Kick-off Conference (H.1) | 15 days after contract award, Washington, DC, and/or 15-60 days after contract award, CNMI |
| F.2.3 | List of all personnel assigned to project (C.9.1) | 10 days after contract award, COR |
| F.2.4 | Final Safety Plan (H.4.B) | 5 days after kick-off conference, COR |
| F.2.5 | Waste Disposal Plan (H.5.C) | 7 days after issuance of NTP, COR |
| F.2.6 | Final Accident Prevention Plan (H.11) | 30 days after contract award, COR |
| F.2.7 | Final Facilities Maintenance Plan (C.4.1) | 30 days after contract award, COR |
| F.2.8 | Nonexpendable Property List (C.8.1) | 60 days after contract award, COR |
| F.2.9 | Receiving Report (C.8.5) | 7 days after receipt of inventory items, COR |
| F.2.10 | Property Damaged or Missing Report (C.8.3) | 7 days after incident, COR |
| F.2.11 | Monthly Operations Report (C.2.3 and C.6.3) | 5th day of each month, COR |
| F.2.12 | Daily Irregularity Reporting Of Station Outages in EITS (C.2) | The day of occurrence, no later than 24 hours after occurrence, COR |
| F.2.13 | Weekly Station Status Reports (C11.1) | Monday of each week, COR |
| F.2.14 | Monthly Transmitter Hour Reporting in EITS (C.2) | 1-4 days after the end of each month, COR |

**(1)** All days are calendar unless specifically identified as something else.

| | | |
|---|---|---|
| F.2.15 | Log of visitors to site (C.9.7.2) | Monthly, COR |
| F.2.16 | Copy of Accident Report (H.4.C) | 7 days after accident occurrence, COR |
| F.2.17 | Coordination of shipment inspection departing Guam to Tinian or Saipan (H.6.A.2) | At least 7 days advance notice of departing Guam Wildlife Service |
| F.2.18 | Reporting Requirements (C.11) | As specified, COR |
| F.2.19 | Finalize staff and provide transition w/o disruption of services (C.12.2 and C.12.3) | 4 weeks after receipt of NTP |
| F.2.20 | List of all contractor staff Personnel (C.10.2.13) | 30 days after contract award, recurring updates over contract term, COR |

## F.3 NOTICE OF DELAY

If the event the Contractor becomes aware of a potential delay, the Contractor is to immediately notify the Contracting Officer by written letter to include what is the delay and how it may or may not have impact on the Contract.

(End of Section F)

## SECTION G - CONTRACT ADMINISTRATION DATA

### G.1 CONTRACTING OFFICER'S REPRESENTATIVE

The Contracting Officer will appoint by letter a Contracting Officer's Representative (COR) who will have the responsibility of ensuring that the work confirms to the requirements of the contract and such other responsibilities and authorities as may be specified in the letter of authorization or in this contract. It is understood and agreed, in particular, that the COR shall not have the authority to make changes to the scope or terms and conditions of the contract unless and only to the extent that such authority is specified in the letter of authorization or in the contract.

THE CONTRACTOR IS HEREBY FOREWARNED THAT, THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) CANNOT MAKE ANY CHANGES TO THE CONTRACT WITHOUT PRIOR WRITTEN AUTHORITY FROM THE CONTRACTING OFFICER. THE CONTRACTOR SHALL BE HELD FULLY RESPONSIBLE FOR ANY CHANGES NOT AUTHORIZED IN ADVANCE IN WRITING BY THE CONTRACTING OFFICER. THE CONTRACTOR MAY BE DENIED COMPENSATION OR OTHER RELIEF FOR ANY ADDITIONAL WORK PERFORMED THAT IS NOT AUTHORIZED IN ADVANCE IN WRITING BY THE CONTRACTING OFFICER. THE CONTRACTOR MAY ALSO BE REQUIRED, AT NO ADDITIONAL COST TO THE GOVERNMENT, TO TAKE ALL CORRECTIVE ACTIONS NECESSITATED BY REASON OF ANY UNAUTHORIZED CHANGES PERFORMED BY THE CONTRACTOR WITHOUT SPECIFIC ADVANCE WRITTEN AUTHORIZATION FROM THE CONTRACTING OFFICER.

The COR, is responsible for the program related activities, including reporting, communications. The COR contact information is:

Field and Primary COR:

Clifford C. George
Wilbur J. Cohen Building, Room 4523
330 Independence Avenue, S.W.
Washington, DC 20237
Email: cgeorge@usagm.gov
Skype/Teams: (+1) 202 660 1192

Secondary COR
William S. Martin
Wilbur J. Cohen Building
330 Independence Avenue, S.W.
Washington, DC 20237
Email: wmartin@usagm.gov
Skype/Teams: (+1) 202-920-2180

### G.2 CONTRACTING OFFICER

The CO has the overall responsibility for administration of the contract. The CO, without right of delegation, is the only authorized individual to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or

delivery schedules. Unless otherwise delegated, only the designated CO has oversight of the contract as a whole. The CO for this contract is:

Name: Tisa Harvin, Contracting Officer
Address: Office of Management Services/ Contracts
The U.S. Agency for Global Media (USAGM)
330 Independence Avenue, SW
Washington, DC 20237
E-mail: tharvin@usagm.gov
Phone: (202)-382-7835

## G.3 CONTRACT SPECIALIST

All communications pertaining to contractual and/or administrative matters under this contract shall be sent to the Contract Specialist:

Name: Rodney Nelson, Contract Specialist (contractor)
E-mail: rnelson@usagm.gov
Phone: (202) 382-7848

## G.4 CONTRACTOR POINTS OF CONTACT

### Contractor's Contract Administrator

In the event your firm receives a contract as a result of this solicitation, designate a person whom the Government may contact during the period of the contract for prompt contract administration.

Name: TBD
Title: TBD
Address: TBD
Phone: TBD
E-mail: TBD

### Contractor's CPARS Official

The Contractor shall also designate below a company official responsible for reviewing performance evaluation entered into the Contractor performance Assessment Reporting System (CPARS).

Name: TBD
Title: TBD
Address: TBD
Phone: TBD
E-mail: TBD

(End of Section G)

## SECTION H - SPECIAL CONTRACT REQUIREMENTS

### H.1 KICK-OFF CONFERENCE:

The "Kick-Off" conference will be he held in Washington, DC at the USAGM headquarters, fifteen (15) days after contract award. There is the option to have the "Kick-Off" conference at the REKTS, CNMI, 15 to 60 days after contract award.

### H.2 INSURANCE:

(a) The Contractor shall, at its own expense, obtain and maintain during the entire contract term the following insurance. (See FAR Clause 52.228-5 Insurance – Work on a Government Installation (Jan 1997).

(1) General Public liability insurance, covering all duties, services and work to be performed hereunder with limits of liability for bodily injury of not less than $100,000 for each person and $500,000 for each occurrence, and property damage liability limits of not less than $20,000 for each accident.

(2) Automobile liability insurance, for all vehicles and equipment used by the Contractor's employees in the performance of this, with limits of liability for bodily injury of not less than $200,000 for each person and $500,000 for each occurrence, and property damages limits of not less than $20,000 for each accident.

(3) Worker's compensation and employer's liability insurance, for the protection of employees.

(b) Within ten (10) calendar days after contract award, the Contractor shall provide to the Contracting Officer proof that the Contractor has obtained the required insurance (including coverage amounts which are required by the respective laws and regulations) for the location under which performance will take place. Evidence of such insurance shall be furnished to the Contracting Officer (CO) before commencement of work. Work will commence by the Contractor under this contract upon issuance by the Contracting Officer of a written Notice to Proceed (NTP).

### H.3 COORDINATION WITH THE U.S. DEPARTMENT OF DEFENSE

(a) The CNMI Government has leased a large portion of the northern region of Tinian to the U. S. Department of Defense (DOD). Based on an agreement reached between USIA and DOD in 1993, the transmitting station has been constructed on an 800-acre portion of the land leased to DOD.

(b) The Department of Navy (DON) is continuing to evaluate a "Guam and CNMI Military Relocation" that proposes establishing a range training area on Tinian. A formal Record of Decision (ROD) was issued in September 2010. Details of this effort can be obtained at http://www.guambuildupeis.us/.

(c) In March 2013 the DON published a Notice of Intent to prepare a combined Environmental Impact Statement (EIS) and Overseas EIS (OEIS) for proposed CNMI Joint Military Training (CJMT) on the islands of Tinian and Pagan. If implemented following completion of the CJMT EIS process, the decision regarding proposed training ranges as evaluated in the CJMT EIS would supersede the above-mentioned 2010 ROD with regards to Tinian range projects. Consequently, the DON has deferred

any implementation of the Tinian training ranges from the 2010 ROD pending outcome of the CJMT EIS. Detail of this effort can be found at http://www.CNMIJointMilitaryTrainingEIS.com/.

(d) Although DOD does not maintain a full-time presence on Tinian, Naval forces do conduct occasional large-scale training exercises on and around the island. These exercises are not expected to involve or impact transmitting station operations, except for possible program schedule changes. The Field COR will be responsible for coordinating these exercises with Naval officials and notifying the Contractor of their time frame and any other relevant information.

## H.4 SAFETY AND HEALTH REQUIREMENTS

(a) All work performed by the Contractor shall be in conformance with 29 Code of Federal Regulations (CFR) part 1926 and 29 CFR part /1910 and applicable local safety and health requirements. An accident prevention plan shall be a requirement of the contract in conformance with FAR Clause 52.236-13, Accident Prevention (Nov 1991).

(b) Five (5) calendar days after the kick-off conference, the Contractor shall submit a Final Safety Plan to the COR for approval by the COR. A typical Safety Plan shall contain the following:

(1) Number, type and experience of employees to be used for the work,

(2) Description of how safety and health regulations shall be met,

(3) Type of protective equipment and work procedures to be used,

(4) Emergency procedures for the most common type of accidents peculiar to operation and maintenance of a radio station,

(5) Procedures for disposing of or storing any toxic or hazardous materials,

(6) Identification of possible hazards, problems and proposed control mechanisms,

(7) Protection of public or others not related to the operation,

(8) Interfacing with and control of subcontractors,

(9) Identification of analysis, test demonstrations and validation requirements and

(10) Method of certification for compliance.

(c) A copy of each Accident Report which the Contractor or its subcontractors submit to their insurance carriers shall be provided by the Contractor to the Field COR as soon as possible, but in no event later than seven (7) calendar days after the occurred accident.

## H.5 ENVIRONMENTAL PROTECTION

(a) The Contractor shall perform all of its work in a manner which minimizes public nuisances and damage to the local environment.

(b) The Contractor shall not pollute the sea, watercourses or Wetlands, on-site or off site, with petroleum products, chemicals, solid wastes, sanitary sewage or soil/dust eroded

from the Contractor's work area.

(c) The Contractor shall collect, transport, and dispose of solid waste in an environmentally sound manner and in accordance with Federal, State, and local regulations. Because of potential Contractor and USG liability associated with possible future environmental clean-up actions, the Contractor and all of its employees, subcontractors, and suppliers are STRICTLY PROHIBITED from using the existing open dump on Tinian for disposal of any waste generated in connection with this contract. Therefore, the Contractor shall use alternative methods to dispose of solid waste, including recycling and shipping of solid waste off of Tinian to appropriate disposal facilities. The Contractor shall prepare and submit a Waste Disposal Plan for approval by the COR not later than seven (7) days after issuance of the written NTP by the Contracting Officer and shall obtain any required permits from the local government.

(d) The Contractor shall collect, transport, and dispose of hazardous wastes in accordance with all laws and local regulations. The broadcast equipment is not expected to contain or produce any hazardous wastes. Therefore, the primary waste product will be waste oil generated by the on-site power plant. The Contractor is strictly prohibited from dumping waste oil, hazardous materials or other material on the site and in any other areas in the CNMI. The USAGM is unaware of the existence of any approved waste oil disposal or recycling facilities on Tinian. Therefore, unless an appropriate facility is located, the Contractor shall containerize and dispose of recycling facilities outside at Tinian. The Contractor shall address its hazardous waste disposal plan in accordance with Section H above.

## H.6 BROWN TREE SNAKE PREVENTION

(a) The brown tree snake has resulted in the extinction of nearly all the forest birds on Guam. It also causes frequent power outages in Guam. In light of the aforementioned, CNMI is very concerned about preventing the introduction of the brown tree snake to its Islands. Cargo and equipment bound for CNMI and originating in Guam, or being transshipped through Guam, presents the greatest hazard for the accidental introduction of the brown tree snake. Therefore, the Contractor shall use care and diligence to prevent the transport of the brown tree snake to the CNMI on any aircraft or sea vessel originating in or transshipped through Guam that is carrying cargo or equipment required in connection with this contract. To this end, the Contractor shall take the steps outlined below, which are based on the requirements of the Biological Opinion, as discussed above, for any shipments of cargo or equipment originating in or being transshipped through Guam:

(1) Appoint one responsible employee as Chief Cargo Inspector who will be in charge of administering the snake control provisions discussed below, including the evening searches for snakes in the snake quarantine area on Tinian or Saipan. Prior to arrival of the first shipment from Guam, this individual shall request and receive training by the Division of Fish and Wildlife (DFW) on the preventative measures and the procedures to be followed if a brown tree snake is encountered. Training and Educational materials shall also be made available to any other Contractor representative involved in the snake control provisions.

(2) Coordinate inspections of shipments originating in or being transshipped through Guam by the Wildlife Services (WS) staff in Guam. The Contractor shall either contact Mark Hall of the WS in Guam (Office telephone number 671-366-3886), the Office of Wildlife Services in Guam at telephone number (671) 635- 4400 or initiate this coordination. WS staff shall be notified at least seven (7) days in

advance of the scheduled date for shipments departing Guam for Tinian or Saipan. WS staff will normally conduct inspections of Contractor shipments using trained detector dogs. On Guam, the Contractor, in conjunction with WS and other port authorities, shall maintain the inspected cargo in containment areas that are free of snakes and bound by snake barriers to prevent the entry of snakes until the date of shipment.

(3) After arrival at Tinian, place cargo in the snake quarantine containment area located at the Tinian Port. The cargo must be maintained in the snake quarantine cargo area for at least 72 hours. As the snakes are nocturnal, searches for snakes shall be conducted in the snake quarantine area from 8:00 P.M. to 10:00 P.M. local time beginning the night following the unloading of the cargo. The snake searches shall be conducted for the first three (3) days following arrival of any high-risk cargo. Adequate free-standing lighting shall be provided in the quarantine areas for detection and capture of snakes. Upon sighting, every effort shall be made to intercept a snake within five (5) seconds.

(4) Break-down, to the extent practical all high-risk cargo in the snake quarantine area at the Tinian Port prior to its transport to the transmitter station (unless a snake quarantine area is also constructed at the transmitter station site by the Contractor). High risk cargo is defined as materials and equipment that are constructed or loaded in such a way that confined spaces exist where snakes may hide during the day. Examples of high-risk cargo include cargo containers (unless they originate outside of Guam and remain sealed on Guam), crates, and pelletized material such as power poles, lumber, pipes (PVC, cast iron, and ductile), hollow blocks, etc. Because of potential hiding places in wheel, engine compartments, etc., vehicles and equipment also constitute high-risk cargo; although their break-down is not practical, vehicles and equipment must be closely inspected before their release from the quarantine area.

(5) Following completion of the 72 hours quarantine period, and after receiving approval from the DFW, the cargo can be transported to the relay station.

(a) All cargo moving via surface ship or air, either originating in Guam or being transshipped through Guam, shall be subject to these procedures. These requirements shall be applied to material shipped directly by the Contractor or via a freight forwarder.

## H.7 HISTORIC PRESERVATION

(a) Tinian has a rich historical and cultural background. In addition, it is one of several Islands in the CNMI that has served as a battle ground for U. S. and Japanese forces during World War II. USAGM has determined, through archaeological surveys conducted in accordance with Section 106 of the National Historic Preservation Act, that the site contains both historic World War II and pre-war remains. Mitigation measures, including the preservation of some artifacts in/around the cleared/developed areas, were agreed-upon with local officials and accomplished during the construction phase.

(b) The Contractor shall be sensitive to the historic and cultural background of the CNMI and protect from damage any on-site artifacts which have been preserved, as well as any potential artifacts outside of the cleared areas which may not have been addressed by prior archaeological surveys. To this end, the Contractor is prohibited from performing any site clearing, grading and/or excavation without the prior written

approval of the COR. This restriction does not include mowing or related grounds maintenance activities in previously cleared areas in the antenna field, around the fence line, and in other areas established by the COR.

## H.8 ORDNANCE AND EXPLOSIVE WASTE AVOIDANCE

(a) Ordnance and Explosive Waste (OEW), which is anything related to Munitions designed to cause damage to personnel or material through explosive force, incendiary action or chemical/toxic effects is a common problem in the CNMI. During construction of the transmitting station, a certified OEW disposal subcontractor was used to locate and dispose of OEW in areas to be cleared, graded and/or excavated. Prior to proceeding with construction, these areas were certified by the OEW disposal subcontractor to be "ordnance free."

(b) Based on the "ordnance free" determinations made during the station's construction, the Contractor may have unencumbered access to the cleared areas to perform operation and maintenance functions, including mowing and related grounds-maintenance activities. However, the Contractor is prohibited from performing and clearing, grading, or excavation outside of the areas previously determined to be "ordnance free" without obtaining the written approval from the COR and performing the necessary OEW investigations. In addition, because OEW may still exist at some depth below the ground surface in previously cleared (but unexcavated) area, the Contractor is prohibited from performing any excavation anywhere on the site without first receiving the written approval of the COR, who may require that OEW investigations be first performed.

## H.9 OTHER CONTRACTS

The Government may undertake or award other contracts for additional work at or near the site of the work under this contract. The Contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performance of the work under this contract to reasonably accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Government employees.

## H.10 KEY PERSONNEL

The personnel listed below (or as specified in the Schedule) are considered essential to the work being performed hereunder. Before removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the Contracting Officer in writing at least two (2) weeks or 10 workdays before the anticipated change in Key Personnel. The Contractor's request shall include a written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract. No diversion shall be made by the Contractor without the written consent of the Contracting Officer. If the event that a Key Personnel is removed from the contract for whatever reason, and a reasonable substitution cannot be found then the Government shall be entitled to a deductive change covering the cost of that Key Personnel until a reasonable substitution is found and accepted by the Government.

KEY PERSONNEL:

Site Manager
Transmitter Supervisor*

Safety Officer*

*After obtaining prior written approval by the Contracting Officer and at the Contractor's option, the responsibilities for compliance may be assigned to other Key Personnel.

## H.11 ACCIDENT PREVENTION PLAN

The Contractor shall submit to the COR, 30 days after contract award, a Final Accident Prevention Plan for ensuring the prevention of accidents for their personnel. The Final Accident Prevention plan shall include all operational and maintenance procedures that require accident prevention. (See FAR 52.236-13 (Alternate I (Nov. 1991))

(End of Section H)

## PART II – CONTRACT CLAUSES

### SECTION I - CONTRACT CLAUSES

52.212-4 Contract Terms and Conditions-Commercial Items. (OCT 2018), is incorporated by reference (see SF-1449, Block 27A)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items (Jan 2021)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).

(3) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Aug 2020) (Section 889(a)(1)(A) of Pub. L. 115-232).

(4) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).

(5) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(6) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Public Laws 108-77 and 108-78 ( 19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (June 2020), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).
X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Jun 2020) (41 U.S.C. 3509)).
__ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)
X (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jun 2020) (Pub. L. 109-282) ( 31 U.S.C. 6101 note).
__ (5) [Reserved].
X (6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).
__ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).
X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Jun 2020) (31 U.S.C. 6101 note).

X (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Oct 2018) (41 U.S.C. 2313).

__ (10) [Reserved].

__ (11) (i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Mar 2020) (15 U.S.C. 657a).

__ (ii) Alternate I (Mar 2020) of 52.219-3.

__ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Mar 2020) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

__ (ii) Alternate I (Mar 2020) of 52.219-4.

__ (13) [Reserved]

__ (14) (i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2020) (15 U.S.C. 644).

__ (ii) Alternate I (Mar 2020) of 52.219-6.

__ (15) (i) 52.219-7, Notice of Partial Small Business Set-Aside (Nov 2020) (15 U.S.C. 644).

__ (ii) Alternate I (Mar 2020) of 52.219-7.

__ (16) 52.219-8, Utilization of Small Business Concerns (Oct 2018) (15 U.S.C. 637(d)(2) and (3)).

__ (17) (i) 52.219-9, Small Business Subcontracting Plan (Jun 2020) (15 U.S.C. 637(d)(4)).

__ (ii) Alternate I (Nov 2016) of 52.219-9.

__ (iii) Alternate II (Nov 2016) of 52.219-9.

__ (iv) Alternate III (Jun 2020) of 52.219-9.

__ (v) Alternate IV (Jun 2020) of 52.219-9

__ (18) (i) 52.219-13, Notice of Set-Aside of Orders (Mar 2020) (15 U.S.C. 644(r)).

__ (ii) Alternate I (Mar 2020) of 52.219-13.

__ (19) 52.219-14, Limitations on Subcontracting (Mar 2020) (15 U.S.C. 637(a)(14)).

__ (20) 52.219-16, Liquidated Damages-Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

__ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Mar 2020) (15 U.S.C. 657f).

__ (22) (i) 52.219-28, Post Award Small Business Program Rerepresentation (Nov 2020) (15 U.S.C. 632(a)(2)).

__ (ii) Alternate I (MAR 2020) of 52.219-28.

__ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Mar 2020) (15 U.S.C. 637(m)).

__ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Mar2020) (15 U.S.C. 637(m)).

__ (25) 52.219-32, Orders Issued Directly Under Small Business Reserves (Mar 2020) (15 U.S.C. 644(r)).

__ (26) 52.219-33, Nonmanufacturer Rule (Mar 2020) (15U.S.C. 637(a)(17)).

X (27) 52.222-3, Convict Labor (Jun 2003) (E.O.11755).

X (28) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan2020) (E.O.13126).

X (29) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

__ (30) (i) 52.222-26, Equal Opportunity (Sep 2016) (E.O.11246).

__ (ii) Alternate I (Feb 1999) of 52.222-26.

X (31) (i) 52.222-35, Equal Opportunity for Veterans (Jun 2020) (38 U.S.C. 4212).

__ (ii) Alternate I (Jul 2014) of 52.222-35.

X (32) (i) 52.222-36, Equal Opportunity for Workers with Disabilities (Jun 2020) (29 U.S.C. 793).

__ (ii) Alternate I (Jul 2014) of 52.222-36.

X (33) 52.222-37, Employment Reports on Veterans (Jun 2020) (38 U.S.C. 4212).

X (34) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

X (35) (i) 52.222-50, Combating Trafficking in Persons (Oct 2020) (22 U.S.C. chapter 78 and E.O. 13627).

__ (ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

X (36) 52.222-54, Employment Eligibility Verification (Oct 2015). (Executive Order 12989). (Not

applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

__ (37) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) ( 42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693).

__ (39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).

__ (40) (i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Oct 2015) of 52.223-13.

__ (41) (i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Jun2014) of 52.223-14.

__ (42) 52.223-15, Energy Efficiency in Energy-Consuming Products (May 2020) (42 U.S.C. 8259b).

__ (43) (i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Jun 2014) of 52.223-16.

X (44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Jun 2020) (E.O. 13513).

__ (45) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).

__ (46) 52.223-21, Foams (Jun2016) (E.O. 13693).

__ (47) (i) 52.224-3 Privacy Training (Jan 2017) (5 U.S.C. 552 a).

__ (ii) Alternate I (Jan 2017) of 52.224-3.

__ (48) 52.225-1, Buy American-Supplies (Jan2021) (41 U.S.C. chapter 83).

__ (49) (i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (Jan 2021)(41 U.S.C.chapter83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

__ (ii) Alternate I (Jan 2021) of 52.225-3.

__ (iii) Alternate II (Jan 2021) of 52.225-3.

__ (iv) Alternate III (Jan 2021) of 52.225-3.

X (50) 52.225-5, Trade Agreements (Oct 2019) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (51) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

__ (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302Note).

__ (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov2007) (42 U.S.C. 5150).

__ (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov2007) (42 U.S.C. 5150).

__ (55) 52.229-12, Tax on Certain Foreign Procurements (Jun 2020).

X (56) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

__ (57) 52.232-30, Installment Payments for Commercial Items (Jan 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (58) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (Oct2018) (31 U.S.C. 3332).

__ (59) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award

Management (Jul 2013) (31 U.S.C. 3332).

__ (60) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

X__ (61) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

__ (62) 52.242-5, Payments to Small Business Subcontractors (Jan 2017) (15 U.S.C. 637(d)(13)).

X__ (63) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

__ (ii) Alternate I (Apr 2003) of 52.247-64.

__ (iii) Alternate II (Feb 2006) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X_ (1) 52.222-41, Service Contract Labor Standards (Aug 2018) (41 U.S.C. chapter67).

__ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

X_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (Aug 2018) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

X_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (May 2014) ( 29U.S.C.206 and 41 U.S.C. chapter 67).

__ (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).

__ (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).

__ (7) 52.222-55, Minimum Wages Under Executive Order 13658 (Nov 2020).

__ (8) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2017) (E.O. 13706).

__ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, as defined in FAR 2.101, on the date of award of this contract, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause,

the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Jun 2020) (41 U.S.C. 3509).

(ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).

(iv) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Aug 2020) (Section 889(a)(1)(A) of Pub. L. 115-232).

(v) 52.219-8, Utilization of Small Business Concerns (Oct 2018) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds the applicable threshold specified in FAR 19.702(a) on the date of subcontract award, the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(vi) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(vii) 52.222-26, Equal Opportunity (Sep 2015) (E.O.11246).

(viii) 52.222-35, Equal Opportunity for Veterans (Jun 2020) (38 U.S.C. 4212).

(ix) 52.222-36, Equal Opportunity for Workers with Disabilities (Jun 2020) (29 U.S.C. 793).

(x) 52.222-37, Employment Reports on Veterans (Jun 2020) (38 U.S.C. 4212).

(xi) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(xii) 52.222-41, Service Contract Labor Standards (Aug 2018) (41 U.S.C. chapter 67).

(xiii) (A) 52.222-50, Combating Trafficking in Persons (Oct 2020) (22 U.S.C. chapter 78 and E.O 13627).

(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

(xiv) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May2014) (41 U.S.C. chapter 67).

(xv) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).

(xvi) 52.222-54, Employment Eligibility Verification (Oct 2015) (E.O. 12989).

(xvii) 52.222-55, Minimum Wages Under Executive Order 13658 (Nov 2020).

(xviii) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2017) (E.O. 13706).

(xix) (A) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).
(B) Alternate I (Jan 2017) of 52.224-3.

(xx) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxi) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

**ADDENDUM TO CONTRACT CLAUSES, FAR CLAUSES NOT PRESCRIBED IN PART 12**

**52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)**

REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items.

(a) *Definitions.* As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition*.

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) *Representation.* The Offeror represents that—

(1) It □ will, □ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It □ does, □ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

*(e) Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as

applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

**52.204-26 COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (DEC 2019)**

(a) *Definitions.* As used in this provision, "covered telecommunications equipment or services" has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(c) *Representation.* The Offeror represents that it □ does, □ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(End of provision)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these addresses:
*http://acquisition.gov/far/index.html* or *http://farsite.hill.af.mil/vffara.htm.*
These addresses are subject to change. You may also use an Internet "search engine" (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.
The following Federal Acquisition Regulation clause(s) is/are incorporated by reference:

| CLAUSE | TITLE AND DATE |
|---|---|
| 52.204-9 | Personal Identity Verification of Contract Personnel (JAN 2011) |
| 52.204-12 | UNIQUE ENTITY IDENTIFIER MAINTENANCE (OCT 2016) |
| 52.204-13 | SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (OCT 2018) |
| 52.204-16 | Commercial and Government Entity Code Reporting (NOV 2014) |
| 52.225-14 | Inconsistency Between English Version and Translation of Contract (FEB 2000) |
| 52.228-3 | Workers' Compensation Insurance (Defense Base Act). (JUL 2014) |
| 52.228-5 | Insurance - Work on a Government Installation JAN 1997) |
| 52.232-39 | UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUNE 2013) |
| 52.232-40 | PROVIDING ACCLERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013) |

**THE FOLLOWING FAR CLAUSES ARE PROVIDED IN FULL TEXT:**

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six (6) months. The Contracting Officer may exercise the option by written notice to the Contractor within of 10 days prior to contract expiration.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the

performance period of the contract or within 30 days after funds for the option year become available, whichever is later; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years and six months.
(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

52.237-3 CONTINUITY OF SERVICES (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to-

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (*i.e.*, costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

(End of clause)

1952.232-91 ELECTRONIC INVOICING AND PAYMENT REQUIREMENTS – INVOICE PAYMENT PLATFORM (IPP) (APRIL 2016)

Payment requests for all new awards must be submitted electronically through the U. S. Department of the Treasury's Invoice Payment Program (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in FAR 32.905(b), "Payment documentation and process" and the applicable Prompt Payment clause included in this contract. The IPP website address is: https://www.ipp.gov.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice (CO to edit and include the documentation required under this contract):

Invoices to be submitted in Word or PDF.

The Contractor must follow the instructions on the attached Electronic Invoicing Advisory to enroll, access and use IPP for submitting requests for payment.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the contracting officer.

(End of Clause)

(End of Section I)

## PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

### SECTION J – LIST OF ATTACHMENTS

**J.1** USAGM Robert E. Kamosa Transmitting Station Facilities Handbook, June 2009, pg. 1-38. *

**J.2** Listing of Transmitting Station Instructions (TSI's) in effect March 30, 2021, pg. 1. *

**J.3** Transmitting Station Instructions (TSI's), in effect March 30, 2021, pg. 1-325. *

**J.4** Web-EITS User's Manual, March 31, 2010, pg. 1-8. *

**J.5** List of Major Equipment and List of Government Furnished Test Equipment for Broadcast Systems at Tinian and Saipan Stations, January 22,2015, pg. 1- 42.

**J.6** Failure Logs, January 21, 2015, pg. 1-10.

**J.7** Cost Breakdown Summary for Tinian and Saipan (Excel Spreadsheet) 04/13/2021

**J.8** SF-98, U.S. Department of Labor Wage Determination No. 2015-5693, Revision 12, dated December 21, 2020 - see link for information: https://beta.sam.gov

* Transmitting Station Facilities Handbooks, Transmitting Station Instructions, and Web-EITS User's Manuals are being updated, updated versions will be made available as soon as published.

(End of Section J)

# PART IV - REPRESENTATIONS AND INSTRUCTIONS

## SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERS OR RESPONDENTS

**52.212-3 Offeror Representations and Certifications-Commercial Items** (FEB 2021)

The Offeror shall complete only paragraph (b) of this provision if the Offeror has completed the annual representations and certification electronically in the System for Award Management (SAM) accessed through https://www.sam.gov. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (v)) of this provision.

(a) *Definitions*. As used in this provision—

"Covered telecommunications equipment or services" has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

*Economically disadvantaged women-owned small business (EDWOSB) concern* means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

*Forced or indentured child labor* means all work or service—

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

*Highest-level owner* means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

*Immediate owner* means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

*Inverted domestic corporation*, means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

*Manufactured end product* means any end product in product and service codes (PSCs) 1000-9999, except—

(1) PSC 5510, Lumber and Related Basic Wood Materials;

(2) Product or Service Group (PSG) 87, Agricultural Supplies;

(3) PSG 88, Live Animals;

(4) PSG 89, Subsistence;

(5) PSC 9410, Crude Grades of Plant Materials;

(6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;

(7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;

(8) PSC 9610, Ores;

(9) PSC 9620, Minerals, Natural and Synthetic; and

(10) PSC 9630, Additive Metal Materials.

*Place of manufacture* means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

*Predecessor* means an entity that is replaced by a successor and includes any predecessors of the predecessor.

*Reasonable inquiry* has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

*Restricted business operations* means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

(1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;

(2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;

(3) Consist of providing goods or services to marginalized populations of Sudan;

(4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;

(5) Consist of providing goods or services that are used only to promote health or education; or

(6) Have been voluntarily suspended."Sensitive technology"—

*Sensitive technology*—

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3)of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

*Service-disabled veteran-owned small business concern*—

(1) Means a small business concern—

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected, as defined in 38 U.S.C. 101(16).

*Small business concern*—

(1) Means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and size standards in this solicitation.

(2) *Affiliates*, as used in this definition, means business concerns, one of whom directly or indirectly controls or has the power to control the others, or a third party or parties control or have the power to control the others. In determining whether affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationships. SBA determines affiliation based on the factors set forth at 13 CFR 121.103.

*Small disadvantaged business concern*, consistent with13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that—

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by—

(i) One or more socially disadvantaged (as defined at13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding $750,000 after taking into account the applicable exclusions set forth at 13 CFR124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

*Subsidiary* means an entity in which more than 50 percent of the entity is owned—

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation

*Successor* means an entity that has replaced a predecessor by acquiring the assets and carrying out the affairs of the predecessor under a new name (often through acquisition or merger). The term "successor" does not include new offices/divisions of the same company or a company that only changes its name. The extent of the responsibility of the successor for the liabilities of the predecessor may vary, depending on State law and specific circumstances.

*Veteran-owned small business concern* means a small business concern—

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

*Women-owned small business (WOSB) concern eligible under the WOSB Program* (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

Women-owned small business concern means a small business concern—

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(b)(1) *Annual Representations and Certifications*. Any changes provided by the Offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications in SAM

(2) The offeror has completed the annual representations and certifications electronically in SAM accessed through http://www.sam.gov. After reviewing SAM information, the Offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications-Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard(s) applicable to the NAICS code(s) referenced for this solicitation), at the time this offer is submitted and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____.

[*Offeror to identify the applicable paragraphs at (c) through (v) of this provision that the offeror has completed for the purposes of this solicitation only, if any.*

*These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.*

*Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.*]

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) *Small business concern.* The offeror represents as part of its offer that it □ is, □ is not a small business concern.

(2) *Veteran-owned small business concern.* [*Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.*] The offeror represents as part of its offer that it □ is, □ is not a veteran-owned small business concern.

(3) *Service-disabled veteran-owned small business concern.* [*Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.*] The offeror represents as part of its offer that it □ is, □ is not a service-disabled veteran-owned small business concern.

(4) *Small disadvantaged business concern.* [*Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.*] The offeror represents, that it □ is, □ is not a small disadvantaged business concern as defined in 13 CFR124.1002.

(5) *Women-owned small business concern.* [*Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.*] The offeror represents that it □ is, □ is not a women-owned small business concern.

(6) WOSB concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that-

(i) It □ is, □ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It □ is, □ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: _____.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that-

(i) It □ is, □ is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It □ is, □ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [*The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture:* _____.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

**Note:** Complete paragraphs (c)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(8) *Women-owned business concern (other than small business concern*). [*Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision*.] The offeror represents that it □ is a women-owned business concern.

(9) *Tie bid priority for labor surplus area concerns*. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:_____

(10) *HUBZone small business concern*. [*Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision*.] The offeror represents, as part of its offer, that–

(i) It □ is, □ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It □ is, □ is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: _____.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Representations required to implement provisions of Executive Order11246-

(1) Previous contracts and compliance. The offeror represents that-

(i) It □ has, □ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It □ has, □ has not filed all required compliance reports.

(2) *Affirmative Action Compliance*. The offeror represents that-

(i) It □ has developed and has on file, □ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or

(ii) It □ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) *Certification Regarding Payments to Influence Federal Transactions (31 http://uscode.house.gov/ U.S.C. 1352)*. (Applies only if the contract is expected to exceed $150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) *Buy American Certificate*. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American-Supplies, is included in this solicitation.)

(1)

(i) The Offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product.

(ii) The Offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

(iii) The terms "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American-Supplies."

(2) Foreign End Products:

| **Line Item No.** | **Country of Origin** |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

[*List as necessary*]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR part 25.

(g)

(1) *Buy American-Free Trade Agreements-Israeli Trade Act Certificate*. (Applies only if the clause at FAR 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act, is included in this solicitation.)

(i)

(A) The Offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (iii) of this provision, is a domestic end product.

(B) The terms "Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end product," "domestic end product," "end product," "foreign end product," "Free Trade Agreement country," "Free Trade Agreement country end product," "Israeli end product," and "United States" are defined in the clause of this solicitation entitled "Buy American-Free Trade Agreements-Israeli Trade Act."

(ii) The Offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American-Free Trade Agreements-Israeli Trade Act."

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

| **Line Item No.** | **Country of Origin** |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

[*List as necessary*]

(iii) The Offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American-Free Trade Agreements-Israeli Trade Act." The Offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products:

| Line Item No. | Country of Origin |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR part 25.

(2) *Buy American-Free Trade Agreements-Israeli Trade Act Certificate, Alternate I*. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American-Free Trade Agreements-Israeli Trade Act":

Canadian End Products:

| Line Item No. |
|---|
| _____ |
| _____ |
| _____ |

[*List as necessary*]

(3) *Buy American-Free Trade Agreements-Israeli Trade Act Certificate, Alternate II*. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American-Free Trade Agreements-Israeli Trade Act":

Canadian or Israeli End Products:

| **Line Item No.** | **Country of Origin** |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

[*List as necessary*]

(4) *Buy American-Free Trade Agreements-Israeli Trade Act Certificate, Alternate III*. If Alternate III to the clause at 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American-Free Trade Agreements-Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

| **Line Item No.** | **Country of Origin** |
|---|---|
| _____ | _____ |
| _____ | _____ |

| Line Item No. | Country of Origin |
|---|---|
| _____ | _____ |

[*List as necessary*]

(5) *Trade Agreements Certificate*. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

| Line Item No. | Country of Origin |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

[*List as necessary*]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American statute. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) *Certification Regarding Responsibility Matters (Executive Order 12689*). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals–

(1) □ Are, □ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) □ Have, □ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(3) □ Are, □ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) □ Have, □ have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds the threshold at 9.104-5(a)(2) for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) *The tax liability is finally determined*. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) *The taxpayer is delinquent in making payment*. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) *Examples*.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) *Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]*

(1) *Listed end products.*

| **Line Item No.** | **Country of Origin** |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(2) *Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]*

(i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

(ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) *Place of manufacture.* (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly-

(1) □ In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) □ Outside the United States.

(k) *Certificates regarding exemptions from the application of the Service Contract Labor Standards* (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [*The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.*]

(1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror □ does □ does not certify that–

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) Certain services as described in FAR 22.1003-4(d)(1). The offeror □ does □ does not certify that-

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies–

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) *Taxpayer Identification Number (TIN) (* 26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting

requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) *Taxpayer Identification Number (TIN).*

TIN: _____.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(4) *Type of organization.*

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR1.6049-4;

Other _____.

(5) *Common parent.*

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name _____.

TIN _____.

(m) *Restricted business operations in Sudan*. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations.

(1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) *Representation*. The Offeror represents that–

(i) It □ is, □ is not an inverted domestic corporation; and

(ii) It □ is, □ is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall e-mail questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) *Representation and Certifications*. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror-

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds the threshold at FAR 25.703-2(a)(2) with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if-

(i) This solicitation includes a trade agreements certification (*e.g.*, 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) *Ownership or Control of Offeror*. (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a unique entity identifier in the solicitation).

(1) The Offeror represents that it □ has or □ does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code: _____.

Immediate owner legal name: _____.

(Do not use a "doing business as" name)

Is the immediate owner owned or controlled by another entity: □ Yes or □ No.

(3) If the Offeror indicates "yes" in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest-level owner CAGE code: _____.

Highest-level owner legal name: _____.

(*Do not use a "doing business as" name*)

(q) *Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.*

(1) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, The Government will not enter into a contract with any corporation that–

(i) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(ii) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(2) The Offeror represents that–

(i) It is □ is not □ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(ii) It is □ is not □ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(r) *Predecessor of Offeror*. (Applies in all solicitations that include the provision at 52.204-16, Commercial and Government Entity Code Reporting.)

(1) The Offeror represents that it □ is or □ is not a successor to a predecessor that held a Federal contract or grant within the last three years.

(2) If the Offeror has indicated "is" in paragraph (r)(1) of this provision, enter the following information for all predecessors that held a Federal contract or grant within the last three years (if more than one predecessor, list in reverse chronological order):

Predecessor CAGE code: (or mark "Unknown").

Predecessor legal name:_____.

(*Do not use a "doing business as" name*).

(s) [Reserved].

(t) *Public Disclosure of Greenhouse Gas Emissions and Reduction Goals*. Applies in all solicitations that require offerors to register in SAM (12.301(d)(1)).

(1) This representation shall be completed if the Offeror received $7.5 million or more in contract awards in the prior Federal fiscal year. The representation is optional if the Offeror received less than $7.5 million in Federal contract awards in the prior Federal fiscal year.

(2) Representation. [Offeror to check applicable block(s) in paragraph (t)(2)(i) and (ii)].

(i) The Offeror (itself or through its immediate owner or highest-level owner) □ does, □ does not publicly disclose greenhouse gas emissions, i.e., makes available on a publicly accessible website the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard.

(ii) The Offeror (itself or through its immediate owner or highest-level owner) □ does, □ does not publicly disclose a quantitative greenhouse gas emissions reduction goal, i.e., make available on a publicly accessible website a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage.

(iii) A publicly accessible website includes the Offeror's own website or a recognized, third-party greenhouse gas emissions reporting program.

(3) If the Offeror checked "does" in paragraphs (t)(2)(i) or (t)(2)(ii) of this provision, respectively, the Offeror shall provide the publicly accessible website(s) where greenhouse gas emissions and/or reduction goals are reported:_____.

(u)

(1) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with an entity that requires employees or subcontractors of such entity seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(2) The prohibition in paragraph (u)(1) of this provision does not contravene requirements applicable to Standard Form 312 (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(3) *Representation*. By submission of its offer, the Offeror represents that it will not require its employees or subcontractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting waste, fraud, or abuse related to the performance of a Government contract to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (*e.g.*, agency Office of the Inspector General).

(v) *Covered Telecommunications Equipment or Services-Representation.* Section 889(a)(1)(A) and section 889 (a)(1)(B) of Public Law 115-232.

(1) The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(2) The Offeror represents that–

(i) It□ does, □ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(ii) After conducting a reasonable inquiry for purposes of this representation, that it □ does, □ does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of Provision)

*Alternate I (Oct2014).* As prescribed in 12.301(b)(2), add the following paragraph (c)(11) to the basic provision:

(11) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) of this provision.)

____ Black American.

____ Hispanic American.

____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

____ Individual/concern, other than one of the preceding.

(End of Section K)

**SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS**

FAR 52.212-1, Instructions to Offerors -- Commercial Items (MARCH 2020), is incorporated by reference (See SF-1449, block 27a).

The offeror's proposal must be complete, sufficient and respond directly to the requirements of this solicitation to ensure timely and equitable evaluation of proposals. It will be the sole responsibility of the offeror to ensure that its proposal is received by the Government at the stated deadline date and time. The offeror's proposed price must be quoted in U.S. Dollars.

1. The offeror's proposal may only be submitted by email in response to this solicitation. The contents therein must be properly tabbed, organized and legible. The electronic proposal must be submitted in two separate files: one electronic document containing only the Price Proposal "Section B Schedule B.2 Base and Option Period Pricing and B.3 Total Contract Price", and another file where the offeror can submit the rest of the documentation as well as the technical portion, etc. The proposal shall not exceed 40 pages, font size 12. Failure to follow this instruction will render the proposal non-compliant.

2. Proposals that fail to include required information or reject the terms and conditions of the solicitation may be excluded from consideration.

3. Offerors agree to hold firm the prices in its offer for one hundred twenty (120) calendar days from the deadline date specified in the solicitation for receipt of offers. This will be a firm-fixed-price contract, and will not be adjusted due to the fluctuations in the currency exchange rates.

4. An authorized representative of your company must sign the SF-1449 including all amendments to the solicitation (SF30 documents) and all supporting documents or the proposal may be considered non- responsive.

The following submittal requirements must be included in the offeror's package at a minimum.

| Checklist | Yes | No | Explanation |
|---|---|---|---|
| SF 1449 block 12 | | | |
| SF 1449 block 17 | | | |
| SF 1449 blocks 19 through 24 | | | |
| SF 1449 block 30 if applicable | | | |
| SF 1449 filled out AND signed by person with signing authority | | | |
| Number of pages and font size compliance. | | | |
| Name and qualification of Project Manager | | | |
| Evidence of permanent address and telephone listing | | | |
| References and past performance information going back 3 years. L.3 (d) | | | |
| Evidence of personnel, equipment, financial resources | | | |

| | | | |
|---|---|---|---|
| Proposal Elements L.4 (a) through (l) | | | |
| Price Proposal per Section B | | | |
| Cost Breakdown Summary for Tinian and Saipan, Attachment J.7 | | | |
| Station Safety Plans L | | | |
| SAM Registration per Section L | | | |

Offerors must follow all instructions and provided all documentation in accordance with SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS.

**ADDENDUM TO SOLICITATION PROVISIONS, FAR PROVISIONS NOT PRESCRIBED IN FAR PART 12**

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: *http://www.acquisition.gov/far/* or *http://farsite.hill.af.mil/vffara.htm*.

These addresses are subject to change. If the FAR is not available at the locations indicated above, use of an internet "search engine" (for example, Google, Yahoo, Excite) is suggested to obtain the latest location of the most current FAR provisions.

THE FOLLOWING FEDERAL ACQUISITION REGULATION SOLICITATION PROVISIONS ARE INCORPORATED BY REFERENCE:

| PROVISION | TITLE AND DATE |
|---|---|
| 52.204-7 | SYSTEM FOR AWARD MANAGEMENT (OCT 2018) |
| 52.204-16 | COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (AUG 2020) |
| 52.209-7 | INFORMATION REGARDING RESPONSIBILITY MATTERS (OCT 2018) |
| 52.214-34 | SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991) |

THE FOLLOWING FAR CLAUSE IS PROVIDED IN FULL TEXT:

52.237-1 SITE VISIT (APR 1984)

USAGM anticipates a site visit if the current situation involving the Coronavirus (COVID-19) restrictions in the Commonwealth of the Northern Mariana Islands (CNMI) allows.

(a) Details for the site visit were published on beta.SAM via USAGM Pre-Solicitation Notice No. 951700-21-R-0012. The Pre-Solicitation Notice included 1) notice of a Site Visit scheduled for the week of May 24, through May 28, 2021, and 2) a Synopsis of the requirement. The notice was prepared in accordance with FAR 15.201 and supplemented with additional information included in the notice. The Pre-Solicitation Notice was posted to inform the market of an upcoming solicitation prior to issuance of a Request for Proposals, and to provide potential offerors the opportunity to participate in the Site Visit.

(b) All site visits are entirely at the Offeror's own expense. In no event shall any Offeror's failure to inspect the site constitute grounds for any claims after contract award.

Questions after the site visit are due by Friday, June 04**, 2021, 12:00 Noon EDT**. Responses to questions if/as appropriate, will be provided via an amendment to the solicitation to be posted by **COB Wednesday, June 09, 2020**.

All questions must be submitted to Contracting Officer Tisa Harvin at tharvin@usagm.gov and Contract Specialist Rodney Nelson at rnelson@usagm.gov

Dates for questions and answers after the site visit are subject to change due to COVID-19 and restrictions that may be in place at the time, any changes will be provided via an amendment to the solicitation.

Proposals are due by **Wednesday, June 16, 2021, 12:00 Noon EDT**. Proposals must be submitted to Contracting Officer Tisa Harvin at tharvin@usagm.gov and Contract Specialist Rodney Nelson at rnelson@usagm.gov. Offerors are reminded to submit two separate attachments – a Technical Proposal and a separate Price Proposal. Offerors may send one email with both attachments.

## L.1 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm-Fixed-Price (FFP) contract resulting from this solicitation.

(End of provision)

## L.2 PREPARATION OF PROPOSAL SUBMISSIONS

Proposals shall be prepared and submitted in two parts: "Technical Proposal" and "Price Proposal". Each part shall be separate and complete in itself so evaluation of one may be accomplished independently of the other. The information provided should be precise, factual, and responsive.

## L.3 TECHNICAL PROPOSAL

### (a) General

(1) In order to ensure that the technical evaluation will be performed strictly on the technical merit of the material submitted, NO COST OR PRICING INFORMATION SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL. In preparing their Technical Proposal, Offerors are cautioned not to merely provide paraphrased or verbatim restatements of Section C of the RFP entitled DESCRIPTIONS/ SPECS/STATEMENT OF WORK. Such responses may make the Offeror's Technical Proposal unacceptable.

(2) Since the Offeror's Technical Proposal is primarily intended to describe the Offeror's capabilities and resources that it will use to perform the Government's technical requirements as stated in the SOW, it should be specific and complete in every detail. The Technical Proposal should be prepared simply and economically, providing a straightforward, concise delineation of the Offeror's capabilities and commitments to satisfactorily perform the stated work under this RFP. It should be legible, practical, clear, and coherent. The Technical Proposal should reflect the Offeror understands the technical requirements, required resources, operational parameters, and proposed methods for accomplishing the work. Completeness of data submitted by the Offeror is essential to the meaningful and comprehensive evaluation of Technical Proposals.

(3) Offerors must have established an acceptable record in the past for successful completion of similar contracts and/or projects (involving maintenance and operation of transmitting station facilities), and they must demonstrate that they can provide the services as specified in this solicitation.

(4) In the event that the Offeror intends to use subcontract(s) and/or form a joint venture, that intent to subcontract and/or form a joint venture for all or a portion of the work described in this RFP must be specifically stated in the Offeror's proposal. The Government will consider and weigh all information available in making a determination of award and will be the sole judge of the Offeror's alleged ability to satisfactorily perform the required work as stated in the RFP.

**(b) Offeror's Experience**

(1) Offerors shall provide a detailed description of their experience and, at a minimum of three (3) previous or ongoing projects on each listing, as follows:

a. The extent of the Offeror's previous experience within the past 3 years as the prime contractor on large (greater than $1 million) and complex projects performed outside the continental U.S. Offerors shall list the performing Contractor's name, project title, project city/country location, customer's name, contract type, total contract amount, contract start and completion dates, summary of scope of work and the name/title/current address /email and telephone number of a customer point-of-contact. All points of contact must be readily verifiable, and they must be able to respond back to the Government within two to three days of notice.

(2) The Offeror is required to include at least three (3) written references from previous customers for same or similar services to the requirement within the last three (3) years of the date of this Solicitation.

(3) Previous similar operation and maintenance of a comparable broadcasting facility. This experience must demonstrate the technical, managerial and financial capability to successfully complete a project of this nature as described elsewhere in this document.

**(c) Organization, Project Management and Proposed Schedule**

Offerors shall provide a description of their proposed "Project Team", details of the organization and personnel and the proposed schedule. The description shall include the following information:

(1) A brief description of the roles and responsibilities of the contractor, subcontractors and suppliers, specifically identifying the services that each will provide.

(2) Key Personnel - Offerors shall provide a description of the specific responsibilities and authorities of personnel.

(3) Schedule - The proposed schedule showing the general approach to performing the specified work.

(4) Safety - Offerors shall provide a brief description of their plan for ensuring personnel safety during the project.

(5) Accident Prevention Plan - Offerors shall provide a brief description of their plan for ensuring the prevention of accidents for personnel.

**(d) Past Performance**

The Offeror shall have demonstrated past performance within the past 3 years as the prime contractor on large (greater than $1 million) and complex projects performed outside the continental U.S. Technical proposals shall contain detailed information on past performance and relevant contracts for same or similar deliverables with a minimum of one (1) and no more than three (3) reference(s) including contract numbers, points of contact with telephone numbers and email addresses (i.e., the point of contact who can verify performance). The USAGM shall evaluate the Offeror's Past Performance pursuant to FAR 15.305(a)(2). Each Offeror's Past Performance shall be determined to be favorable or unfavorable. Pursuant to FAR 15.305(a)(2)(iv), in the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror will not be evaluated favorably or unfavorably on past performance.

## L.4 PROPOSAL REQUIREMENTS

Offeror's proposals shall include, at a minimum the following elements:

(a) Evidence of previous experience operating high power, multi-transmitter shortwave transmitting facilities. This should include information pertaining to the number of transmitters, antennas, power levels, daily program hours, etc. If the offeror has no experience operating shortwave transmitting facilities, related operational experience should be discussed.

(b) Evidence of previous experience maintaining antennas and high power, multi-transmitter shortwave transmitting facilities. This should include the maintenance of power plant generators, testing and installation of High-Power Amplifier Tubes, the maintenance of related cooling systems, switch matrix, balun, and antennas.

(c) A list of key personnel that will be assigned to this operation and maintenance project, including resumes and/or other relevant information.

(d) A narrative outlining the Offeror's understanding of the requirements identified herein, and a proposed plan to meet these requirements. The plan should focus on staffing (including a description of the various positions), and the maintenance philosophy of the offeror.

(e) A narrative describing how the offeror intends to prepare staff to assume the responsibilities at the REKTS facilities, focusing on initial and ongoing training.

(f) Proposed maintenance procedures for the ABB model 55 C3-2P, Continental model 418E and Continental model 419F2 transmitters. These documents should, at a minimum identify daily, weekly and monthly preventive maintenance activities that the offeror intends to undertake while operating the REKTS facilities. Long-term maintenance may also be addressed; however, the focus should be on the routine activities. Identify any special maintenance requirements that are unique to this make and model of transmitter.

(g) A facilities maintenance plan, identifying their proposed approach to maintaining the antennas, antenna towers, power plants, buildings, grounds and other elements of the physical plant outside of the broadcast equipment. This plan should include, but not be limited to, activities such as cleaning, trash removal, lawn mowing, vegetation control and general grounds maintenance, HVAC maintenance, electrical and plumbing maintenance, road and parking lot maintenance, and the performance of routine repairs. The plan should specifically identify the frequency of routine activities such as cleaning, floor polishing, replacing air filters, etc.

(h) Narrative detailing their experience reporting the occurrence of unscheduled broadcast outages through automated reporting systems.

(i) Broadcast operations performance history, with supporting broadcast system availability data. The broadcast availability data should identify the offeror's ability to operate and maintain a broadcast transmitting station up to 99.5% availability.

(j) Information relative to experience operating in the Commonwealth of the Northern Mariana Islands. If the Offeror has no experience operating in this region, operations in similar remote regions should be discussed.

(k) A plan for providing competent replacement personnel in the event that key personnel should, for any reason, becomes unavailable to fulfill the requirements of the contract.

(l) Detailed station safety information that includes Lock Out/Tag Out procedures, Radio Frequency (RF) Safety, and Fall Protection. The Offeror shall provide a detailed description of its proposed safety plan and a draft version of the Station Safety Plan.

## L.5 PRICE PROPOSAL

(a) Offerors are required to complete Section B, Price Schedule and submit it with their price proposal.

(b) Offerors are required to submit a “Cost Breakdown Summary for Tinian and Saipan” (Attachment J.7).

(c) The Offeror must submit a Price Proposal that includes:

(1) A completed, signed and Dated Standard Form 1449, "Solicitation, Offer and Award."

(2) A completed Section K (Representations, Certifications and Other Statements of Offerors) of the RFP. (Original)

## L.6 STATION SAFETY PLANS

Offerors shall provide a detailed description of their proposed Safety Plan. The Safety Plan shall include a description of how work described in the solicitation will be performed in accordance with the U.S. Occupational Safety and Health Act. Specific items to be addressed in the station Safety Plan include Lock Out/Tag Out Procedures (when working with either electrical or electronic equipment), fall protection provisions (when working on station antennas or transmission lines), and Radio Frequency (RF) safety provisions. Please note failure to address station safety or the submission of an inadequate station Safety Plan can be cause for the Offeror’s proposal to be considered non-compliant and rejected.

(a) Safety Plans must be in accordance with Solicitation subsections C.10.1.8, H.4, and L.8. The information herein, is provided for “informational purposes” to assist in preparing a Safety Plan that is compliant with the Solicitation.

(b) Please note that failure to address station safety or the submission of an adequate station safety plan may be cause for the Offeror’s proposal to be considered non-compliant and rejected.

(c) Radio Frequency (RF) Safety:

Offerors are required to address each of the reference elements in their RF Safety Plan submission and must clearly identify the applicable guidelines followed in the implementation of their safety

plan. (The allowable applicable guidelines include FCC, IEEE or ICNIRP, the United States Agency for Global Media (USAGM) generally complies with the requirements of IEEE Standard C95.1). The following Website link describes the Elements of a Comprehensive RF Protection Program (http://www.osha.gov/SLTC/radiofrequencyradiation/)

(d) Fall Protection:

Offerors shall address each of the following four provisions for the fall protection program:

(1) Redundant means of support,

(2) Equipment,

(3) Training and

(4) Prompt Rescue capability.

Please note the following NIOSH link describing harness pathology (http://www.cdc.gov/elcosh/docs/d0500/d000568/ d000568.html)

(e) Accident Prevention Plan:

Offerors shall provide a brief description of their plan for ensuring the prevention of accidents for the personnel, including different scenarios that describe a potential accident situation and what efforts they would take to prevent the accident from occurring. This should include any and all operational and maintenance procedures that require accident prevention.

(End of Section L)

## SECTION M - EVALUATION FACTORS FOR AWARD

**M.1** The Government intends to award a commercial contract to the responsible Offeror whose proposal represents the **best overall value** after evaluation in accordance with the factors listed below.

The Government will select for award the most advantageous proposal representing the **best overall value** to the Government, based upon an assessment of non-price factors (e.g., Compliance Review, Technical Acceptability, Past Performance, etc.) and the Price Factor. All evaluation factors other than price, when combined are considered significantly more important than price.

The Government intends to evaluate proposals and may award a contract without discussions. However, the Government reserves the right to conduct discussions if determined by the CO to be necessary. Therefore, each initial offer should contain the contractor's best proposal from both a price and a technical standpoint.

Proposals received in response to this solicitation will be evaluated by the Technical Evaluation Panel (TEP) in accordance with the evaluation criteria set forth herein. The Government intends to make one award to the responsible contractor whose proposal, conforming to the solicitation, is determined most advantageous to the Government, all technical and price factors considered.

The Government intends to evaluate proposals in accordance with FAR Part 12 and FAR Part 15 and may award a contract without discussions. However, the Government reserves the right to conduct discussions if determined by the CO to be necessary. Therefore, each initial offer should contain the contractor's best proposal from both a price and a technical standpoint.

### M.2 MANDATORY CRITERIA

**The following criteria are considered mandatory. Offeror's proposals that do not adequately address the following criteria shall be rejected as being non-compliant.**

**(1) Offerors shall demonstrate experience in operating and maintaining High Power Shortwave facilities similar to the one described in Sections C and L of the solicitation.**

**(2) Offerors shall adequately describe their proposed station Safety Plan as described in Section L of the solicitation.**

### M.3 EVALUATION FACTORS

The evaluation factors are as follows:

- Non-price factors
  - Factor 1 Compliance Review
  - Factor 2 Technical Acceptability
  - Factor 3 Past Performance
- All evaluation factors other than price when combined are significantly more important than price.

Price has not been assigned a numerical weight. Offerors are reminded that the Government is not

obligated to award a negotiated contract on the basis of lowest proposed price, or to the contractor with the highest technical evaluation score. Although for this procurement, technical proposal merits are considered substantially more important than price when deciding which contractor might best perform the work, pricing factors and USAGM's budget may also be considered.

**Factor 1: Compliance Review**. The Government will perform an initial review proposals/quotations received to determine compliance with the terms and Conditions of the solicitation. The Government may reject as unacceptable proposals which do not conform to the solicitation.

Information demonstrating the offeror's ability to perform, including the following criteria that MUST be included:

(1) Name and qualifications for a **Project Manager** who understands written and spoken English;

(2) Evidence that the offeror operates an established business with a **permanent address and telephone listing**;

(3) List of clients over the past three **(3) years**, demonstrating **prior relevant experience with past performance information and references** (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has not performed comparable services in the Commonwealth of the Northern Mariana Islands (CNMI) then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:

- Quality of services provided under the contract;
- Compliance with contract terms and conditions;
- Effectiveness of management;
- Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
- Business integrity / business conduct.

**Factor 2: Technical Acceptability**. Factor 2 will include a review of the following four (4) sub-categories (a, b, c, d) of factor criteria shown below in equal order of importance.

(a) Subfactor 1 : Maintenance Capability
(b) Subfactor 2 : Operations Capability
(c) Subfactor 3 : Station Staff Management Capability
(d) Subfactor 4 : Safety Capability

Evaluation of the technical performance aspects of the Offeror's technical proposal for the operation and maintenance of the REKTS facilities will be based upon the following criteria:

**(a) <u>SUBFACTOR 1 : Maintenance Capability:</u>**

Subfactors below are listed in descending order of importance.

(1) Offeror's experience in maintaining high power shortwave transmitting facilities, High

Frequency (HF) curtain antenna structures, and on-site power plant generator systems

(2) Offeror's understanding of transmitter maintenance management and the specific transmitter equipment installed at Tinian or Saipan based on evaluation of the written maintenance procedures for the ABB model 55 C3-2P, Continental model 418E, and Continental model 419F2 transmitters

(3) Offeror's understanding of facilities maintenance management based on evaluation of their facilities maintenance plan.

**(b) SUBFACTOR 2 : Operations Capability:**

Subfactors listed below are of equal importance.

(1) Offeror's experience in operating high power shortwave transmitting facilities with on-site power plant generator systems.

(2) Offeror's broadcast operations performance history based on broadcast system availability data.

**(c) SUBFACTOR 3 : Station Staff Management Capability:**

Subfactors below are listed in descending order of importance.

(1) General competence and experience of key staff members proposed by the Offeror in the operations and maintenance of high-power transmitting facilities and power plant generator systems.

(2) Offeror's understanding of USAGM requirements based on proposed staffing pattern/position descriptions and maintenance philosophy.

(3) Offeror's experience mobilizing and managing a workforce in the CNMI and ability to provide competent replacements if for any reason key personnel should not be available to fulfill the requirements of the contract. Consideration will be given to experience in similar operating environments if Offeror has no experience in the CNMI.

**(d) SUBFACTOR 4) : Safety Capability**

(1) Offeror's comprehensive safety plan and accident prevention plan for high power shortwave transmitting facilities.

**The Government will evaluate Factors 1 and 2 using the following adjectival ratings:**

| Adjectival | Description |
|---|---|
| **Exceptional** | Greatly exceeds all minimum requirements of the criteria; has a high probability of success; contains no weaknesses or deficiencies. |
| **Good** | Exceeds all the minimum requirements of the criteria; has an above average probability of success; contains no significant weaknesses and only minor, correctable weaknesses exist. |
| **Acceptable** | Meets all the minimum requirements of the criteria; has an average probability of success; no significant weaknesses and any deficiencies can be readily corrected. |

| | |
|---|---|
| **Marginal** | Fails to meet one or more of the minimum requirements of the criteria; low probability of success; major weaknesses and/or significant number of deficiencies exist. |
| **Unacceptable** | Fails to meet any of the minimum requirements of the criteria; proposal needs major revisions; very low probability of success. |

**Factor 3: Past Performance:** List of clients over the past three (3) years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). The Past Performance Factor evaluation will assess the relevance and breadth of the Offeror's experience and the quality of the Offeror's past performance. The Government is seeking to determine whether the Offeror has experience that will enhance its technical capability to perform and whether the Offeror consistently delivers quality services in a timely and cost effective manner. In evaluating past performance, the Government will only take into consideration the relevant experience and past performance assessments from the Offeror's customers. However, the Government reserves the right to use other relevant past performance information it obtains through other sources including other agency databases and information contained in trade literature.

Relevance of Experience: The Offeror's experience will be evaluated on the degree of relevance to the requirement on the basis of similarity in size, scope, complexity, technical difficulty, contract type, and period of performance. Only recent experience will be evaluated. Evaluations may include interviews with previous clients of the contractor and may include interviews with previous clients of proposed personnel.

Past Performance Assessments: The Offeror's past performance will be evaluated on the basis of information contained in the Offeror's proposal and the information that the Government obtains through other means. The past performance evaluation will assess the Offeror's record of providing high quality services of a similar nature in a manner that ensures maximum efficiency, timeliness, cost effectiveness and overall client satisfaction.

If some of the Offeror's experience is relevant and the rest is not, only the relevant experience will be evaluated for purposes of past performance. If no experience is relevant or the experience that is relevant cannot be evaluated due to a reference's failure to respond, a rating of neutral will be assigned for past performance as defined below.

The Government will evaluate the Factor 3 Past Performance using the following adjectival ratings.

| ***Rating*** | ***Symbol*** | ***Definition*** |
|---|---|---|
| **Neutral** | **N** | No past performance available for evaluation. Offeror has asserted it has no equal or similar relevant past performance experience. Proposal receives no merit or demerit for this factor. |
| **Outstanding** | **O** | The Offeror's past performance demonstrates no issues, concerns, or risks associated with delivering timely services and performance. Past performance surveys and the Offeror's experiences indicate that the Offeror is capable of exceeding requirements of the contract. The Contractor has significant experience with equal requirements. |

| | | |
|---|---|---|
| **Good** | **G** | The Offeror's record of past performance indicates there is very little risk associated with receiving quality products, timely services and full contract performance. Past performance surveys and the Offeror's experience indicate the Offeror will meet or exceed requirements of the contract. The Contractor has experience with equal requirements. |
| **Acceptable** | **A** | The Offer's record of past performance indicates that there is some potential risk associated with receiving quality products, timely services, and contract performance. Past performance surveys and the Offeror's experience indicate the Offeror may have some problems during performance of the contract. The Contractor has limited experience with equal requirements. |
| **Unsatisfactory** | **U** | The Offeror's record of past performance indicates it will be unable to perform successfully on the contract. |

## M.4 PRICE PROPOSAL EVALUATION CRITERIA

The Offeror's Price Proposal, along with their detailed cost breakdown to support the firm-fixed-price for the base and all option periods (see Attachment J.7), will be evaluated to verify price reasonableness. Prices will be reviewed to verify that all components have been identified.

For an offeror's price to be reasonable, it must represent a price to the government that a prudent person would pay when consideration is given to prices in the market. Normally, price reasonableness is established through adequate price competition, but may also be determined through cost and price analysis techniques as described in FAR 15.305(a)(1). The Offeror shall submit firm fixed prices for all items listed in Section B.2 (including options). The Offeror's Price Proposal, along with their detailed Cost Breakdown Summary to support the firm-fixed- price for the base and all option periods (see Attachment J.7), will be evaluated to verify price reasonableness. Prices will be reviewed to verify that all components have been identified.

**Best Value Determination**. The best value will be determined by evaluating the offeror's compliance with the terms and conditions contained in the solicitation; Technical Acceptability, including the Past Performance/Experience; Personnel (technicians/laborers), Tools, Supplies, Materials; Licenses, permits and registration; and Management Plan and total price. The Government will also make a responsibility determination (see FAR 9.1) as well.

## M.5 ADDENDUM TO EVALUATION FACTORS, FAR PROVISION(S) NOT PRESCRIBED IN PART 12

The following FAR provision(s) is/are provided in full text:

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of clause)

## M.6 SELECTION FOR AWARD

Offerors should be aware that the Government shall perform a "best value analysis" and the

selection for award shall be made to the Offeror whose proposal is most advantageous to the Government, taking into consideration the technical factors listed above and the total proposed price across all contract periods.

USAGM may award without discussion, based on the Offeror's initial proposals and reserves the right to conduct discussions if the Contracting Officer determines them to be in the Government's best interests.

(a) Offerors are hereby advised that the Government will evaluate the Technical and Price Proposals concurrently but separately. The basis for award will include price evaluation, past performance evaluation and technical evaluation.
(b) Offerors must adequately address the mandatory criteria specified in Section M of this solicitation. The Government will reject as non-compliant proposals that do not adequately address the mandatory criteria.
(c) All evaluation factors other than price, when combined are significantly more important than price.
(d) The technical evaluation criteria are maintenance capability, operation capability, station staff management capability and safety capability.
(e) Past performance will be considered; therefore, each Offeror shall submit three (3) references for whom they have performed operation and maintenance of a comparable broadcasting facility (see L.3, paragraph d, Past Performance).
(f) Award will be made to the Offeror whose proposal is determined to be most advantageous to the Government based on an evaluation of price, past performance, and technical criteria stated in this solicitation.
(g) The Government reserves the right to reject any or all responses received and/or to request clarification or modification of responses. The Government intends to evaluate proposals and may award a contract without discussions with Offerors, except for clarifications as defined in FAR Subpart 15.306(a). Therefore, an Offeror's initial proposal should convey its best position in terms of price and technical qualifications. The Contracting Officer reserves the right to establish a competitive range for negotiation based upon the technical and cost acceptability of responses received. The Contracting Officer reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. Failure of an Offeror to fully comply with any of the above-stated requirements may result in rejection of its proposal.
(h) The Offeror shall demonstrate an understanding of the Description/Specs/Work Statement contained in Section C and provide its approach to meeting Agency requirements. Responses shall not be a restatement of the requirements but shall articulate the Offeror's approach in accomplishing and providing the services and deliverables. Note that statements such as "requirement understood" or "specification accepted" will be considered insufficient or non-responsive.

**PRICE PROPOSAL EVALUATION CRITERIA**

The Offeror's Price Proposal, along with their detailed cost breakdown to support the firm-fixed-price for the base and all option periods (see Attachment J.7), will be evaluated to verify price reasonableness. Prices will be reviewed to verify that all components have been identified.

**52.217-5 EVALUATION OF OPTIONS (JULY 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interest, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the base requirement. Evaluation of options will not obligate the Government to exercise the options.

(End of provision)

(End of Section M)

# International Broadcasting Bureau

# Robert E. Kamosa Transmitting Station

# Facilities Handbook



**Saipan Transmitter Site**

**Tinian Transmitter Site**



**JUNE 2009**

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# 1.0 OVERVIEW

## 1.1 MISSION

***To provide high power shortwave transmissions to the following primary target areas:***

**Radio Free Asia**: China, Korea, Southeast Asia, and Tibet

**Voice of America**: China, East Asia, Korea, and South Asia

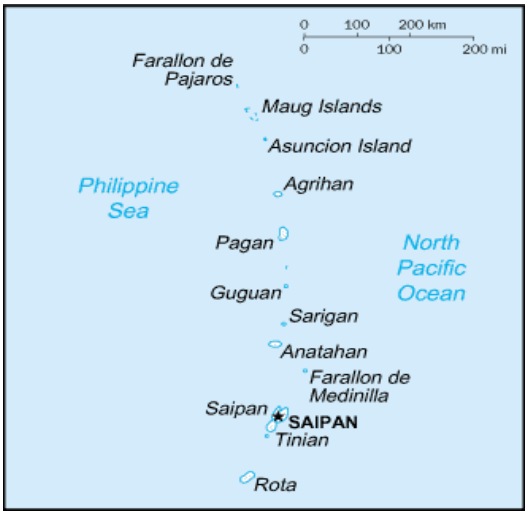
**Australian and British Broadcasting Corporations (ABC/BBC)**: Indonesia

***From this station, these organizations broadcast in the following languages:***

**Radio Free Asia**: Burmese, Cantonese, Khmer, Korean, Laotian, Mandarin, Tibetan, Uyghur, and Vietnamese

**Voice of America**: Cantonese, Chinese, English, Korean, Dutch, and Russian

**ABC/BBC:** Indonesian







## 1.2 STATION LOCATION



The Robert E. Kamosa Transmitting Station is located in the Commonwealth of the Northern Mariana Islands (CNMI). This grouping of islands is situated in the Pacific Ocean approximately 3,800 miles southwest of Honolulu, Hawaii, 1,560 miles southeast of Tokyo, Japan, and 140 miles north of the island of Guam. The three major islands within this island chain are Rota, Saipan, and Tinian.

The **climate** is tropical with the average temperature in the 80º to 85º range. The dry season is from December through June, and the rainy season runs from July through October.
The transmitting station consists of two transmitter sites, Saipan and Tinian, which are separated by approximately five air miles.

The **Saipan Transmitter Site** is situated on the southwest corner of the island of Saipan at Agingan Point. It occupies 7.4 acres of land, which are leased from the CNMI. The geographical coordinates of the site are Latitude - 15º 07'14.32" North and Longitude - 145º 41'35.69" East.



The **Tinian Transmitter Site** is situated on the northwest corner of the island of Tinian. It occupies 838 acres of land, which are leased from the CNMI. The property was formally under the control of the U.S. Navy. The geographical coordinates of the site are Latitude - 15º 02' 52.79" North and Longitude - 145º 36' 39.68" East.



## Travel Directions from Washington D.C. to Saipan

Option 1: From Washington, D.C., you can fly to Honolulu, Hawaii where you can overnight. From Honolulu, you will fly to Guam where you will take a connecting flight to Saipan. No overnight is required in Guam.

Option 2: From Washington, D.C., you can fly to Tokyo, Japan where you must overnight. From Tokyo, you will take a direct flight to Saipan.

## Travel Directions - Saipan Airport to the Saipan Transmitter Site

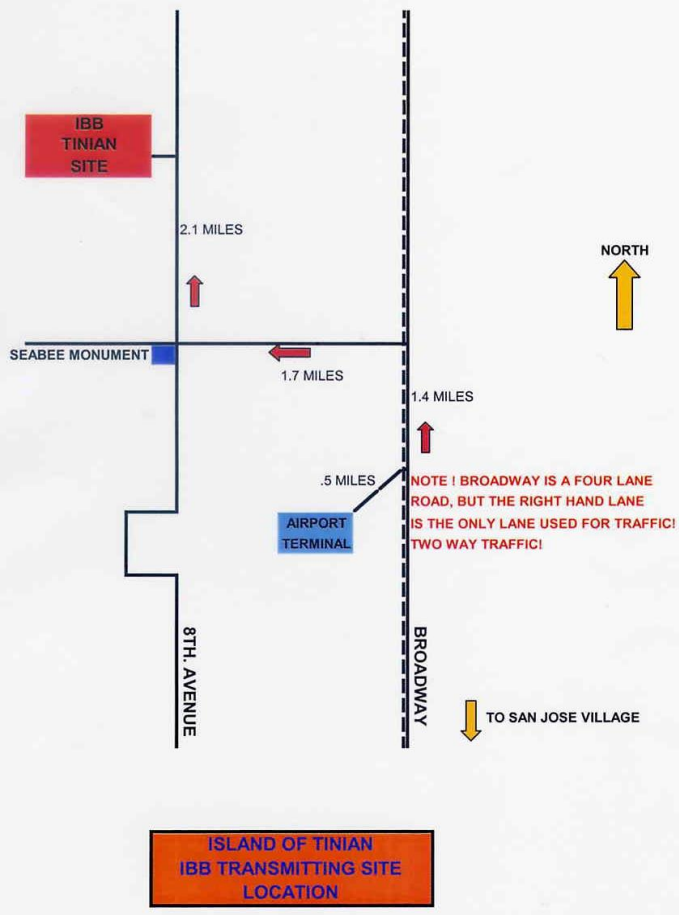
(NOTE: There are no street numbers on Saipan.)

- From the Saipan International Airport terminal, make a left-hand turn onto Commuter Terminal Place and follow the outbound airport road .15 miles to the stop sign.
- At the stop sign, make a left-hand turn onto Tun Herman Pan Road and continue driving a short distance (.2 miles) and make a smooth right-hand turn onto Tun Kioshi Road.
- Continue driving for approximately 1.1 miles and make a left-hand turn at the first traffic light onto MSGR Martinez Road.
- Continue driving for another 1.3 miles and make a right-hand turn at the stop sign onto Tun Tomas P. Sablan Road. (Note: Weather permitting, towers should be visible in the background.)
- Continue on for a short distance (.1 mile) then make a left-hand turn onto Agingan Lane and continue driving .2 miles and the site will be on your right.

## Travel Directions - From Saipan Airport to the Tinian Transmitter Site

(NOTE: There are no street names or street numbers on Tinian.)

- From the Saipan Airport, you will take a short commuter airline flight to the airport in Tinian.
- From Tinian's main terminal, follow the outbound airport road .5 miles to the stop sign at the end of the road.
- Make a left-hand turn onto Broadway. (Roadway is unmarked).
- Continue driving north for 1.4 miles and then make a left-hand turn. (Roadway is unmarked.)
- Continue driving westbound 1.7 miles and make a right turn at the next stop sign.
- Drive for additional 2.1 miles and make a left turn at the main entrance to the site.




## 1.3 HISTORY

Beginning in the late 1500's/early 1600's, the Northern Mariana Islands came under the control of a number of countries - Spain (until 1899), Germany (until 1914), Japan (until 1944), and the United States (United Nations Trusteeship until 1990). It has been said that the Spanish brought Christianity; the Germans brought the copra commerce; the Japanese brought agricultural and industrial development; and the Americans brought the concept of self-government to the islands.

After World War II, the Northern Mariana Islands became a United Nations' Trust Territory under the administration of the United States. This relationship remained in affect until December 22, 1990 when the Security Council of the United Nations voted to dissolve the trusteeship. However, long before the official end of the trusteeship, the relationship between the United States and the Northern Mariana Islands had already changed. In 1978, the Northern Mariana Islands became a self-governing Commonwealth in union with the United States. They were the only island group within Micronesia to take this course of action. The first elected Governor also took office in 1978, and on November 4, 1986, the citizens of this Commonwealth became citizens of the United States.

## Saipan Transmitter Site

Prior to 1998, this site was owned and operated by the Herald Broadcasting Service (HBS), and broadcasted using two 100 kW shortwave transmitters. In September 1996, HBS began leasing transmitter airtime to Radio Free Asia (RFA) for its broadcasts. This lease had yearly options for renewal through September 30, 1999. On July 30, 1998, RFA purchased the facilities from HBS, and in 1999, they added a third 100 kW shortwave transmitters and an 11/9 megahertz diplexer. As part of the agreement with HBS, RFA agreed to provide transmitter time to HBS for its broadcasts. This agreement remained in affect until August 1999 when the broadcasting of HBS programs ended.

In July 1995, the Voice of America, Radio Free Europe/Radio Liberty, and Radio Free Asia merged to form the Broadcasting Board of Governors (BBG). As part of this merging of U.S. Government broadcasting entities, the International Broadcasting Bureau (IBB), a part of the BBG, assumed full operational control of the site in August 1999. On April 13, 2000, RFA transferred the land lease for the Saipan Transmitter Site to the IBB.

## Tinian Transmitter Site

In early 1991, the International Broadcasting Bureau (IBB) initiated plans to build a new transmitting site in the Pacific Ocean. In June 1993, a Memorandum of Agreement was signed between the U.S. Department of Defense (who controlled the land) and the U. S. Information Agency (at that time, the parent organization of the IBB) for use of 834 acres of land on the Island of Tinian on which to build the Tinian Transmitter Site.

The construction of the site was completed in four phases:

- Phase 1: Three Thomcast ABB SK 55C3-2P, 500 kW shortwave transmitters, transferred from the closed transmitter site in Maxoqueira, Portugal, were installed along with four pairs of high/low antennas. The site began broadcasting on January 15, 1999 using two transmitters. On March 28, 1999, the third transmitter began broadcasting.

- Phase 2: This phase was completed on February 11, 2000, with the installation of three additional Thomcast ABB SK 55C3-2P, 500 kW shortwave transmitters and three high frequency curtain antennas.

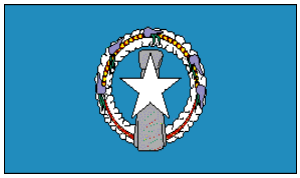
- Phase 3: This phase was completed on September 21, 2001 with the installation of two Continental 419-F2, 250 kW shortwave transmitters transferred from the closed Gloria Transmitting Station in Portugal, and the construction of a 3,444 square foot Maintenance and Storage Warehouse.

- Phase 4: The contract to install two additional low frequency antennas (270L and 305L) was issued on March 14, 2003. Installation of these two antennas was completed in April 2005. These new antennas will improve low frequency coverage into the Asian Continent during periods of low sunspot activity. The purpose is to enhance coverage of the Asian Continent.

## 1.4 OPERATING AUTHORITY



**Protocol of Agreement Between The United States of America and the Commonwealth of the Northern Mariana Islands Regarding the Construction and Operation of The Robert E. Kamosa Transmitting Stations On Saipan and Tinian**



### Saipan Transmitter Site

- July 1995 - The Voice of America, Radio Free Europe/Radio Liberty, and Radio Free Asia merged to form the Broadcasting Board of Governors.
- September 1996 - Radio Free Asia began leasing transmitter time from the Herald Broadcasting Service for RFA broadcasting.
- July 1998 - Radio Free Asia purchases the Saipan facility from the Herald Broadcasting Service.
- August 1999 - The International Broadcasting Bureau (a part of the Broadcasting Board of Governors) assumes full responsibility for the maintenance and operation of the Saipan facility.
- April 2000 - Radio Free Asia transferred the land lease for the Saipan Transmitter Site to the International Broadcasting Bureau.

### Tinian Transmitter Site

- June 1993 – A memorandum of agreement was signed between the U.S. Department of Defense and the United States Information Agency for use of an 800+ acre site on the Island of Tinian in the Commonwealth of the Northern Mariana Islands.



**Transmitter Building at Tinian**

## 1.5 BUILDINGS & STRUCTURES

| ROBERT E. KAMOSA TRANSMITTING STATION<br>SAIPAN TRANSMITTER SITE | |
|---|---|
| **Buildings and Structures** | **Square Footage** |
| Transmitter Building | 3,772 |
| Administrative Office Building | 1,000 |
| Warehouse | 1,344 |
| Caterpillar 3508 Housing | 800 |
| | |
| Total | 6,916 |



Maintenance & Storage Warehouse at Saipan



Administrative Office Building at Saipan

| ROBERT E. KAMOSA TRANSMITTING STATION<br>TINIAN TRANSMITTER SITE | |
|---|---|
| **Buildings and Structures** | **Square Footage** |
| Transmitting and Administration | 22,572 |
| Power Plant Building | 2,600 |
| Water Pump House | 400 |
| Fuel Pump House | 400 |
| Maintenance and Storage Warehouse | 3,444 |
| Guard House | 100 |
| | |
| Total | 29,516 |



Power Plant at Tinian



Maintenance & Storage Warehouse at Tinian

# 1.6 STAFFING

| ROBERT E. KAMOSA TRANSMITTING STATION STAFFING | | | |
|---|---|---|---|
| **Unit** | **Foreign Service Officer** | **Federal Government General Schedule Employees** | **Contract Employees** |
| **Management and Administrative Staff** | **1** | **2** | **Staffed to support 24/7 Operations** |
| **Saipan Transmitter Site** | **0** | **0** | **Staffed to support 24/7 Operations** |
| **Tinian Transmitter Site** | **0** | **0** | **Staffed to support 24/7 Operations** |
| **Total** | **1** | **2** | **Staffed to support 24/7 Operations** |

## Station Management and Administrative Staff

The **Station Manager** is a Foreign Service Officer who provides the guidance and direction required to fulfill the station's broadcast mission. Currently the Station Manager overseeing the Saipan/Tinian operations is located at the IBB Philippines Transmitting Station. The **Resident Engineer,** physically located at the Saipan site, is a Foreign Service Officer who assists the Station Manager in managing the daily operations at both transmitter sites. The Resident Engineer also oversees ongoing maintenance & repair (M&R) projects, and while acting in this capacity, receives general guidance from the Asian Regional Construction Manager who is based out of the Philippines. The **Administrative Officer** and the **Administrative Assistant**, who are non-supervisory Federal Government employees, support the Station Manager in carrying out the administrative functions common to all the transmitting stations in the Network. The administrative staff works Monday through Friday, 8:00 A.M. until 4:30 P.M. and their offices are located at the Saipan Transmitter Site.

## Contract Employees

The Robert E. Kamosa Transmitting Station is unique within the International Broadcasting Bureau's Transmitting Station Network as it is the only station operating almost entirely with contract employees.

## Saipan Transmitter Site Staff

The Contractor provides a site manager, and a sufficient amount of employees to operate and maintain the site 24 hours per day/7 days a week. The site operates three shifts:

| | |
|---|---|
| Midnight Shift: | 2330 - 0800 hours |
| Day Shift: | 0730 - 1600 hours |
| Evening Shift: | 1530 - 2400 hours |

### Tinian Transmitter Site Staff

The Contractor provides a site manager, and a sufficient amount of employees to operate and maintain the site. These responsibilities include maintaining the 13 curtain antennas, their associated towers, and buildings and grounds maintenance. The site operates 24 hours per day/7 days a week using three shifts:

Midnight Shift: 2330 - 0800 hours
Day Shift: 0730 - 1600 hours
Evening Shift: 1530 - 2400 hours

At both sites, the **contractor** provides security services 24 hours per day/7 days a week using the same shift schedule noted above.

## 1.7 STATION CONTACTS

Time Difference: For reference, the station is 15 hours ahead of Eastern Standard Time, and 14 hours ahead of Daylight Savings Time. Universal Time (UTC) is + 10 hours.

Visitors: All travel to the transmitting station must be coordinated with the Operations Directorate (E/O) in Washington, D.C., and the Station Manager. Upon request, the station will assist visitors with reservations for lodging and vehicle rentals.

| ROBERT E. KAMOSA TRANSMITTING STATION<br>Telephone Numbers, E-Mail Address, And Mailing Addresses | |
|---|---|
| Station's Administrative Office | Telephone number: (670)-233-1624<br>Facsimile number: (670)-233-1614<br>Resident Engineer's Cell: (670)-287-1624 |
| Station's E-Mail Address | E-Mail: manager_mariana@mar.ibb.gov |
| Saipan Transmitter Site | Telephone number: (670)-234-6515<br>Facsimile number: (670)-234-5452 |
| Tinian Transmitter Site | Telephone number: (670)-234-5080<br>Facsimile number: (670)-234-5079 |
| Administrative Mail | Name, Title, or Station Manager<br>International Broadcasting Bureau<br>P. O. Box 504969<br>Saipan, MP 96950 |
| Express Courier Mail<br>(DHL, FEDEX, etc.) | International Broadcasting Bureau<br>IBB Resident Engineer<br>Agingan Ln, (San Antonio)<br>Saipan, MP 96950<br><br>Telephone number: (670) 233-1624 |

# 2.0 TECHNICAL DIMENSIONS

## 2.1 TRANSMITTERS

| ROBERT E. KAMOSA TRANSMITTING STATION TRANSMITTER COMPLIMENT | | | | | | |
|---|---|---|---|---|---|---|
| Site | Designation | Manufacturer and Model | Quantity | Rated Power (kW) | Band | Frequency (MHz) |
| Saipan | SAI-1 & 2 | Continental 418E | 2 | 100 | Shortwave | 3.2-22 |
| Saipan | SAI-3 | Continental 418F-2 | 1 | 100 | Shortwave | 3.2-22 |
| Tinian | TIN-1 thru 6 | Thomcast ABB SK55C3-2P | 6 | 500 | Shortwave | 3.9-26.5 |
| Tinian | TIN-7 & 8 | Continental 419F-2 | 2 | 250 | Shortwave | 3.9-22 |



**Transmitter Room at Saipan**

## Saipan Transmitter Site

### Continental 418E (These are modified 418D-2 series transmitters.)

- Transmitters SAI-1 and SAI-2 were the two transmitters used by the Herald Broadcasting Service when they operated the site. SAI-1 was installed in 1982 and SAI-2 was installed in 1988.

- Prior to 1992, these 418D-2 series transmitters were plate modulated transmitters utilizing two 4CV100,000C vapor cooled power tetrode ceramic tubes. They operated using class AB1 and were transformer coupled to the modulated RF power amplifier. Power consumption was 275 kW with 50% overall efficiency at any given carrier level.

- In January 1992, both transmitters were modified to be 418E series transmitters and they are now equipped with solid-state modulators (SSM) and SSM control circuit boards. Installing the SSM's 48 series connected modules, and using 150 kW switching power supplies and controller boards reduced power consumption to 130.2 kW with an overall efficiency of 73.16% at carrier level. This modification drastically reduced power consumption by 47%.

### Continental 418F-2

- SAI-3 was installed by Radio Free Asia in 1999 after they purchased the site from the Herald Broadcasting Service. It is the most overall efficient transmitter in use at the Saipan Transmitter Site. This transmitter is equipped with a SSM and SSM circuit control boards along with a Single Sideband (SSB) generator and SSB equalizer.

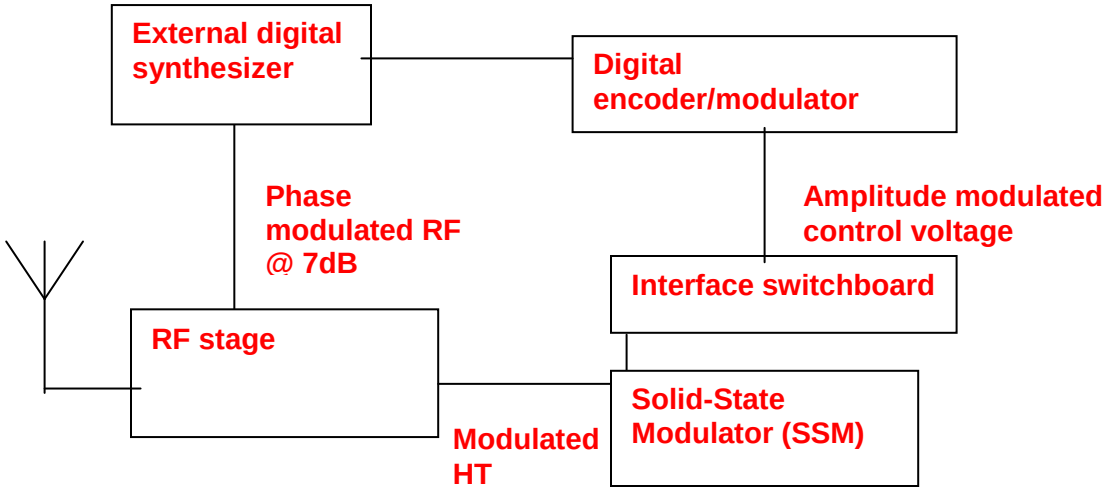
- SAI-3 is the only transmitter at Saipan that can be used for digital transmissions because it has a digital encoder card in place of the SSB card that is typically utilized in the modulator control panel.

    - To transmit the digital signal from a high power AM transmitter while retaining the benefits of operating an efficient class C RF amplifier, a similar technique to the one used to produce SSB is employed. The complex digital amplitude modulated signal consists of both amplitude and phase modulated components. These two components are produced in the digital modulator. The phase component phase modulates the digital synthesizer and the amplitude component modulates the HT to the final RF stage. Both components are then recombined in the non-linear RF stage to reproduce the original amplitude-modulated signal.

    - Preparing the transmitter for digital operation required connecting the external digital synthesizer RF output to input point J1 on the RF gain amplifier card. It was also necessary to remove the SSB generator A1 and SSB Equalization A2 boards and to insert the interface board into position slot A2 of the SSM modulator controller.

    - For digital operation, the transmitter is tuned as normal on AM set to 100kW. After bringing up 100% of the transmitter's power output, the modulator is switched to digital operation and the power output is set to 34 kW. The output waveform must be checked on an oscilloscope to ensure that the peak envelope power (PEP) is not

exceeded. The settings on the digital modulator can be optimized to get the best digital spectrum commensurate with a good signal to noise ration (SNR).






**Solid-State Modulator Control at Saipan**



**Master Control Room at Saipan**

## Master Control Room - Saipan

The Master Control Room is located outside of the transmitter room. It contains nine equipment racks and one audio console.

Rack 1 contains the following Satellite Interconnect System (SIS) equipment:

- Two CPI 200 watt C-band TWT Amplifiers
- One Varian Model VZC-6962E2 RF Switching Module
- Two LNR Upconverters
- Two Radyne DMD-4500 Modems
- One Scientific Atlanta Receiver

Rack 2 contains the following Local Area Network (LAN) equipment:

- Harris Quadralink Transceiver A/B Model SD98730
- Timeplex STS Link/2+18 Slot Mainframe
- Two Power Supplies (for the Timeplex)
- One Power Supply for Harris Quadralink Transceiver

Rack 3 contains the following Satellite Interconnect System (SIS) equipment:

- Two LNR Downconverters
- Two DMD-4500 Modems
- One Timeplex STS Link/2+18 Slot Mainframe
- One Power Supply
- One Patch Panel 12 Input/12 Output
- Two Black Box A/B Switchers

Rack 4 contains the following audio equipment:

- One Cisco Router 2600 Series (LAN)
- Videotek Audio Monitor
- Nine Scientific Atlanta Receivers
- One Patch Panel 12 Input/12 Output
- Two Denon CD Cart Players
- One Adtran Transceiver

Rack 5 contains the following equipment:

- One ES-185 GPS Master Clock
- One Antenna Switch Matrix Controller
- One Audio Switcher, Sierra Automated System
- 16 Inputs/16 Outputs Expandable to 32 Inputs/32 Outputs
- Two Denon DN-1100R Mini Disc Players/Recorders

Rack 6 contains the following equipment:

- One WY-35/ES Display Terminal (for the Timeplex)
- One RNW Audio Stream
- Two Patch Panels 12 Inputs/12 Outputs
- One Leitch CSD-5300 Clock System Driver
- One 20-ten Audio Matrix
- One Urban Audio Parametric Equalizer (Notch Filter)
- One Denon Mini Disc Player
- Two Crown D-75 Audio Amplifiers
- Three Telos Hybrid Telephone Couplers

Rack 7 contains the following equipment:

- One Sentry 100A Studio Monitor Speaker
- One McCurdy Audio Level Meter
- One Super Stack II Dual Speed Hub 500
- Three Orban 9200 AM Digital Audio Processors
- One CRL System AGC-400 Audio Gain Amplifier
- One Speed Gain Cat5 Patch Panel
- Sun Microsystem Email Server
- One Klark Teknik Digital Delay

Rack 8 contains the following equipment:

- One Sentry 100A Studio Monitor Speaker
- One McCurdy Audio Level Meter
- One Monitor for RNW Audio Streaming
- One DOL Web Server

Rack 9 contains one Panasonic WV-CM 1430 Video Camera Monitor

The audio console contains the following equipment:

- Two SAS Station Automation OpCon Transmitter Automation Systems
- One SAS Audio Control Automation System
- Two Belar Model AMM-2A/B AM Modulation Analyzers
- One Belar Model AMM-1 Wizard AM Digital Modulation Analyzer
- One Leader Model LS8105A, 100MHz, 3-Channel Oscilloscope
- One Tenma Model 72-6815, 50 MHz, 2-Channel Oscilloscope
- One Agilent Model 53181A, 0.1 Hz – 225MHz/200MHz-12.4GHz Frequency Counter (for all three transmitters)
- One Dell Optpex GX620 Computer (for DOL)
- One Custom Built Pentium IV, Computer for the Engineering Irregularity Tracking System (EITS)
- Test Instruments:
    - One Fireberd Model 6000A
    - One Fireberd Model 1500A
    - One Hewlett Packard Spectrum Analyzer HP-8563
    - One Avcom Spectrum Analyzer PSA-37D (RF monitor)
    - One Potomac AG-51 Audio Generator
    - One Potomac AA-51 Audio Analyzer

## Tinian Transmitter Site

**Transmitter Hall at Tinian**



## Thomcast - ABB SK 55C3-2P Transmitter



There are six of these shortwave transmitters (TIN-1 through TIN-6) in use at the site. These transmitters were transferred to Tinian from Portugal when the transmitting site at Maxoqueira was closed.



Transmitters TIN-1 through TIN-6 have been modified by the addition of a **Fuji ultrasonic water flow meter and transducer assembly**. This feature provides an additional safeguard to prevent overheating of the CQK-650 Power Amplifier Tube due to insufficient water flow. These ultrasonic transducers are attached to the water main going to the power amplifier and send acoustic pulses into the water flow pipe to determine the water flow rate. If the water flow rate goes below a preset level, the contacts wired into the transmitter's interlock system shutdown all power to the transmitter.

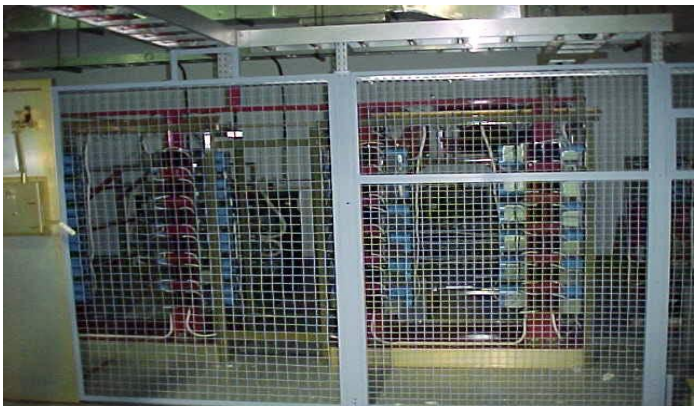
All six of these transmitters are equipped with **pulse step modulators (PSM)**, which operate virtually the same as the Continental solid-state modulators (SSMs) and yield the same results. They provide better modulation characteristics, use less power, improve reliability, and eliminate an entire stage of transmitter tubes.

**RF Feeder System**: The ABB transmitters utilize nine-inch diameter, 50 ohm unbalanced coax (four-inch inner conductor) between the transmitters and the switch matrix, and between the switch matrix and the antennas. The coax is pressurized on the field side of the switch matrix with dried air at 3.5 PSI.

## Continental 419F-2



There are two of these shortwave transmitters (TIN-7 and TIN-8) installed at the site. They were transferred from the Gloria Transmitting Station in Portugal when that station was closed. These transmitters are equipped with **solid-state modulators** (SSM). These SSM's replaced two 4CV250, 000CS power tetrodes tubes from the transmitter improving reliability and greatly reducing power consumption.



**Solid-State Modulators for the Continental 419F-2 Transmitters at Tinian**

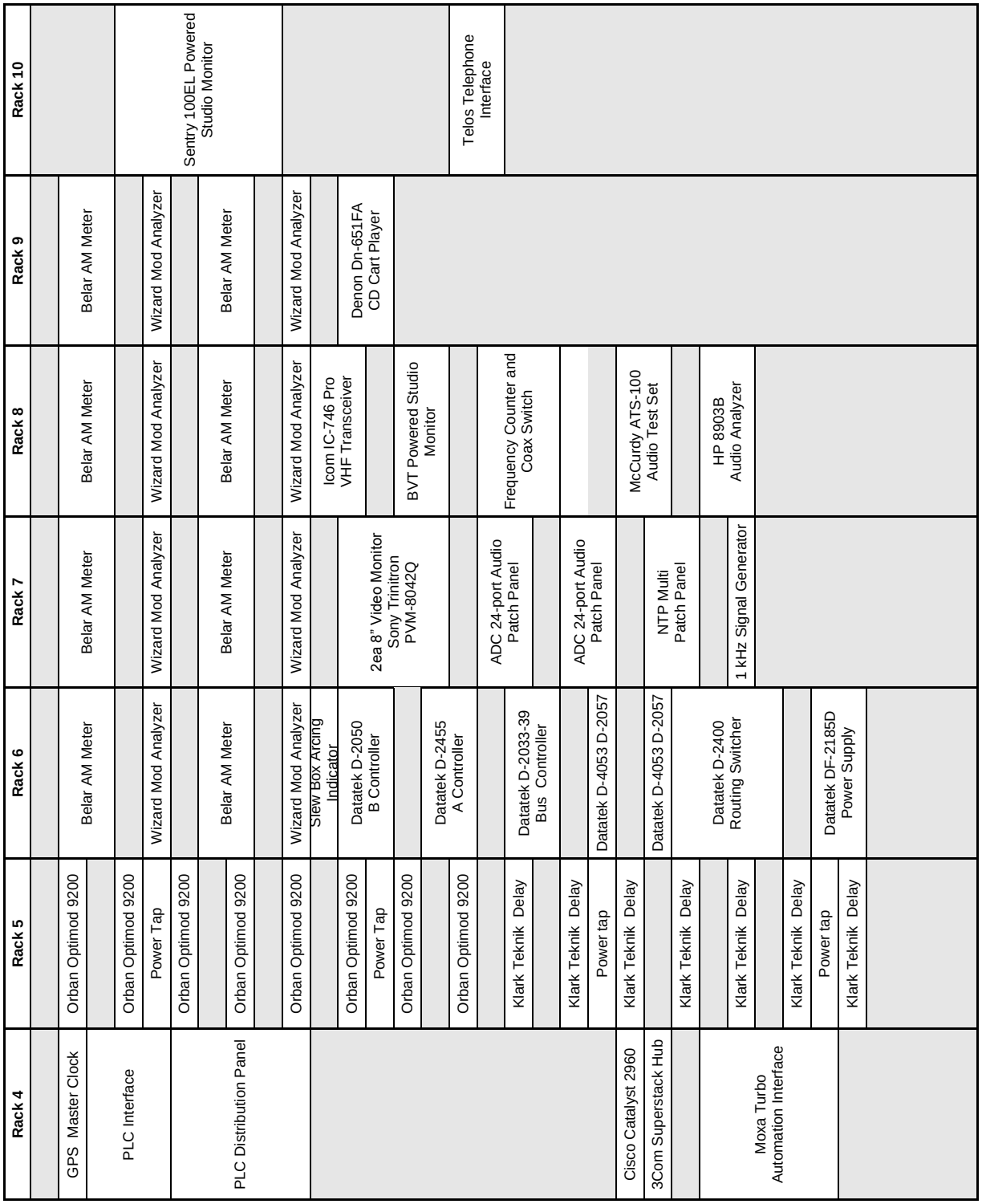


**Master Control Room at Tinian**

## Master Control Room – Tinian

| Rack 1 | Rack 2 | Rack3 |
|---|---|---|
| | | |
| Antenna Slew Control Computer | Antenna Matrix ECMP Computer | SCADA Computer Monitor |
| | ECMP Keyboard | |
| 19" RCA Television Gate Camera Monitor | | SCADA Computer CPU |
| | Ant. Slew Keyboard | |
| | | SCADA Keyboard |
| | VESDA Computer Monitor | |
| | | VESDA Keyboard |
| Main Gate Remote Control | | SCADA Printer |
| | VESDA Fire System Computer CPU | |
| | | |

TINIAN MCR – EQUIPMENT RACKS 1-3




TINIAN MCR – EQUIPMENT RACKS 4-10

| Rack 1 | Rack 2 | Rack 3 | Rack 4 | Rack 5 |
|---|---|---|---|---|
| | | Scientific Atlanta AsiaSat 3 Receiver | | |
| | | | Maxtech LRC-1100 | |
| | | | | |
| | | Scientific Atlanta AsiaSat 3 Receiver | | |
| | | | LNR Up Converter | |
| | | | | |
| | | Scientific Atlanta AsiaSat 3 Receiver | LNR Up Converter | |
| | | | | |
| | | | Scientific Atlanta AsiaSat 3 Receiver | |
| | | Scientific Atlanta AsiaSat 3 Receiver | | CPI Satellite Amplifier Switch Panel |
| | | | Scientific Atlanta AsiaSat 3 Receiver | |
| VideoTek APM-800 Powered Audio Monitor | | Scientific Atlanta AsiaSat 3 Receiver | | |
| 24-port ADC Audio Patch Panel | | | | CPI VZ-6962E2 400w Satellite Amplifier |
| | | Scientific Atlanta AsiaSat 3 Receiver | Vertex TRC-14 Tracking Receiver | |
| 24-port ADC Audio Patch Panel | | | | |
| 24-port ADC Audio Patch Panel | | Scientific Atlanta AsiaSat 3 Receiver | Vertex 7134 Antenna Control | CPI VZ-6962E2 400w Satellite Amplifier |
| | Optelecom 7104 Mux | | | |
| | Rad Optimux OP-4T1 | Scientific Atlanta AsiaSat 3 Receiver | | |
| | | Cisco 2620 Router | | |
| | Wyse Terminal | Radyne RCS-11 Switch | | |
| | | Radyne DMD-4500 Satellite Modem | L3 Down Converter | |
| | | | | |
| | | Radyne DMD-4500 Satellite Modem | L3 Down Converter | |
| | Wyse Term Keyboard | | | |
| | Timeplex Link/2T | | Scientific Atlanta AsiaSat 3 Receiver | |
| | | | | |
| | | | Scientific Atlanta AsiaSat 3 Receiver | |
| | Timeplex Blower | | | |
| | | | Scientific Atlanta AsiaSat 3 Receiver | |
| | Timeplex Power Supply | | | |
| | | | Scientific Atlanta AsiaSat 3 Receiver | |
| McLean Cabinet Blower | | McLean Cabinet Blower | | |

TINIAN MCR – SIS EQUIPMENT RACKS 1-5

## 2.2 ANTENNAS

### Saipan Transmitter Site

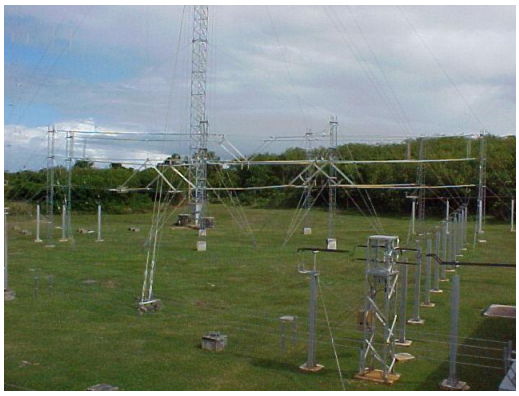
| SAIPAN TRANSMITTER SITE ANTENNA INFORMATION | | | |
|---|---|---|---|
| **Manufacturer & Model** | **Antenna** | **Slew** | **Bore Sight** |
| **TCI Model 611 Curtain Antenna** | **195°** | **+/-15°/30°** | **165°, 180°, 210°, 225°** |
| | **270°** | **+/-15°/30°** | **240°, 255°, 285°, 300°** |
| | **340°** | **+/-15°/30°** | **310°, 325°, 355°, 010°** |

- All three of the HF antennas are dipole curtain with folded half wave dipoles in a 4x4 horizontal row and vertical column arrangement.

- All of the antennas are horizontally polarized with a screen reflector curtain and are capable of slewing or changing the azimuth of the main beam.

- All three antennas are designed to provide RF radiating energy in the 9 MHz to 18 MHz international broadcast band. This antenna system is a very complex and elaborate array of wires and insulators broken down into two parts, the curtain and the reflector screen. The curtain is made up of sixteen dipoles, which are phased together. The style of antenna is termed a 4 X 4 because it uses four sets of vertical feed lines and four sets of interconnecting dipoles across the top, and they are stacked four high. The average antenna gain is 21 dB. This antenna can be slewed in five different positions.

- Antenna 340° uses field switches to interface to a diplexer/combiner system, which is designed for operating two broadcast transmitters at the same time with one providing energy in the 9 MHz broadcast band, and the other providing energy in the 11 MHz band. The two ports consist of frequency ranges from 9.4 MHz to 10.0 MHz and from 11.55 MHz to 12.15 MHz. The input impedance is 300 ohms balanced with the average power input of 150 kW, 400 kW PEP. Isolation between the two ports is –40 dB or better at combiner inputs. This diplexer/combiner was installed and commissioned on September 4, 1999.



**Saipan Antenna 340 Diplexer/Combiner (9 MHz and 11 MHz)**



## SAIPAN'S SWITCH MATRIX

Saipan's Antenna Switch Matrix contains three inputs and utilizes five outputs in a compact, expandable operating switching system. It is easy and simple to operate either remotely or locally. This easy straightforward operation provides the end user with complete control and full status over each switch matrix operational change. It is directly linked, via a host computer operating other controller functions, with other related systems and has complete automatic control of every possible complex antenna configuration.

## Tinian Transmitter Site

| TINIAN TRANSMITTER SITE ANTENNA INFORMATION | | | |
|---|---|---|---|
| **Manufacturer & Type** | **Antenna** | **Slew** | **Bore Sight** |
| **Telefunken Curtain Antenna** | **267°H** | **±24°** | **255°-279°** |
| | **267°L** | **±24°** | **255°-279°** |
| | **280°H** | **±48°** | **256°-304°** |
| | **280°L** | **±48°** | **256°-304°** |
| | **295°H** | **±48°** | **271°-319°** |
| | **295°L** | **±48°** | **271°-319°** |
| | **295°M** | **±48°** | **271°-309°** |
| | **313°H** | **±48°** | **289°-337°** |
| | **313°L** | **±48°** | **289°-337°** |
| | **333°H** | **±48°** | **309°-357°** |
| | **333°L** | **±48°** | **309°-357°** |

- The antenna system at the Tinian Transmitter Site consists of five high band/low band antenna combinations and one midband antenna for a total of eleven antennas. The antenna pairs are aligned on bore sights beginning at 267 degrees through 333 degrees true. The antenna system allows for coverage from Indonesia in the south to China, Mongolia and portions of Siberia in the north.

- Antennas 333H and 295H:

  - The 333 degree bore sight and 295 degree bore site high band (11.5 – 21.85 MHz) antennas are configured as HRS 4/6/0.5 curtained antennas. They consist of folded half wave dipoles arranged in four vertical columns and six horizontal rows with the lowest row of dipoles at one half wave length (at designed center frequency) above ground. The design also includes a reflector screen at the rear of the antenna.

  - The antennas are capable of being electronically slewed in eight-degree steps from bore site to +/- twenty-four degrees, i.e., 309 – 357 degrees for 333H and 271 – 319 degrees for 295H.

  - The rated power capacity of each is 600 kW with a gain of 19 to 25 dB depending on frequency and slew angle.

- Antennas 333L and 295L:

  - The 333 degree bore sight and 295 degree bore site low band (5.80 – 12.2 MHz) antennas are configured as HRS 4/6/0.5 curtained antennas. They consist of folded half wave dipoles arranged in four vertical columns and six horizontal rows with the lowest row of dipoles at one half wave length (at designed center frequency) above ground. The design also includes a reflector screen at the rear of the antenna.

  - The antennas are capable of being electronically slewed in eight-degree steps from bore site to +/- twenty-four degrees, i.e., 309 – 357 degrees for 333L and 271 – 319 degrees for 295L.

  - The rated power capacity of each is 600 kW with a gain of 19 to 25 dB depending on frequency and slew angle.

  - The three towers supporting 333L and 295L, at 440 feet tall, are the tallest manmade structures in the Commonwealth.

- Antennas 280H and 280L:

  - The 280 degree bore sight antennas are configured as HRS 4/4/0.5 curtained antennas. They consist of folded half wave dipoles arranged in four vertical columns and four horizontal rows with the lowest row of dipoles at one half wave length (at designed center frequency) above ground. The design also includes a reflector screen at the rear of the antenna.

  - The antennas are capable of being electronically slewed in eight-degree steps from bore site to +/- twenty-four degrees, i.e., 256 - 304 degrees.

  - The rated power capacity of each is 600 kW with a gain of 19 to 25 dB depending on frequency and slew angle.

- Antennas 267H and 267L:

  - The 267 degree bore sight antennas are configured as HRS 2/4/0.5 curtained antennas. They consist of folded half wave dipoles arranged in two vertical columns and four horizontal rows with the lowest row of dipoles at one half wave length (at designed center frequency) above ground. The design also includes a reflector screen at the rear of the antenna.

  - The antennas are capable of being electronically slewed in twelve-degree steps from bore site to +/- twelve degrees, i.e., 255 - 279 degrees.

  - The rated power capacity of each is 600 kW with a gain of 19 to 25 dB depending on frequency and slew angle.

  - The coaxial feed to the 267 degree pair is routed through a RF Field Switch allowing 267H or 267L to be used, but not both at the same time.

- Antennas 313H and 313L:

  - The 313 degree bore sight antennas are configured as HRS 4/4/0.5 curtained antennas. They consist of folded half wave dipoles arranged in four vertical columns and four horizontal rows with the lowest row of dipoles at one half wave length (at designed center frequency) above ground. The design also includes a reflector screen at the rear of the antenna.

  - The antennas are capable of being electronically slewed in eight-degree steps from bore site to +/- twenty-four degrees, i.e., 289 - 337 degrees.

  - The rated power capacity of each is 600 kW with a gain of 19 to 25 dB depending on frequency and slew angle.

- Antenna 295M:

  - The 295 degree bore sight antenna is configured as a HRS 4/4/0.5 curtained antenna. It consists of folded half wave dipoles arranged in four vertical columns and four horizontal rows with the lowest row of dipoles at one half wave length (at designed center frequency) above ground. The design also includes a reflector screen at the rear of the antenna.

  - The antenna is capable of being electronically slewed in eight-degree steps from bore site to +/- twenty-four degrees, i.e., 271 - 319 degrees.

  - The rated power capacity of the antenna is 600 kW with a gain of 19 to 25 dB depending on frequency and slew angle.

- Antennas 270L and 305L:

  - The 270L and 305L are configured as HRS 611 4/6/.5 6-11 MHz antennas. It consist of folded half wave dipoles arranged in six vertical columns and four horizontal rows of dipoles at one half wave length (at designed center frequency) above ground. The design also includes a reflector screen at the rear of the antenna.

  - The antennas are capable of being electronically slewed in seven position sl steps from bore site +/- twenty-four degrees. Vertical slew switch is also designed to operate with high power balance transmission lines. The switch has a straight-through (++0) position and a turn (+++0).

| Manufacturer & Model | Antenna | Slew | Bore Sight |
|---|---|---|---|
| TCI Model 611 4/6/.5 Curtain Antenna | 270L | +/-8°/16°/24° | 246°, 254°, 262°, 278°, 286°, 294° |
| | 305L | +/-8°/16°/24° | 281°, 289°, 297°, 313°, 321°, 329° |

**Switch Matrix at Tinian**



## Tinian Switch Matrix

- The switch matrix is an eight input by fifteen output (8X15) electro-mechanical switch manufactured by TCI.
    - Transmitters Tin-1 through Tin-8 use the eight inputs. There are no spares available.
    - The antennas and dummy load use 13 of the 15 outputs, with Antennas 267H and 267L using the same output along with a RF field switch. There are currently two spare outputs.
- Automated Operations:
    - The Local Control and Monitoring Point (LCMP) computer, which is located in the Switch Matrix Room, directly controls the switch matrix.
    - The Extended Control and Monitoring Point (ECMP) computer, which is located in the Master Control Room (MCR), is directly connected to the LCMP and the Station Automation System (SAS) computer.
    - In normal operations, the SAS computer provides matrix-positioning instructions to the ECMP computer, which in turn relays the instructions to the LCMP computer for execution. In addition, the LCMP and ECMP computers provide monitoring of forward and reverse interlocks, air pressure in the transmission lines, and status of the dehydrators.
    - Manual intervention for positioning of the switches can take place at the SAS, ECMP, LCMP, or mechanically at the switch matrix.

## 2.3 COMMUNICATIONS

### Telephone

- The transmitting station has a subscribed total of twenty-two telephone lines provided by Verizon. Saipan uses 14 of these telephone lines and Tinian uses 8. The Tinian telephone lines are sent over from Saipan via microwave link.

- The private branch exchange (PBX) is a Northern Telecom (Meridian) Model NT5B01 digital key type system.

- The transmitting station has two Iridium portable satellite telephones. One is assigned to the Saipan Transmitter Site, and the second one is assigned to the Tinian Transmitter Site.

- Cell phones are used at the Saipan Transmitter Site. Coverage area is island wide, with decent reliability most of the time.

### Satellite Interconnect System

- This equipment provides for an eight-line telephone and data connection between the Saipan and Tinian Transmitter Sites. The data connection is routed through a T1 microwave data circuit with a 1544 KBPS data rate.

- The SIS is used to communicate between the Saipan and Tinian Transmitter Sites, and with the other transmitting stations and Headquarters Washington.

### Hand-held Radio

Six Motorola Visar portable hand-held radios are used between both sites. Typically, hand-helds are used to communicate between the Master Control Room and antenna technicians working out in the antenna field.

### Local Area Network (LAN) and Wide Area Network (WAN)

- Both Saipan and Tinian operate a local area network (LAN) using a dedicated Windows NT file server located at each site. Both sites are also linked to the IBB's wide area network (WAN). The individual workstations, servers, and printers at both sites are terminated at 3COM dual speed hubs.

- The transmitting station's e-mail server is located at Tinian, with Saipan being linked to the Tinian server through a two-way microwave link.

## 2.4 POWER

### Saipan Transmitter Site

### Commercial Power

The Saipan Transmitter Site operates on commercial power provided by the Commonwealth Utilities Corporation (CUC), which provides a 5 MW power source. Commercial power is received at the station and transformed to 480 volts through a 1 MW or 1000 kVA Westinghouse step-down transformer. It is then connected to a GE-1600 amp electrical load center type breaker. All three 600 amp circuit breakers are individually distributed to all three transmitters.

Low voltage electrical power is also supplied to the Transmitter and Administrative Office Buildings. Each building has its own separate circuit breaker connected to a separate step-down transformer taking the 480 volts down to 208 volts.

### Standby Power

The site's backup power plant can generate sufficient power to operate the entire site in the event of a power outage. The 800 kW Caterpillar Model 3508 diesel generator only utilizes approximately 50% of its full capacity to operate the entire site at full power on all three transmitters. The generator is equipped with a 1200 amp Automatic Transfer Switch (ATS). The ATS is set for five seconds and will automatically start the generator engine and transfer from commercial power over to standby generator power within five seconds.



The site's transmitters use Controlled Carrier Level Modulation (CCM), which reduces the 300 kW load potential of the transmitters and the average power utilization. However, this transmitter power cycling has a strenuous impact on the generators when they are under load.

Diesel fuel is stored in a 4,000-gallon capacity, above ground, steel storage tank. A concrete containment is provided for safety in the event of a fuel spill (overflow) or any other sudden unexpected fuel leak. A collector-retaining pit is also provided. The 4000 gallons of fuel can operate the entire site for 4 days.

## Tinian Transmitter Site

### Commercial Power

The Tinian Transmitter Site operates on commercial power provided by the CUC, which provides approximately 5 MW of power. At the site, the transmitters access an 11 kV bus. A transformed 4 kV bus is used to power the remainder of the station. The commercial power feed does experience periodic power outages and occasional excessive peak to peak voltage and frequency fluctuations.

### Standby Power

The site's power plant is designed to provide backup power only. The site is equipped with two 1,250 kW and one 325 kW generators. The power plant can generate 2.83 MW of power, which can operate three transmitters at full power, or all eight transmitters at reduced power. The gravity fed fuel system was upgraded with the addition of a motorized fuel pump to increase the flow of fuel into the generators. This feature is especially beneficial when the commercial power is out for an extended period. The Tinian Transmitter Site has two 30,000-gallon diesel fuel storage tanks. The site can operate approximately 20 days without refueling if needed.



**1,250 kW Generator**

## 2.5 AUTOMATION

(Note: While the following operations are automated at the sites, manual intervention can take place at any level to correct malfunctions.)

### Station Automation System (SAS) - Saipan and Tinian

All programming originates at the International Broadcasting Bureau (IBB) in Washington, DC and is delivered to the station via satellite. Station personnel are responsible for ensuring that the program feeds are routed to the proper transmitter as specified by the program schedule. This schedule is developed by the IBB in Washington, and e-mailed to the transmitting station where it is stored on a local database.

At each site, the SAS automatically accesses the local program schedule database and accomplishes the following:

- Selects the audio program from the array of audio sources.
- Selects the appropriate transmitter and sets the correct operating frequency.
- Sends the audio signal to the transmitter for modulation of the RF carrier signal.
- Controls the switchbay to send the amplified modulated RF carrier signal to the appropriate antenna, and sets the correct slew angle for the antenna.
- Logs station alarms.
- As part of this process, the SAS will also start and stop stored sign-on and sign-off messages (EPROMs), and local audio sources such as CD players, cassette tape decks and digital audio tape decks.
- While on air, the SAS monitors the transmitter – antenna pair for correct operating parameters and provides alarms and corrective actions when errors occur.

The SAS, as currently designed, will not make automatic substitutions for equipment that fails to respond properly to SAS control commands, and it will not take corrective action in response to any faults. If controlled equipment fails to respond at the appointed time and according to the schedule programmed into the SAS, the SAS will not reissue the command. A Master Control Room operator must reissue the command manually.

After the transmitter has been selected and broadcast of the modulated carrier has started, a Master Control Room operator using a SAS control screen can isolate a particular transmitter, and display all of the equivalent transmitter front panel meter readings to include the IPA Cathode Current, PA Grid Current, PA Screen Current, PA Plate Current, PA Bias Voltage, PA Screen Voltage, Incident Power (100 kW) and Reflected Power (typically 10% or 10 kW).

Also located in the Master Control Room is another SAS screen that displays the current status of the switch matrix.

The following automated systems are associated with and/or controlled by the SAS:

- Extended Control and Monitoring Point (ECMP)
- Antenna Slew Control (ASC)
- Audio Routing System (ARS)
- Supervisory, Control, and Data Acquisition (SCADA) - Tinian only

## Extended Control and Monitoring Point (ECMP) – Saipan and Tinian

The ECMP system monitors and directs the switch matrix. To accomplish these actions, it works through the Local Control and Monitoring Point (LCMP) system that is located in the Switch Matrix Room. The ECMP system accepts commands from the SAS system as to which antenna will be connected to which transmitter and reports back to the SAS system when the connections are completed. Additionally, the ECMP and LCMP systems monitor switch positions, forward and reverse interlock, and transmission line pressure. Should any of the parameters be out of limits, the ECMP system reports this situation to the SAS system, and locks out the problem antenna.

## Antenna Slew Control (ASC) – Saipan and Tinian

The ASC system controls the slew of the bore site of the antennas under instruction from the SAS system. Additionally, it monitors and reports to the SAS system the correct positioning of the slew switches located at the antennas. Should there be an abnormality in a switch position, the SAS system will lock that antenna out. The ASC system communicates with the antenna switches in the antenna field via a fiber optic ring.

## Audio Routing System (ARS) - Saipan and Tinian

The **audio router** is a 20 input by 20 output (20 X 20) router. Under instruction from the SAS system, it can route any SIS or local source audio to any transmitter.

There are over 30 different program feeds arriving at the ARS, where the scheduled audio feed signal is selected, and sent to the appropriate audio processor. The Orban 9200 Audio Processor operates as an audio signal processor and improves the signal level and sound quality of the audio signal. The Audio Gain Controller provides amplifier control to the audio signal being processed. For the times when it is necessary to broadcast local music fill, Denon CD Players are available and connected to the audio routing system.

## Supervisory, Control and Data Acquisition (SCADA) System - Tinian only

The SAS is interfaced to the SCADA system. This interface allows the SAS system to configure transmitter operation to available AC Power.

The SCADA system monitors the primary commercial and generator power systems at the Tinian Transmitter Site. Should a loss of commercial power occur, the SCADA system would isolate the commercial source, start the generators, and connect them to the transmitter site's power grid. This operation typically takes ten seconds. Additionally, the SCADA system reports the reduced primary power situation to the SAS system so that the SAS system will operate the transmitters at reduced power. As the SAS system reports its primary power requirements to the SCADA system, it will start or stop the generators as necessary. When commercial power is returned, the SCADA system will phase back in the commercial power, begin to shed generator load, and disconnect and cool down the generators before stopping them.

The SCADA system provides for the automatic control of power plant operations as follows:

- Controls starting and stopping of all the generator sets in response to anticipated and real-time station electrical load changes.

- Provides for reporting and logging of data and alarms.

- Continuously monitors the total station load and automatically starts, synchronizes, and connects to the bus another generator set (if available) when the total demand exceeds 80% of the online capacity. If no units are available to bring online, the system will automatically shed the transmitter load by initiating carrier inhibit on as many transmitters as required.

- Monitors engine high jacket water temperature, low lube oil pressure, and high lube oil temperature to detect an imminent engine shutdown. Upon the occurrence of any of these fault alarms, the system will automatically start, synchronize and place online an additional generator set (if available) and shutdowns the ailing unit. If no units are available to bring online, the system will automatically shed the transmitter load by initiating carrier inhibit on as many transmitters as required.

Aside from shutting down an ailing generator set and bringing online an additional unit (if available), the SCADA system will not take corrective action in response to any fault alarms.

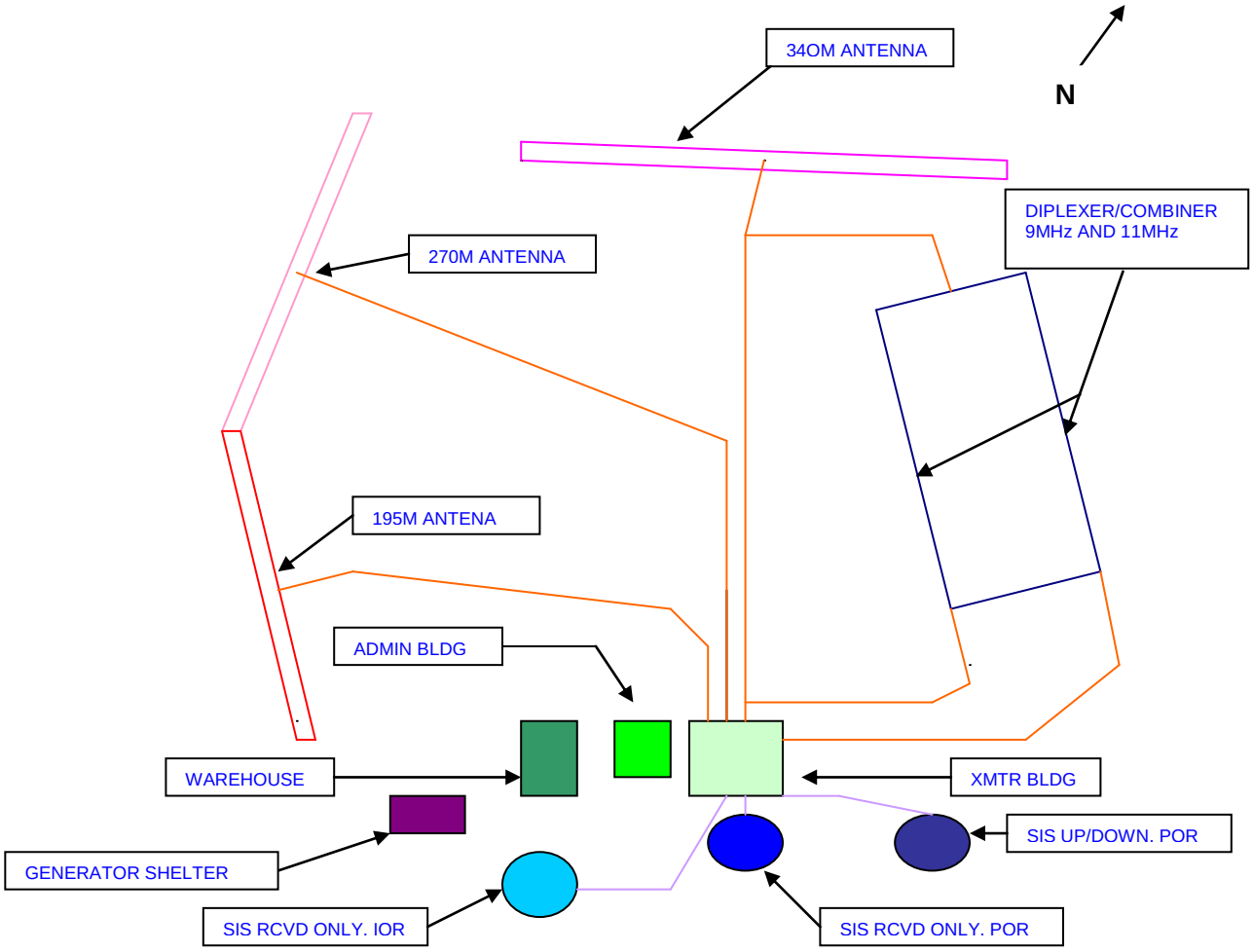
## 2.6 SATELLITE SYSTEMS

The Tinian Transmitter Site is linked to both the Indian Ocean Region (IOR) Satellite and the Pacific Ocean Region (POR) Satellite via a 6.1-meter uplink Satellite Interconnect System. The Saipan Transmitter Site is linked to the Pacific Ocean Region (POR) Satellite via a 4.5-meter C-Band dish. Both Saipan and Tinian have uplink (128 KBPS data rate) and downlink (1544 KBPS data rate) capability. The program feeds are received from AsiaSat 2 and AsiaSat 3 via IOR.

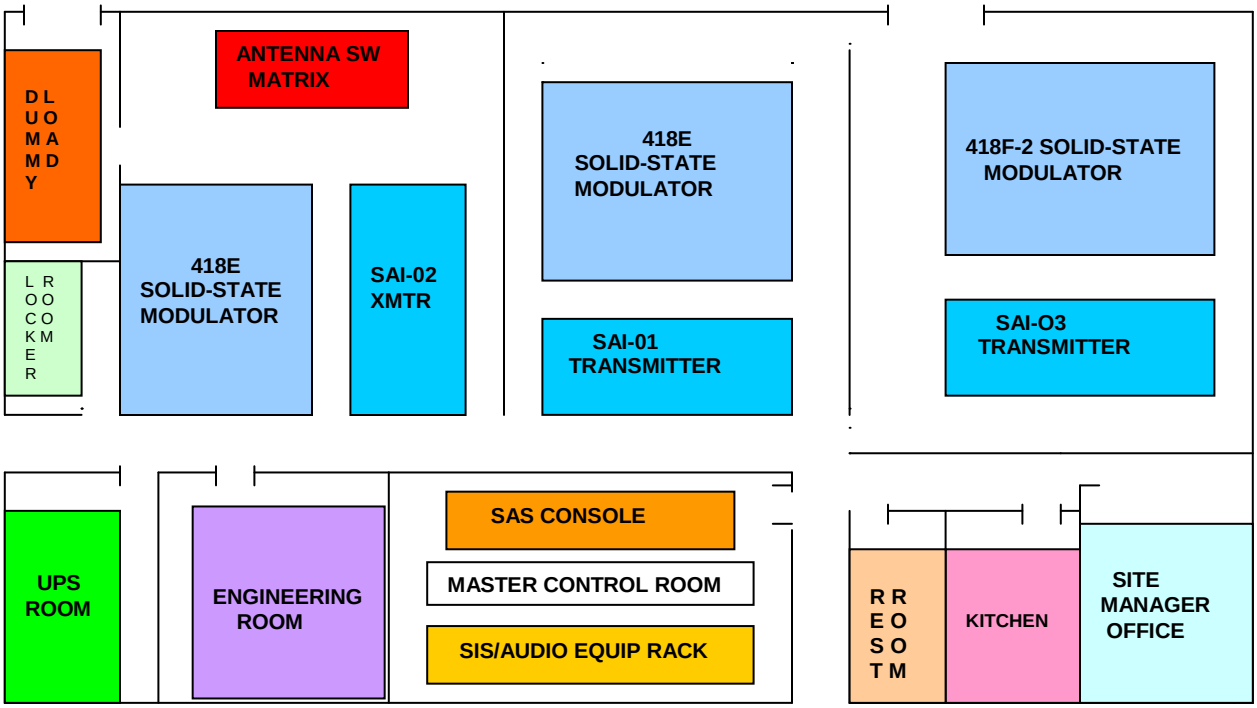
In the event the SIS is not available, telephone backups are used to receive the programming. For Radio Free Asia programming, **Telos backup modems** are available to transfer audio content from the RFA Master Control Room in Washington, D.C. to either Master Control Room.

# 3.0 Drawings

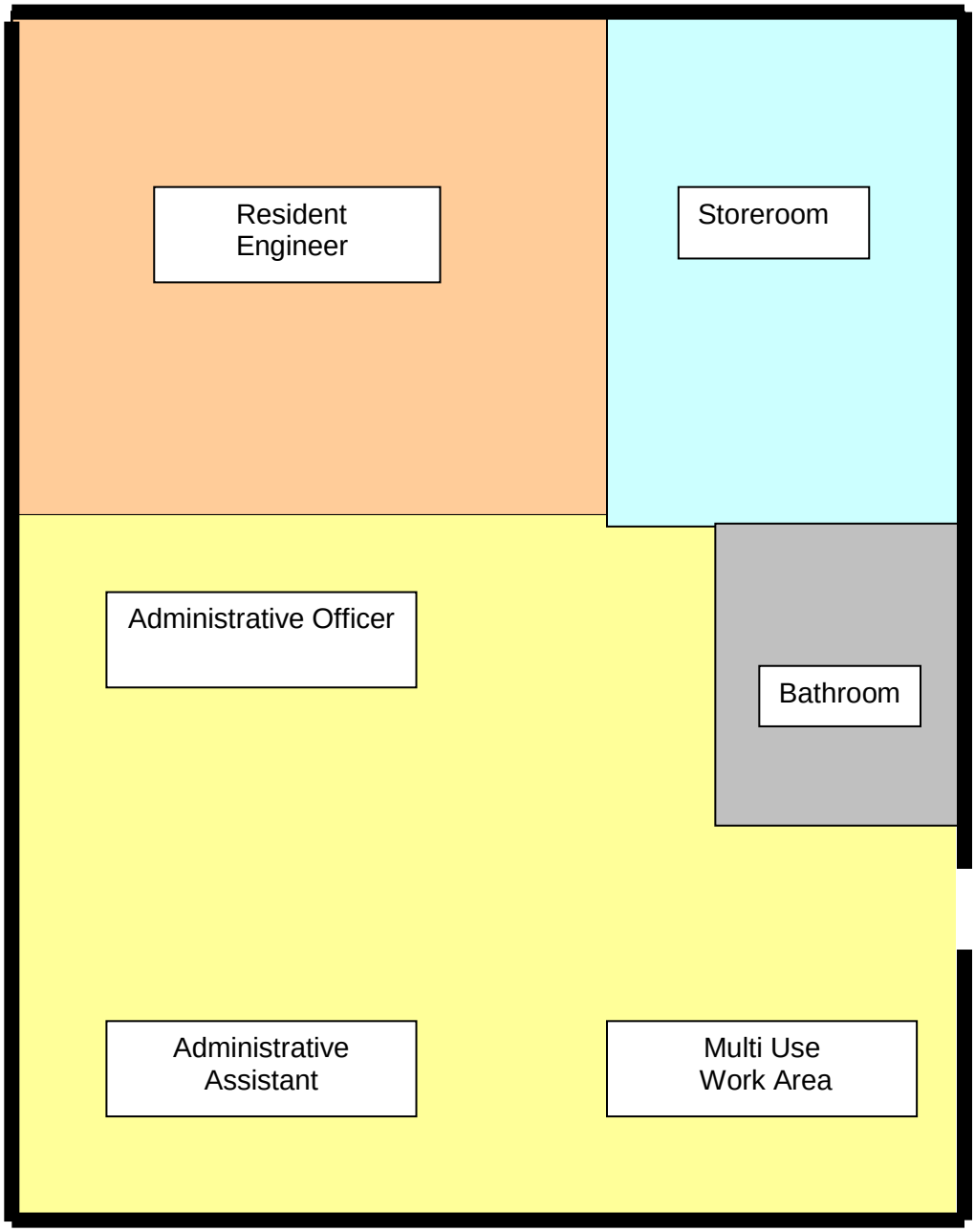
Saipan Transmitter Site
Saipan Transmitter Building
Saipan Administrative Building
Tinian Transmitter Site
Tinian Transmitter Building



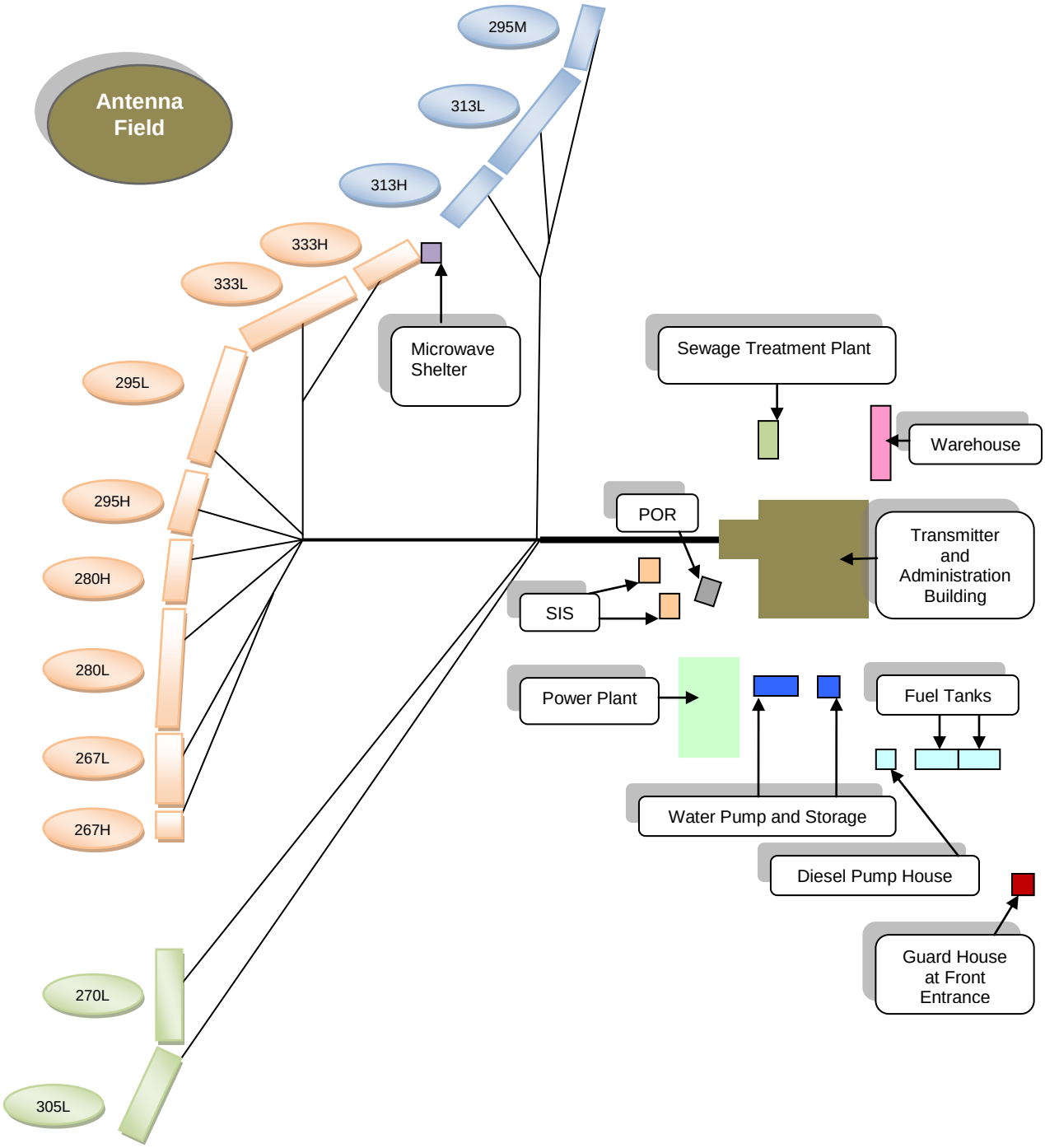

## SAIPAN TRANSMITTER SITE



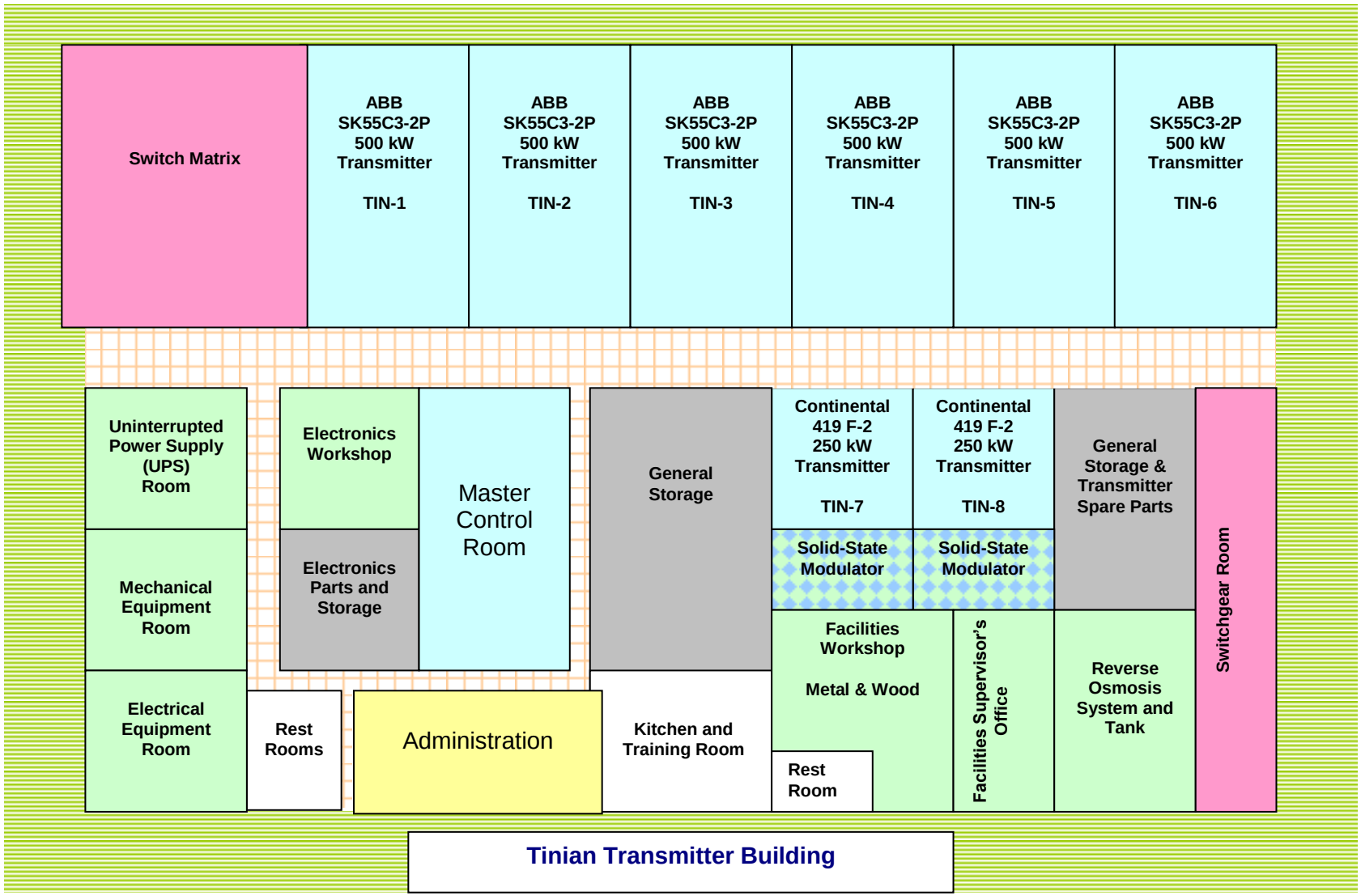

## SAIPAN TRANSMITTER BUILDING




## SAIPAN ADMINISTRATIVE BUILDING




**Tinian Transmitter Site**


Switch Matrix
ABB SK55C3-2P 500 kW Transmitter TIN-1
ABB SK55C3-2P 500 kW Transmitter TIN-2
ABB SK55C3-2P 500 kW Transmitter TIN-3
ABB SK55C3-2P 500 kW Transmitter TIN-4
ABB SK55C3-2P 500 kW Transmitter TIN-5
ABB SK55C3-2P 500 kW Transmitter TIN-6
Uninterrupted Power Supply (UPS) Room
Mechanical Equipment Room
Electrical Equipment Room
Electronics Workshop
Electronics Parts and Storage
Master Control Room
Rest Rooms
Administration
General Storage
Kitchen and Training Room
Continental 419 F-2 250 kW Transmitter TIN-7
Continental 419 F-2 250 kW Transmitter TIN-8
Solid-State Modulator
Solid-State Modulator
Facilities Workshop Metal & Wood
Rest Room
Facilities Supervisor's Office
General Storage & Transmitter Spare Parts
Reverse Osmosis System and Tank
Switchgear Room
Tinian Transmitter Building

The following is a list of the TSI's that pertain to the transmitting plants.

| | |
|---|---|
| TSI 101 | Robert E. Kamosa Transmitting Station, March 01, 2016, pg. 1-5. |
| TSI 102 | Reports Calendar, November 19, 2009, pg. 6-11 |
| TSI 103 | Budget, May 15, 2000, pg. 12-34. |
| TSI 104 | Purchasing, May 15, 2000, pg. 35-45. |
| TSI 105 | TSIs, September 18, 2018, pg. 46-47. |
| TSI-106 | T/EO FAXFAX System, September 19, 2018, pg. 48-49. |
| TSI 107 | Travel and Other Absences from the Station, Nov 2, 2018, pg. 50-60. |
| TSI 108 | Property Accountability, September 26, 2018, pg 61-89. |
| TSI 109 | Training, March 13, 2014, pg. 90-91. |
| TSI 110 | Station Safety Plans, October 19, 2018, pg. 92-115. |
| TSI 111 | Motor Vehicles, March 19, 2019, pg. 116-123. |
| TSI 112 | Subsidiary Site Operations, March 20, 2015, pg. 124-129. |
| TSI 115 | Payroll Processing Procedures, October 17, 2018, pg. 130-132. |
| TSI 116 | Annual Report on Leases, October 05, 2009, pg. 133-136. |
| TSI 201 | Washington Funded M&R Program, August 10, 2018, pg. 137-142. |
| TSI 202 | Lubricating and Fuel Oil Analysis, Nov 13, 2018, pg.143-144. |
| TSI 203 | Equipment Performance Specifications, July 16, 2010, pg. 145-155. |
| TSI 204 | Energy Management Program, August 10, 2015, pg. 156-186. |
| TSI 301 | Computers, Software, PBX, March 24, 2005, pg. 187-195. |
| TSI 302 | Management of Large Power Tubes, September 21, 2018, pg. 196-207. |
| TSI 303 | Management of Vacuum Capacitors, September 25, 2018, pg. 209-211. |
| TSI 304 | Requisitioning, Returning Items for Warranty, September 25, 2018, pg. 212-222. |
| TSI 305 | Transmitting Station Maintenance Program, July 23, 2014, pg. 223-227. |
| TSI-306 | Planned Maintenance Affecting Broadcast Schedule, Sept 27, 2018, pg. 228-230. |
| TSI 401 | Irregularity Reporting, November 19, 2018 (Draft), pg. 231-252. |
| TSI 402 | Transmitting Station Monthly Operations Reporting, Sept 27, 2018, pg. 253-261. |
| TSI 403 | Quarterly and Annual Statistical Reports, August 10, 2015, pg. 262-276. |
| TSI 404 | Station Emergency Plans, November 08, 2018, pg. 277-281. |
| TSI 405 | Station Announcements, June 02, 2011, pg. 282-286. |
| TSI 406 | Program Feed Dial Back-up Procedures, May 15, 2000, pg. 286-287. |
| TSI 407 | Broadcasting Contingencies, September 21, 2015, pg. 288-289. |
| TSI 408 | Simultaneous Transmissions, June 01, 2011, pg. 290. |
| TSI 409 | Transmitter Tune-Up, May 31, 2011, pg. 291-293. |
| TSI 410 | Emergency Programming Procedure, May 31, 2011, pg. 294. |
| TSI 411 | Tracking and Reporting on Tubes and Capacitors, Nov 08, 2018, pg. 295-312. |
| TSI 412 | IT Disaster Recovery Plan, November 27, 2018, pg. 313-316. |

## 101.1 ADMINISTRATIVE MAIL:

Name or Title/Station Manager
International Broadcasting Bureau
P. O. Box 504969
Saipan, MP 96950

## 101.2 POSTAL MAIL PACKAGES (i.e. U.S. Priority Mail, U.S. Express Mail):

For Saipan:

Name or Title/Station Manager
International Broadcasting Bureau
P. O. Box 504969
Saipan, MP 96950

For Tinian:

Name or Title/Station Manager
International Broadcasting Bureau
P. O. Box 520656
San Jose Village
Tinian, MP 96952

## 101.3 EXPRESS COURIER MAIL (i.e. DHL, FedEx and UPS):

There are no street numbers on Saipan, and no streets or street numbers on Tinian. Address descriptions are used:

International Broadcasting Bureau
Resident Engineer
Agingan Lane, San Antonio
Saipan, MP 96950
Phone number: (670) 233-1624/Cellphone: (670) 989-4223

If acceptable to courier and courier is capable to shipping to Tinian, use the following Tinian address:

International Broadcasting Bureau
Resident Engineer
Northfield
Tinian, MP 96952
Phone number: (670) 234-5080/Cellphone: (670) 989-4223

## 101.4 AIR FREIGHT:

Tinian and Saipan are separate islands, therefore shipments intended for Tinian Site and Saipan Site must be so marked and shipped to the Site address below.

Shipments should be Door to Door Shipment, for shipments made through JCM Logistics. JCM's local Agent will contact the station to arrange the delivery. Other shipments should also be Door to Door Shipment, if possible.

**FOR TINIAN:**
International Broadcasting Bureau
Northfield
Resident Engineer
Tinian Transmitter Site
Tinian, MP 96952
Phone number: (670)234-5080/Cellphone: (670) 989-4223

**FOR SAIPAN:**
International Broadcasting Bureau
Resident Engineer
Agingan Lane, San Antonio
Saipan, MP 96950
Phone number: (670) 233-1624/Cellphone: (670) 989-4223

## 101.5 SEA FREIGHT:

Tinian and Saipan are separate islands, therefore shipments intended for Tinian Site and Saipan Site must be so marked and shipped to the Site address below.

Shipments should be Door to Door Shipment, for shipments made through JCM Logistics. JCM's local Agent will contact the station to arrange the delivery. Other shipments should also be Door to Door Shipment, if possible.

**FOR TINIAN:**
International Broadcasting Bureau
Northfield
Resident Engineer
Tinian Transmitter Site
Tinian, MP 96952
(DIPLOMATIC GOODS)

Tel: Office (670)234-5080/Cell: (670) 989-4223
Fax: (670) 234-5079

**FOR SAIPAN:**
International Broadcasting Bureau
Resident Engineer
Agingan Lane, San Antonio
Saipan, MP 96950

Tel: Office (670) 233-1624/Cell: (670) 989-4223
Fax: (670) 233-1614

(DIPLOMATIC GOODS)

## 101.6 OFFICE TELEPHONE NUMBERS

The Robert E. Kamosa Transmitting Station local time is UTC +10 (EST +15) and in the summer is UTC +10 (EDT +14).

| | Area Code | Number | SIS Ext. |
|---|---|---|---|
| Administrative Office | 670 | 233-1624 | SAI-111/112 |
| Administrative Office Facsimile | 670 | 233-1614 | |
| Resident Engineer's Cell | 670 | 989-4223 | |
| Resident Engineer's Office (Order Wire) | | | SAI-101 |
| Station Manager (Philippines) | 63 - 45 | 982-0255 | PHT-101 |
| Station Manager/Guest (CNMI/Cell) | 670 | 989-4220 | SAI-100/ TIN-300 |
| Saipan Transmitting Site | 670 | 234-6515 | |
| Saipan T/S Facsimile | 670 | 234-5452 | |
| Saipan Master Control | | | SAI-211 |
| Tinian Transmitting Site | 670 | 234-5080 | |
| Tinian T/S Facsimile | 670 | 234-5079 | |
| Tinian Master Control | | | TIN-311 |
| Resident Engineer's Office (Order Wire) | | | TIN-301 |
| Resident Engineer's Office (Cell) | 670 | 989-4223 | |

SIS Order Wire telephone numbers: TIN (846) + 211 or SAI (724) + 211 or + 100

The Saipan Administrative Office and the Tinian Transmitting Plant each have an Iridium Satellite Telephone. The assigned telephone numbers are:

Iridium Telephone - Saipan Admin Office: (8816) 41-494-534
Iridium Telephone - Tinian Transmitter Site: (8816) 41-494-596

## 101.7 HOME ADDRESSES & TELEPHONE NUMBERS

**Station Manager**
William S. Martin
No. 14B Libra Street
Bel Air Village III
1209 Makati City
Telephone no: (63)(2) 896-2721
Cellphone no: (63)(917) 688-4955

**Resident Engineer (Saipan and Tinian)**
Mr. Derek L. Gifford

P.O.Box 520656
San Jose Village,
Tinian, M.P. 96952-0656
Home Phone No.: (670) 433-1234
Cellphone No.: (670) 989-4223

## 101.8 OTHER INFORMATION

**Visa Information for Saipan:**

The Northern Mariana Islands are a commonwealth to the United States but administer their own labor standards and internal laws.

All native residents are U.S. citizens and U.S. citizens traveling to the islands do not require a visa. It is mandatory that all U.S. citizens have a valid passport for entry.

Non-U.S. citizens entering the Commonwealth of the NMI require a U.S. visa for entry. Non-U.S. citizens are also required to have a passport valid for at least six (6) months upon arrival, return or onward ticket, and sufficient amount of money or demonstrable means of support for the duration of stay in the CNMI. There are other requirements for citizens of certain countries, so it is recommended that non-U.S. citizen IBB personnel travelling into the CNMI must first contact the IBB Office on Saipan for entry clearance prior to travel.

**Visa Information for Guam:**

U.S. citizens traveling to Guam do not require a visa, but must have a valid passport or original birth certificate to support U.S. citizenship. Non-U.S. citizens (except Canadians and those traveling on a visa waiver) must obtain a US visa in advance before entering Guam. Under Guam's visa waiver program, citizens of certain countries like Australia, Japan, New Zealand and Great Britain, may enter Guam for up to fifteen days for business or pleasure without a US visa. There are other countries included under the visa waiver but the list may vary from time to time, so it is recommended that inquiry be made regarding visa waiver from the U.S. Embassy or U.S. Immigration Office prior to travel.

**Animal Quarantine Regulations:**

The following is in regards to animal quarantine rules and regulations on dogs and cats intended for importation into the Northern Marianas. All dogs and cats from rabies infected areas intended for importation in the Northern Mariana Islands are required by law to undergo at least 120 days of quarantine in Guam, Honolulu or at the As Perdido Animal Quarantine facility in Saipan.

The reason behind this is to avoid the possible introduction of rabies, which we are quite fortunate not to have. All other quarantine places are not acceptable. Station will assist in acquiring the necessary entry permits if needed. Typical kennel fees are quite high, (e.g., a dog weighing over 80 lb. the fee is $5.00 per day). This fee does not cover the cost of drugs, medication, veterinary supplies and materials, deworming, examinations, bathing or grooming, vaccinations, treatment for any medical reason, surgery, veterinary care, or any other services needed.

**Date: November 19, 2009**
**Subject: TSI-102, Reports Calendar**
**Proponent: E/OT**

| Report | Remarks | Reference | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Budget Year Estimate | Sent via E/O FAXFAX | TSI-103 | | | | | **May 20** | | | | | | | |
| Equipment Performance Measurements Results | Sent via E/O FAXFAX | TSI-203 | | | | | | | | | | | | **Dec 1** |
| Financial Plan - Proposed Next (1st Quarter) Year Plan | Sent via E/O FAXFAX | TSI-103 | | | | | **May 20** | | | | | | | |
| Financial Plan - Revised Next (1st Quarter) Year Plan | Sent via E/O FAXFAX | TSI-103 | | | | | | | | | **Sep 5** | | | |
| Financial Plan for 2nd Quarter | Sent via E/O FAXFAX | TSI-103 | | | | | | | | | | | | **Dec 5** |
| Financial Plan for 3rd Quarter | Sent via E/O FAXFAX | TSI-103 | | | **Mar 5** | | | | | | | | | |
| Financial Plan for 4th Quarter | Sent via E/O FAXFAX | TSI-103 | | | | | | **Jun 5** | | | | | | |
| Financial - Monthly E/O Status of Funds Report | Sent via E/O FAXFAX | E/O Guidance | ***5th Work Day Following the End of the Report Month*** | | | | | | | | | | | |
| Financial - Monthly BCI Coast (60) Report | Sent via E/O FAXFAX | CFO Guidance | ***5th Work Day Following the End of the Report Month*** | | | | | | | | | | | |
| Financial - Monthly GOE Coast (60) Report | Sent via E/O FAXFAX | CFO Guidance | ***5th Work Day Following the End of the Report Month*** | | | | | | | | | | | |
| FSN Position Descriptions - Annual Review and Certification | Copy to Local Files Copy to OHR | 3 FAH-2 H-443.3 | | **Last Work Day** | | | | | | | | | | |
| **FP/06-01 Overseas Specialists** Evaluation Period Begins | | BAM Title 5-B, 5-450 | | | | | **May 16** | | | | | | | |

**Date: November 19, 2009**
**Subject: TSI-102, Reports Calendar**
**Proponent: E/OT**

| Report | Remarks | Reference | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **FP/06-01 Overseas Specialists** Work Requirements Due | Signed OER Form Retained By Rating Officer | BAM Title 5-B, 5-450 | | | | | | **Jun 30** | | | | | | |
| **FP/06-01 Overseas Specialists** Mid-Period Review | Signed OER Form Retained By Rating Officer | BAM Title 5-B, 5-450 | | | | | | | | | | | **15th Work Day** | |
| **FP/06-01 Overseas Specialists** Evaluation Period Ends | Evaluate Performance on OER Form | BAM Title 5-B, 5-450 | | | | | **May 15** | | | | | | | |
| **FP/06-01 Overseas Specialists** Performance Evaluation Due | OER Form To E/O for Review or OHR for Files | BAM Title 5-B, 5-450 | | | | | | | **July 15** | | | | | |
| Foreign Service Specialist's Professional Experience Profile | Signed Form to OHR | Form IBB-1116 | | | | | | | | **10th Work Day** | | | | |
| **GS/01-06 & All WG Personnel** Evaluation Period Begins | | BAM Title 5-A, 5-450 | **Jan 1** | | | | | | | | | | | |
| **GS/01-06 & All WG Personnel** New Work Requirements Due | Signed Performance Evaluation Form Retained by Rating Officer | BAM Title 5-A, 5-450 | | **1st Work Day** | | | | | | | | | | |
| **GS/01-06 & All WG Personnel** Mid-Period Review | Signed Performance Evaluation Form Retained by Rating Officer | BAM Title 5-A, 5-450 | | | | | | | **Jul 1** | | | | | |
| **GS/01-06 & All WG Personnel** Evaluation Period Ends | Begin Finalizing Performance Evaluation Form | BAM Title 5-A, 5-450 | | | | | | | | | | | | **Dec 31** |
| **GS/01-06 & All WG Personnel** Performance Evaluation Due | Evaluation Form Approved and Forwarded to OHR | BAM Title 5-A, 5-450 | | **Feb 15** | | | | | | | | | | |

**Date: November 19, 2009**
**Subject: TSI-102, Reports Calendar**
**Proponent: E/OT**

| Report | Remarks | Reference | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GS/07-15 (Non-Supervisory)** New Evaluation Period Begins | | BAM Title 5-A, 5-450 | | | | | **May 1** | | | | | | | |
| **GS/07-15 (Non-Supervisory)** Work Requirements Due | Signed Performance Evaluation Form Retained by Rating Officer | BAM Title 5-A, 5-450 | | | | | | **1st Work Day** | | | | | | |
| **GS/07-15 (Non-Supervisory)** Mid-Period Review | Signed Performance Evaluation Form Retained by Rating Officer | BAM Title 5-A, 5-450 | | | | | | | | | | | **1st Work Day** | |
| **GS/07-15 (Non-Supervisory)** Evaluation Period Ends | Begin Finalizing Performance Evaluation Form | BAM Title 5-A, 5-450 | | | | **Apr 30** | | | | | | | | |
| **GS/07-15 (Non-Supervisory)** Performance Evaluation Due | Evaluation Form Approved and Forwarded to OHR | BAM Title 5-A, 5-450 | | | | | | **Jun 15** | | | | | | |
| **GS/GM 13-15 (Supervisory)** New Evaluation Period Begins | | BAM Title 5-A, 5-490 | | | | | | | **Jul 1** | | | | | |
| **GS/GM 13-15 (Supervisory)** Work Requirements Due | Signed Performance Evaluation Form Retained by Rating Officer | BAM Title 5-A, 5-490 | | | | | | | | **1st Work Day** | | | | |
| **GS/GM 13-15 (Supervisory)** Mid-Period Review | Signed Performance Evaluation Form Retained by Rating Officer | BAM Title 5-A, 5-490 | **1st Work Day** | | | | | | | | | | | |
| **GS/GM 13-15 (Supervisory)** Evaluation Period Ends | Begin Finalizing Performance Evaluation Form | BAM Title 5-A, 5-490 | | | | | | **Jun 30** | | | | | | |

**Date: November 19, 2009**
**Subject: TSI-102, Reports Calendar**
**Proponent: E/OT**

| Report | Remarks | Reference | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GS/GM 13-15 (Supervisory)** Performance Evaluation Due | Evaluation Form Approved and Forwarded to OHR | BAM Title 5-A, 5-490 | | | | | | | | | **Sep 1** | | | |
| Leases - Annual Report | Sent via E/O FAXFAX | TSI-116 | | | | | | | | | **Sep 1** | | | |
| Management Control Program - Statement of Assurance Due | Sent via E/O FAXFAX | FMFIA Handbook and BAM Title 2, 2-220 | ***By the suspense date set by CFO , which is usually around June 30th.*** | | | | | | | | | | | |
| Mobile Phone System - Monthly Test Results | | TSI-402 & 404 | ***Included in the Monthly Operations Report*** | | | | | | | | | | | |
| Motor Vehicle Acquisition Plan for the Upcoming FY | Sent via E/O FAXFAX | TSI-111 | | | | | **May 20** | | | | | | | |
| Motor Vehicles Usage Report | | TSI-111 & 403 | ***Included in the Quarterly and Annual Statistical Reports*** | | | | | | | | | | | |
| M&R Project Status Report | | TSI-201 & 402 | ***Included in the Monthly Operations Report*** | | | | | | | | | | | |
| Non-U.S. Citizen Staff Monthly Report | Sent via E/O FAXFAX | BAM Title 5-B, 5-900 & 3 FAM 7280 | ***3rd Work Day Following the End of the Report Month*** | | | | | | | | | | | |
| Oil Analysis - Notify E/OT If Intend to Use Local or Washington Testing Services | Sent via E/O FAXFAX | TSI-202 | | | | | | | **Jul 31** | | | | | |
| Operations Report for the Previous Month | Sent via E/O FAXFAX | TSI-402 | ***5th Work Day Following the End of the Report Month*** | | | | | | | | | | | |
| Property - Annual Report | Sent via E/O FAXFAX | TSI-108 | | | | **Apr 10** | | | | | | | | |

**Date: November 19, 2009**
**Subject: TSI-102, Reports Calendar**
**Proponent: E/OT**

| Report | Remarks | Reference | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Monthly Update on Capitalized Property | | TSI-108 & 402 | ***Included in the Monthly Operations Report*** | | | | | | | | | | | |
| Representation Fund - 1st Quarter Report | Sent via E/O FAXFAX | TSI-104 | **Jan 10** | | | | | | | | | | | |
| Representation Fund - 2nd Quarter Report | Sent via E/O FAXFAX | TSI-104 | | | | **Apr 10** | | | | | | | | |
| Representation Fund - 3rd Quarter Report | Sent via E/O FAXFAX | TSI-104 | | | | | | | **Jul 10** | | | | | |
| Representation Fund - 4th Quarter Report | Sent via E/O FAXFAX | TSI-104 | | | | | | | | | | **Oct 10** | | |
| Safety Committee Meetings | Copy of the Meeting Minutes Are Retained in the Station Files | TSI-110 | ***Meets in accordance with the schedule established in the station's Safety Plan.*** | | | | | | | | | | | |
| Safety Inspection - Quarterly | Copy of Inspection Results Retained in Station Files | TSI-110 | ***Performed Quarterly. The results are reported in the station's Annual Safety Report.*** | | | | | | | | | | | |
| Safety Report - Annual | Sent via E/O FAXFAX System | TSI-110 | | | | | | | | | | | **Nov 15** | |
| Station Emergency Plan - Updated | Sent via E/O FAXFAX | TSI-404 | | | | | | | | | | ***Submitted Each Odd Numbered Year*** | **Nov 1** | |
| Statistical Report for 1st Quarter | Sent via E/O FAXFAX | TSI-403 | **Jan 20** | | | | | | | | | | | |
| Statistical Report for 2nd Quarter | Sent via E/O FAXFAX | TSI-403 | | | | **Apr 20** | | | | | | | | |

**Date: November 19, 2009**
**Subject: TSI-102, Reports Calendar**
**Proponent: E/OT**

| Report | Remarks | Reference | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Statistical Report for 3rd Quarter | Sent via E/O FAXFAX | TSI-403 | | | | | | | **Jul 20** | | | | | |
| Statistical Report - Annual | Sent via E/O FAXFAX | TSI-403 | | | | | | | | | | **Oct 20** | | |
| Travel- Projected Travel Plan for the Upcoming FY | Sent via E/O FAXFAX | TSI-107 | | | | | **May 20** | | | | | | | |
| Travel - Quarterly and Annual Report On Completed Travel | | TSI-107 & 403 | ***Included in the Quarterly and Annual Statistical Reports*** | | | | | | | | | | | |

# BUDGET ESTIMATE AND FINANCIAL PLANS

## 103.1 PURPOSE OF INSTRUCTION

To provide a procedure for preparation of budget estimates and quarterly financial plans. It applies to both overseas and domestic stations. (Domestic stations should ignore sections applying to FSN salaries, American allowances and exchange rate considerations.)

## 103.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is ER/EO.

## 103.3 GENERAL OVERVIEW

Throughout the fiscal year Washington headquarters requires budget submittals from the transmitting stations. These documents are used to prepare budget submissions to OMB for future funding requests, are used to plan budgets for the next fiscal year, and/or are used to update the funding needs of the stations in the current fiscal year.

Updates to current year funding requirements occur through submission of the Quarterly Financial Plans. Planning for the next fiscal year occurs through submission of the Proposed Next Year Financial Plan. Finally, planning for the Budget Year (current year +2) occurs through submission of the Budget Year Estimate.

## 103.4 REQUIRED SUBMITTALS

The budget estimate and financial plans are comprised of the following documents. Each plan shall be submitted to EO via email at engfreebal@ibb.gov by the date indicated. The following list is organized by due date in the fiscal year. Sample documents are contained in Appendices at the end of this TSI.

Note: Quarterly plans represent the annual requirements of the station that are in turn updated on a quarterly basis. They do not represent funding requirements for the quarter.

**DECEMBER 5**: SECOND QUARTER FINANCIAL PLAN for the current year. The submittal shall consist of:

> Appendix 3 - Cover memo. The cover memo will provide an overall summary and provide additional details if needed.

Appendix 4 - Explanation of increases and decreases required for the quarter. This report includes a summary of requested adjustments to International Broadcasting Operations (IBO) funds, Station held World-wide Procurement (WWP) funds, and U.S held WWP funds.

Appendix 5 - Contingency Report. This report will detail potential upcoming costs that are unconfirmed. For example, an expected but unconfirmed salary increase or an anticipated power increase.

**MARCH 5** - THIRD QUARTER FINANCIAL PLAN for the current year. The submittal shall consist of:

Appendix 3 - Cover memo. The cover memo will provide an overall summary and provide additional details if needed.

Appendix 4 - Explanation of increases and decreases required for the quarter. This report includes a summary of requested adjustments to International Broadcasting Operations (IBO) funds, Station held World-wide Procurement (WWP) funds, and U.S held WWP funds.

Appendix 5 - Contingency Report. This report will detail potential upcoming costs that are unconfirmed. For example, an expected but unconfirmed salary increase or an anticipated power increase.

**MAY 20** - PROPOSED NEXT (FIRST QUARTER) YEAR FINANCIAL PLAN for the upcoming fiscal year. (Example: The current year is FY-00, this submittal would be for FY-01). The submittal shall consist of:

Appendix 3 - Cover memo. The cover memo will provide an overall summary and provide additional details if needed.

Appendix 7 – Explanation of increases and decreases required for the Next Year. This report includes a summary of requested adjustments to International Broadcasting Operations (IBO) funds, Station held World-wide Procurement (WWP) funds, and U.S held WWP funds.

Appendix 5 - Contingency Report. This report will detail potential upcoming costs that are unconfirmed. For example, an expected but unconfirmed salary increase or an anticipated power increase.

Appendix 6 - Free Balance Quarterly Summary (Free Balance Budget Report). The quarterly summary will show the proposed Next Year funding requirements by quarter.

Foreign Service National and PSC Employee Staffing Patterns – Per the requirements of paragraph 103.8.

ICASS Costs – This report shall detail the proposed ICASS costs for the Next Year. Use the ICASS software to generate the "ICASS Specific Expenses Invoice" form showing the expected costs even though actual costs will not be determined until the December ICASS meetings.

See paragraphs 103.6 and 103.8 for additional guidance.

**MAY 20** - BUDGET YEAR ESTIMATE. (Example: Current year is FY-00, next year is FY-01, Budget Year is FY-02). The submittal shall consist of:

Appendix 3 - Cover memo. The cover memo will provide an overall summary and provide additional details if needed. If desired, a single cover memo may be prepared for the Proposed Next Year Financial Plan and Budget Year Estimate submittals, thereby consolidating the two submittals.

Appendix 7 – Explanation of increases and decreases required for the Budget Year. This report includes a summary of requested adjustments to International Broadcasting Operations (IBO) funds, Station held World-wide Procurement (WWP) funds, and U.S held WWP funds.

Appendix 5 - Contingency Report. This report will detail potential upcoming costs that are unconfirmed. For example, an expected but unconfirmed salary increase or an anticipated power increase.

ICASS Costs - This report shall detail the proposed ICASS costs for the Budget Year. Use the ICASS software to generate the "ICASS Specific Expenses Invoice" form showing the expected costs.

See paragraphs 103.7 and 103.8 for additional guidance.

**JUNE 5** - FOURTH QUARTER FINANCIAL PLAN for the current year. The submittal shall consist of:

Appendix 3 - Cover memo. The cover memo will provide an overall summary and provide additional details if needed.

Appendix 4 - Explanation of increases and decreases required for the quarter. This report includes a summary of requested adjustments to International Broadcasting Operations (IBO) funds, Station held World-wide Procurement (WWP) funds, and U.S held WWP funds.

Appendix 5 - Contingency Report. This report will detail potential upcoming costs that are unconfirmed. For example, an expected but unconfirmed salary increase or an anticipated power increase.

**SEPTEMBER 5** – REVISED NEXT YEAR (FIRST QUARTER) FINANCIAL PLAN for the upcoming fiscal year. This document is used to provide an update to the Proposed Next Year Financial Plan that was submitted on May 20 of the current FY. The submittal shall consist of:

Appendix 3 - Cover memo. The cover memo will provide an overall summary and provide additional details if needed.

Appendix 4 – Using the May 20 submittal of the Proposed Next Year Financial Plan provide an update of increases and decreases required for the start of the new FY. This report includes a summary of requested adjustments to International Broadcasting Operations (IBO) funds, Station held World-wide Procurement (WWP) funds, and U.S held WWP funds.

Appendix 5 - Contingency Report. This report will detail potential upcoming costs that are unconfirmed. For example, an expected but unconfirmed salary increase or an anticipated power increase.

## 103.5 GUIDELINES TO PREPARE THE QUARTERLY FINANCIAL PLANS FOR THE CURRENT YEAR

All financial plans are submitted in the same format but the third quarter plan is important as it becomes an instrument in Washington for developing the base or current services for the coming fiscal year. Also, the third quarter plan is the means for the station to make known current year unfunded requirements for consideration by Washington. Finally, the third quarter plan becomes the base for your estimate for the next and budget years.

Calculations on this and subsequent budget documents should be based on a uniform exchange rate. Preferably you should use the rate incorporated by in your last advice of allotment. State the exchange rate on the financial plan.

If there are some resources that are U.S. dollar based, such as American Allowances, and thus not subject to exchange rate fluctuation, identify the resource with an asterisk on the financial plan just to the left of the budget object code. (Note: It is the practice of BBG budget offices to automatically adjust station allotments, usually quarterly, for exchange rate fluctuations.)

Do not include anticipated increases in unit costs or wages. This would be included in Contingencies. In apportioning the current quarter by month, and the remaining quarter, take into account variations in obligations such as bonus salaries, allowances, fuel deliveries, and other contractual obligations.

As an attachment to the plan, complete the Contingency List. This list is your opportunity to inform the budget office of anticipated but unconfirmed requirements such as COLA's, currency revaluations, anticipated price increases, expected program schedule changes, and other anticipated funding requirements which are not included in your approved advice of allotment.

## 103.6 GUIDELINES TO PREPARE PROPOSED NEXT YEAR FINANCIAL PLAN

Use your Third Quarter Financial Plan (current fiscal year) as the base for projecting a plan for the next fiscal year. If there were wage rate increases, power fuel increases, or any other program startup , etc. that were effective for only part of the current year, be sure that you annualize these increases so your next year fiscal plan is fully funded.

Use the same exchange rate as used in your third quarter financial plan, and state the exchange rate on the plan.

The amounts shown in Appendix 4, column 3 should reflect the annual amounts requested in your March 5 submittal (Third Quarter Financial Plan) for the current year.

Prepare a Contingency List to identify anticipated funding requirements beyond the base level of your third quarter plan and through the next fiscal year.

Also, see the general guidance contained in paragraph 103.8.

## 103.7 GUIDELINES TO PREPARE BUDGET YEAR ESTIMATE

This document is in two parts, the first section for station IBO funds and station held WWP and the second part for Washington held WWP funds. The Next Year budget prepared in paragraph 103.6 is used as the base in preparing the budget year plan.

Use a uniform exchange rate (the same as used in your Proposed First Quarter Financial Plan) for calculations and indicate the rate used in the introduction.

The amounts reported in Appendix 4, Column 3 of the Budget Year Estimate must be the same numbers as reported in column 4 of the Proposed Next Year Financial Plan.

Also, see the general guidance contained in paragraph 103.8.

## 103.8 GENERAL GUIDANCE FOR NEXT YEAR AND BUDGET YEAR ESTIMATES

Keep the following in mind as you estimate the Next year and Budget year.

a. Salaries and Benefits - start from the annual salary rates on your staffing pattern and then take into account the future effect of anticipated promotions, step increases, upcoming classification

surveys, cost of living adjustments and changes in local law. Do not list any increases that are projected but unconfirmed as these will be reported on the Contingency List.

For those cases where increases/decreases are not definite (i.e., a wage rate increase which has a definite implementation date and rate as opposed to those which are anticipated) include as much information as is known about the effective date and rate on the Contingency List, Appendix 5.

b. Allowances - Describe definite requirements due to American staff turnover and any known changes in allowance rates in the budget document and anticipated requirements on the Contingency List.

c. Power Costs - Where commercial power is used, include current rate structure and kilowatt usage. For generated power, include information about fuel storage capacity, availability of fuel, rates, gallons consumed and kilowatt generation. Anticipated changes in these factors influencing fuel consumption cost and commercial power should be reported on the Contingency List.

d. R&R Travel - If your station is entitled to R&R travel, indicate designated R&R location, round trip travel cost and list each person eligible for R&R within each of the two years.

e. Station travel - Identify proposed trips and cost for each year.

f. Service contracts - Guard, driver and B&G contracts may be subject to the cost of living increases authorized for foreign service national (FSN) employees. If so, identify any increases in the same manner as for salaries in "a" above.

g. Local Employee Staffing Pattern - The staffing pattern of Foreign Service National staff will include total FTE budgeted and should reconcile with your authorized FTE total.

There will be separate total for personal service contractors (PSC's) for both fiscal years.

Include a column for each of the following data items:

- Name
- Position grade/Step
- Service Computation Date (SCD)
- DOB (Date of birth of incumbent)
- Annual salary rate (in local currency and U.S. Currency)
- Date of last step increase or promotion

Organize the staffing pattern by functional responsibilities:

- Manager's office
- Administrative Unit
- Transmitter Plant

- Facilities Unit (i.e., Power Plant, B&G, Riggers, drivers, etc., if not included under one of the foregoing functional areas).

Place an asterisk preceding the incumbent's name if covered by U.S. Civil Service Retirement System.

The total annual salary plus regular salary based allowance should equal the current year regular salary estimate in your 3rd quarter financial plan. If not, explain the difference (e.g. third quarter plan includes an anticipated wage rate increase).

Describe the pay plan annual and sick leave earning rules in a note at the end of the staffing pattern.

**APPENDICES:**

Appendix 1 - Definitions
Appendix 2 – Budget Cycle
Appendix 3 – Example Cover Memo
Appendix 4 – Sample Quarterly Financial Plan, Increases and Decreases
Appendix 5 – Contingency List
Appendix 6 – Free Balance Quarterly Summary
Appendix 7 – Sample Format, Proposed Next Year Financial Plan and Budget Year Estimate

## APPENDIX 1 TO TSI-103
## DEFINITIONS

Budget Year (BY) - Is the fiscal year which will begin nearly l8 months in the future (current fiscal year plus 2) and for which budget estimate planning begins each spring. For example, during the spring of 2000 you are planning the budget year FY-02 which begins October l, 2001.

Next Year (NY) - From the time frame of the spring, it is the fiscal year which begins the next October l and for which you are updating your estimates submitted a year ago as "budget year" estimates. For example, in the spring of 2000, you will be updating your estimate for the next year FY-01 which was estimated as a budget year one year earlier.

Current Year (CY) - Is the year in which you are operating. In the examples above, the current year is FY-00.

Prior Year (PY) - Is the previous completed fiscal year. In the examples above, the prior year is FY-99.

Advice of Allotment - Is your current year's total annual fund availability as reported on BBG Form IA-l50 and signed by the BBG Chief Financial Officer (IBB Budget Officer for domestic stations). It can only be issued after U.S. Congress passes an Appropriation Bill or a continuing resolution for BBG. Advice of allotments are revised, at least quarterly, to revise apportionments and reflect increase or decrease adjustments. Each revision is numbered sequentially as a change number to the initial advice. Changes to allotments are accumulated during the month and incorporated in a single change processed on the last day of the month.

Apportionment - Is the distribution of your annual advice of allotment by fiscal quarters.

Continuing Resolution - Is a resolution passed by Congress in the absence of an appropriation bill and it allows BBG to spend funds at the rate established in the prior year pending enactment of an appropriation.

Continuing Services or Going Rate - Is a technical budget term used to identify the base from which to make the best estimate for the next year based on known costs as of the spring of the current year. From this estimate, the next year and budget year levels are determined for the BBG budget submission to the President's office.

Financial Plan - Is a calculation of requirements by detailed accounts (budget object codes) for your allotment accompanied by an explanation of change from your current advice of allotment for each account.

Contingency list - Is an attachment to your financial plan in which you project anticipated requirements for your allotment. Such projections can reflect anticipated wage increases;

allowances for expected American assignments, anticipated price changes due to inflation, currency exchange rate shifts or other reasons. Contingency list items concurred in by BBG will be added to your allotment when you confirm and document that the anticipated event has occurred.

Mandatory Funded Items - Are funded from the Board of Governor's reserve. Wage increases, exchange rate adjustments, BBG approved program changes and commodity price changes (i.e., most items identified on the Contingency List)are examples of items in this category.

Discretionary funded items - are funded by IBB by reallocation of resources. An illustration could be the added energy cost to shift transmitter time from a 50 KW to 250 KW to improve broadcast quality.

Mid-Year Review - The RMC normally meets after March 30 to consider reallocation proposals.

IBO Funds – International Broadcasting Operations (IBO) Funds are funds previously referred to as "Salaries and Expenses".

BCI Funds – Broadcasting Capital Improvement (BCI) Funds are funds previously referred to as "Radio Construction".

## APPENDIX 2 TO TSI-103
## BUDGET CYCLE

| | | |
|---|---|---|
| 1. | Current Services (or Going Rate) established for next year budget. | June of Current year |
| 2. | An approved proposal for budget year is developed using the going rate of the current year as a starting point or base. | August of current year |
| 3. | BBG submits budget year proposal to the President's Office of Management and Budget | September current year |
| 4. | The continuing services/going rate from step 1 is also used to allocate congressional appropriation or continuing resolution which becomes the initial advice of allotment for the current year. | October 1 |
| 5. | President submits budget from step 3 to Congress | January |
| 6. | Congress reviews budget proposals | Feb/Jan |
| 7. | Congress passes appropriation bill and the President signs the bill into law. If this is not done before October 1 Congress passes a continuing resolution for that provides a short-term spending measure until the appropriation bill is signed by the President. | Before Oct. 1 |

## APPENDIX 3 TO TSI-103
## EXAMPLE COVER MEMO

MEMORANDUM TO: EO - Mr. James Lambert

FROM: EO/PH - Terence J. Donovan

SUBJECT: FY-00 Second (2nd) Quarter Financial Plans - Local and U.S. Procurements

I. Attached are the Station's FY-00 second (2nd) quarter financial plan submission as follows:

A. Explanation of Increases and Decreases - Local and U.S. Procurements in Lotus format
B. Contingency List under WordPerfect format

II. Salaries and GOE:

This FY-00 second (2nd) quarter financial plan - local procurement reflects a net decrease of USDOLS $297,590 from our FY-00 revised first (1st) quarter financial plan submission of USDOLS $4,954,085 for a new FY-00 annual requirement of USDOLS $4,656,495.

A. The decrease is mainly due to the following:

1. Non-recruitment of FSN/PSC vacant positions at Poro Transmitting Facility.
2. Recruitment delay of security PIT position.
3. Based on current commercial power consumption and rates.
4. Based on current diesel fuel stock level at Poro Power Plant and gasoline fuel at Tinang Transmitting facility.
5. Cancellation of planned purchase of batwing mower and computer optima projector in FY-00.
6. Decreased requirement of radio repair & replacement parts and supplies for the Poro Transmitter Plant.

B. The decreases above are partially offset by increased costs as follows:

1. Emergency visitation travel of the Station Manager.
2. Planned FSN personnel training for FY-00.
3. Based on current telephone usage and rates.
4. Based on current cost of FSN/PSC transportation service in effect in FY-00.
5. Station’s current U.S. postage stamps requirement.
6. Based on current costs of special security service requirement with the local

Philippine National Police.

7. Based on current B&G stock level and usage rate.

C. Other decreases and increases are explained in the attached explanation of increases and decreases - local procurement.

D. Other anticipated requirements are not included in this financial plan but are listed in the attached list of contingencies.

III. WWP Procurement - Station Held:

A. This FY-00 second (2nd) quarter financial plan – WWP (Station held) requires no change compared to our FY-00 revised first quarter financial plan submission of USDOLS $428,935.

IV. WWP Procurement - Washington Held:

A. This FY-00 second (2nd) quarter financial plan - WWP (Washington held) reflects a net decrease of USDOLS $4,474 compared to our FY-00 revised first quarter financial plan submission of USDOLS $726,567 for a new annual requirement of USDOLS $722,093.

B. The decrease is mainly due to cancellation of vacuum tube and capacitor requirements at the Poro Transmitting Facility

C. The increase above is partially offset by planned purchase of replacement vehicle as reflected in the Station's transportation plan.

IV. Summary:

This FY-00 second (2nd) quarter financial plan submission reflects the following Station funding requirement as follows:

Allotment 3314:

| | |
|---|---|
| Salaries: | $1,408,266 |
| GOE*: | $3,248,229 |
| Total: | $4,656,495 |

Note: *WWP procurement - Station held is USDOLS $428,935.
WWP - Washington held is USDOLS $722,093

## APPENDIX 4 TO TSI-103
## SAMPLE QUARTERLY FINANCIAL PLAN, INCREASES AND DECREASES

This example reflects the format to report increases and decreases in the quarterly financial plan. The example shown below has the proper column titles for a second quarter financial plan.

EXPLANATION OF INCREASES AND DECREASES – STATION IBO FUNDS

_____ TRANSMITTING STATION
Date: May 20, 1999
Fiscal Year: 00
Exchange rate: _____ = $1.00

| Function/ BOC | Description | CY 1st Qtr | Revised CY 2nd Qtr | Increase (Decrease) | Explanation Increases/Decreases |
|---|---|---|---|---|---|
| 1002 | FSN SALARIES | | | | |
| 1111 | FS National Base Pay | | | | |
| 1121 | Temporary Base Pay Americans position. | | | | |
| 1122 | Temporary and Part-time Base Pay - FSN | | | | |
| 1131 | Overtime Pay - FSN | | | | |
| 1132 | Night Differential - FSN | | | | |
| 1134 | Holiday Pay - FSN | | | | |
| 1161 | Terminal Leave - FSN Employees | | | | |
| 1181 | Cash Incentive Award | | | | |
| 1229 | Medicare Hospital Insurance Tax | | | | |
| 1244 | Private Medical Hospitalization Plans - FSN | | | | |
| | TOTAL - 1002 | | | | |
| 1004 | FOREIGN SERVICE ALLOWANCES | | | | |
| 1202 | Foreign Transfer Allowances | | | | |
| 1204 | Separate Maintenance Allowance | | | | |
| 1206 | Dependent Education Allowances | | | | |
| | TOTAL - 1004 | | | | |
| 3010 | T & R OPERATIONS | | | | |
| 2552 | M&R - Radio Equipment | | | | |
| 2553 | M&R - Antennas | | | | |
| 2676 | Repair & replacement parts for Radio/TV | | | | |
| 2686 | Solid State Components - | | | | |
| | TOTAL - 3010 | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 3020 | POWER OPERATIONS | | | | |
| 2353 | Commercial Power - Transmitting Stations | | | | |
| 2670 | Diesel Fuel - For Transmitter Use | | | | |
| 2683 | Power Plant Parts and Supplies | | | | |
| | TOTAL - 3020 | | | | |
| 3030 | OTHER EXPENSES | | | | |
| 2111 | Air Fares | | | | |
| 2113 | Other Fares and Mileage | | | | |
| 2120 | Per diem, Subsistence and Other Expenses | | | | |
| 2161 | Rest and Recuperation Travel/Home Leave/Ext. | | | | |
| 2322 | Telephone Tolls . | | | | |
| 2325 | US Postal Service, DHL and other Courier Service | | | | |
| 2341 | Postage | | | | |
| 2361 | Utilities | | | | |
| 2372 | Real Property Rental & Landlord Services - Resi. | | | | |
| 2418 | Printing, Composition and Reproductions | | | | |
| 2450 | Miscellaneous Printing | | | | |
| 2511 | M&R Short-term Leased Buildings | | | | |
| 2519 | Recruitment Advertising | | | | |
| 2521 | Motor Vehicle Repairs and Maintenance | | | | |
| 2523 | Training/Conference Costs | | | | |
| 2531 | Medical Care of Employees | | | | |
| 2549 | Expenses for housekeeping funct for real property | | | | |
| 2559 | M&R - Buildings & Grounds | | | | |
| 2582 | Overseas Representation | | | | |
| 2585 | M&R - Office Machine | | | | |
| 2588 | Vehicle Insurance | | | | |
| 2589 | Other Contractual Services (NOC) | | | | |
| 2611 | Automotive Fuels and Lubricants | | | | |
| 2612 | Automotive Parts and Other Supplies | | | | |
| 2621 | Ref. materials - (Newspapers, Periodicals) | | | | |
| 2622 | Office Supplies | | | | |
| 2623 | ADP Supplies | | | | |
| 2652 | Building Repair Supplies and Materials | | | | |
| 2675 | Residential Supplies/Furnishings | | | | |
| 2681 | Books | | | | |
| 2682 | Other Training Supplies - excludes books | | | | |
| 2699 | Miscellaneous Supplies and Materials (NOC) | | | | |
| 3105 | Motor Vehicles | | | | |
| 3113 | Buildings and Grounds Equipment | | | | |
| 3121 | Office Equipment & Machines | | | | |
| 3123 | Household Furnishings | | | | |
| 3141 | Miscellaneous Equipment | | | | |
| 3151 | ADP Equipment | | | | |
| 3162 | Communications Tools and Test Equipment | | | | |
| 4120 | Grants | | | | |
| 4140 | Gratuities | | | | |
| 4190 | Other Payments | | | | |
| | TOTAL - 3030 | | | | |

EXPLANATION OF INCREASES AND DECREASES – STATION HELD WWP FUNDS

_____ TRANSMITTING STATION
Date: May 20, 1999
Fiscal Year: 00
Exchange rate: _____ = $1.00

| Function/ BOC | Description | CY 1st Qtr | Revised CY 2nd Qtr | Increase (Decrease) | Explanation Increases/Decreases |
|---|---|---|---|---|---|
| 3050 | WWP - ALLOTMENT-STATION HELD | | | | |
| 2552 | M&R - Radio Equipment | _____ | _____ | _____ | _____ |
| 2595 | M&R - Security Equipment | _____ | _____ | _____ | _____ |
| 2612 | Automotive Parts and Other Supplies | _____ | _____ | _____ | _____ |
| 2622 | Office Supplies | _____ | _____ | _____ | _____ |
| 2623 | ADP Supplies | _____ | _____ | _____ | _____ |
| 2624 | ADP Software | _____ | _____ | _____ | _____ |
| 2652 | Building Repair Supplies and Materials | _____ | _____ | _____ | _____ |
| 2676 | Repair & Replacement parts for Radio/TV | _____ | _____ | _____ | _____ |
| 2679 | Transmitting Tubes | _____ | _____ | _____ | _____ |
| 2680 | Vacuum Capacitors | _____ | _____ | _____ | _____ |
| 2681 | Books | _____ | _____ | _____ | _____ |
| 2682 | Other Training Supplies - excludes books | _____ | _____ | _____ | _____ |
| 2683 | Power Plant Parts and Supplies | _____ | _____ | _____ | _____ |
| 2686 | Solid State Components | _____ | _____ | _____ | _____ |
| 2699 | Miscellaneous Supplies and Materials (NOC | _____ | _____ | _____ | _____ |
| 3105 | Motor Vehicles | _____ | _____ | _____ | _____ |
| 3107 | TV/Radio Equipment | _____ | _____ | _____ | _____ |
| 3113 | Buildings and Grounds Equipment | _____ | _____ | _____ | _____ |
| 3121 | Office Equipment & Machines | _____ | _____ | _____ | _____ |
| 3122 | Office Furnishings | _____ | _____ | _____ | _____ |
| 3123 | Household Furnishings | _____ | _____ | _____ | _____ |
| 3141 | Miscellaneous Equipment | _____ | _____ | _____ | _____ |
| 3151 | ADP Equipment | _____ | _____ | _____ | _____ |
| | TOTAL - 3050 | $_____ | $_____ | $_____ | |
| | SUMMARY: | | | | |
| | TOTAL SALARIES - 1002 | $_____ | $_____ | $_____ | |
| | TOTAL GOE - 1004/3010/3020/3030/3050 | $_____ | $_____ | $_____ | |
| | GRAND TOTALS | $_____ | $_____ | $_____ | |

EXPLANATION OF INCREASES AND DECREASES – U.S. HELD WWP FUNDS

_____ TRANSMITTING STATION
Date: May 20, 1999
Fiscal Year: 00

| Function/ BOC | Description | CY 1st Qtr | Revised CY 2nd Qtr | Increase (Decrease) | Explanation Increases/Decreases |
|---|---|---|---|---|---|
| 3050 | WWP - ALLOTMENT-U.S. HELD | | | | |
| 2552 | M&R - Radio Equipment | _____ | _____ | _____ | _____ |
| 2595 | M&R - Security Equipment | _____ | _____ | _____ | _____ |
| 2612 | Automotive Parts and Other Supplies | _____ | _____ | _____ | _____ |
| 2622 | Office Supplies | _____ | _____ | _____ | _____ |
| 2623 | ADP Supplies | _____ | _____ | _____ | _____ |
| 2624 | ADP Software | _____ | _____ | _____ | _____ |
| 2652 | Building Repair Supplies and Materials | _____ | _____ | _____ | _____ |
| 2676 | Repair & Replacement parts for Radio/TV | _____ | _____ | _____ | _____ |
| 2679 | Transmitting Tubes | _____ | _____ | _____ | _____ |
| 2680 | Vacuum Capacitors | _____ | _____ | _____ | _____ |
| 2681 | Books | _____ | _____ | _____ | _____ |
| 2682 | Other Training Supplies - excludes books | _____ | _____ | _____ | _____ |
| 2683 | Power Plant Parts and Supplies | _____ | _____ | _____ | _____ |
| 2686 | Solid State Components | _____ | _____ | _____ | _____ |
| 2699 | Miscellaneous Supplies and Materials (NOC | _____ | _____ | _____ | _____ |
| 3105 | Motor Vehicles | _____ | _____ | _____ | _____ |
| 3107 | TV/Radio Equipment | _____ | _____ | _____ | _____ |
| 3113 | Buildings and Grounds Equipment | _____ | _____ | _____ | _____ |
| 3121 | Office Equipment & Machines | _____ | _____ | _____ | _____ |
| 3122 | Office Furnishings | _____ | _____ | _____ | _____ |
| 3123 | Household Furnishings | _____ | _____ | _____ | _____ |
| 3141 | Miscellaneous Equipment | _____ | _____ | _____ | _____ |
| 3151 | ADP Equipment | _____ | _____ | _____ | _____ |
| | TOTAL U.S. HELD WWP - 3050 | $_____ | $_____ | $_____ | |

# APPENDIX 5 TO TSI-103
# CONTINGENCY LIST

Reporting Office: Philippines Transmitting Station
Fiscal Year: 2000
Allotment 3314: Quarter January 1, 2000
Date of Submission:

| Summary By Function Code | Anticipated Increase | Effective Date | % Inc. | Estimated Requirement | Explanation |
|---|---|---|---|---|---|
| 1002: Foreign Service Nationals | Cost of Living | | 3% | 25,000 | |
| 3010: T&R Plant Operations | | | | | None anticipated |
| 3020: Power Operations | Utility increase | | 5% | 100,000 | New rate structure |
| 3030: Other Expenses | | | | | None anticipated |
| TOTAL | | | | $125,000 | |

## APPENDIX 6 TO TSI-103
## FREE BALANCE QUARTERLY SUMMARY (FREE BALANCE BUDGET REPORT)

INTERNATIONAL BROADCASTING BUREAU
_____ Transmitting Station
FREE BALANCE-FINANCIAL MANAGEMENT SYSTEM

FISCAL YEAR: 2000

| | | | | | |
|---|---|---|---|---|---|
| 1002 | FSN Salaries | Oct-Dec | Jan-Mar | April-June | July-Sep |
| 1111 | FS National Base Pay | 0 | 0 | 0 | 0 |
| 1121 | Temporary Base Pay Americans position | 0 | 0 | 0 | 0 |
| 1121 | Temporary Base Pay Americans position | 0 | 0 | 0 | 0 |
| . | . . | | | | |
| . | . . | | | | |
| . | . . | | | | |
| . | . . | | | | |
| . | . . | | | | |
| . | . . | | | | |
| 1004 | FOREIGN SERVICE ALLOWANCES | | | | |
| . | . . | | | | |
| | | ____ | ____ | ____ | ____ |
| Annual Total: | | 0 | 0 | 0 | 0 |

## APPENDIX 7 TO TSI-103
## SAMPLE FORMAT, PROPOSED NEXT YEAR FINANCIAL PLAN AND BUDGET YEAR ESTIMATE

This example reflects the format to be used for the proposed Next Year and Budget Year estimates. The Third Quarter Financial Plan should be used as the baseline starting point for the Proposed Next Year Financial Plan. The Next Year funding allocation shall be used as the baseline for the Budget Year Estimate.

** Note: For Next Year estimates Column 3 will be titled "3rd QTR CY" and Column 4 will be titled "Next FY".

For Budget Year estimates Column 3 will be titled "NY" and Column 4 will be titled "BY".

EXPLANATION OF INCREASES AND DECREASES – STATION IBO FUNDS

_____ TRANSMITTING STATION
Date: May 20, 1999
Fiscal Year: 00
Exchange rate: _____ = $1.00

| Function/ BOC | Description | ** 3rd QTR CY- | ** Next FY- | Increase (Decrease) | Explanation Increases/Decreases |
|---|---|---|---|---|---|
| 1002 | FSN SALARIES | | | | |
| 1111 | FS National Base Pay | _____ | _____ | _____ | _____ |
| 1121 | Temporary Base Pay Americans position. | _____ | _____ | _____ | _____ |
| 1121 | Temporary Base Pay Americans position. | _____ | _____ | _____ | _____ |
| 1131 | Overtime Pay - FSN | _____ | _____ | _____ | _____ |
| 1132 | Night Differential - FSN | _____ | _____ | _____ | _____ |
| 1134 | Holiday Pay - FSN | _____ | _____ | _____ | _____ |
| 1161 | Terminal Leave - FSN Employees | _____ | _____ | _____ | _____ |
| 1181 | Cash Incentive Award | _____ | _____ | _____ | _____ |
| 1229 | Medicare Hospital Insurance Tax | _____ | _____ | _____ | _____ |
| 1244 | Private Medical Hospitalization Plans - FSN | _____ | _____ | _____ | _____ |
| | TOTAL - 1002 | _____ | _____ | _____ | |
| 1004 | FOREIGN SERVICE ALLOWANCES | | | | |
| 1202 | Foreign Transfer Allowances | _____ | _____ | _____ | _____ |
| 1204 | Separate Maintenance Allowance | _____ | _____ | _____ | _____ |
| 1206 | Dependent Education Allowances | _____ | _____ | _____ | _____ |
| | TOTAL - 1004 | _____ | _____ | _____ | |
| 3010 | T & R OPERATIONS | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 2552 | M&R - Radio Equipment | | | | |
| 2553 | M&R - Antennas | | | | |
| 2676 | Repair & replacement parts for Radio/TV | | | | |
| 2686 | Solid State Components - | | | | |
| | TOTAL - 3010 | | | | |
| 3020 | POWER OPERATIONS | | | | |
| 2353 | Commercial Power - Transmitting Stations | | | | |
| 2670 | Diesel Fuel - For Transmitter Use | | | | |
| 2683 | Power Plant Parts and Supplies | | | | |
| | TOTAL - 3020 | | | | |
| 3030 | OTHER EXPENSES | | | | |
| 2111 | Air Fares | | | | |
| 2113 | Other Fares and Mileage | | | | |
| 2120 | Per diem, Subsistence and Other Expenses | | | | |
| 2161 | Rest and Recuperation Travel/Home Leave/Ext. | | | | |
| 2322 | Telephone Tolls . | | | | |
| 2325 | US Postal Service, DHL and other Courier Service | | | | |
| 2341 | Postage | | | | |
| 2361 | Utilities | | | | |
| 2372 | Real Property Rental & Landlord Services - Resi. | | | | |
| 2418 | Printing, Composition and Reproductions | | | | |
| 2450 | Miscellaneous Printing | | | | |
| 2511 | M&R Short-term Leased Buildings | | | | |
| 2519 | Recruitment Advertising | | | | |
| 2521 | Motor Vehicle Repairs and Maintenance | | | | |
| 2523 | Training/Conference Costs | | | | |
| 2531 | Medical Care of Employees | | | | |
| 2549 | Expenses for housekeeping funct for real property | | | | |
| 2559 | M&R - Buildings & Grounds | | | | |
| 2582 | Overseas Representation | | | | |
| 2585 | M&R - Office Machine | | | | |
| 2588 | Vehicle Insurance | | | | |
| 2589 | Other Contractual Services (NOC) | | | | |
| 2611 | Automotive Fuels and Lubricants | | | | |
| 2612 | Automotive Parts and Other Supplies | | | | |
| 2621 | Ref. materials - (Newspapers, Periodicals) | | | | |
| 2622 | Office Supplies | | | | |
| 2623 | ADP Supplies | | | | |
| 2652 | Building Repair Supplies and Materials | | | | |
| 2675 | Residential Supplies/Furnishings | | | | |
| 2681 | Books | | | | |
| 2682 | Other Training Supplies - excludes books | | | | |
| 2699 | Miscellaneous Supplies and Materials (NOC) | | | | |
| 3105 | Motor Vehicles | | | | |
| 3113 | Buildings and Grounds Equipment | | | | |
| 3121 | Office Equipment & Machines | | | | |
| 3123 | Household Furnishings | | | | |
| 3141 | Miscellaneous Equipment | | | | |
| 3151 | ADP Equipment | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 3162 | Communications Tools and Test Equipment | _____ | _____ | _____ | _____ |
| 4120 | Grants | _____ | _____ | _____ | _____ |
| 4140 | Gratuities | _____ | _____ | _____ | _____ |
| 4190 | Other Payments | _____ | _____ | _____ | _____ |
| | TOTAL - 3030 | _____ | _____ | _____ | |

EXPLANATION OF INCREASES AND DECREASES – STATION HELD WWP FUNDS

_____ TRANSMITTING STATION
Date: May 20, 1999
Fiscal Year: 00
Exchange rate: _____ = $1.00

| Function/ BOC | Description | ** 3rd Qtr CY- | ** Next FY- | Increase (Decrease) | Explanation Increases/Decreases |
|---|---|---|---|---|---|
| 3050 | WWP - ALLOTMENT-STATION HELD | | | | |
| 2552 | M&R - Radio Equipment | _____ | _____ | _____ | _____ |
| 2595 | M&R - Security Equipment | _____ | _____ | _____ | _____ |
| 2612 | Automotive Parts and Other Supplies | _____ | _____ | _____ | _____ |
| 2622 | Office Supplies | _____ | _____ | _____ | _____ |
| 2623 | ADP Supplies | _____ | _____ | _____ | _____ |
| 2624 | ADP Software | _____ | _____ | _____ | _____ |
| 2652 | Building Repair Supplies and Materials | _____ | _____ | _____ | _____ |
| 2676 | Repair & Replacement parts for Radio/TV | _____ | _____ | _____ | _____ |
| 2679 | Transmitting Tubes | _____ | _____ | _____ | _____ |
| 2680 | Vacuum Capacitors | _____ | _____ | _____ | _____ |
| 2681 | Books | _____ | _____ | _____ | _____ |
| 2682 | Other Training Supplies - excludes books | _____ | _____ | _____ | _____ |
| 2683 | Power Plant Parts and Supplies | _____ | _____ | _____ | _____ |
| 2686 | Solid State Components | _____ | _____ | _____ | _____ |
| 2699 | Miscellaneous Supplies and Materials (NOC | _____ | _____ | _____ | _____ |
| 3105 | Motor Vehicles | _____ | _____ | _____ | _____ |
| 3107 | TV/Radio Equipment | _____ | _____ | _____ | _____ |
| 3113 | Buildings and Grounds Equipment | _____ | _____ | _____ | _____ |
| 3121 | Office Equipment & Machines | _____ | _____ | _____ | _____ |
| 3122 | Office Furnishings | _____ | _____ | _____ | _____ |
| 3123 | Household Furnishings | _____ | _____ | _____ | _____ |
| 3141 | Miscellaneous Equipment | _____ | _____ | _____ | _____ |
| 3151 | ADP Equipment | _____ | _____ | _____ | _____ |
| | TOTAL - 3050 | $_____ | $_____ | $_____ | |
| | SUMMARY: | | | | |
| | TOTAL SALARIES - 1002 | $_____ | $_____ | $_____ | |
| | TOTAL GOE - 1004/3010/3020/3030/3050 | $_____ | $_____ | $_____ | |
| | GRAND TOTALS | $_____ | $_____ | $_____ | |

EXPLANATION OF INCREASES AND DECREASES – U.S. HELD WWP FUNDS

_____ TRANSMITTING STATION
Date: May 20, 1999
Fiscal Year: 00

| Function/ BOC | Description | ** 3rd Qtr CY- | ** Next FY- | Increase (Decrease) | Explanation Increases/Decreases |
|---|---|---|---|---|---|
| 3050 | WWP - ALLOTMENT-U.S. HELD | | | | |
| 2552 | M&R - Radio Equipment | _____ | _____ | _____ | _____ |
| 2595 | M&R - Security Equipment | _____ | _____ | _____ | _____ |
| 2612 | Automotive Parts and Other Supplies | _____ | _____ | _____ | _____ |
| 2622 | Office Supplies | _____ | _____ | _____ | _____ |
| 2623 | ADP Supplies | _____ | _____ | _____ | _____ |
| 2624 | ADP Software | _____ | _____ | _____ | _____ |
| 2652 | Building Repair Supplies and Materials | _____ | _____ | _____ | _____ |
| 2676 | Repair & Replacement parts for Radio/TV | _____ | _____ | _____ | _____ |
| 2679 | Transmitting Tubes | _____ | _____ | _____ | _____ |
| 2680 | Vacuum Capacitors | _____ | _____ | _____ | _____ |
| 2681 | Books | _____ | _____ | _____ | _____ |
| 2682 | Other Training Supplies - excludes books | _____ | _____ | _____ | _____ |
| 2683 | Power Plant Parts and Supplies | _____ | _____ | _____ | _____ |
| 2686 | Solid State Components | _____ | _____ | _____ | _____ |
| 2699 | Miscellaneous Supplies and Materials (NOC | _____ | _____ | _____ | _____ |
| 3105 | Motor Vehicles | _____ | _____ | _____ | _____ |
| 3107 | TV/Radio Equipment | _____ | _____ | _____ | _____ |
| 3113 | Buildings and Grounds Equipment | _____ | _____ | _____ | _____ |
| 3121 | Office Equipment & Machines | _____ | _____ | _____ | _____ |
| 3122 | Office Furnishings | _____ | _____ | _____ | _____ |
| 3123 | Household Furnishings | _____ | _____ | _____ | _____ |
| 3141 | Miscellaneous Equipment | _____ | _____ | _____ | _____ |
| 3151 | ADP Equipment | _____ | _____ | _____ | _____ |
| | TOTAL U.S. HELD WWP - 3050 | $_____ | $_____ | $_____ | |

# PURCHASING

## 104.1 PURPOSE OF INSTRUCTION

To provide uniform guidelines for transmitting station local purchasing of supplies, equipment, and services.

## 104.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is the Office of Contracts (CON) and E/O.

## 104.3 GENERAL

This TSI is a compendium of in-house resources and references so that engineering personnel know where to go or who to contact to get the accurate and complete answers to their questions. This TSI is not intended to be a complete tutorial on how to conduct procurement in accordance with the FAR and MOA. Procedural and Guidance Questions regarding purchasing should be referred directly to the Office of Contracts.

## 104.4 PART A - DOMESTIC TRANSMITTING STATIONS

A.1.0 Introduction: In October 1997 the Federal Acquisition Regulation (FAR) was significantly changed in order to streamline the procurement process. The Office of Technology, Service and Innovation (TSI) is to conduct their own local purchasing of supplies and services requires transmitting station personnel to become familiar with, and adhere to, legal guidelines related to procurement.

A.1.1 Purpose: This TSI consolidates information needed by transmitting station personnel to make legal procurement of supplies, equipment, and construction services. Part A of this TSI shall be used by domestic transmitting stations (Greenville, Delano, and Tinian) and Part B shall be used by all other transmitting stations.

A.1.2 Scope: This TSI shall be used by all E personnel when contracting for supplies or services at transmitting stations under the organizational purview of the Office of Engineering. This TSI is intended to supplement, not replace, the Federal Acquisition Regulation or the MOA. In case of any discrepancy, the FAR takes precedence over the MOA and the contents of this TSI.

A.1.3 Applicability: This Transmitting Station Instruction (TSI) No. 104 entitled “Purchasing” supersedes Relay Station Instruction No. 104 dated May 1994 entitled “Local Purchasing”. This TSI shall be used by all E personnel when contracting for supplies or services, including construction.

A.2.0 Sources of Authority: Only USAGM personnel with written delegation (i.e., a warrant) from either the Director, USAGM or the Senior Procurement Executive (SPE) in the Office of Contracts are legally authorized to sign purchase orders or contracts on behalf of the USAGM. E's management philosophy of de-centralizing headquarters functions does not mean that overseas regional offices or transmitting station personnel automatically have the authority to procure supplies or services. This authority can only be legally delegated by the Director, IBB or the SPE.

A.3.0 References: The Internet addresses of the most common resources needed by procurement personnel are:

USAGM MOA: http://corpinfo/bbg/ibbmoa.nsf
GSA's FAR Homepage: http://www.arnet.gov/far/
Air Force FAR Homepage: http://farsite.hill.af.mil/farsite1.html
Far Forms: http://www.gsa.gov/forms/number.htm
CBD Search: http://cbdnet.gpo.gov/
Debarred Contractor's List: http://www.arnet.gov/epls/
Dept of Defense Forms: http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM
SBA's Small Business Database: http://pro-net.sba.gov/
GSA Schedules: http://www.fss.gsa.gov
Per Diem Rates: http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml

A.4.0 Points of Contact:

Senior Procurement Executive and Director of Contracts: Fermaint Rios 202- 382-7860
A-E or Construction Contracting: Herman Shaw 202-205-8412
Simplified Acquisition of Supplies/Services: India Milledge 202-382-7843
Prism Coordinator: Jacqueline Gray 202-382-7861
Small Business Utilization: Lanette Barnes 202-382-7867

A.5.0 Definitions of Terms:

Authorized Representative of the Contracting Officer (AR/CO) - A Contracting Officer may choose to delegate, in writing, someone as his/her authorized representative. The AR/CO acts as the CO's technical "eyes and ears" and has daily contact with the contractor who is performing the work. The CO will define the AR/CO's duties and responsibilities in an appointment letter.

Commitment - Setting aside funds for a procurement (usually via a requisition, e.g., IA-42). Per the MOA, personnel who commit funds are not allowed to sign purchase orders obligating those same funds.

Deobligation - Deobligation occurs when are funds no longer needed on a contract. The CO modifies the contract using a SF-30 and the previously obligated funds are then deobligated and become available for others to commit.

Generic Contracts: The Office of Contracts prepares model contract documents which procurement personnel can tailor to fit individual station requirements (e.g., importation regulations). These generic packages provide a foundation for the attachments to the RFQ's (SF-18), Purchase Order (OF-347), commercial item procurement package, and construction RFP/contract (under $25,000). The Office of Contracts will electronically distribute revised versions of these documents to incorporate updates to the FAR.

JOFOC: A "Justification for Other Than Full and Open Competition" is necessary whenever an open market purchase is made without the benefit of competition, e.g., either sole source (only one vendor contacted) or urgent/compelling (no time to post the procurement). The Office of Contracts has a generic format which can be used to prepare these written justifications.

Liquidation - Liquidation of an obligation occurs when an invoice is paid. The treasury takes the money to pay the contractor out of the funds which were obligated when the OF-347 was issued.

Obligation - Obligation is the act of spending committed funds (usually via an OF-347). Warranted Contracting Officers are the only personnel legally authorized to obligate funds. If insufficient funds have been committed then the CO cannot award a contract. When a CO awards a contract with insufficient funds, it is known as "violating the Anti-deficiency Act" and the CO could go to jail and/or be legally required to pay for the contract out of his/her personal funds..

Ratification: A procurement ratification is necessary when any USAGM employee directs a Contractor to perform work or supply a product without having a valid purchase order or contract in effect. The contractor has 3 choices after providing supplies or services which have not legally been contracted for by a warranted CO: (1) write it off as a gift to the U.S. Government; (2) submit the invoice to the employee who directed the work, who will have to pay for it out of his/her personal funds; or (3) convince the employee that the procurement must be ratified by the Senior Procurement Executive so that the invoice can be paid from Government funds. The SPE is the only USAGM employee authorized to ratify an unauthorized procurement.

Unobligated Commitment - An unobligated commitment is the dollar difference between funds committed for a procurement and the amount actually obligated for a procurement. Unobligated commitments automatically return to the big money pot as soon as the obligating document (OF-347) is posted to the books by the finance office.

Warrant: A Certificate of Appointment (SF-1402) made by the SPE which delegates specific procurement authority to an individual. Only these delegated Contracting Officers have the legal authority to obligate funds via a credit card, purchase order, or contract as stated on their written Certificate of Appointment. The usual warrant issued to domestic personnel authorizes contracting authority for supplies/services up to the simplified acquisition threshold (currently $100,000). Some warrants may include an endorsement allowing the individual construction authority up to $100,000 and A-E authority up to $2,000.

A.6.0 Simplified Acquisitions (Less than $$150,000):

A.6.1 Commercial Items: A commercial item is defined in FAR Subpart 2.101. The advantage of using commercial item procurement rules is that you can reduce the overall procurement cycle by a few weeks because the CBD synopsis also serves as the Solicitation. FAR Subpart 12.603 lists the items to be included in the CBD notice.

A.6.2 Non Commercial Items: FAR Part 13 prescribes the procedures to be followed when procuring supplies or services less than $100,000. There are generic RFQ and PO packages available from the Office of Contracts to ensure that Purchase Orders contain the necessary clauses.

A.6.3 Construction: FAR Part 36 prescribes the procedures to be followed when procuring construction services. FAR Subpart 36.102 lists those types of jobs that are considered construction contracting. For example, contracts for painting, roof repair, or road paving must be awarded by someone with properly delegated construction procurement authority.

A.6.4 Bank Cards: Bank Cards should be used for simplified acquisitions whenever possible. The use of Bank Cards is not limited to the micro purchase threshold, but to the limit imposed upon individual cardholders. The Office of Contracts maintains a training video to supplement the guidance in FAR Subpart 13.301. Reminder - All open market procurement greater than $2,500 must be competed even if a credit card is used.

A.6.5 Imprest Fund: As explained in FAR Subpart 13.305, Imprest (petty cash) Funds may be used for local purchase of supplies, equipment, and services. A valid requisition must be on file in order for the cashier to release Imprest Funds. The Station=s Head Cashier, under the purview of the USAGM Budget Office, is responsible for the management and administration of the Imprest Fund.

A.6.6 Blanket Purchase Agreements (BPAs) and Basic Ordering Agreements (BOAs): Blanket Purchase Agreements (BPA) and Basic Ordering Agreements (BOA) are simplified methods of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources. A BPA or a BOA is not a contract! The existence of a BPA or BOA does not justify purchasing from only one source or avoiding small business set-asides. If there is an insufficient number of BPAs or BOAs to ensure competition, then the CO must solicit quotations from other sources. A complete explanation of BPAs and BOAs is found in FAR Subpart 13.303.

A.7.0 Contracts (Acquisitions greater that $100,000): Authority for open market supplies/services exceeding $100,000 or construction exceeding $25,000 are the responsibility of the Office of Contracts.

A.8.0 Leases: Prior written approval from the SPE in the Office of Contracts is required for all lease transactions, including renewals. Requests for initial or renewal lease approvals should be submitted through B/E headquarters channels.

## 104.5 PART B - OVERSEAS TRANSMITTING STATIONS

B.1.0 Introduction: In October 1997 the Federal Acquisition Regulation (FAR) was significantly changed in order to streamline the procurement process. E's empowerment of regions to conduct their own local purchasing of supplies and services requires transmitting station personnel to become familiar with, and adhere to, legal guidelines related to procurement. In addition to the FAR, Contracting Officers are recommended to review the Department of State's *Overseas Contracting and Simplified Acquisition Guidebook* (published Sept 1999).

B.1.1 Purpose: This TSI consolidates information needed by transmitting station personnel to make legal procurement of supplies, equipment, and construction services. Part A of this TSI shall be used by domestic transmitting stations (Greenville, Delano, and Tinian) and Part B shall be used by all other transmitting stations.

B.1.2 Scope: This TSI shall be used by all E personnel when contracting for supplies or services at transmitting stations under the organizational purview of the Office of Engineering. This TSI is intended to supplement, not replace, the Federal Acquisition Regulation or the MOA. In case of any discrepancy, the FAR takes precedence over the MOA and the contents of this TSI.

B.1.3 Applicability: This Transmitting Station Instruction (TSI) No. 104 entitled "Purchasing" supersedes Relay Station Instruction No. 104 dated May 1994 entitled "Local Purchasing". This TSI shall be used by all E personnel when contracting for supplies or services, including construction.

B.2.0 Sources of Authority: Only USAGM personnel with written delegation (i.e., a warrant) from either the Director, IBB or the Senior Procurement Executive (SPE) in the Office of Contracts are legally authorized to sign purchase orders or contracts on behalf of the USAGM. E's philosophy of de-centralizing headquarters functions does not mean that overseas regional offices or transmitting station personnel automatically have the authority to procure supplies or services. This authority can only be legally delegated by the Director, USAGM or the SPE.

B.3.0 References: The Internet addresses of the most common resources needed by procurement personnel are:

USAGM MOA: http://corpinfo/bbg/ibbmoa.nsf
GSA's FAR Homepage: http://www.arnet.gov/far/
Air Force FAR Homepage: http://farsite.hill.af.mil/farsite1.html
Far Forms: http://www.gsa.gov/forms/number.htm
CBD Search: http://cbdnet.gpo.gov/
Debarred Contractor's List: http://www.arnet.gov/epls/
Dept of Defense Forms: http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM
SBA's Small Business Database: http://pro-net.sba.gov/
GSA Schedules: http://www.fss.gsa.gov

Per Diem Rates: http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml

B.4.0 Points of Contact:

Senior Procurement Executive and Director of Contracts: Jim Sullivan 202-619-3448
A-E or Construction Contracting: Herman Shaw 202-205-8412
Simplified Acquisition of Supplies/Services: Gloria Sweetney 202-205-0388
Prism Coordinator: Brent Peavler 202-619-3545
Small Business Utilization: Gary Hosford 202-619-2946

B.5.0 Definitions of Terms:

Authorized Representative of the Contracting Officer (AR/CO) - A Contracting Officer may choose to delegate, in writing, someone as his/her authorized representative. The AR/CO acts as the CO's technical "eyes and ears" and has daily contact with the contractor who is performing the work. The CO will define the AR/CO's duties and responsibilities in an appointment letter.

Commitment - Setting aside funds for a procurement (usually via a requisition, e.g., IA-42). Per the MOA, personnel who commit funds are not allowed to sign purchase orders obligating those same funds.

Deobligation - Deobligation occurs when are funds no longer needed on a contract. The CO modifies the contract using an SF-30 and the previously obligated funds are then deobligated and become available for others to commit.

Generic Contracts: The Office of Contracts prepares model contract documents which procurement personnel can tailor to fit individual station requirements (e.g., importation regulations). These generic packages provide a foundation for the attachments to the RFQs (SF-18), Purchase Order (OF-347), commercial item procurement package, and construction RFP/contract (under $25,000). The Office of Contracts will electronically distribute revised versions of these documents to incorporate updates to the FAR.

JOFOC: A "Justification for Other Than Full and Open Competition" is necessary whenever an open market purchase is made without the benefit of competition, e.g., either sole source (only one vendor contacted) or urgent/compelling (no time to post the procurement). The Office of Contracts has a generic format which can be used to prepare these written justifications.

Liquidation - Liquidation of an obligation occurs when an invoice is paid. The treasury takes the money to pay the contractor out of the funds which were obligated when the OF-347 was issued.

Obligation - Obligation is the act of spending committed funds (usually via an OF-347). Warranted Contracting Officers are the only personnel legally authorized to obligate funds. If insufficient funds have been committed then the CO cannot award a contract. When a CO awards a contract with insufficient funds, it is known as "violating the Anti-deficiency Act" and the CO could go to jail and/or be legally required to pay for the contract out of his/her personal funds.

Ratification: A procurement ratification is necessary when any USAGM employee directs a Contractor to perform work or supply a product without having a valid purchase order or contract in effect. The contractor has 3 choices after providing supplies or services which have not legally been contracted for by a warranted CO: (1) write it off as a gift to the US Government; (2) submit the invoice to the employee who directed the work, who will have to pay for it out of his/her personal funds; or (3) convince the employee that the procurement must be ratified by the Senior Procurement Executive so that the invoice can be paid from Government funds. The SPE is the only USAGM employee authorized to ratify an unauthorized procurement.

Unobligated Commitment - An unobligated commitment is the dollar difference between funds committed for a procurement and the amount actually obligated for a procurement. Unobligated commitments are automatically reclaimed by the finance office when the obligating document (OF-347) is posted to the books.

Warrant: A Certificate of Appointment (SF-1402) made by the SPE which delegates specific procurement authority to an individual. Only these delegated Contracting Officers have the legal authority to obligate funds via a credit card, purchase order, or contract as stated on their written Certificate of Appointment. The usual warrant issued to domestic personnel authorizes contracting authority for supplies/services up to the simplified acquisition threshold (currently $100,000). **Some** warrants may include an endorsement allowing the individual construction authority up to $100,000 and A-E authority up to $2,000.

B.6.0 Simplified Acquisitions (Less than $100,000):

B.6.1 Commercial Items: A commercial item is defined in FAR Subpart 2.101. Overseas stations do not have to advertise in the Commerce Business Daily (CBD) if the procurement is less than $100,000. There is a generic contract available from the Office of Contracts which can be used to solicit and award commercial item purchase orders.

B.6.2 Non Commercial Items: FAR Part 13 prescribes the procedures to be followed when procuring supplies or services less than $100,000. There are generic RFQ and PO packages available from the Office of Contracts to ensure that Purchase Orders contain the necessary clauses.

B.6.3 Construction: FAR Part 36 prescribes the procedures to be followed when procuring construction services. FAR Subpart 36.102 lists those types of jobs that are considered construction contracting. For example, contracts for painting, roof repair, or road paving must be awarded by someone with properly delegated construction procurement authority. The SPE has granted construction procurement authority up to $25,000 to at least one person at each transmitting station. There is a generic package available from the Office of Contracts, thus ensuring that the procurement are compliant with the FAR.

B.6.4 Bank Cards: Bank Cards should be used for simplified acquisitions whenever possible. The use of Bank Cards is not limited to the micro purchase threshold, but to the limit imposed upon

individual cardholders. The Office of Contracts maintains a training video to supplement the guidance in FAR Subpart 13.301. Reminder - All open market procurement greater than $2,500 must be competed even if a credit card is used.

B.6.5 Imprest Fund: As explained in FAR Subpart 13.305, Imprest (petty cash) Funds may be used for local purchase of supplies, equipment, and services. A valid requisition must be on file in order for the cashier to release Imprest Funds. The Station's Head Cashier, under the purview of the USAGM Budget Office, is responsible for the management and administration of the Imprest Fund.

Designated Cashiers, Alternate Cashiers and the Supervisor of the Cashier shall successfully complete formal training or self-study training (Dept of State's National Foreign Affairs Training Center: Overseas Cashiers Course PA-295; Overseas Cashiers Supervisors Course PA-294). An interactive CDROM Imprest Fund training is also available (POC: Beverly Parchen: bparchen@ibb.gov).

B.6.6 Blanket Purchase Agreements (BPAs) and Basic Ordering Agreements (BOAs): Blanket Purchase Agreements (BPA) and Basic Ordering Agreements (BOA) are simplified methods of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources. A BPA or a BOA is not a contract! The existence of a BPA or BOA does not justify purchasing from only one source or avoiding small business set-asides. If there is an insufficient number of BPAs or BOAs to ensure competition, then the CO must solicit quotations from other sources. A complete explanation of BPAs and BOAs is found in FAR Subpart 13.303.

B.7.0 Contracts (Acquisitions greater that $100,000): Authority for open market supplies/services exceeding $100,000 or construction exceeding $25,000 are the responsibility of the Office of Contracts.

B.8.0 Leases: Prior written approval from the SPE in the Office of Contracts is required for all lease transactions, including renewals. Requests for initial or renewal lease approvals should be submitted through B/E headquarters channels and indicate concurrence of the Embassy Security Office. Exceptions to this requirement include existing leases when proposed rental payment does not exceed 20% of the existing annual rental payment for the lease. Refer to MOA IV 972 for guidance.

B.9.0 Representation Funds: The following references provides policies and procedures for the use, control, processing and certification of expenditures of funds for overseas representation activities:

Standardized Regulations - Chapter 300
Embassy Mission Policy

**A report indicating expenditure of representational funds is to be submitted via E-mail to E/O following the end of each quarter - by January 10, April 10, July 10 and October 10.**
Please submit the representation funds report using the following format:

Date of Event:
Amount of Obligation:
Name of Attendees:
Brief Description of the Purpose:

B.10.0 Self Study Courses available from the National Foreign Affairs Training Center:

| | |
|---|---|
| * Management Controls Workbook | PA-164 |
| * How to be a Certifying Officer | PA-291 |
| * Introduction to Simplified Acquisitions | PA-222 |
| * Training for Overseas Cashiers | PA-295 |
| * Training for Overseas Cashiers (CD-ROM) | PA-295 |
| * Training for Overseas Cashiers Supervisors | PA-294 |
| * How to be a Contracting Officer Representative | PA-130 |
| * How to Write a Statement of Work | PA-134 |

**APPENDICES:**

Appendix 1: Overseas Procurement Matrix
Appendix 2: Procurement Integrity Certification For Procurement Officials

## APPENDIX 1 TO TSI-104
## OVERSEAS PROCUREMENT MATRIX

1. Procurements should be made using the sources listed in FAR Subpart 8.001.

2. The below matrix should be used when an open market procurement is necessary.

3. Procurements less than $100,000 need not be set aside for small business when the item is being both bought and delivered overseas.

| | **Non Commerical Item Supplies or Services** | **Commerical Item Supplies or Services** | **Construction** |
|---|---|---|---|
| Less Than $2,500 [See note 1] | No Posting or CBD<br>No clauses required | No Posting or CBD<br>No clauses required | No Posting or CBD<br>Use file: osc-con2.wpd |
| Between $2,500 and $10,000 | No Posting or CBD<br>Use prism file: add-po.txt | No Posting or CBD<br>Use file: com-item.wpd | No Posting or CBD<br>Use file: osc-con2.wpd |
| Between $10,000 and $25,000 | Posting Required<br>Use prism file: add-po.txt | Posting Required<br>Use file: com-item.wpd | Posting Required<br>Use file: osc-con2.wpd |
| Between $25,000 and $100,000 | Posting Required<br>Use prism file: add-po.txt | Posting Required<br>Use file: com-item.wpd | Coordinate all efforts with Office of Contracts |
| Greater Than $100,000 | No Authority for Open Market Procurement | No Authority for Open Market Procurement | No Authority for Construction |

Note 1: $2,000 for construction

## APPENDIX 2 TO TSI-104
## PROCUREMENT INTEGRITY CERTIFICATION
## FOR PROCUREMENT OFFICIALS

As a condition of serving as a procurement official, I _____ hereby certify that I am familiar with the provisions of subsections 27(b), (c), and (e) of the Office of Federal Procurement Policy Act (41 USC 423) as amended by section 814 of Public Law 101-189. I further certify that I will not engage in any conduct prohibited by such subsections and will report immediately t the contracting officer any information concerning a violation or possible violation of subsections 27(a), (b), (d), or (f) of the Act and applicable implementing regulations. A written explanation of subsections 27(a) through (f) has been made available to me. I understand procurement for which I have served as a procurement official, I have a continuing obligation under section 27 not to disclose proprietary of source selection information relating to that procurement and a requirement to so certify.

_____

SIGNATURE OF PROCUREMENT OFFICIAL DATE

_____

DEPARTMENT OR AGENCY OFFICE TELEPHONE NUMBER

# TRANSMITTING STATION INSTRUCTIONS

## 105.1 PURPOSE OF INSTRUCTION

To outline the purpose and authority of the Transmitting Station Instructions.

## 105.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is (T/EOS).

## 105.3 GENERAL

Transmitting Station Instructions are dynamic documents serving as guidance and instruction to the transmitting stations. Your suggestions for improvements are part of this dynamic process.

This instruction provides the framework to:

- Review existing Transmitting Station Instructions for needed changes.

- Identify the need for new Transmitting Station Instructions.

- Write, publish and distribute TSI's in a consistent and timely manner, via electronic medium.

## 105.4 BACKGROUND

Transmitting Station Instructions are usually written by the Director, Operations and Stations Division (T/EOS) for the purpose of establishing policies, standards and guidance in conducting the operation of a transmitting station. TSI's are never designed to replace or conflict with any existing regulations including, but not limited to, the Manual of Operations and Administration (MOA), the Foreign Affairs Manual (FAM), and the Code of Federal Regulations (CFR).

## 105.5 AUTHORITY

Only the Director, Operations and Stations Division (T/EOS) may establish, publish and distribute Transmitting Station Instructions. Transmitting Stations and all divisions of (T/EOS) are encouraged to review TSIs, and when appropriate, suggest changes and draft appropriate instructions that benefit the transmitting station system while still accomplishing (T/EOS) objectives.

(T/EOS) divisions that generate or have ownership of published TSI materials are responsible for periodically reviewing, updating, or discontinuing those TSI's as required by the needs of the broadcast mission.

## 105.6 WRITING THE TRANSMITTING STATION INSTRUCTIONS

Transmitting Station Instruction's may be thought of as a "Standard Operating Procedure" for transmitting stations, and new TSI's should follow current TSI layout standards.

## 105.7 MECHANISM FOR CHANGE

Proposed changes or additions to Transmitting Station Instructions should be submitted in memo form to the Chief of the Network Support Branch (T/EOS/N) for review and approval. Documents must be submitted in Microsoft Word format via E-mail

## 105.8 PUBLISHING AND DISTRIBUTION

Once a new TSI has been reviewed and approved by all appropriate divisions of (T/EOS), or an existing TSI has been changed and updated, it will be distributed.

# T/EOS/N FAXFAX SYSTEM

## 106.1 PURPOSE

The purpose of this Transmitting Station Instruction (TSI) is to establish the policies for using the T/EOS/N FAXFAX System.

## 106.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The Network Support Branch (T/EOS/N) is responsible for maintaining this TSI.

## 106.3 GENERAL

**106.3.1** The T/EOS/N FAXFAX System provides a standardized system for creating, sending, archiving, and retrieving all accountable (numbered) e-mail messages sent to or from a transmitting station.

- An accountable e-mail is called a FAXFAX.
- A FAXFAX addressed to all transmitting stations is called a CIRFAX.
- A control number is automatically assigned by the system to a FAXFAX or CIRFAX once the message is approved and sent.

**106.3.2** The user's manual for the T/EOS/N FAXFAX System can be found on the T/EOS/N SharePoint site.

http://inside.bbg.gov/offices/EngTechServices/EngOperations/netsupport/Shared%20Documents/FAXFAXSystemUsersManual.pdf

## 106.4 POLICIES

**106.4.1** The T/EOS/N FAXFAX System shall be used when conducting official business on behalf of the USAGM Transmitting Station Network. Non-official (informal) e-mails shall not be sent through the T/EOS/N FAXFAX System.

**106.4.2** The T/EOS/N FAXFAX System shall be used by:

- The Washington staff when communicating with the transmitting stations.

- The station managers and their staffs when communicating with the Washington staff and the other transmitting stations.

**106.4.3** A FAXFAX shall be sent:

- *When the sender requests that an action be initiated.*

  For example: Status on an action or issue is requested.
  A change to a broadcast schedule is requested.
  Approval for travel by station personnel is requested.
  Assistance in resolving an issue is requested.

- *When the sender provides information that will be used in the conduct of Network business.*

  For example: A routine or special report is submitted.
  Information on an ongoing issue or project is provided.
  Receipt of a shipment is acknowledged.

**106.4.4** If the FAXFAX requires that an action be taken, it will be sent as an *ACTION* message. If the purpose of the FAXFAX is to provide information, it will be sent as an *INFO* message.

**106.4.5** Assigning a Priority:

- *NORMAL* - Most FAXFAX messages, whether they are requesting an action or providing information, are routine in nature and shall be given an action level of NORMAL.

- *PRIORITY* - When immediate or emergency action is required, the FAXFAX shall be given an action level of PRIORITY.

**106.4.6** When referencing a FAXFAX message, the number assigned to that FAXFAX shall be included as part of the reference.

**106.4.7** The Transmitting Station Managers are responsible for approving and releasing all FAXFAX messages being sent from their stations.

## 106.5 ADMINISTERING THE T/EOS/N FAXFAX SYSTEM

- Station POC: The LAN Administrator shall act as the T/EOS/N FAXFAX System Administrator at the transmitting station.

- T/EOS/N POC: Marcell Brevard (mbrevard@bbg.gov) shall act as the T/EOS/N FAXFAX System Administrator in Washington.

# TRAVEL AND OTHER ABSENCES FROM THE STATION

## 107.1 PURPOSE

This TSI provides the procedures for coordinating for and reporting on travel and other absences of transmitting station personnel from the transmitting station.

## 107.2 SCOPE

The TSI applies to all the transmitting stations. The Operations & Stations Division (T/EOS) is responsible for this TSI. It was prepared by the Network Support Branch (T/EOS/N).

## 107.3 REFERENCE

**a.** TSI-103, Budget Estimate and Financial Plans
**b.** TSI-403, Quarterly/Annual Statistical Reports
**c.** 3 FAM 3420 – Provides R&R guidance and eligibility requirements
**d.** 3 FAM-3430 – Provides Home Leave guidance and eligibility requirements
**e.** 3 FAM 3760 and 3 FAH-1, H-3760 - Discusses travel messages

## 107.4 FUND CITES FOR EMERGENCY TRAVEL

See Appendix 1 to this TSI.

## 107.5 DIPLOMATIC PASSPORT

a. Diplomatic passports will only be used when traveling on official U.S. Government business (see the only exception to this policy in paragraph 107.5b). At locations where there are additional local rules or regulations governing the use of diplomatic passports, these local requirements will also be followed. If there is a conflict between agency and local rules, contact T/EOS for clarification. The following information was taken from the Office of the Chief Financial Officer Travel Announcements – Edition 1 – March 2012:

*"Reminder for Government Employees with Diplomatic and Official Passports*

- *HA (House Announcement) February 23, 2012*

*Your Diplomatic or Official Passport may only be used in discharge of your official USAGM duties.*

*You may not use your Diplomatic or Official Passport for personal travel or non-USAGM business travel.*

*If you conduct personal travel or non-USAGM business travel while on official USAGM travel, you may not use your Diplomatic or Official Passport for the personal travel or non-USAGM business travel portion of your trip.*

*For example, a traveler is on official USAGM business in Harare, Zimbabwe. When returning to the USA, the traveler stops in Johannesburg, South Africa to visit family and friends, and check on her food distribution business in Johannesburg, South Africa. The traveler has no official USAGM business in Johannesburg, South Africa. The traveler may not use their Diplomatic or Official Passport to enter Johannesburg, South Africa.*

*Misuse of your Diplomatic or Official Passport will result in cancel/revocation of your Diplomatic or Official Passport."*

b. Foreign Service Officers (FSOs) assigned in a country where Host Government's residency rules require them to exit and re-enter the country using their Diplomatic passports may use these passports when traveling on personal or non-USAGM business travel. FSOs assigned to a country where there are no restrictions on the type of passport used when exiting or re-entering the country will comply with the policy outlined in paragraph 107.5a. FSOs should consult with their U.S. Embassy's Consulate General with any questions concerning this matter.

## 107.6 BUDGETING FOR TRAVEL AND PROJECTED TRAVEL PLAN

Station-funded Travel:

Each fiscal year, projected station-funded travel (including Rest and Relaxation travel, known as R&R) for all American Officers and LES (Locally Employed Staff) will be included in the transmitting station's budget estimates and financial plans that are submitted through the T/EOS FAXFAX System to T/ER. Each proposed trip must be supported by a sound justification. Any time there is a change to the station's travel plans that affects the information in the budget estimates and financial plans, these financial documents will be adjusted accordingly.

FSO Home Leave Travel and Transfers:

Transmitting stations with American Officers planning on taking Home Leave travel in the upcoming or following fiscal year (next two years) should complete a projected Home Leave travel plan. If known, this plan should also contain the requested information on approved FSO transfers. This plan should be submitted by August 31 of each year via the T/EOS FAXFAX system to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR. The format for the Home Leave and Approved Transfer travel plan is as shown in Figure 1 below.

| Projected Travel Plan for Home Leave and Approved Transfers | | | |
|---|---|---|---|
| Fiscal Year (FY) | | | |
| FSO Name | | | |
| Type of Travel | | | |
| Number of Dependents Traveling | | | |
| Traveling From | | | |
| Traveling To | | | |
| Projected Travel Dates | | | |
| BOC 2111 (Travel) | | | |
| BOC 2122 (Per Diem) | | | |
| BOC 2203 (HHE) | | | |
| BOC 2215 (UAB) | | | |
| Total Cost | | | |

**Figure 1 – Format for Projected Travel Plan for Home Leave and Approved Transfers**

### 107.7 DEPARTMENT OF STATE'S TRAVEL MESSAGES (TM)

Communications between the transmitting station and HQ Washington on FSO travel is accomplished using the T/EOS FAXFAX system and e-mails. If applicable, transmitting stations will continue to comply with local requirements to report arrivals, departures, etc. through State Department channels in the prescribed TM formats.

## 107.8 OFFICIAL TRAVEL, ANNUAL LEAVE AND ABSENCES INSIDE THE COUNTRY OF ASSIGNMENT

a. The Station Manager will approve all official travel (for American Officers and LES staff) inside the country of assignment, or other absences of American Officers from the transmitting station when the individual will not leave the country in which the transmitting station is located.

b. For the Station Managers, T/EOS must approve in advance any official travel or other absence that will require the Transmitting Station Manager to be away from the transmitting station for more than 48 hours. The station will provide advance notification to T/EOS of the travel or absence via the T/EOS FAXFAX System. The notification will include the name of the person delegated to act in the station manager's absence, and a contact number for the station manager. Once approved, the station will be informed by a return FAXFAX. If travel is required due to an extreme emergency, T/EOS may be notified after the fact, but as soon as possible after the start of travel.

Annual Leave:

a. The Station Managers are the approving authority for all requests for annual leave submitted by their American Officers.

b. T/EOS is the approving authority for all requests for annual leave submitted by the Station Managers. The leave request will be submitted to the Station Manager's supervisor (normally the T/EOS Division Director) via the WebTA Time and Attendance System for approval in advance of the Manager's absence from the transmitting station.

## 107.9 OFFICIAL TRAVEL, ANNUAL LEAVE AND ABSENCES OUTSIDE COUNTRY OF ASSIGNMENT

a. T/EOS must approve in advance all official travel (for American Officers and LES staff) outside the country of assignment, or other absences of American Officers from the transmitting station, when the individual will leave the country in which the transmitting station is located. The station will provide advance notification to T/EOS of the travel or absence via the T/EOS FAXFAX System. Once approved, the station will be informed by a return FAXFAX. If travel is required due to an extreme emergency, T/EOS may be notified after the fact, but as soon as possible after the start of travel.

b. Upon an American Officer's departure from the station, a departure FAXFAX will be sent to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR.

c. Upon an American Officer's return to the station, an arrival FAXFAX will be sent to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR.

Annual Leave:

a. The procedures for Annual Leave outlined above in Section 107.8 apply here.

## 107.10 HOME LEAVE AND R&R TRAVEL

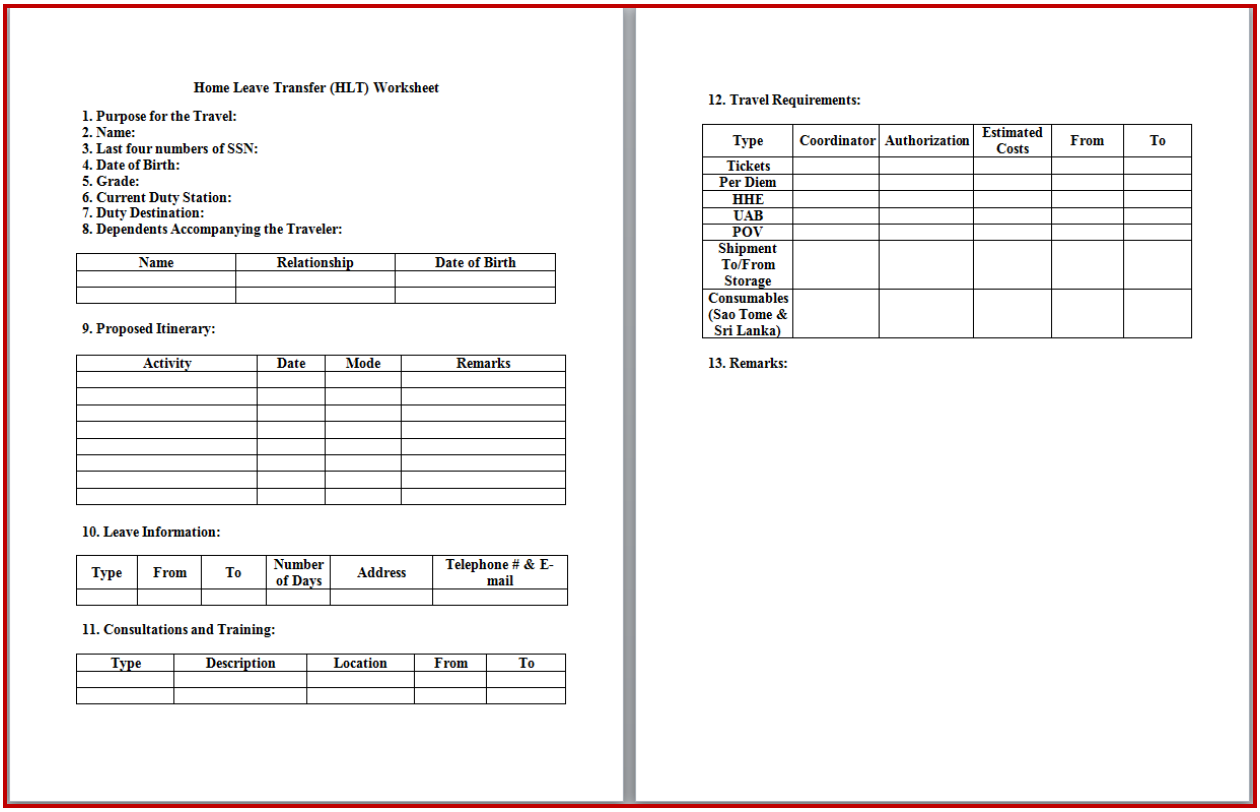
The transmitting station, in conjunction with the American Officer, is responsible for computing and reporting on the individual's eligibility for Home Leave and R&R.

When requesting Home Leave or R&R, a listing showing all dates of prior Home Leave or R&R travel for the American Officer and EFMs (as applicable) during the current assignment will be included with the request. This information is required for Headquarters' use in determining an employee's and Eligible Family Member's (EFMs's) eligibility for Home Leave or R&R.

The Office of Human Resources (OHR), in conjunction with T/EOS, approves the request for Home Leave or R&R.

**Process:**

a. A minimum of 30 days prior to the start of the Home Leave or R&R travel, the individual's proposed travel plans will be sent via the T/EOS FAXFAX System to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR. A copy of the Home Leave Transfer (HLT) Worksheet (Figure 3) and a listing of all dates of prior leave in the U.S will be attached to the FAXFAX.



**Home Leave Transfer (HLT) Worksheet**

1. Purpose for the Travel:
2. Name:
3. Last four numbers of SSN:
4. Date of Birth:
5. Grade:
6. Current Duty Station:
7. Duty Destination:
8. Dependents Accompanying the Traveler:

| Name | Relationship | Date of Birth |
|---|---|---|
| | | |
| | | |

9. Proposed Itinerary:

| Activity | Date | Mode | Remarks |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

10. Leave Information:

| Type | From | To | Number of Days | Address | Telephone # & E-mail |
|---|---|---|---|---|---|
| | | | | | |

11. Consultations and Training:

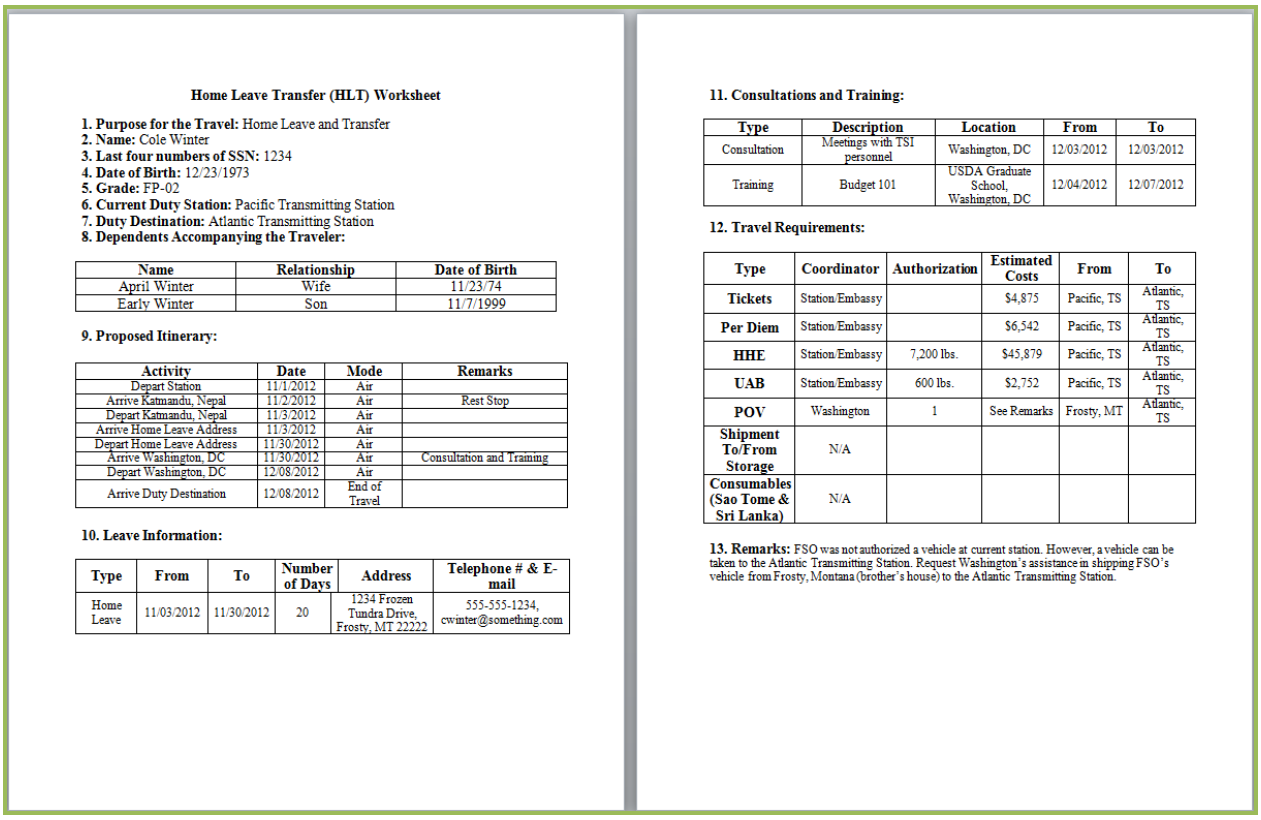
| Type | Description | Location | From | To |
|---|---|---|---|---|
| | | | | |
| | | | | |

12. Travel Requirements:

| Type | Coordinator | Authorization | Estimated Costs | From | To |
|---|---|---|---|---|---|
| Tickets | | | | | |
| Per Diem | | | | | |
| HHE | | | | | |
| UAB | | | | | |
| POV | | | | | |
| Shipment To/From Storage | | | | | |
| Consumables (Sao Tome & Sri Lanka) | | | | | |

13. Remarks:

**Figure 2 - Home Leave Transfer (HLT) Worksheet**



**Home Leave Transfer (HLT) Worksheet**

**1. Purpose for the Travel:** Home Leave and Transfer
**2. Name:** Cole Winter
**3. Last four numbers of SSN:** 1234
**4. Date of Birth:** 12/23/1973
**5. Grade:** FP-02
**6. Current Duty Station:** Pacific Transmitting Station
**7. Duty Destination:** Atlantic Transmitting Station
**8. Dependents Accompanying the Traveler:**

| Name | Relationship | Date of Birth |
|---|---|---|
| April Winter | Wife | 11/23/74 |
| Early Winter | Son | 11/7/1999 |

**9. Proposed Itinerary:**

| Activity | Date | Mode | Remarks |
|---|---|---|---|
| Depart Station | 11/1/2012 | Air | |
| Arrive Katmandu, Nepal | 11/2/2012 | Air | Rest Stop |
| Depart Katmandu, Nepal | 11/3/2012 | Air | |
| Arrive Home Leave Address | 11/3/2012 | Air | |
| Depart Home Leave Address | 11/30/2012 | Air | |
| Arrive Washington, DC | 11/30/2012 | Air | Consultation and Training |
| Depart Washington, DC | 12/08/2012 | Air | |
| Arrive Duty Destination | 12/08/2012 | End of Travel | |

**10. Leave Information:**

| Type | From | To | Number of Days | Address | Telephone # & E-mail |
|---|---|---|---|---|---|
| Home Leave | 11/03/2012 | 11/30/2012 | 20 | 1234 Frozen Tundra Drive, Frosty, MT 22222 | 555-555-1234, cwinter@something.com |

**11. Consultations and Training:**

| Type | Description | Location | From | To |
|---|---|---|---|---|
| Consultation | Meetings with TSI personnel | Washington, DC | 12/03/2012 | 12/03/2012 |
| Training | Budget 101 | USDA Graduate School, Washington, DC | 12/04/2012 | 12/07/2012 |

**12. Travel Requirements:**

| Type | Coordinator | Authorization | Estimated Costs | From | To |
|---|---|---|---|---|---|
| **Tickets** | Station/Embassy | | $4,875 | Pacific, TS | Atlantic, TS |
| **Per Diem** | Station/Embassy | | $6,542 | Pacific, TS | Atlantic, TS |
| **HHE** | Station/Embassy | 7,200 lbs. | $45,879 | Pacific, TS | Atlantic, TS |
| **UAB** | Station/Embassy | 600 lbs. | $2,752 | Pacific, TS | Atlantic, TS |
| **POV** | Washington | 1 | See Remarks | Frosty, MT | Atlantic, TS |
| **Shipment To/From Storage** | N/A | | | | |
| **Consumables (Sao Tome & Sri Lanka)** | N/A | | | | |

**13. Remarks:** FSO was not authorized a vehicle at current station. However, a vehicle can be taken to the Atlantic Transmitting Station. Request Washington's assistance in shipping FSO's vehicle from Frosty, Montana (brother's house) to the Atlantic Transmitting Station.

## Figure 3 – Sample Home Leave Transfer (HLT) Worksheet

b. After review and approval, the following will occur:

(1) For R&R requests, T/EOS will send a FAXFAX to the station advising that the R&R has been approved. ***The station is responsible for funding the R&R travel and for making all the travel arrangements.***

(2) For Home Leave, the Office of Human Resources (OHR), in conjunction with T/EOS, approves the travel request. T/EOS will send a FAXFAX to the station advising that the travel has been approved. OHR will prepare the travel authorization (TA) and will forward it to the station. HQ Washington is responsible for funding the Home Leave travel. ***Refer to paragraph 107.12 for the responsibilities for arranging this type of travel.***

c. Upon the individual's departure from the station, a departure FAXFAX will be sent to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR.

d. Upon the individual's return to the station, an arrival FAXFAX will be sent to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR.

**107.11 TRANSFERS (INCLUDES CHANGE OF STATION, SEPARATIONS AND RETIREMENTS)**

The Office of Human Resources (OHR) in conjunction with T/EOS approves the travel request.

HQ Washington is responsible for funding the travel associated with a transfer. ***Refer to paragraph 107.12 for the responsibilities for arranging this type of travel.***

**Process:**

a. A minimum of 30 days prior to the start of travel, the individual's proposed travel plan will be sent via the T/EOS FAXFAX System to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR. A copy of the Home Leave Transfer (HLT) Worksheet (Figure 3) will be attached to the FAXFAX. If Home Leave is being requested in conjunction with this transfer, a listing of all dates of prior leave in the U.S will also be attached to the FAXFAX.

b. After review and approval, OHR will prepare the travel authorization (TA) and will forward it to the station.

c. Upon the individual's departure from the station, a departure FAXFAX will be sent to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR.

d. Upon the individual's arrival at the new station (for change of stations only), an arrival FAXFAX will be sent to T/EOS with a copy to Chris Brown (cebrown@usagm.gov) in T/R and Larry Bullard (lbullard@usagm.gov) in OHR.

**107.12 ACTIONS REQUIRED FOR TRAVEL INITIATED BY THE TRANSMITTING STATION USING THE FUND CITE(S) PROVIDED IN A WASHINGTON-INITIATED TA**

| | |
|---|---|
| Tickets | ***To make travel arrangements, the traveler will work with the CFO Travel Office at HQ Washington (phone no. 202-203-4626), using the HLT Worksheet discussed above. If additional assistance is required, the traveler should contact the Agency's travel agent Carlson-Wagonlit Travel (CWT) at 877-274-8630 (during normal business hours) or 877-274-8630 (after hours). The traveler may contact Larry Bullard (lbullard@usagm.gov) in OHR or Chris Brown (cebrown@usagm.gov) in T/R with any questions or for further assistance.*** The fund cite provided on the travel authorization for this purpose will be used to purchase the tickets. |

| | |
|---|---|
| Travel Vouchers | At the conclusion of the travel, the traveler will complete a travel voucher and have it processed for payment through the station and embassy ***(as applicable.)*** The fund cite provided on the travel authorization for this purpose will be used to reimburse the traveler. ***After the travel voucher has been processed by the embassy (as applicable), a copy should be provided to Chris Brown (cebrown@usagm.gov) in T/R for reconciliation of the travel expenditures.*** *(Note: In the case of separation or retirement, the final travel voucher will be processed for payment through HQ, Washington.)* |
| Unaccompanied Air Baggage Shipments from the Transmitting Station | If authorized, the traveler working with station and embassy personnel will make arrangements to have the UAB packed and shipped. The fund cite provided on the travel authorization for this purpose will be used to pay for this shipment. |
| Household Effects (HHE) Shipments from the Transmitting Station | If authorized, the traveler working with station and embassy personnel will make arrangements to have the HHE packed and shipped. The fund cite provided on the travel authorization for this purpose will be used to pay for this shipment. |
| Privately Owned Vehicle (POV) Shipments from the Transmitting Station | If authorized, the traveler working with station and embassy personnel will make arrangements to have the POV shipped. The fund cite provided on the travel authorization for this purpose will be used to pay for this shipment. |
| Long Term Storage Shipments from the Transmitting Station | If authorized, the traveler working with station and embassy personnel will make arrangements to have the items going into long term storage packed and shipped to the storage location. The fund cite provided on the travel authorization for this purpose will be used to pay for this shipment. |
| Reconciliation of Travel Expenditures | The transmitting station will provide the Network Support Branch (T/EOS/N) and Chris Brown (T/R) with a list showing all the amounts charged to the fund cite(s) provided on the travel authorization, and a copy of each payment voucher. |

## 107.13 CANCELING OR CHANGES TO AN APPROVED TRIP

Upon cancellation, the station will advise T/EOS of the cancellation via the T/EOS FAXFAX System. The notification will contain the reason for the cancellation. In addition, the station's financial plans will be adjusted to reflect the cancellation.

Once T/EOS approves the travel, if the travel plans change or the travel is delayed, station must notify T/EOS via FAXFAX of any changes prior to initiating the travel or extending the return date. In your message, be sure to include the reason(s) for the change(s).

## 107.14 QUARTERLY/ANNUAL REPORT ON COMPLETED TRAVEL

Transmitting stations will report any travel completed during the quarter in their Quarterly Statistical Report that is submitted to T/EOS for each of the first three quarters of the fiscal year. In lieu of a 4th quarter report, Transmitting stations will submit an Annual Statistical Report showing all travel conducted during the fiscal year. The format for this report is shown at Figure 4.

**9.00 STATISTICS ON TRANSMITTING STATION TRAVEL: List all local and overseas travel taken by station personnel (American/FSN) during the fiscal quarter. List all travel taken during the fiscal year in lieu of submitting a 4th Quarter report.**

| TRANSMITTING STATION TRAVEL STATISTICS | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| FSO Name | Position | Destination | Out of Country (Yes or No) | Purpose of the Travel | Organization Requesting the Travel* | Actual Cost in Dollars | Source of Funding (Station, T/EOS, T/EB, etc.) | Actual Travel Dates 00/00/00-00/00/00 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| FSN Name | Position | Destination | Out of Country (Yes or No) | Purpose of the Travel | Organization Requesting the Travel* | Actual Cost in Dollars | Source of Funding (Station, T/EOS, T/EB, etc.) | Actual Travel Dates 00/00/00-00/00/00 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Cost FSO Travel | | | | | | | | |
| Total Cost FSN Travel | | | | | | | | |
| Total Cost All Travel | | | | | | | | |

* Examples of requesting organizations might include MBN, T/EB, T/EOS, or possibly the host country government.

**Figure 4 – Format for Quarterly/Annual Report on Completed Travel**

## Appendix 1: Fund Cite for Emergency Travel

# FUND CITE FOR EMERGENCY TRAVEL

a. Travel involving medical evacuations, emergency visitations and emergency evacuations must be coordinated with Jacqueline Williams in the Office of Administration (OMS/A) and Larry Bullard in OHR, whose contact information is as follows:

Jacqueline Williams - Telephone - 202-382-7506
E-mail - jdwillia@usagm.gov

Larry Bullard - Telephone - 202-382-7523
E-mail - llbullard@usagm.gov

b. The current fund cites for Emergency Travel, as of the date of this TSI revision, are as follows:

- 9568/19/0206/I500/140000/6105/**2144** (BOC FOR MEDICAL EVACUATION)
- 9568/19/0206/I500/140000/6105/**2165** (BOC IS FOR EMERGENCY VISITATION)
- 9568/19/0206/I500/140000/6105/**2173** (BOC IS FOR EMERGENCY EVACUATION OTHER THAN MEDICAL SUCH AS WAR, COUP/FLOODS)

c. At the beginning of each fiscal, year Jacqueline Williams in OMS/A will assign Travel Authorization (TA) numbers for each station's use for Emergency Travel. The Network Support Branch will endeavor to send this information to the transmitting stations via CIRFAX. If this information is not available when an emergency situation arises, please contract Jacqueline Williams in OAS/A for a TA number.

**d. Jacqueline Williams in OAS/A must be provided a pdf copy of all travel orders for obligating as soon as they are issued, and copies of ALL vouchers as soon as they have been forwarded to finance for processing.**

# REPAYMENT AGREEMENT

"I, _____ (Name), certify that I hereby agree to repay the Broadcasting Board of Governors, International Broadcasting Bureau, for expenditures made by the Broadcasting Board of Governors, International Broadcasting Bureau, in connection with my, and eligible dependent(s), (**name & relationship**) hospitalization bill. In the event of my failure to make such repayment when required, I hereby authorize the deduction of such repayment from my current salary, allowances, lump-sum leave payment or other payment which may be or become due me from the U.S. Government."

_____ _____

(Signature) (Date) (Typed name)

# PROPERTY ACCOUNTABILITY

## 108.1 PURPOSE OF INSTRUCTION

This Transmitting Station Instruction (TSI) prescribes the policies and procedures for accounting for and reporting on U.S. Government real, nonexpendable, and expendable property located at the domestic and overseas transmitting stations, technical monitoring offices (TMOs), and other facilities under the direction of the Office of Technology, Services, and Innovation (T).

## 108.2 SCOPE

The instructions contained in this TSI apply to all U.S. Government and contract employees, domestic and overseas. It was prepared by the Network Support Branch T/EOS/N.

## 108.3 REFERENCE

U.S. Department of State Foreign Affairs Manual, Volume 14 – Logistics Management, 14 FAM 400, Asset Management

## 108.4 PROPERTY INVENTORY PROCESSING SYSTEM (PIPS):

PIPS has been designated as the Agency's automated property system. PIPS is used to account for all of the Agency's real and nonexpendable property.

## 108.5 RESPONSIBILITIES

108.5.1 The Director of the Office of Technology, Services, and Innovation (T) has been designated as the *Agency Property Management Officer (PMO)* and is responsible for the overall administration, coordination, and control of the property management program for the U.S. Agency for Global Media (USAGM). In this role, T develops and implements property management policies and procedures for the (USAGM).

108.5.2 The Chief of the Network Support Branch (T/EON/S) has been designated as the *Agency Property Manager (PM)* and is responsible for the day-to-day administration of USAGM property management program. T/EOS/N also is responsible for the dissemination and implementation of the property policies and procedures within the USAGM, and for the maintenance of the USAGM -wide, central property database, PIPS.

- To accomplish these responsibilities, T/EOS/N established a **USAGM Property Management Office** to assist accountable property officers who have questions about property accountability or who need assistance in managing their property.

  a. E-mail: property_help@usagm.gov

  b. Web Page: USAGM_Property Management Office

- T/EOS/N also serves as the *Property Control Officer (PCO)* for the USAGM transmitting

stations, TMOs and other facilities under the direction of T. As the PCO, T/EOS/N provides administrative support to the accountable property officers assigned to T. This support includes:

1. Managing and maintaining PIPS.
2. Coordinating property actions that affect more than one accountable property officer.
3. Reviewing and consolidating property-related reports and responses forwarded to T.

108.5.3 The Transmitting Station Manager or the Chief, TMO are the *accountable property officers (APO)* for their respective organizations. The APO is responsible for all property assigned to the organization regardless of how it was acquired (owned, leased, provided by hand receipt, locally procured, etc.). These responsibilities include, but are not limited, to ensuring that:

- Property is properly managed in accordance with the policies and procedures outlined in this TSI and, where applicable, the Foreign Affairs Manual (FAM).
- All required transactions affecting property are completed in a timely manner.
- Property is inventoried upon arrival to ensure that all items were received and were in good condition.
- Each piece of nonexpendable property and sensitive equipment is barcoded.
- If the item received meets the definition of capitalized property, a copy of the purchase order and invoice payment document is provided to T/EOS/N. (See Section 108.6.3)
- A property record for each piece of real property, nonexpendable property, and sensitive equipment is created and maintained in PIPS.
- All assigned property is physically inventoried at least once each year, and the results of the inventory are reported to T/EOS/N.
- The property records in PIPS accurately reflect the property actually assigned to the accountable area, and that the property records are quickly updated whenever the information on a record changes.
- Documentation is maintained on file to support the entries on each property record.
- Lost, stolen, or damaged property is properly reported in a timely manner.
- Excess equipment is identified, reported, and processed for disposal action.

108.5.4 To assist the APO in controlling the station's property, one or more *property custodians (PC)* may be designated by the APO. The PC is a U.S. Government employee who is assigned specific responsibility by the APO for all or part of the accountable area's property. The PC is responsible for properly managing, maintaining, accounting for, and controlling the nonexpendable property and sensitive equipment assigned to him/her by the APO.

108.5.5 All U.S. Government and contract employees are responsible for any U.S. Government property in their custody. This responsibility includes properly using and protecting the property. Employees may be held liable for any property stolen, destroyed, lost, or damaged as a result of negligence, improper use, or willful action on the employee's part.

## 108.6 PROPERTY CATEGORIES

108.6.1 **Real Property** consists of owned or leased land, buildings, structures, and facilities. **Examples:** land upon which the station is situated, transmitter building, power plant building, car park, warehouse, storage shed, fuel point, etc.

108.6.2 **Nonexpendable Property** is an item of property that is complete in itself, does not lose its identity or become a component part of other property when used, has an initial acquisition cost of $5000 or more (except for sensitive equipment), is durable, and has an expected useful life of over two years. All nonexpendable property must be barcoded and have a property record established in PIPS. **Examples:** transmitters, antennas, vehicles, some broadcasting equipment, etc.

108.6.2.1Nonexpendable property also includes **Sensitive Equipment** (also referred to as sensitive items). To be considered sensitive, the equipment must be mission essential, attractive for personal use, pilferable, or hazardous and cost between $1000 and $5000. Sensitive items require a greater degree of control and accountability; therefore, the equipment must be barcoded and have a property record established in PIPS. The following items are ***always considered as sensitive equipment*:**

- Equipment containing any type of classified material.
- Laptops, Computer Notebooks, and Cameras.
- Wireless Microphone Transmitters/Receivers UHF.
- Camcorders.
- VCR, Mini DV/Monitor (Clams, Watchman).

**NOTE:** Based on mission considerations, accountable property officers may declare equipment not meeting the definition for sensitive as sensitive equipment when the accountable property officer determines that the additional effort of barcoding the property and tracking it through the BBG property database is warranted.

108.6.3 **Capitalized Property** is a term used to describe real and nonexpendable property that must be reported by the Office of the Chief Financial Officer (CFO) on the Agency's quarterly and annual financial statements. **It is accounted for in the same manner as any other piece of real or nonexpendable property.** To be considered capitalized property, the item must meet one of the following thresholds:

- Nonexpendable property with an acquisition cost of $25,000 or greater.
- Other structures and facilities with an acquisition cost of $50,000 or greater.
- Buildings with an acquisition cost of $100,000 or greater.
- All vehicles regardless of acquisition cost.
- All owned land regardless of acquisition cost.

108.6.3.1 Because the capitalized property records are used to prepare the Agency's financial statements, receipts, transfers, and disposals of capitalized property, and any changes to the capitalized property record are reported monthly to T/EOS/N in the station's monthly report.

108.6.3.2 No information can be changed on the PIPS property record unless the station reports the change in its monthly report and includes the required supporting documentation as part of its monthly report submission.

108.6.3.3 The format for reporting on capitalized property to T/EOS/N can be found in Paragraph 108.16, and additional information on the documentation needed to support the capitalized property records can be found in Paragraph 108.17.

108.6.4 **Expendable Property** is consumed in use, loses its identity when put into use, becomes a component part of other articles, or is of a durable nature but does not meet the

criteria for being considered real or nonexpendable property, or sensitive equipment. There is no dollar criteria assigned to expendable property. In other words, any item of property that does not qualify as real property, nonexpendable property, or sensitive equipment is considered expendable property regardless of its acquisition cost. For this reason, a transmitting tube costing $125,000 and an office printer costing $275 are both considered expendable.
**Examples:** spare and repair parts for transmitters and vehicles, transmitting tubes, vacuum capacitors, batteries, household cleaning liquids, pens, copier paper, office printer costing less than $1,000, etc.

## 108.7 ACCOUNTING FOR REAL PROPERTY

108.7.1 Formal accounting for real property begins when the station receives the real property, and a property record is created in PIPS. It ends when the real property is properly disposed of; the property record is updated with the disposal information; and the property record is moved from the active database to the archive file in PIPS. The PIPS record should be updated anytime that an event occurs that changes any of the information on the PIPS property record.

108.7.2 One reason property records are maintained is to account for and report on all costs associated with a station's real property assets. The original acquisition cost of the property is used to create the record, and for inventory valuation, even though this cost may be a small fraction of the current market value. After it is established, the acquisition cost must be adjusted when a single event occurs that increases or decreases the value of the real property by $5,000 or more.

108.7.3 **Annual Review:** Once each year, stations shall review their real property records to ensure that they accurately reflect the actual real property at the transmitting station. Based on this review, the real property records are updated as required.

**Placement of Barcode Labels on Items of Real Property:** In most cases, if not all, it is impractical to barcode the actual piece of real property. For this reason, it is recommended that the barcode label be placed on a sheet of paper and retained with the property files. (See examples at Figures 1 and 2 below for suggested formats)

Each year during the annual inventory, this barcode label can be scanned with the barcode reader. When the inventory information is downloaded from the barcode reader to the PIPS property database, the inventory date on each real property record will be updated. If the label is not scanned, these records will show up on the inventory report as “not being inventoried,” and each record will have to be manually updated.

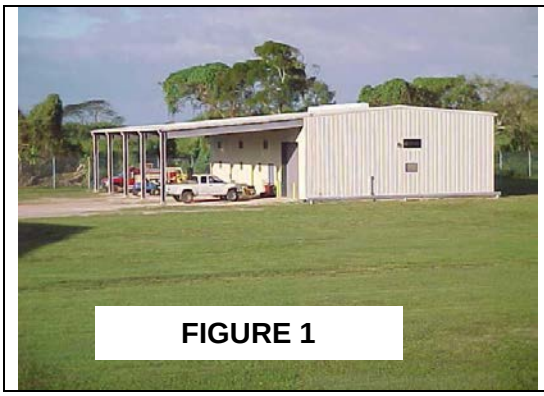
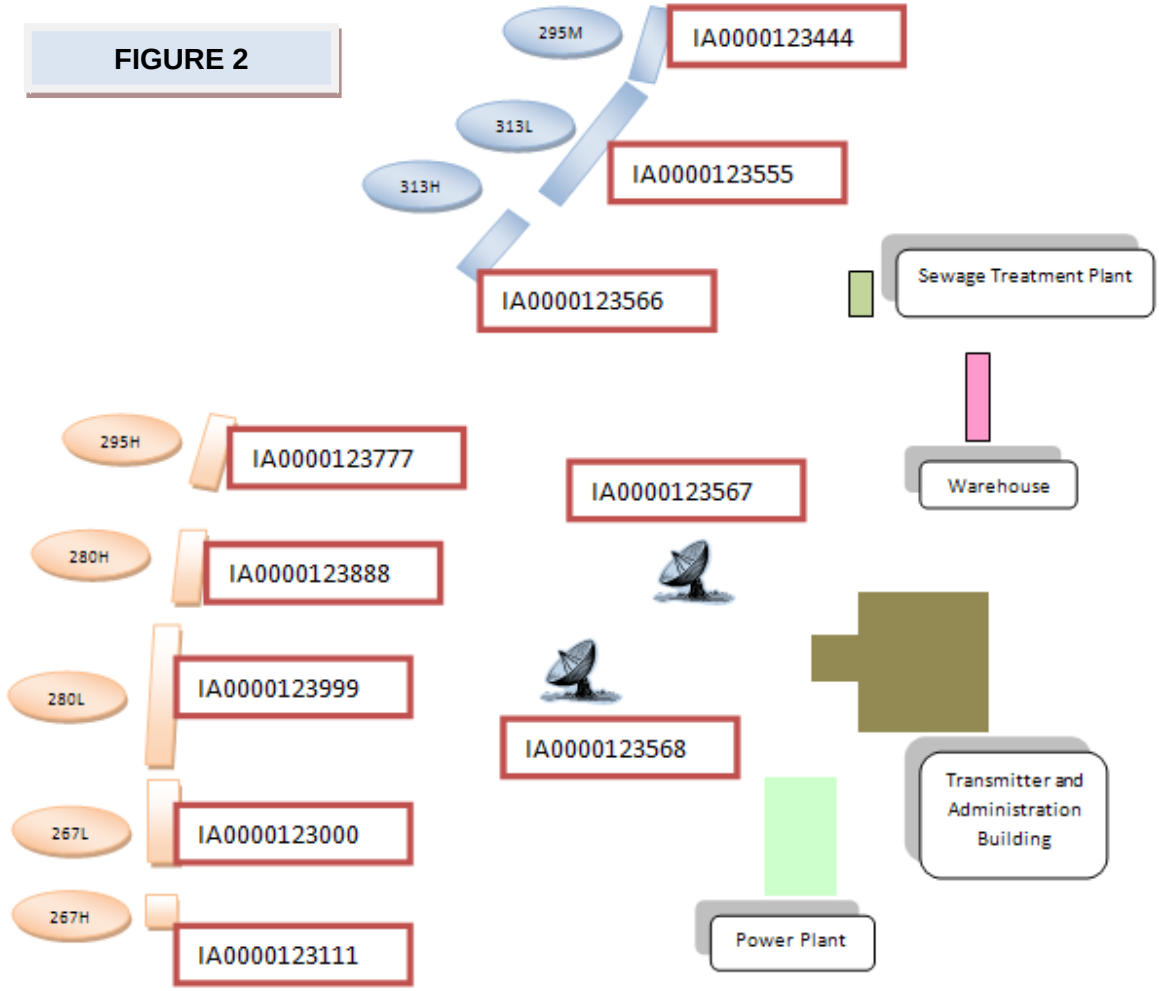


**FIGURE 1**

Maintenance & Storage Warehouse
at the Tinian Transmitter Site

Barcode# IA0000124638

**FIGURE 2**

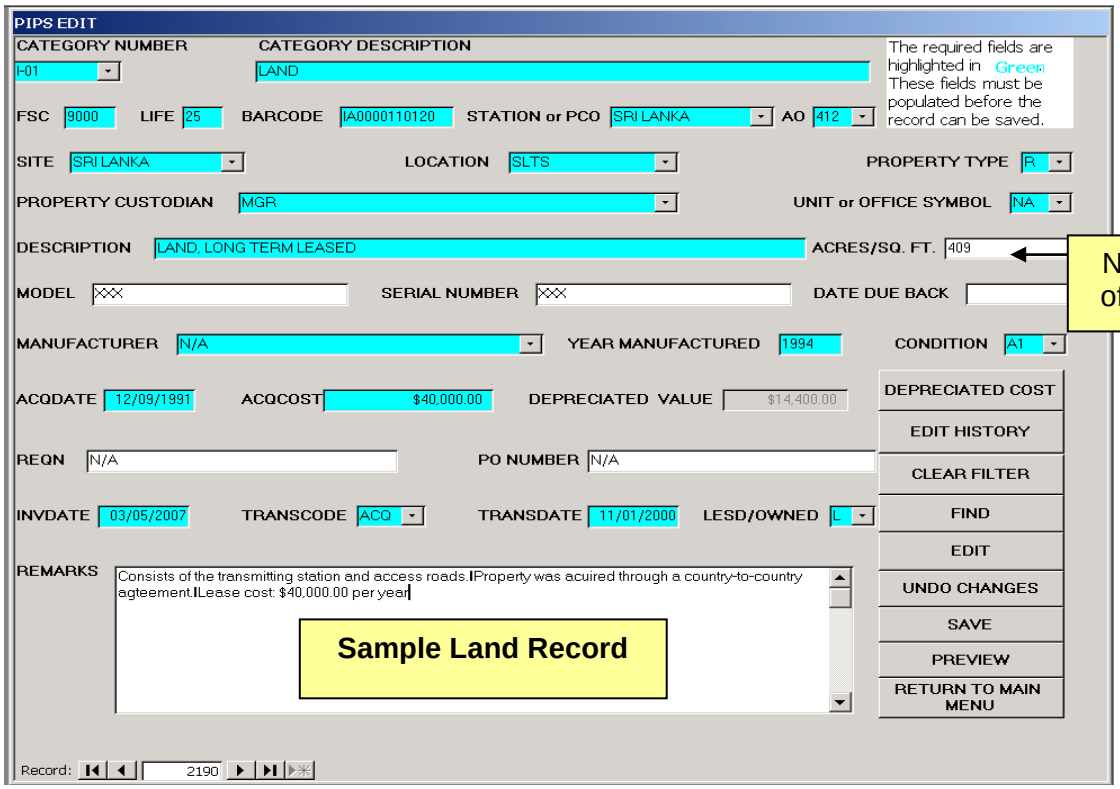


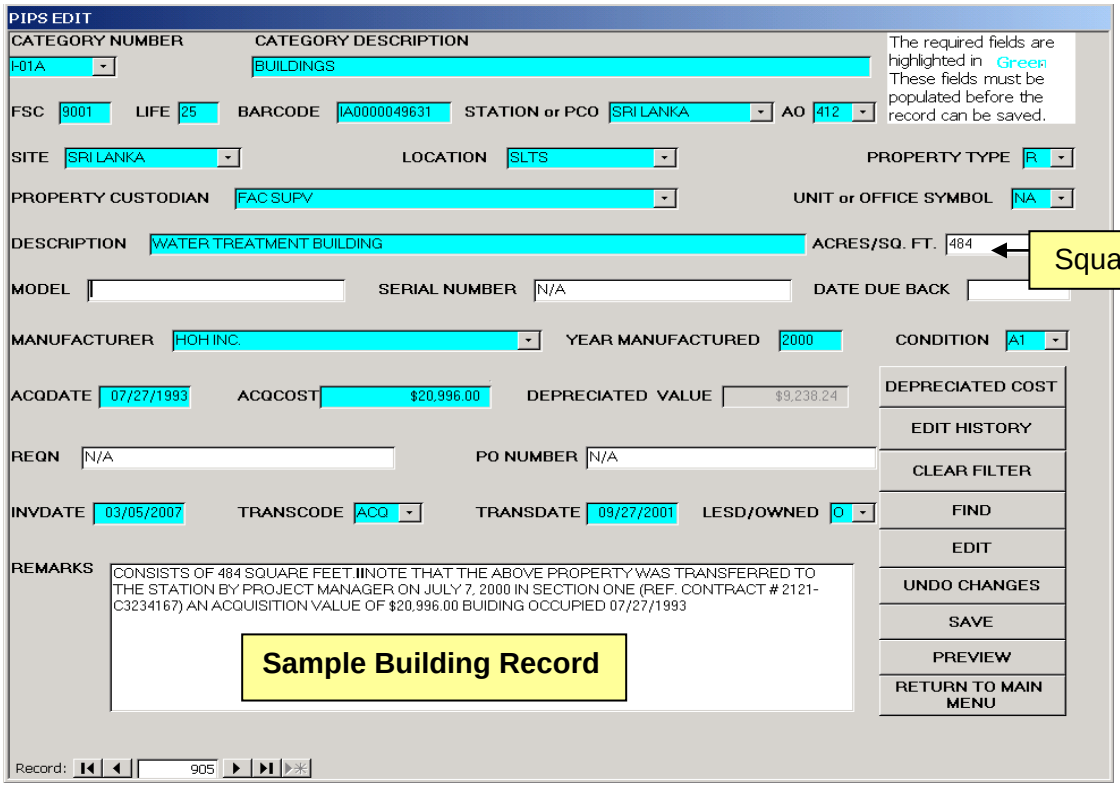

**Sample Drawing Showing Antennas and Satellite Dishes with their Assigned Barcode Numbers**

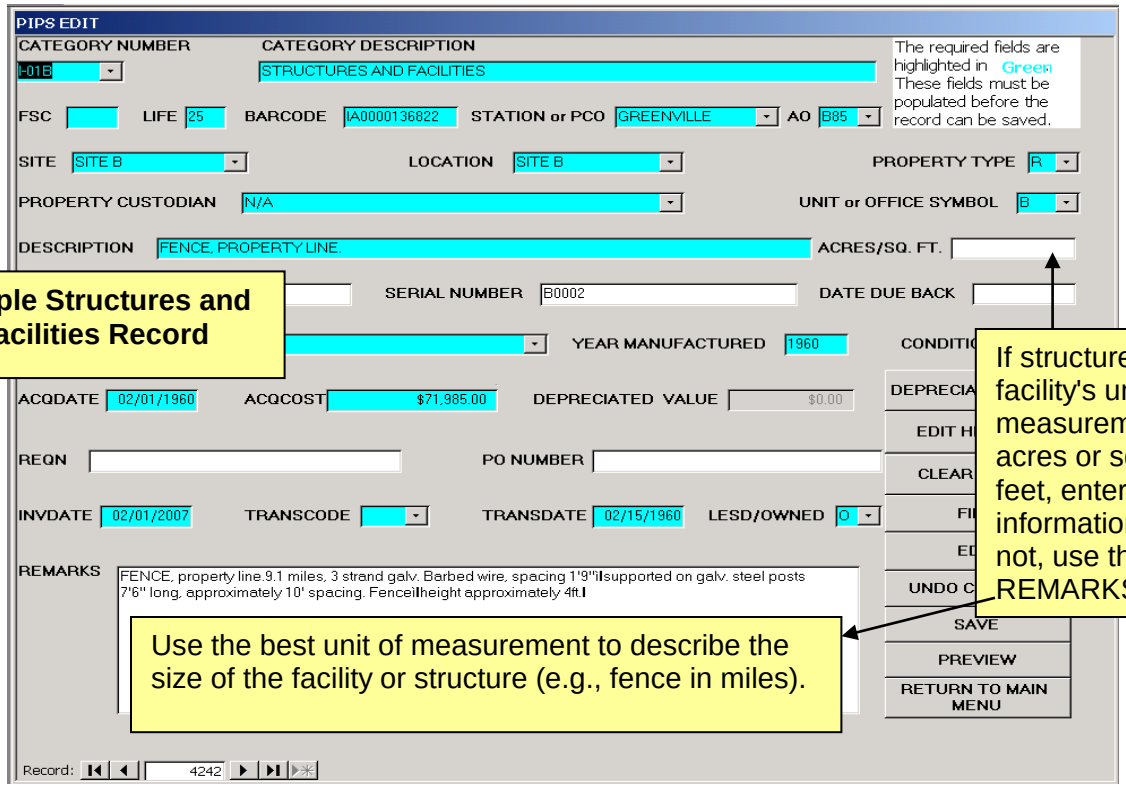
108.7.4 **Land**: To enter the information into PIPS, a barcode number must be assigned to each property record, and *an individual property record is prepared for each parcel of land*. The description should clearly identify the parcel, and the REMARKS data field can be used to provide additional information on the individual parcel of land, and how the land was acquired. The acquisition cost is the total cost for the parcel of land. If the land is leased, the acquisition cost should reflect the amount paid annually. The requirement for an individual property record for each parcel of land is necessary to ensure that Agency property reporting is accurate.

108.7.5 **Buildings**: To enter the information into PIPS, a barcode number is assigned to each property record, and *an individual property record is prepared for each building*. The description should indicate the name of the building. The acquisition cost is the total cost of the building. The REMARKS data field can be used to provide additional information on the building. The requirement for an individual property record for each building is necessary to ensure that Agency property reporting is accurate.

108.7.6 **Structures and Facilities**: To enter the information into PIPS, a barcode number is assigned to each property record, and *an individual property record is prepared for each structure or facility*. The description should indicate the type of structure or facility, and the REMARKS data field can be used to provide additional information. The acquisition cost is the total cost of the structure or facility. The structure or facility's unit of measurement will vary depending on the type of structure or facility. For this reason, the station will use either the ACRES/SQ. FT. data field or the REMARKS data field to enter this information depending on the unit of measure used to describe the structure or facility. If the appropriate unit of measure is either acres or square feet, enter this information into the ACRES/SQ. FT. data field. If the appropriate unit of measurement is other than acres or square feet, enter the information into the REMARKS data field, for example, *"The diesel fuel tank's capacity is 10,000 gallons."* The requirement for an individual property record for each structure or facility is necessary to ensure that Agency property reporting is accurate.


PIPS EDIT
CATEGORY NUMBER
I-01
CATEGORY DESCRIPTION
LAND
The required fields are highlighted in Green These fields must be populated before the record can be saved.
FSC 9000 LIFE 25 BARCODE IA0000110120 STATION or PCO SRI LANKA AO 412
SITE SRI LANKA LOCATION SLTS PROPERTY TYPE R
PROPERTY CUSTODIAN MGR UNIT or OFFICE SYMBOL NA
DESCRIPTION LAND, LONG TERM LEASED ACRES/SQ. FT. 409
MODEL XXX SERIAL NUMBER XXX DATE DUE BACK
MANUFACTURER N/A YEAR MANUFACTURED 1994 CONDITION A1
ACQDATE 12/09/1991 ACQCOST $40,000.00 DEPRECIATED VALUE $14,400.00
REQN N/A PO NUMBER N/A
INVDATE 03/05/2007 TRANSCODE ACQ TRANSDATE 11/01/2000 LESD/OWNED L
REMARKS Consists of the transmitting station and access roads.|Property was acuired through a country-to-country agteement.|Lease cost: $40,000.00 per year
DEPRECIATED COST
EDIT HISTORY
CLEAR FILTER
FIND
EDIT
UNDO CHANGES
SAVE
PREVIEW
RETURN TO MAIN MENU
Record: 2190
Number of Acres
Sample Land Record


PIPS EDIT
CATEGORY NUMBER
I-01A
CATEGORY DESCRIPTION
BUILDINGS
The required fields are highlighted in Green These fields must be populated before the record can be saved.
FSC 9001 LIFE 25 BARCODE IA0000049631 STATION or PCO SRI LANKA AO 412
SITE SRI LANKA LOCATION SLTS PROPERTY TYPE R
PROPERTY CUSTODIAN FAC SUPV UNIT or OFFICE SYMBOL NA
DESCRIPTION WATER TREATMENT BUILDING ACRES/SQ. FT. 484
MODEL SERIAL NUMBER N/A DATE DUE BACK
MANUFACTURER HOH INC. YEAR MANUFACTURED 2000 CONDITION A1
ACQDATE 07/27/1993 ACQCOST $20,996.00 DEPRECIATED VALUE $9,238.24
REQN N/A PO NUMBER N/A
INVDATE 03/05/2007 TRANSCODE ACQ TRANSDATE 09/27/2001 LESD/OWNED O
REMARKS CONSISTS OF 484 SQUARE FEET.|NOTE THAT THE ABOVE PROPERTY WAS TRANSFERRED TO THE STATION BY PROJECT MANAGER ON JULY 7, 2000 IN SECTION ONE (REF. CONTRACT # 2121-C3234167) AN ACQUISITION VALUE OF $20,996.00 BUIDING OCCUPIED 07/27/1993
DEPRECIATED COST
EDIT HISTORY
CLEAR FILTER
FIND
EDIT
UNDO CHANGES
SAVE
PREVIEW
RETURN TO MAIN MENU
Record: 905
Square Feet
Sample Building Record




**Sample Structures and Facilities Record**

If structure or facility's unit of measurement is acres or square feet, enter the information here. If not, use the REMARKS block.

Use the best unit of measurement to describe the size of the facility or structure (e.g., fence in miles).

## 108.8 ACCOUNTING FOR NONEXPENDABLE PROPERTY

108.8.1 Formal accounting for nonexpendable property begins when the station first receives the item and a property record is created in PIPS. It ends when the item is properly disposed of, and its property record is moved from the active database to the archive file in PIPS.

108.8.2 **Barcodes:** Before being issued to the user, *each piece of nonexpendable property will be barcoded, and this number will remain on the property throughout its life cycle*. If the station receives a piece of equipment with an existing barcode number on it, this number will remain on the property and be used by the station. If the equipment does not have a barcode number, the site is responsible for barcoding the property and creating the property record.

**Placement of Barcode Labels on Nonexpendable Property and Sensitive Equipment:** If an item is nonexpendable or sensitive, it must have a barcode label physically applied to it on a portion of the equipment that is not detachable. If the property is to be inventoried using a barcode reader, it is best to place the barcode label where it can be easily accessed by the barcode reader's scanning device. It is also desirable to place the labels where they can be easily seen. These actions will make it easier for the inventory personnel to locate and scan the barcoded equipment, and it will help reduce inventory time. If the label is not scanned, the record will show up on the inventory report as "not being inventoried" and the record will have to be manually updated. In the case of **residential furnishings and appliances,** barcode labels may be placed in out of sight locations such as, under tabletops, inside drawers, etc.

108.8.3 **PIPS Record:**

- Except for residential furnishings issued as a set, ***an individual property record is created in PIPS for each item of nonexpendable property, and sensitive equipment***.
- ***For residential furnishings issued as a set,*** one property record, covering the entire living room set, dining room set, etc., is established using a single barcode number. The remarks section of the record will be used to list individual pieces of furniture that make up the set.
- All ***Satellite Interconnect System (SIS) equipment to include the antennas associated with the SIS*** is accounted for under property category I-01C. Each piece of nonexpendable property will be barcoded and have an individual property record established for it. The cost shown on the property record will be the acquisition cost of the individual item, not the cost of the SIS as a whole.
- The ***acquisition date*** shown on the property record **must match the date received shown on the invoice payment document**.
- The ***acquisition cost*** shown on the property record **must match the cost shown on the invoice payment document**. If ***shipping charges or any installation/set up charges*** are shown on the vendor's invoice payment document, these costs must be added to the acquisition cost for the item.

- If the item of property has a ***serial number,*** it must be entered into the PIPS property record. For vehicles, use the vehicle identification number (VIN). The serial number is a unique identifier that can be used to positively identify the item should the barcode label become lost or unreadable.

- When nonexpendable property is ***inventoried, transferred, or disposed of***, the property record will be updated to reflect the action that occurred. For accounting purposes, the return of a piece of *SIS equipment* for repair is documented as a transfer because the station may not receive the same item back after the repairs are completed.

- A copy of the paperwork supporting each nonexpendable property record entry will be retained.

108.8.4 **Hand Receipts:**

To maintain a paper trail, the APO will prepare a hand receipt to issue the nonexpendable property to the property custodian and/or actual user. The hand receipt will be updated annually.

*Residential furnishings and appliances* will be issued by the APO on a hand receipt to the employee occupying the residence. The hand receipt will list the property in the residence, and the occupying employee will sign the hand receipt. As a minimum, the hand receipt must describe the property, show the quantity on-hand in the residence, and show the condition of each item.

108.8.5 **Physical Inventory:**

- The transmitting station shall physically inventory all nonexpendable property once every year or when there is a change in APO. The change in APO inventory can be used to meet the annual inventory requirement. Each property record is updated to reflect the results of the inventory, and the date the item was inventoried.

- Guidance on how to conduct and reconcile a physical inventory is provided at Appendix 5.

- *Residential furnishings and appliances* issued on a hand receipt to the employee occupying the residence do not have to be physically inventoried annually. The information from the hand receipt can be used to validate the property records. The furnishings and appliances will be physically inventoried and issued by the APO on a hand receipt to the individual upon arrival, and physically inventoried upon departure. Prior to the individual departing, any discrepancies will be resolved in accordance with paragraph 108.13.

## 108.9 TRANSFER OF NONEXPENDABLE EQUIPMENT BETWEEN TRANSMITTING STATIONS AND BETWEEN THE STATION AND WASHINGTON

108.9.1 Because all the property records in PIPS are located on a single server located in Washington, D.C., T/EOS/N will be responsible for moving the property record in PIPS from the “losing” station’s property account to the “gaining” station’s property account or to a property account in Washington.

108.9.2 To accomplish this transfer, the “losing” station will advise T/EON via the official e-mail

message system called FAXFAX when the equipment is shipped from the station, and the "gaining" organization will notify T/EOS/N via FAXFAX when the equipment is received. The barcode number originally assigned to the piece of equipment will continue to be used. A new barcode number will not be assigned, nor will a new property record be created. T/EOS/N will simply update the PIPS database to reflect the transfer. Once this update occurs, the "gaining" station can then access the record.

**Note:** When the property is being transferred to another station or to Washington, the "losing" station should not archive the property record in PIPS.

## 108.10 ACCOUNTING FOR EXPENDABLE PROPERTY

**Note:** Items of expendable property do not have to be barcoded.

### 108.10.1 Expendable Property Not Being Stocked by the Transmitting Station:

- For accounting purposes, a transmitting station is not required to maintain formal property records for expendable property on hand at the station that is not being stocked in anticipation of future requirements.

- A transmitting station should periodically review its property records in PIPS to identify property items that no longer qualify as real property, nonexpendable property, or sensitive equipment. When it is determined that a property item is expendable and no longer needs to be in PIPS, the station will remove the barcode label from the item, and archive the item's property record in PIPS. In the remarks section of the PIPS record, the station will provide a reason for archiving the property record.

- While not requiring formal accountability, personnel involved in accounting for U.S. Government property are reminded that classifying an item as expendable does not relieve the transmitting station from its obligation to safeguard and control all U.S. Government property assigned to the station and to dispose of the property using proper property disposal procedures.

### 108.10.2 Expendable Property Being Stocked by the Transmitting Station:

- Formal records are required for expendable property that is stocked by the transmitting station in anticipation of future requirements. Items in this category include repair parts, spares, and administrative and general supplies. Information on expendable items is recorded in an automated stock record accounting system or on a stock record card if an automated system is not available. (Note: This requirement also applies to expendable items being stocked in support of *SIS equipment*.)

- Accounting for expendable items being stocked by the station begins when the station first receives the item. Upon receipt, the stock record is created or updated, and the item is placed into its assigned storage location. Formal accounting ends once the item is issued from stock to be placed into use, and the stock record is updated to show the issue. Besides recording receipts and issues, the expendable record must show the current on-hand balance, and storage location for the stocked item, and provide information on the number of items on order to replenish depleted stocks.

- ***The transmitting station will conduct a physical inventory once each year*** to verify the on-hand balance shown on each expendable record. The stock records also are updated to reflect the inventory results and date.

## 108.11 PROPERTY DISPOSAL – OVERSEAS STATIONS

108.11.1 All property disposal actions will be handled locally by the station, and must be conducted in accordance with the USAGM Manual of Administration (MOA) Part IV, Section 950 (to be replaced by an updated submission in the new USAGM Broadcasting Administrative Manual), and the Foreign Affairs Manual 14 FAM 417. Paperwork documenting the disposal action will be retained with the station's property records. Upon completion of each disposal action, the station must provide a copy of all documentation to T/EON/S**.**

108.11.2 In addition, if a piece of *capitalized property* is disposed of, the disposal action will be reported in the transmitting station's monthly report and a copy of the appropriate documentation also will be forwarded with the monthly report.

108.11.3 **Approving Levels:**

- The Transmitting Station Manager will approve disposal actions when the acquisition cost of the line item is less than $10,000.

- T/EON/S will approve disposal actions when the acquisition cost of the item is $10,000 or more. A request for disposal authorization will be sent to T/EON/S via the T/EON/S FAXFAX System using the following format, and T/EON/S will provide the site with disposal instructions via return FAXFAX.

  a. Description of the item.
  b. Barcode number of the item.
  c. National Stock Number (NSN), if applicable.
  d. Model number.
  e. Federal Supply Classification (FSC) code if there is no NSN.
  f. Quantity.
  g. Condition code.
  h. Acquisition Cost.
  I. Justification.

108.11.4 **PIPS Record Updates:** Once the property item has been identified for disposal, enter RXS in the TRANSCODE field. Once the item has been disposed of, the station will move the property record from the active database to the archive file in PIPS.

## 108.12 PROPERTY DISPOSAL – DOMESTIC TRANSMITTING STATIONS (GREENVILLE, AND NORTHERN MARIANA ISLANDS)

108.12.1 The domestic stations will process all their property disposal actions through T/EON/S in Washington. The station will prepare a SF-120, Report of Excess Personal Property and submit it to T/EON/S, who will coordinate the action with the General Services Administration (GSA) and provide the station with disposition instructions. While the request is being processed, the property should be kept together and be properly stored and safeguarded.

108.12.2 Paperwork documenting the disposal action will be retained with the station's property records. Upon completion of the disposal action, a copy of all documentation will be provided to T/EON/S.

108.12.3 In addition, if a piece of *capitalized property* is disposed of, the disposal action will be reported in the transmitting station's monthly report, and a copy of the appropriate documentation also will be forwarded with the monthly report.

108.12.4 **PIPS Record Updates:** When the property is identified for disposal, enter RXS in the TRANSCODE field. Once the item has been disposed of, the station will move the property record from the active database to the archive file in PIPS.

## 108.13 ACCOUNTING FOR LOST OR DAMAGED PROPERTY AND INVENTORY SHORTAGES AT AN OVERSEAS TRANSMITTING STATION

108.13.1 **Situations Involving a Liability Determination:**

- ***If the total value of the property in question is less than $1000***, the Transmitting Station Manager is responsible for investigating the incident, determining liability, and taking the necessary steps to close the property action.

- If an employee contests the station manager's decision on liability, the case must be referred as follows:

  - Stations who receive Board of Survey support from the U.S. embassy will refer the case to the embassy for resolution.

  - Stations who do not receive Board of Survey support from the embassy will send a FAXFAX containing all available facts to T/EON/S in Washington. After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

- ***If the total value of the property in question is $1000 or more***, the Transmitting Station Manager will investigate and refer the case as follows:

  - Stations who receive Board of Survey support from the U.S. embassy will refer the case to the embassy for resolution.

  - Stations who do not receive Board of Survey support from the embassy will send a FAXFAX containing all available facts to T/EON/S in Washington. After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

108.13.2 **Situations Involving Suspected Theft or Fraud:**

- In all cases where theft or fraud is suspected, regardless of dollar value, the Transmitting Station Manager will investigate and refer the case as follows:

- Stations who receive Board of Survey support from the U.S. embassy will refer the case to the embassy for resolution.

- Stations who do not receive Board of Survey support from the embassy will send a FAXFAX containing all available facts to T/EON/S in Washington. After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

- NOTE: Based on the circumstances and normal operating procedures, the Transmitting Station Manager will determine if embassy and/or local security personnel need to be notified of the incident.

108.13.3 **Situations Where A Liability Determination Is Not Involved, and Theft or Fraud Are Not Suspected:**

**a. Nonexpendable Property:**

- ***When inventory shortages are involved and the total value of the shortages for the entire FY is one percent (1%) or less of the total value of the nonexpendable inventory***, the Transmitting Station Manager may request from T/EON/S approval to make the appropriate adjustments to the property records and close out the inventory action. The request should be sent via the T/EON/S FAXFAX System. The FAXFAX should identify the property in question (barcode number, description, quantity, and acquisition cost) and summarize the actions taken by the station to locate the missing items. After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

- ***If the inventory shortages are more that one percent (1%)***, the Transmitting Station Manager will investigate the circumstances and refer the case as follows:

  - Stations who receive Board of Survey support from the U.S. embassy will refer the case to the embassy for resolution.

  - Stations who do not receive Board of Survey support from the embassy will send a FAXFAX containing all available facts to T/EON/S in Washington. After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

- In both cases, the station manager also is responsible for reviewing current procedures and for implementing changes, if required, to prevent similar shortages from occurring in the future.

**b. Expendable Property:**

- ***When inventory shortages are involved and the total value of the shortages for the entire FY is one percent (1%) or less of the total value of the expendable inventory***, the Transmitting Station Manager may request from T/EON/S approval to make the appropriate adjustments to the property records and close out the inventory action. The request should be sent via the T/EON/S FAXFAX System. The FAXFAX should identify the property in question (part number, description, quantity, and acquisition cost) and

summarize the actions taken by the station to locate the missing items. After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

- ***If the inventory shortages are more that one percent (1%)***, the Transmitting Station Manager will investigate the circumstances and refer the case as follows:

  - Stations who receive Board of Survey support from the U.S. embassy will refer the case to the embassy for resolution.

  - Stations who do not receive Board of Survey support from the embassy will send a FAXFAX containing all available facts to T/EON/S in Washington. After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

- In both case, the station manager also is responsible for reviewing current procedures and for implementing changes, if required, to prevent similar shortages from occurring in the future.

## 108.14 ACCOUNTING FOR LOST OR DAMAGED PROPERTY AND INVENTORY SHORTAGES AT A DOMESTIC TRANSMITTING STATION

108.14.1 All losses of or damage to nonexpendable property, sensitive equipment, and expendable items being stocked by the station, and all inventory shortages will be reported to T/EON/S using the USAGM Form USAGM -0400, Report of Lost, Stolen, Damaged, or Destroyed Personal Property.

**Note:** If theft is suspected, the Transmitting Station Manager, based on the circumstances and normal operating procedures, will determine if the incident should be immediately reported to the Agency's security personnel or the appropriate local law enforcement authority.

108.14.2 Normally the employee in possession of the property at the time of the incident or the employee most knowledgeable of the situation will initiate the USAGM-0400, immediately after the incident is discovered. The Transmitting Station Manager will ensure that Blocks 1-8 of the form are properly completed, and then will forward the completed USAGM-0400 and any attachments to T/EON/S by FAXFAX.

108.14.3 The station manager also is responsible for reviewing current procedures and for implementing changes, if required, to prevent similar loss or damage from occurring in the future.

108.14.4 After review, T/EON/S will advise the station manager as to the steps that must be taken to bring the property action to a close.

## 108.15 TRANSFERRING PROPERTY FROM THE CONSTRUCTION MANAGER TO THE TRANSMITTING STATION MANAGER

All property transferred from the Construction Manager's control to the Transmitting Station Manager's control will be accompanied by the required property records and supporting documentation. These records are used to establish the accountability baseline for the property. This requirement includes property records for all real and nonexpendable property as well as

property records for all expendable property that will be stored at the station. Prior to turnover of the property for operation, both managers must sign a memorandum stating that the required property records have been compiled and mutually verified. A copy of this memorandum will be forwarded to T/EON/S.

## 108.16 REPORTING ON PROPERTY

### 108.16.1 Results of Annual Property Inventory:

- Transmitting stations are required to complete their annual physical inventory of the station's property by March 31 each year. The station will advise T/EON/S by April 10 each year via FAXFAX that the inventory has been completed. Attached to the FAXFAX will be:
    - A signed copy (.PDF format) of the Transmitting Station Manager's certification memorandum. (Appendix 1)
    - A copy of the *Summary By Category Report* From PIPS (Appendix 2)
    - A copy to the *Station Inventory Summary Worksheet* (Appendix 3)
- All documentation supporting the annual physical inventory, including notes and/or printouts used in the inventory process, must be retained until the third succeeding inventory has been completed. At that point, the documentation supporting the oldest inventory can be removed from the files and destroyed.

### 108.16.2 Monthly Updates on Capitalized Property:

| | |
|---|---|
| **Report Timeframe** | **First day through the last day of each month** |
| **How Submitted** | **As part of the Monthly Report** |
| **Date Due** | **5th working day of the following month** |
| **What Is Reported** | **Capitalized property items purchased (additions)**<br><br>**Capitalized property items disposed of (deletions)**<br><br>**Capitalized property items in-transit (transfers)**<br><br>**Capitalized property records with adjustments or changes to the record's data** |
| **Documentation** | **Backup documentation supporting each entry will be included in the Monthly Report submission** |
| This information will be used by the CFO to update the Agency's financial statements. | |

## Monthly Update Formats:

Format for items received during the month

**Date:**
**Station Name:**
**Report: Capital Property Items Purchased (Additions)**

| Barcode # | Description | Property Category # | Acquisition Cost | Acquisition Date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Use the cost that is shown on the invoice payment document.

Use the date received that is shown on the invoice payment document.

**Be sure to include the backup documentation for each entry as part of the Monthly Report submission.**

Format for items disposed of during the month

**Date:**
**Station Name:**
**Report: Capital Property Items Disposed Of (Deletions)**

| Barcode # | Description | Property Category # | Disposal Date | Type of Disposal Action |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Date should match the date shown on the sale certificate or destruction certificate.

**Be sure to include the backup documentation for each entry as part of the Monthly Report submission.**

Format for items transferred during the month

**Date:**
**Station Name:**
**Report: Capital Property Items In-transit (Transfers)**

| Barcode # | Description | Property Category # | Transfer Date | Receiving Organization |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**Be sure to include the backup documentation for each entry as part of the Monthly Report submission. Be sure that the documentation indicates why and where the item was transferred.**

Format for items with property record adjustments during the month

| | | | | | |
|---|---|---|---|---|---|
| **Date:** | | | | | |
| **Station Name:** | | | | | |
| **Report: Capital Property Items with Adjustments or Changes to the Record's Data** | | | | | |
| **Barcode #** | **Description** | **Property Category #** | **Old Entry** | **New Entry** | **Reason For the Adjustment** |
| | | | | | |
| | | | | | |
| | | | | | |
| **Be sure to include the backup documentation for each entry as part of the Monthly Report submission.** | | | | | |

## 108.17 DOCUMENTATION REQUIRED TO SUPPORT PROPERTY RECORD ENTRIES

It is very important to keep a copy of the documentation that supports the station's property record entries. Retaining this documentation is particularly important if the item qualifies as capitalized property because these entries support the Agency's financial statement. Also, the station may be required to provide copies of this documentation to support an entry on the financial statement, or in response to a question raised during an audit of the Agency's property or financial statement. Examples of supporting documentation are:

- For receipts: Provide the purchase orders and invoices. The invoices are used to support acquisition costs and date items were received. It is important to use the cost and the date received that is shown on the invoice payment document for the item's acquisition cost and acquisition date on the PIPS property record. Remember, if *shipping charges or any installation/set up charges* are shown on the vendor's invoice payment document, these costs must be added to the acquisition cost for the item. For motor vehicles purchased locally, please ensure that a copy of the dealer's invoice is included.

- For disposals: The documentation should show how and when the item was disposed of and to whom. If the item was sold, be sure the documentation shows how much the item sold for. Disposal or sale date should match the TRANSDATE in the PIPS property record.

- For transfers: The documentation should show why the item of property was transferred, who authorized the transfer, where the item was transferred to, and when.

- For adjustments or changes to the information on the property record: The documentation should identify what information was changed, explain why the change was necessary, and substantiate the new information entered on the property record.

- Motor vehicles: In addition to the above supporting documentation, when providing documentation on motor vehicles, please ensure that the documentation provided with the Monthly Operations Report clearly shows the vehicle's make, model, model year, and VIN number.

**Note:** Until the Agency gains additional experience with the types of information required by the auditors of USAGM's property, transmitting stations are requested to retain for an indefinite period any documentation that the station has to support the entries in its PIPS database.

## 108.18 DISPLAYING PROPERTY INFORMATION AT THE TRANSMITTING STATION

To have a uniform way to display property information for official visitors, management control reviews, inspections, audits, etc., each station will maintain a property inventory binder. The binder will be updated when the information changes, and be readily available. The binder will contain the following information: (Note: While each station is required to maintain a binder in this format, this requirement does not preclude the station from developing other reports as needed to support its property management function.)

First Tab: A copy of the Transmitting Station Manager's Certification Memorandum. (Appendix 1)

Second Tab: An individual tab for each property category starting with I-01 and ending with I-27. For each category, a property report will be included displaying the following property information: Barcode, Description, Location, Condition, Acquisition Date, and Acquisition Cost. (Appendix 4)

**APPENDICES:**

Appendix 1: Sample Certification Memorandum
Appendix 2: Sample *"Summary By Category"* Report From PIPS
Appendix 3: Sample *"Station Inventory Summary Worksheet"*
Appendix 4: Sample Page from Year End Report From PIPS
Appendix 5: Steps for Inventorying Real and Nonexpendable Property

**APPENDIX 1 TO TSI-108 - SAMPLE CERTIFICATION MEMORANDUM**

April 3, 2018

MEMORANDUM FOR: T/EO – James Smith

FROM: ATS – Steven Ocean

SUBJECT: Property Inventory Certification

1. The Atlantic Transmitting Station conducted its annual inventory of station property between January 15 and March 15, 2018. I certify that the following actions were accomplished during the conduct of this inventory:

a. A 100% physical inventory of the station's property was conducted and the results of the inventory have been reconciled.

b. The station's hand receipts were updated and signed by the appropriate personnel.

c. The records in PIPS were updated to reflect any changes required as a result of this inventory to include the date the items were last inventoried.

d. The required loss reports have been submitted.

e. All other property-related issues identified during the conduct of this inventory have been resolved as of March 30, 2018.

2. Enclosure 1 contains the *"Station Inventory Summary Worksheet."*

3. Enclosure 2 contains the *"Summary By Category"* report from PIPS depicting the value of the value of the Atlantic Transmitting Station Property Inventory as of March 30, 2018

## APPENDIX 2 TO TSI-108 – SAMPLE *SUMMARY BY CATEGORY* REPORT FROM PIPS

**STATION or PCO: ATLANTIC**

### *SUMMARY BY CATEGORY*

| *CATEGORY* | *DESCRIPTION* | *NUMBER OF RECORDS* | *ACQUISITION COST* |
|---|---|---|---|
| I-01 | LAND | 2 | 2,500,000.00 |
| I-01A | BUILDINGS | 8 | 2,160,611.50 |
| I-01B | STRUCTURES AND FACILITIES | 13 | 218,736.48 |
| I-01C | SATELLITE INTERCONNECT SYSTEM | 6 | 79,150.00 |
| I-02 | ANTENNAS | 9 | 17,044,000.00 |
| I-03 | RECEIVERS | 6 | 7,188.62 |
| I-04 | COMMUNICATIONS EQUIPMENT | 4 | 62,750.00 |
| I-05 | POWER PLANT & ELECTRICAL POWER EQUIPMENT | 11 | 1,024,165.23 |
| I-06 | TRANSMITTERS | 6 | 4,630,000.00 |
| I-07 | AUDIO & SPEECH EQUIPMENT | 9 | 9,985.00 |
| I-08 | RECORD AND PLAYBACK EQUIPMENT | 6 | 4,225.90 |
| I-09 | TEST EQUIPMENT | 12 | 31,221.34 |
| I-10 | FIRE FIGHTING/SAFETY EQUIPMENT | 1 | 16,450.00 |
| I-12 | TOOLS-POWER, HAND, AND PRECISION | 14 | 21,675.09 |
| I-13 | OFFICE EQUIPMENT AND FURNITURE | 1 | 675.00 |
| I-15 | BUILDING AND GROUNDS MAINTENANCE EQUIPMENT | 10 | 128,840.90 |
| I-16A | VEHICLES-PASSENGER | 6 | 275,505.11 |
| I-16B | VEHICLES-NON-PASSENGER | 7 | 231,575.12 |
| I-18 | TECHNICAL LIBRARY | 1 | 896.95 |
| I-20A | ADP-EQUIPMENT (LAN ASSOCIATED) | 30 | 38,204.92 |
| I-20B | ADP-SOFTWARE (LAN ASSOCIATED) | 6 | 8,339.23 |
| *TOTAL NUMBER OF RECORDS* | 168 | *TOTAL ACQUISITION COST* | $28,494,196.39 |

**APPENDIC 3 TO TSI-108 – SAMPLE *STATION INVENTORY SUMMARY WORKSHEET***

## Station Inventory Summary Worksheet

Station: Atlantic Transmitting Station  Date: April 3, 2010

| Summary of Inventory Activity During the Year | Number of Items | Value in U.S. Dollars |
|---|---|---|
| *Number of property records in PIPS at the end of the previous year's inventory* | 166 | $28,459,663.76 |
| *Number of property records added to PIPS since the previous year's inventory* | 4 | $36,748.10 |
| *Number of property records removed (archived) from PIPS since the previous year's inventory* | 2 | $2,215.47 |

| Summary of Items Not Found During the Inventory | Number of Items | Value in U.S. Dollars |
|---|---|---|
| *Number of property items not found during the inventory* | 3 | $12,862.00 |

| Proposed Disposition (Board of Survey, 1% Rule, etc.) of Items Not Found During the Inventory | | | |
|---|---|---|---|
| Barcode Number | Description | Dollar value | Disposition |
| IA0000123456 | Sony Laptop Computer | $1,550.00 | Board of Survey |
| IA0000654321 | Collins Audio Analyzer | $6,203.00 | 1% Rule |
| IA0000234765 | RF Survey Meter | $5,109.00 | 1% Rule |

## APPENDIX 4 TO TSI-108 - SAMPLE PAGE FROM YEAR END REPORT FROM PIPS







SRI LANKA
I-06
TRANSMITTERS

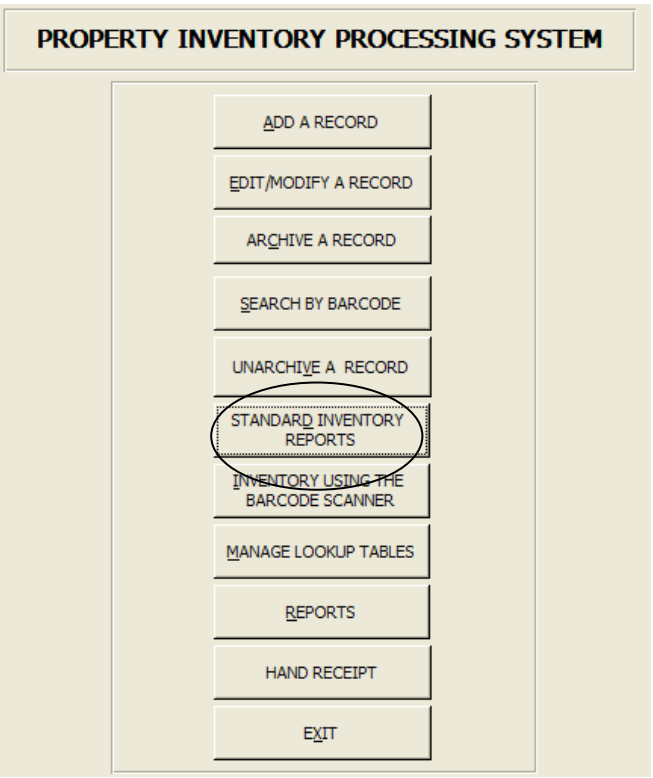
| BARCODE | DESCRIPTION | LOCATION | CONDITION | ACQDATE | ACQCOST |
|---|---|---|---|---|---|
| IA0000049661 | TRANSMITTER, 500KW HF, W/RF SYSTEM, IRA-2 | TX HALL | A1 | 07/01/1996 | $1,136,499.00 |
| IA0000049662 | TRANSMITTER, 500KW HF, W/RF SYSTEM, IRA-3 | TX HALL | A1 | 07/01/1996 | $1,136,499.00 |
| IA0000049663 | TRANSMITTER, 500KW HF, W/RF SYSTEM, GEC | TX HALL | A1 | 07/01/1996 | $1,850,402.00 |
| IA0000165005 | TRANSMITTER, 500KW HF, W/RF SYSTEM, IRA-1 | TX HALL | A1 | 07/02/1996 | $1,136,499.00 |
| IA0000166560 | TRANSMITTER, 250KW HF, W/SSMS, 3.9-22 MHZ, IRA-5 | TX HALL | A1 | 03/01/2000 | $477,632.00 |
| IA0000166570 | TRANSMITTER, 250KW HF, W/SSMS, 5-22 MHZ, IRA-6 | TX HALL | A1 | 03/01/2000 | $477,632.00 |
| IA0000166578 | TRANSMITTER, 250KW HF, W/SSMS , 5-22 MHZ, IRA-7 | TX HALL | A1 | 03/01/2000 | $477,632.00 |
| IA0000178355 | TRANSMITTER, STL MARTI | LOAN-TNL | A1 | 05/28/1997 | $1,595.00 |
| IA0000178356 | TRANSMITTER, STL MARTI | LOAN-TNL | A1 | 05/28/1997 | $1,595.00 |
| NUMBER OF RECORDS: | 9 | | | TOTAL ACQUSITION COST: | $6,695,985.00 |

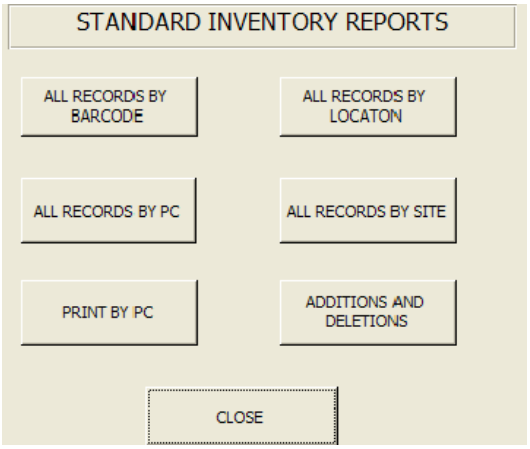
## APPENDIX 5 TO TSI-108 – STEPS FOR INVENTORYING REAL AND NONEXPENDABLE PROPERTY

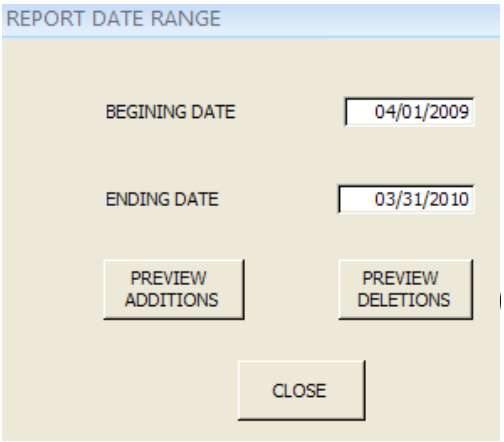
SUBJECT: Steps for Inventorying Real and Nonexpendable Property

For the transmitting stations, the annual inventory period begins the day after the previous year's inventory is completed, and ends on the day the current year's inventory is completed. While the exact dates may vary, in general terms, the inventory covers the period April 1, 20xx through March 31, 20xx each year. The purpose of the inventory is to ensure that all property actions were handled properly, and that no property is missing.

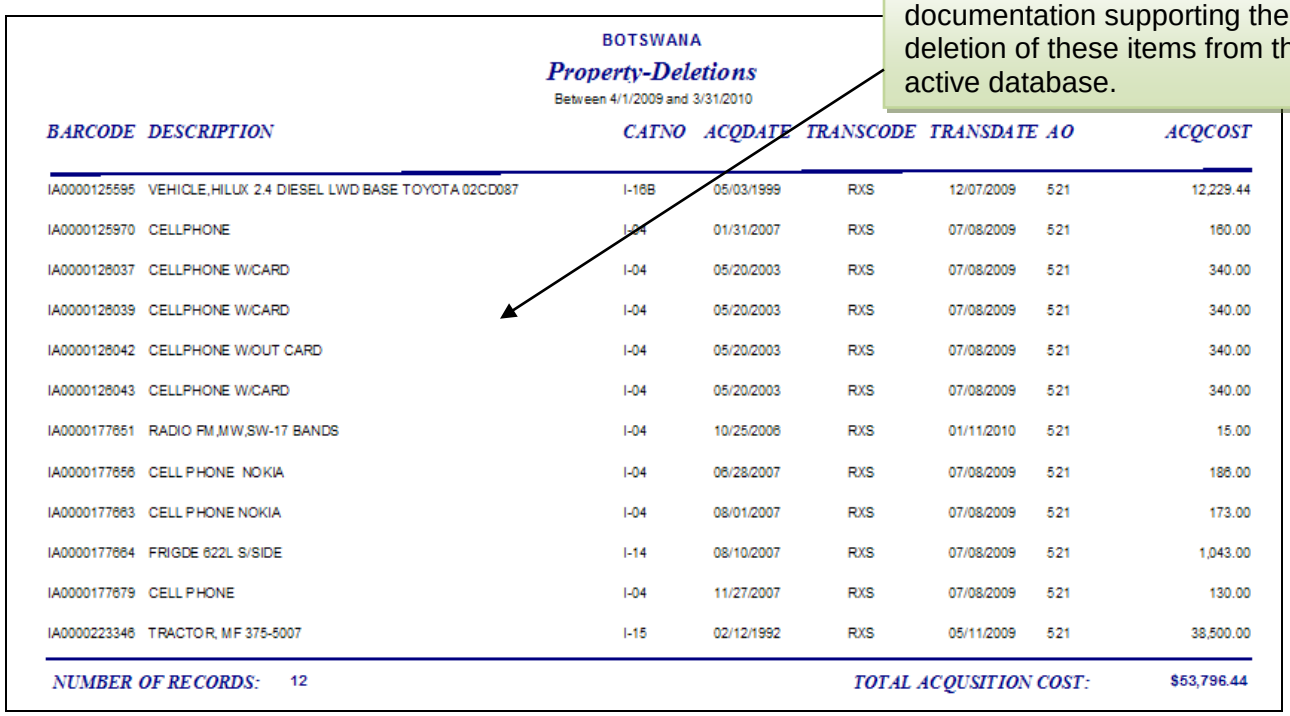
1. Run a *"Property-Deletions"* report from PIPS for the inventory period.



Look at the station files and ensure there is adequate documentation supporting the deletion of these items from the active database.



BOTSWANA

*Property-Deletions*

Between 4/1/2009 and 3/31/2010

| BARCODE | DESCRIPTION | CATNO | ACQDATE | TRANSCODE | TRANSDATE | AO | ACQCOST |
|---|---|---|---|---|---|---|---|
| IA0000125595 | VEHICLE,HILUX 2.4 DIESEL LWD BASE TOYOTA 02CD087 | I-16B | 05/03/1999 | RXS | 12/07/2009 | 521 | 12,229.44 |
| IA0000125970 | CELLPHONE | I-04 | 01/31/2007 | RXS | 07/08/2009 | 521 | 160.00 |
| IA0000126037 | CELLPHONE W/CARD | I-04 | 05/20/2003 | RXS | 07/08/2009 | 521 | 340.00 |
| IA0000126039 | CELLPHONE W/CARD | I-04 | 05/20/2003 | RXS | 07/08/2009 | 521 | 340.00 |
| IA0000126042 | CELLPHONE W/OUT CARD | I-04 | 05/20/2003 | RXS | 07/08/2009 | 521 | 340.00 |
| IA0000126043 | CELLPHONE W/CARD | I-04 | 05/20/2003 | RXS | 07/08/2009 | 521 | 340.00 |
| IA0000177651 | RADIO FM,MW,SW-17 BANDS | I-04 | 10/25/2006 | RXS | 01/11/2010 | 521 | 15.00 |
| IA0000177656 | CELL PHONE NOKIA | I-04 | 06/28/2007 | RXS | 07/08/2009 | 521 | 186.00 |
| IA0000177663 | CELL PHONE NOKIA | I-04 | 08/01/2007 | RXS | 07/08/2009 | 521 | 173.00 |
| IA0000177664 | FRIGDE 622L S/SIDE | I-14 | 08/10/2007 | RXS | 07/08/2009 | 521 | 1,043.00 |
| IA0000177679 | CELL PHONE | I-04 | 11/27/2007 | RXS | 07/08/2009 | 521 | 130.00 |
| IA0000223346 | TRACTOR, MF 375-5007 | I-15 | 02/12/1992 | RXS | 05/11/2009 | 521 | 38,500.00 |

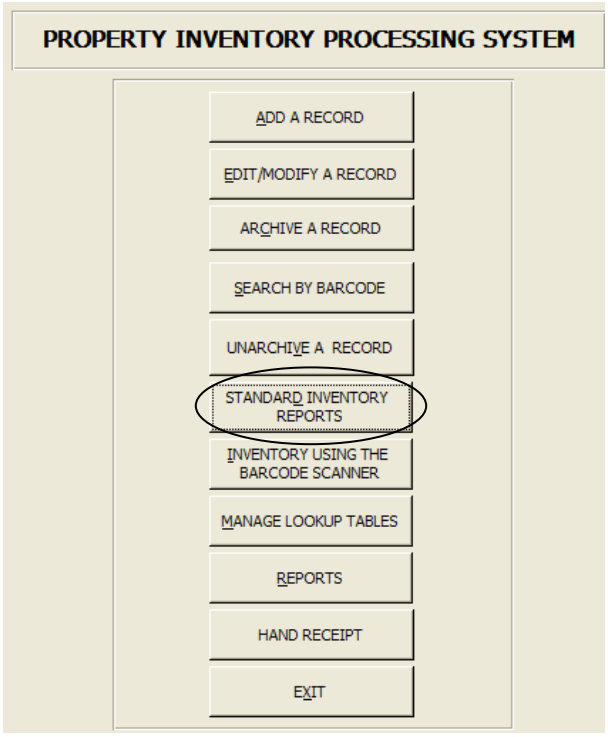
*NUMBER OF RECORDS:* 12 *TOTAL ACQUSITION COST:* $53,796.44

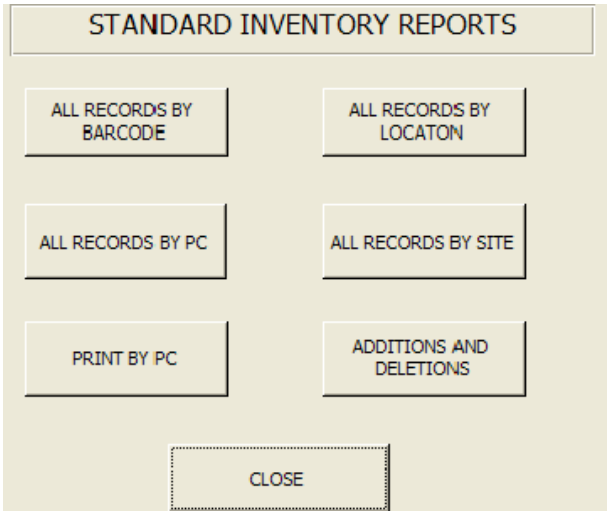
- Research each deleted item to ensure that it has been properly removed from the active database and that there is adequate documentation to support its deletion from the active database.

- If there is no documentation to support the deletion of the item from the active database, determine the actual status of the item, and if necessary, document the reason the item was deleted from the active database.

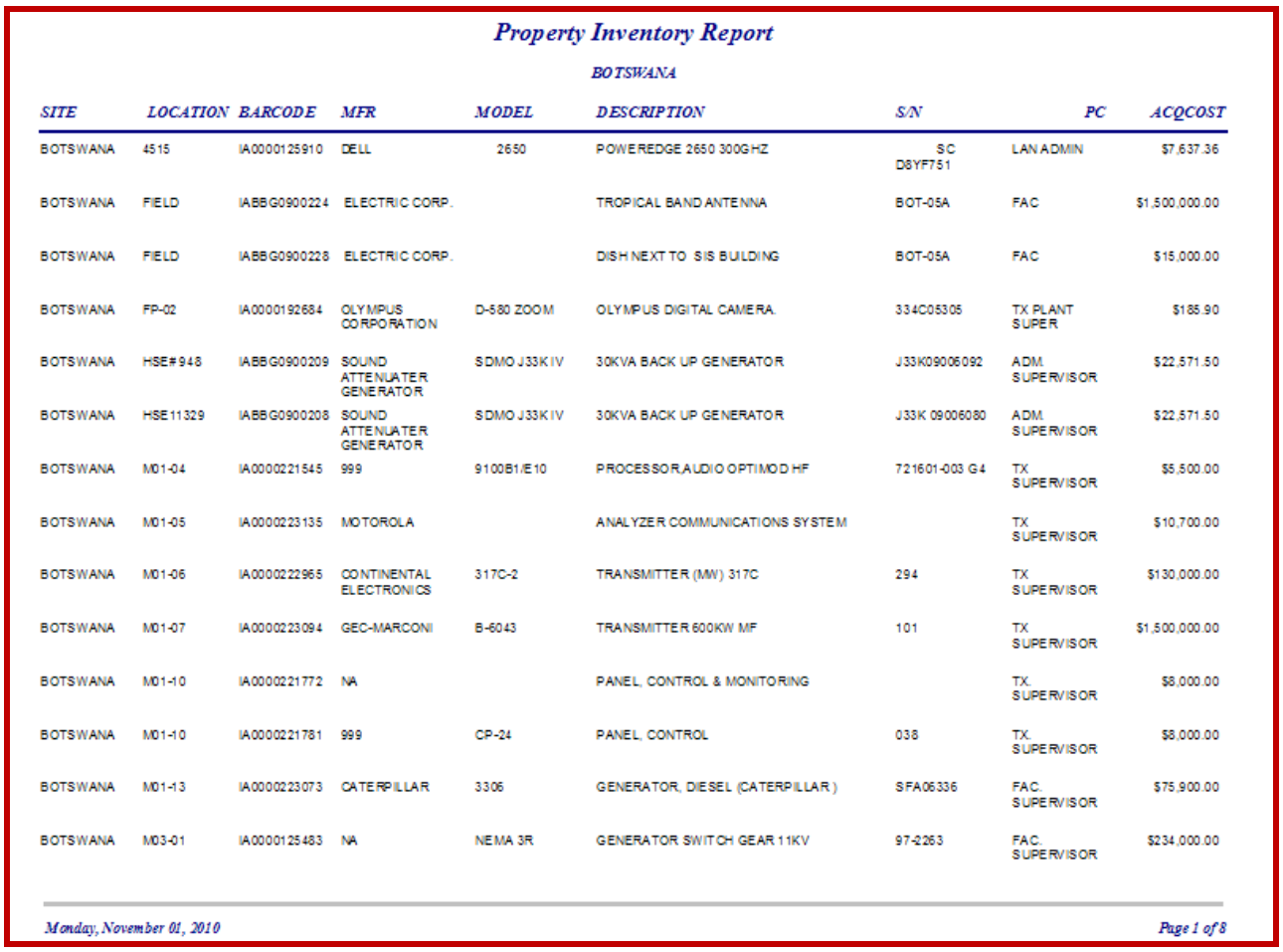
- If the actual status of the item cannot be verified, add it to the list of items to be inventoried to see if it can be located during the annual inventory.

2. Printout a current copy of the "*Property Inventory Report*" *from* PIPS, which will be used to conduct the inventory.




**The standard inventory reports allow the station to sort the report in a number of ways. In this example, the report will be sorted by location. Since the inventory team will most likely be inventorying from location to location, using this report will give the team an idea of what to expect when they enter a location. It will also help the team to identify other property items that may need to be addressed as a part of the inventory process.**



*Property Inventory Report*

*BOTSWANA*

| SITE | LOCATION | BARCODE | MFR | MODEL | DESCRIPTION | S/N | PC | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| BOTSWANA | 4515 | IA0000125910 | DELL | 2650 | POWEREDGE 2650 300GHZ | SC D8YF751 | LAN ADMIN | $7,637.36 |
| BOTSWANA | FIELD | IABBG0900224 | ELECTRIC CORP. | | TROPICAL BAND ANTENNA | BOT-05A | FAC | $1,500,000.00 |
| BOTSWANA | FIELD | IABBG0900228 | ELECTRIC CORP. | | DISH NEXT TO SIS BUILDING | BOT-05A | FAC | $15,000.00 |
| BOTSWANA | FP-02 | IA0000192684 | OLYMPUS CORPORATION | D-560 ZOOM | OLYMPUS DIGITAL CAMERA. | 334C05305 | TX PLANT SUPER | $185.90 |
| BOTSWANA | HSE#948 | IABBG0900209 | SOUND ATTENUATER GENERATOR | SDMO J33K IV | 30KVA BACK UP GENERATOR | J33K09006092 | ADM. SUPERVISOR | $22,571.50 |
| BOTSWANA | HSE11329 | IABBG0900208 | SOUND ATTENUATER GENERATOR | SDMO J33K IV | 30KVA BACK UP GENERATOR | J33K 09006080 | ADM. SUPERVISOR | $22,571.50 |
| BOTSWANA | M01-04 | IA0000221545 | 999 | 9100B1/E10 | PROCESSOR,AUDIO OPTIMOD HF | 721601-003 G4 | TX SUPERVISOR | $5,500.00 |
| BOTSWANA | M01-05 | IA0000223135 | MOTOROLA | | ANALYZER COMMUNICATIONS SYSTEM | | TX SUPERVISOR | $10,700.00 |
| BOTSWANA | M01-06 | IA0000222965 | CONTINENTAL ELECTRONICS | 317C-2 | TRANSMITTER (MW) 317C | 294 | TX SUPERVISOR | $130,000.00 |
| BOTSWANA | M01-07 | IA0000223094 | GEC-MARCONI | B-6043 | TRANSMITTER 600KW MF | 101 | TX SUPERVISOR | $1,500,000.00 |
| BOTSWANA | M01-10 | IA0000221772 | NA | | PANEL, CONTROL & MONITORING | | TX. SUPERVISOR | $8,000.00 |
| BOTSWANA | M01-10 | IA0000221781 | 999 | CP-24 | PANEL, CONTROL | 038 | TX. SUPERVISOR | $8,000.00 |
| BOTSWANA | M01-13 | IA0000223073 | CATERPILLAR | 3306 | GENERATOR, DIESEL (CATERPILLAR) | SFA06336 | FAC. SUPERVISOR | $75,900.00 |
| BOTSWANA | M03-01 | IA0000125483 | NA | NEMA 3R | GENERATOR SWITCH GEAR 11KV | 97-2263 | FAC. SUPERVISOR | $234,000.00 |

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Using the current PIPS *"Property Inventory Report"*, have the inventory team:

- Attempt to physically locate 100% of the items on the listing (to include items deleted from the database since last year's inventory but whose actual status cannot be determined).
- Identify items that should be in the PIPS active database but are not currently in the active database.
- Identify items that are not in the PIPS active database but have barcode labels on them. Determine if these items should be in the PIPS active database.
- Identify items that are in PIPS active database, but which do not need to be.
- Identify items that should be considered for disposal based on their condition or actual need.
- Confirm the PIPS information that is on the Inventory Report…serial number, model number, etc.

3. Reconcile the inventory team's effort:

- For those items on the inventory listing that were located during the inventory, update the inventory date on each PIPS property record. (Note: If other data fields need to be changed based on the results of the inventory – location change for example – these changes can be accomplished at this time.)

- For those items without barcode labels that were identified as items that should be in the PIPS active database but that are not currently in the active database, place a barcode label on them and create a PIPS property record for each one.

- For those items with barcode labels on them and not currently in the PIPS active database, research each item and determine if it should or should not be in the active database.

    - If it should be in the active database, create a property record in PIPS using the barcode label on the item. (Note: A property record may already exist in the PIPS Archive file. If it does, you can "un-archive" the record and return it to the active database.)

    - If it should not be in the PIPS active database, remove the barcode label even if the item is found in the PIPS Archive file.

- For those items identified for disposal, start processing them for disposal.

- For those items on the inventory listing that could not be found,

    - Make a final search.

    - Research the station's documentation on property to determine if some action was taken on the missing items – for example, included in a disposal.

    - If they still cannot be found, process the losses in accordance with TSI-108.13 (overseas transmitting stations) or TSI-108-14 (domestic transmitting stations).

4. Final actions:

- Prepare updated hand receipts and have the responsible individuals sign for the property.

- Prepare and submit any Board of Survey reports if applicable.

- Prepare and submit a request for an inventory adjustment under the 1% Rule if applicable.

- Prepare the Transmitting Station Manager's certification memorandum and transmit it to T/EON by FAXFAX. Be sure to include:

    - A copy of the "*Station Inventory Summary Worksheet."*

    - A copy of the "*Summary By Category"* report from PIPS.

- Make final updates to the PIPS records if required, and file all documentation supporting the annual physical inventory, including notes and/or printouts used in the inventory process.

# TRAINING

## 109.1 PURPOSE OF INSTRUCTION

This Transmitting Station Instruction (TSI) prescribes the policies and procedures for conducting a training program at the transmitting stations. The overall goal for each station's training program is to ensure effective and efficient station operations by having a well-trained, skilled staff.

## 109.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The Operations & Stations Division (T/EOS) is responsible for this TSI. The Network Support Branch (T/EOS/N) prepared this TSI.

## 109.3 RESPONSIBILITIES

The Transmitting Station Manager shall establish and maintain a training program to ensure that the station staff is adequately trained to carry out their assigned responsibilities.

The station supervisors shall assist the Station Manager in determining the station's training and certification requirements (job-related, safety, CPR, etc.), and are responsible for ensuring that the personnel that they supervise are qualified to perform their assigned duties.

It is the responsibility of each member of the station staff to remain up to date on the knowledge and skills necessary to perform the duties of the position to which he/she has been assigned. Also, the staff is expected to take full advantage of available training opportunities in order to enhance their abilities.

## 109.4 GENERAL

Transmitting stations will establish and maintain an active training program that is tailored to meet the particular needs of their station. The program will be based on current operational requirements, and the need to develop each position. Also, it will incorporate both station required training and agency required training.

The training program will include specific job-related elements designed to provide the employees with the knowledge and skills necessary to perform the duties (normally taken from the position description) of the position to which they are assigned. In addition, the program will include general knowledge subjects applicable to all employees such as, CPR, safety, and local security practices.

Certification is the end result of the technical training process. An employee can be certified once the employee clearly demonstrates that he/she possess the required knowledge and skills to perform the duties of his/her assigned position.

## 109.5 FUNDING REQUIREMENTS

The Station Manager will request funding for the training program in the station's budget/financial plan submissions. The funds requested should be sufficient to meet the projected training needs for the year. If travel is required to meet any part of the program's objectives, funding for the travel should also be included in the station's budget/financial plan submissions.

# STATION SAFETY PROGRAM

## 110.1 PURPOSE

To provide policy, procedural guidance, and information to the transmitting stations for the development, and maintenance of a comprehensive safety program.

## 110.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponents for this TSI are the Operations and Stations Division (T/EOS) and the Facilities Division (T/RF). The USAGM's Safety and Occupational Health Manager—currently Mr. Gregory Birch, who is part of T/RF—is the primary point of contact with all transmitting stations on safety and occupational health matters.

## 110.3 REFERENCES and OTHER RESOURCES

**References:**

a. USAGM Broadcasting Administrative Manual (BAM), Title 4, Section 4-460, Safety Program (Occupational Safety and Health)

b. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees

c Public Law 91-596, Occupational Safety and Health Act of 1970

d. 29 CFR:

Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

Part 1960, Section 1960.37, Committee Organization

Part 1910, Occupational Safety and Health Standards

e. Article 27, Safety and Health, Negotiated Labor-Management Agreement, dated September 22, 2005, between the USAGM and the American Federation of Government Employees (AFGE), Local 1812

f. 15 FAM 960, Safety, Occupational Health, and Environmental Management (SHEM) Program Requirements

g. TSI-305, Transmitting Station Maintenance Program, Standard Maintenance Procedures

**Other Resources:**

The following U.S. Government agencies and private industry associations are at the forefront of personnel and equipment safety, and accident prevention for both electrical and RF hazards in the broadcast industry. Their Web sites contain information that the transmitting station personnel will find useful.

| | |
|---|---|
| Occupational Safety & Health Administration (OSHA) | www.osha.gov |
| Environmental Protection Agency (EPA) | www.epa.gov |
| Institute of Electrical and Electronic Engineers (IEEE) | www.ieeeusa.org |
| National Fire Protection Association (NFPA) | www.nfpa.org |
| American National Standards Institute (ANSI) | www.ansi.org |

## 110.4 RESPONSIBILITIES

The Safety and Occupational Health Manager, in coordination with T/EOS, is responsible for providing the transmitting stations with safety and occupational health-related support. This support includes the follows:

a. Advising the transmitting stations on safety issues.

b. Providing the transmitting stations with the latest information on safety policies, procedures and training.

c. Evaluating transmitting station safety programs and assisting in resolving safety issues through telephonic and e-mail communications, and through site visits when required.

d. Reviewing safety plans, annual safety reports, accident reports and other related documents received from the transmitting stations to ensure that they are in compliance with this TSI.

The Transmitting Station Managers have overall responsibility for safety at their stations, and they are responsible for developing and implementing a safety program for their transmitting stations. The Transmitting Station Managers are also responsible for ensuring that their safety programs are in compliance with all applicable safety laws and regulations.

While the Transmitting Station Manager is ultimately responsible for safety at the transmitting station, the Transmitting Station Manager may designate a senior member of the staff as the Station Safety Officer responsible for developing and implementing the safety program. This individual is directly accountable to Transmitting Station Manager for the operation of the transmitting station's safety program.

The transmitting station's American and Locally Employed Staff (LES) supervisors are responsible for knowing the safety requirements for the transmitting station, and ensuring that their employees adhere to these requirements. This responsibility includes ensuring that their employees receive all required safety training.

Transmitting station employees are responsible for ensuring that they understand the safety requirements that apply to them, and for ensuring that they comply with these requirements. The employees are also responsible for reporting to their supervisor and/or the Transmitting Station Manager any unsafe acts and/or any situation that could potentially result in an unsafe act or contribute to an unsafe work place.

Note: Station management should follow the guidance provided in this TSI when establishing and managing the station's safety program; however, as a member of the Country Team, station personnel should cooperate with the Post's safety officer as he/she carries out the responsibilities assigned under 15 FAM 960.

## 110.5 GENERAL REQUIREMENTS OF THE SAFETY PROGRAM

For OSHA purposes, a transmitting station is considered an industrial facility operating within the broadcast industry. For this reason, many of its safety issues and requirements are directly related to the operation, transmission and reception of radio frequency (RF) signals. Therefore, the OSHA requirements to be adopted must address both the general safety requirements that apply to any industrial facility, as well as, the requirements that specifically apply to the broadcast industry.

The primary sources of information to be used in developing the transmitting station's safety program and safety plan are the Occupational Safety and Health Act of 1970, the State Department's guidance on safety, and the USAGM BAM. In addition, overseas transmitting stations must also ensure that their safety programs and plans incorporate any safety requirements imposed by their host country.

### 110.5.1 SAFETY PLAN:

Each transmitting station shall develop and implement a safety plan with the goal of preventing accidents and providing the station's employees with a safe work environment.

The safety plan shall be a comprehensive document outlining the overall strategy for identifying, addressing, recording, and reporting on the general and specific safety issues, which exist at the transmitting station. The plan shall also address how the station is implementing and complying with both OSHA and local requirements.

The safety plan shall incorporate the general guidance provided in this section (110.5.1), and the Appendices to the TSI. The contents of each station's safety plan shall be tailored to meet the working and living conditions found at the transmitting station. The plan shall be reviewed and updated as necessary.

The Annual Safety Plan should address each of the following elements:

#### 110.5.1.1 Control of Electrical and Other Hazardous Energy

The control of hazardous energy or a Lockout/Tagout program has been shown to be a major factor in preventing personal injury throughout the USAGM Transmitting Station Network. An energy control program should be specifically included in each station's safety plan. An energy control procedures tutorial provided by the U.S. Department of Labor describing the specific elements that must be documented in the energy control procedures is available at: https://www.osha.gov/dts/osta/lototraining/tutorial/ecp-req.html. In addition, Federal Regulations that describe hazardous energy control are codified in 29 CFR 1910.147.

As described in the referenced documents, OSHA requires that an energy control program include the following:

a. Documented energy control procedures.

b. Employee training program.

c. Periodic inspections of the procedures.

**Note:** *T/EOS maintains a strict policy that prohibits employees from working alone on either energized equipment or equipment providing potentials over 600 volts.*

Each station's safety plan shall specifically address hazardous energy control and the measures being taken to adhere to applicable standards.

#### 110.5.1.2 Rigging Safety and Fall Protection

A valid fall protection program is another source of effective accident prevention within the USAGM transmission network. This program addresses the normal walking and working surfaces as well as, work on the station's broadcast antennas. Fall protection requirements for walking and working surfaces should be addressed in each station's safety plan. In addition, stations that employ rigging crews must also address fall protection requirements for tower and antenna access.

Fall protection requirements for walking and working surfaces address fall protection for stairwells, building roofs, floor openings, satellite antennas, and transmission lines. The reference for industrial protection plans can be found in 29 CFR 1910, Subpart D, Walking and Working Surfaces. Although the subpart addresses the use of ladders, T/EOS maintains a policy that stations should minimize the use of ladders when servicing electronic equipment. Instead of ladders, stations should use scaffolds, man-lifts, or bucket trucks when performing maintenance work on satellite dishes or transmission lines.

Each station that employs a rigging crew shall incorporate an antenna and tower system fall protection plan as part of its annual safety plan. The reference for these fall protection plans can be found in 29 CFR 1910.66, Appendix C. The provisions for a fall protection program include:

a. Continuous use of a redundant means of support (safety lines).

b. Certified equipment.

c. Prompt rescue capability.

d. Written maintenance procedures.

e. An employee certification and training program.

#### 110.5.1.3 Material Handling Equipment

The proper use of material handling equipment constitutes another pro-active portion of a comprehensive safety program. Material handling equipment is available in a range of sizes. The OHSA reference for material handling equipment is found in 29 CFR 1910, Subpart N. Specific regulations governing the use of forklifts, boom trucks, and other material handling equipment can be found within this subpart (29 CFR 1910.178 covers fork lifts, and 29 CRF 1910.180 describes truck cranes).

Stations equipped with material handling equipment should describe its proper use within their Station Safety Plan. All material handling equipment shall have posted load curves and all employees operating material handling equipment shall possess certificates of training.

#### 110.5.1.4 Personal Protective Equipment

The appropriate selection and use of personal protective equipment (PPE) has been demonstrated to reduce accidents or the consequences of accidents within the Transmitting Station Network. OSHA provides guidelines for the selection and use of PPE in 29 CFR 1915, Subpart I, App A. Stations shall address PPE in their station safety plans.

#### 110.5.1.5 RF Safety Program

Unlike other references concerning personnel safety, the CFR reference concerning RF safety (29 CRF 1910.97) is obsolete and can no longer be considered valid. Instead, OSHA provides a better reference in a paper presented to the National Association of Broadcasters. The NAB paper outlines OSHA's views on the *Elements of a Comprehensive RF Protection Program.* The NAB paper is available at http://www.osha.gov/SLTC/radiofrequencyradiation/elem_com.html.

Transmitting stations shall incorporate their RF safety program into the Station Safety Plans. The basic format and types of information to be included in the RF safety program can be found in a sample plan shown in Appendix 2. Since this sample plan was developed under contract for the Delano Transmitting Station (which is no longer in operation), the information contained in the plan will have to be modified to reflect the conditions found at each transmitting station.

#### 110.5.1.6 Fire Protection and Prevention Program

Fire becomes a major problem in areas where municipal fire fighting capability is not readily available. For this reason, stations shall ensure that fire protection/prevention is adequately addressed in their safety plans.

Transmitting stations shall have fire extinguishers and fire hydrants (as applicable) strategically placed around the station to effectively fight fires. Locator maps showing the location(s) of all fire protection equipment, fire extinguishers and other equipment shall be displayed in conspicuous locations throughout the station and be readily available to all employees. Fire detection devices, fire extinguishers and other related equipment shall be inspected on a quarterly basis to insure that they are in proper working condition.

All employees shall receive mandatory training on the subject of fire fighting and on the detection of unsafe conditions offering a potential for starting a fire. First aid in conjunction with fire fighting shall also be included in the training. In some cases, transmitting stations may need to identify and train a fire brigade for fast reaction to a fire. Demonstrations and drills are an integral part of any fire prevention program. Drills shall be conducted for the evacuation of workspaces and on setting up to fight a fire. As a minimum, these drills shall be conducted annually.

Specific details regarding fire protection are found in 29 CFR 1910 Subpart L. The NFPA Web site also contains additional information on fire protection and prevention.

Per the definitions contained within Subpart L, T/EOS's policy remains that each transmitting station shall acquire and provide the training necessary to address incipient fires in the station's facilities or grounds. At no time shall station personnel take personal risks attempting to extinguish either an interior structural fire or an out of control brush fire.

#### 110.5.1.7 Hazardous Material Control

The station shall have procedures in its safety plan for the storage, handling and disposal of hazardous materials. Plans to respond to fuel spills, or chemical contamination of equipment or personnel shall also be addressed. In addition, procedures shall be in place for the inspection, storage, handling, and use of compressed gas cylinders. All requirements shall be consistent with 29 CFR 1910 Subpart H, Section 1910.101. The EPA Web site also contains additional information and guidelines on the handling of hazardous material.

#### 110.5.1.8 Occupational Health and Environmental Control

Environmental controls need to be implemented and made an integral part of the Station Safety Plan. Asbestos identification and control is a health issue with high visibility, and the stations shall include provisions in their safety plan to address and control asbestos until it can be removed. 29 CFR 1910 Subpart G, Section 1910.94 contains detailed requirements for ventilation systems that must be met.

#### 110.5.1.9 Available Medical Resources and First Aid

Essential to any consideration of network accidents, the availability of medical attention and first aid must be addressed in each Station Safety Plan. The station shall ensure the ready availability of medical personnel for advice and consultation on matters related to occupational health.

110.5.1.9.1 Existence of an Infirmary, Clinic, or Hospital

If an infirmary, clinic, or hospital is located nearby, its existence should be addressed in the safety plan. In the absence of an infirmary, clinic, or hospital in near proximity to the workplace, a person or persons shall be adequately trained to render medications or first aid. In addition, first aid supplies approved by the consulting physician shall be readily available.

110.5.1.9.2 Automated External Defibrillator Program

An Automated External Defibrillator (AED) Program shall be established at each site. This program shall ensure that:

a. CPR/AED training is made available to all employees.

b. Each site has an AED Coordinator designated to ensure that each day the AED unit(s) at the site are in working condition as noted on the equipment's display. The AED Coordinator shall also inspect the unit(s) monthly to ensure that each unit responds correctly, that the battery and defibrillator are not out of date, and that all needed accessories are present with the unit and are in good condition.

c. The safety plan identifies the manufacturer, model, name and location of each AED on site.

110.5.1.9.3 Eyewash Stations

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

110.5.1.9.4 First Aid Kits

Transmitting stations will ensure that both medical and first aid resources are adequately addressed in the safety plan.

### 110.5.2 Maintenance Procedures

Separate from the Station Safety Plan, specific maintenance procedures must be developed and implemented as part of the station's maintenance program. Maintenance procedures shall be compiled and kept at the stations as described within the requirements of TSI-305. These detailed written procedures should address the safety steps that shall be taken when an individual performs a work-related task.

### 110.5.3 Quarterly Safety Inspections

Each station should develop a safety inspection checklist to better describe its specific requirements and operation. Based upon the items on this list, inspections shall be conducted on a quarterly basis, and the results of these inspections shall be reported in the transmitting station's annual safety report submitted to T/EOS and the Safety and Occupational Health Manager.

### 110.5.4 Training and Training Records

Each employee shall receive periodic training on the station's safety program and safety plan. The employees must be knowledgeable of the requirements of the program, and they must understand the role they play in ensuring a safe working environment and in preventing accidents. They must also understand their responsibilities for carrying out their daily work assignments in a safe manner, for reporting unsafe acts or safety hazards, and for ensuring that they implement and adhere to any corrective actions taken to eliminate a safety hazard.

Training must emphasize that any employee may bring to the attention of the Safety Committee, the Station Safety Officer, or the Transmitting Station Manager suggestions to correct or improve the safety environment at the station. Employees must also be aware of the consequences if they are found negligent for acting in an unsafe manner.

A record of all safety training received by the employees shall be maintained in their administrative personnel folders. Training documentation must be maintained throughout each person's employment and for a period of five years following termination or transfer. Specific documentation of training shall be maintained for all employees identifying when (include dates in the documentation) they received the following training:

a. Equipment operation safety briefs and operator safety training

b. New employee indoctrination training

c. Periodic safety awareness briefs and safety demonstrations

d. First aid training (CPR and AED)

e. Driver's training

f. Fire safety training

### 110.5.5 Safety Committee

Each transmitting station shall establish a safety committee whose role is to facilitate the implementation and monitoring of the safety program and safety procedures at the station.

### 110.5.6 Safety Awareness Literature

Signs, posters, and other visual aids shall be used wherever possible to promote safety. To be most effective, warning symbols, signs and operating instructions must be widely distributed and appropriately placed throughout the transmitting station. The USAGM Safety and Occupational Health Manager is a good source of information regarding safety awareness.

## 110.6 REPORTING ACCIDENTS (MISHAPS) - OVERSEAS TRANSMITTING STATIONS:

### 110.6.1 Classifying Accidents

In order to quantify the seriousness of an accident and subsequent reporting requirements, Transmitting Stations will use the following definitions:

Class A Mishap: An accident is considered a Class A mishap if any one of the following criteria applies to the accident:

a. The cost of property, real estate, and/or environmental damage is $100,000 or greater.

b. Transmitting station operations are curtailed or shut down for more than eight hours.

c. An injury, illness, or disease results in a fatality or permanent total disability.

d. An injury, illness, or disease involves three or more individuals with lost workdays.

e. The Director, T/EOS in conjunction with the Agency's Safety and Occupational Health Manager determines that the mishap should be investigated as a Class A mishap.

Class B Mishap: An accident is considered a Class B mishap if any one of the following criteria applies to the accident:

a. The cost of property, real estate, and/or environmental damage is between $50,000 and $100,000.

b. The mishap results in injury, illness, or disease occurrence that requires overnight inpatient hospitalization.

c. The Director, T/EOS in conjunction with the Agency's Safety and Occupational Health Manager determines that the mishap should be investigated as a Class B mishap.

Class C Mishap: An accident is considered a Class C mishap if any one of the following criteria applies to the accident:

a. The cost of property, real estate, and/or environmental damage is between $1,000 and $50,000.

b. Any illness or injury results in medical treatment (other than first aid), loss of consciousness, lost time from work, restricted duty, or temporary transfer to a different job.

c. Releases of hazardous or toxic materials (other than at the Class A or Class B level) that result in contamination of the inside or outside environment.

### 110.6.2 Form DS-1663, Report of Mishap and Form DS-1664, Overseas Motor Vehicle Mishap Report

The transmitting stations will report all accidents (including fire and motor vehicle) when there is a personal injury, and/or property damage in excess of $1000 involved, or there is a possibility that a claim for compensation will be submitted. The accident will be reported using the using the following forms:

a. A Form DS-1663, Report of Mishap, for each person injured or killed.

b. A Form DS-1664, Overseas Motor Vehicle Mishap Report, for each U.S. Government driver involved in the mishap. Injury information should be included on Form DS-1663 (use a separate form for each injured person).

**NOTE**: Non-vehicular property damage from a motor vehicle mishap must be reported on Form DS-1664. Property damage or environmental contamination from other types of mishaps must be reported on Form DS-1663.

The cover memorandum accompanying the DS-1663 and/or DS-1664 shall include a statement that the accident was investigated, and work procedures changed, if applicable. A copy of the memorandum and forms will be sent electronically to T/EOS and the Safety and Occupational Health Manager via the T/EOS FAXFAX System. Be sure to copy the Safety and Occupational Health Manager on the FAXFAX using safety_help@usagm.gov.

Reporting Timeframes:

a. Accidents meeting the Class A or B Mishap criteria must be reported to T/EOS and the Safety and Occupational Health Manager immediately. In these cases, the initial report should be made by e-mail and then followed up with a completed DS-1663 and/or DS-1664 sent via the T/EOS FAXFAX System. Be sure to copy the Safety and Occupational Health Manager on the FAXFAX using safety_help@bbg.gov.

b. All other accidents must be reported to T/EOS and the Safety and Occupational Health Manager within two working days of the incident.

Reporting of accidents using a DS-1663 and/or DS-1664 does not replace the requirement to submit Department of Labor (DOL) forms when compensation is also an issue.

### 110.6.3 Compensation Claims

In addition to submitting the forms above, the transmitting station will prepare either a DOL Form CA-1 or CA-2 when it appears that USAGM liability is probable. The form should be completed and a copy forwarded to T/EOS and the Safety and Occupational Health Manager via the T/EOS FAXFAX System within six working days. Be sure to copy the Safety and Occupational Health Manager on the FAXFAX using safety_help@usagm.gov.

DOL Form CA-1, Federal Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is submitted when the claim involves an injury.

DOL Form CA-2, Notice of Occupational Disease and Claim for Compensation, is submitted when the claim involves an occupational illness or disease.

## 110.7 REPORTING ACCIDENTS – DOMESTIC TRANSMITTING STATIONS

Accident reporting requirements are set forth in BAM Title 4, Section 4-464. The transmitting station must report all accidents when injuries result in first aid treatment or more extensive medical treatment, or when there is property damage in excess of $1000. All motor vehicle accidents with damage greater than $1000, with or without injuries, must be reported.

**110.7.1 Classifying Accidents: Refer Section 110.6.1 above.**

**110.7.2 Accident Forms**

**Standard Form 91, Motor Vehicle Accident Report** is to be filled out by the driver of the Government vehicle involved in the accident and is to be prepared at the time and on the scene of the accident in so far as possible regardless of the extent of injury or damage. Blank forms are to be carried in each Government-operated motor vehicle.

**Standard Form 94, Statement of Witness** is to be prepared by persons having witnessed the accident.

**Standard Form 95, Claim for Damage, Injury, or Death** is to be prepared by or on behalf of the person having sustained the damage, injury or who has died.

**Form CA-17, Duty Status Report** is used to obtain the Medical Duty Status Report.

Reporting of accidents using any of the above forms does not replace the requirement to submit Department of Labor (DOL) forms when compensation is also an issue.

**110.7.3 Compensation Claims**

In addition to submitting the accident report, the transmitting station will prepare either a Form CA-1 or CA-2 when it appears that USAGM liability is probable. The form should be completed and a copy forwarded to T/EOS and the Safety and Occupational Health Manager via the T/EOS FAXFAX System within six working days. Be sure to copy the Safety and Occupational Health Manager on the FAXFAX using safety_help@usagm.gov.

DOL Form CA-1, Federal Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is submitted when the claim involves an injury.

DOL Form CA-2, Notice of Occupational Disease and Claim for Compensation, is submitted when the claim involves an occupational illness or disease.

**110.7.4 Reporting Accidents:**

All accidents, however slight, involving any type of property damage or personal injury to anyone shall be reported to the Transmitting Station Manager by the employee involved in the accident on the same day of the accident.

The station shall prepare the applicable forms and forward a copy to T/EOS and the Safety and Occupational Health Manager via the T/EOS FAXFAX System. Be sure to copy the Safety and Occupational Health Manager on the FAXFAX using safety_help@usagm.gov.

Reporting Timeframes:

a. Accidents meeting the Class A or B Mishap criteria must be reported to T/EOS and the Safety and Occupational Health Manager immediately. In these cases, the initial report can be made by e-mail and then followed up with the completed form(s) sent via the T/EOS FAXFAX System. Be sure to copy the Safety and Occupational Health Manager on the FAXFAX using safety_help@usagm.gov.

b. All other accidents must be reported to T/EOS and the Safety and Occupational Health Manager within two working days of the incident.

**110.8 ANNUAL SAFETY REPORT**

Transmitting stations shall report annually on the status of their safety programs. The report is due by November 15th each year and shall cover the fiscal year that just ended (October 1, 201x through September 30, 201x). The

report shall be sent to T/EOS and the Safety and Occupational Health Manager electronically via the T/EOS FAXFAX System. Be sure to copy the Safety and Occupational Health Manager on the FAXFAX using safety_help@usagm.gov.

The safety report shall summarize the "General Health" of the station and provide a performance assessment in meeting safety and accident prevention goals established for the fiscal year just ending. In addition, the results of the station's quarterly safety inspections shall be reported. The report shall also include a summary of training activities over the past year, and shall list the number of employees certified in each safety area defined by the Station Safety Plan.

The safety report shall include the signature of the Station Manager (or acting Station Manager) and the Station Safety Officer, with a statement attesting that the Station Safety Plan has been reviewed over the past year, and shall highlight any significant changes that were made to the safety plan since the previous safety report.

## 110.9 STATION SAFETY PLAN

A current copy of the Station Safety Plan shall be kept on file at each respective transmitting station and on the T/EOS SharePoint site.

Stations shall review the Station Safety Plan in conjunction with their quarterly safety inspections. If revisions to the Station Safety Plan are made, a copy of the revised plan will be forwarded in conjunction with the submission of the Annual Safety Report.

APPENDICES:

Appendix 1: Station Safety Plan Guideline
Appendix 2: Sample RF Safety Plan
Appendix 3: RF Interference with Automated External Defibrillator
Appendix 4: T/EOS Policy for Operating Government Owned Vehicles (GOV's) At Transmitting Stations
Appendix 5: Unannounced OSHA Inspections at Transmitting Stations

# STATION SAFETY PLAN GUIDELINE

## 1. General

Each transmitting station shall develop and execute a safety plan with the goal of preventing accidents, minimizing the consequences of accidents, and providing a safe environment for station personnel and visitors. The safety plan should be comprehensive but not excessively long. The plan shall be based on OSHA and local requirements to the extent that they apply to the station plant and operations. The plan should clearly describe the policies, rules, written procedures, special equipment, and training that the station uses to ensure a safe working and living environment.

The following paragraphs provide guidance on the minimum areas to be addressed in the safety plan because these areas have been identified as major causes of accidents at USAGM transmitting stations. The plan may cover other areas as appropriate to particular stations or conditions. The plan should be updated from time to time as safety measures are modified, added, or deleted.

The first page of the Station Safety Plan shall consist of the signature page. On the first page, the Station Safety Plan shall be signed and dated by the current Station Manager and the current Station Safety Officer. The front page shall also incorporate the TSI number and the latest TSI revision date, and the latest revision date for the Station Safety Plan. The signature page contained on the last page of this appendix (App1-5) can serve as a template for the Station Safety Plan's signature page.

## 2. Administrative Provisions

The safety plan's administrative provisions shall describe the purpose, policy, and scope of the Station Safety Plan and include the distribution scheme for the plan. The administrative provisions shall also address the station's policies for the periodic review of the Station Safety Plan, the formation of the Station Safety Committee, and the reporting of accidents and unsafe conditions.

### 2.1 Purpose

The purpose of the Station Safety Plan is to protect agency personnel and to provide guidelines for dealing with accidents.

### 2.2 Policy

As part of the policy statement, stations shall emphasize that employee safety will take precedence over all other station priorities. In addition, the station's safety program shall be designed to:

a. Encourage safe practices.

b. Eliminate work hazards and health risks.

c. Encourage employee participation in recognizing and correcting unsafe conditions or work habits.

d. Prevent accidents by employees, contractors, and visitors.

### 2.3 Scope

The plan's scope shall describe the items covered by the Station Safety Plan. As a minimum, the scope of the plan shall include the station's boundaries, vehicles, and equipment.

### 2.4 Safety Committees and Safety Plan Review

The Station Safety Plan shall describe the composition of the Station Safety Committee. As a minimum, the participants in the committee shall include the Station Manager, Station Safety Officer, Shift Supervisors, and selected employees. The plan shall discuss how the committee is organized, how the members are selected, and how each member functions to enhance station safety. The plan will also address the committee's meeting schedule and reporting policy.

This portion of the plan shall also discuss how the Station Safety Committee is set up to handle and resolve safety related disputes between management and employees. In addition, the plan shall describe how the committee works to update the Station Safety Plan (when necessary).

## 3. Specific items to be addressed

The Station Safety Plan shall specifically address each of the items contained below. In addressing these items, the Station Safety Plan shall address regulatory compliance in terms equipment, procedures, and training.

### 3.1 Control of Electrical and Other Hazardous Energy

The Station Safety Plan shall explain how the station ensures the safe condition and operation of potentially hazardous electrical equipment and distribution systems. The safety plan shall include any special work rules, lock out and tag out procedures, equipment inspections, testing, and training.

The Station Safety Plan shall specifically address lock out and tag out procedures. If all electrical equipment at the station can be safely locked out and tagged out before servicing, the plan shall state this fact. If equipment exists at the station that cannot be properly locked out and tagged out before servicing, the Station Safety Plan shall specifically identify such equipment, reference the station maintenance procedure, and describe what specific steps are to be taken by the station staff to ensure the safe operation and servicing of such equipment.

The Station Safety Plan shall also specifically address USAGM's prohibition against employees working alone on either energized equipment, or equipment that may contain voltages over 600 volts. The plan shall reiterate the T/EOS policy and shall describe specific measures to be taken by the station to ensure that personnel do not work alone on either energized equipment or medium voltage electrical or electronic equipment.

Finally, the Station Safety Plan shall discuss the employee training and certification program for energy safety and if applicable, describe plans for future safety improvements.

### 3.2 Fall Protection

The fall protection provisions of the Station Safety Plan will vary depending on whether the station employs its own rigging crew. For stations without rigging crews, discussing adherence to the walking and working surface provisions will be sufficient. For stations with rigging crews, additional requirements with regard to tower and antenna safety will have to be addressed.

#### 3.2.1 Walking and Working Surfaces

The Station Safety Plan shall describe how stairways, floor opening, ladders, and other fall hazards are guarded against accidental falls by such devices as standard railings, barriers, and visible markings.

The safety plan shall also address the use of scaffolds, man-lifts, and/or bucket trucks. The plan shall address the T/EOS policy stating that stations should minimize the use of ladders when servicing electronic equipment, when performing maintenance work on satellite dishes, or when servicing transmission lines. Instead, stations should make use of alternative access devices such as approved scaffolds, man-lifts, or bucket trucks.

### 3.2.2 Antenna Safety (Fall Protection)

The Station Safety Plan shall describe how fall protection is ensured for station rigging crews. The plan shall describe the station's adherence to the provisions of a fall protection program described in paragraph 110.5.1.2 of this TSI including:

a. Use of a redundant means of support.

b. Use of certified equipment.

c. Provision of a prompt rescue capability.

d. Development of written maintenance procedures.

e. Evolvement in an employee-training program.

With respect to redundant means of support, the safety plan shall describe the station's use of both safety climbing devices and safety lines in order to access locations within the antenna systems. If safety climbing devices do not exist on some of the station antenna towers, the safety plan shall describe what alternative means are used to ensure that employees are permanently attached to the tower or antenna system at all times.

In addition to the use of certified fall protection equipment, the safety plan shall also describe the inspection and replacement plan used at the station to ensure that the fall protection equipment remains serviceable.

The safety plan shall identify the steps taken to insure the prompt rescue of an injured worker from a tower or an antenna system. If the station takes the time to engage in practice rescue drills, those activities should also be described in the Station Safety Plan.

The Station Safety Plan shall reference the use of written maintenance procedures as required by regulation. Although the station is not required to submit maintenance procedures as part of the safety plan, those procedures shall be in place. If a full set of written maintenance procedures are not in place, the safety plan shall describe what procedures are in place and state that the remaining procedures are under development.

The safety plan shall require that all employees involved in antenna and tower related activities have certificates of training. In addition, the safety plan shall describe any additional employee training and/or certification programs being undertaken related to rigging safety and fall protection.

### 3.3 Material Handling Equipment

The safety plan shall cover safety requirements relating to the use of forklifts, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by either electric motors or internal combustion engines. The plan shall discuss the station policies, rules, and procedures related to safe material handling. The plan shall describe the requirement for posted charts describing load limit curves for all material handling equipment. The plan shall discuss the station inspection and maintenance program for material handling equipment and shall describe the training and certification program related to the operation of any material handling equipment.

### 3.4 Personal Protective Equipment

The plan shall describe the station's efforts to assess known hazards, select personal protective equipment (PPE), and provide personal protective equipment training. The plan shall describe the personal protective equipment currently available at the station and describe the type of situation for which this equipment may/should be used. The plan shall also describe any employee training and certification programs related to the personal protective equipment.

### 3.5 RF Safety Program

The structure and content of the RF safety program and plan are described in Appendix 2 to this document.

### 3.6 Fire Protection and Prevention Program

The plan shall describe any station vulnerabilities and special hazards related to fire. It shall describe any fire prevention and safety policies, rules, and currently implemented provisions such as conducting regular fire drills, and posting maps showing the locations of fire fighting garb, tools, and extinguishers.

### 3.7 Hazardous Material Control

The safety plan shall list the types of hazardous materials that the station must handle and control, now and possibly in the future. It shall describe any station policies, rules, and procedures for the storage, handling, containment, and disposal of these hazardous materials, and identify special equipment used by the station to store and handle hazardous items.

### 3.8 Occupational Health and Environmental Control

The safety plan shall describe the occupational health and environmental control program implemented by the station. For any tasks requiring extended exposure to fumes (fuels, strong cleaners, solvents, organic volatiles) or irritating dust or abrasive particulates, the plan shall list the station equipment that is used to protect employees.

### 3.9 Available Medical Resources and First Aid

The plan shall describe the availability of medical facilities and doctors near enough to the station to render effective aid in the event of an accident or other medical need. The plan shall also discuss first aid training, describe the location of station first aid kits, discuss CPR/AED Certification, indicate where the station AEDs are located, and discuss any additional medical training received by station staff.

# U.S. Agency for Global Media (USAGM)

{*Station Name*} **TRANSMITTING STATION**

**STATION SAFETY PLAN**
Revised {*Date*}

| **Station Manager** | **Date** |
|---|---|
| {*Signature*} | {*Date*} |
| {*Printed Name*} | |

| **Station Safety Officer** | **Date** |
|---|---|
| {*Signature*} | {*Date*} |
| {*Printed Name*} | |

# SAMPLE RF SAFETY PLAN

Note: Since this sample plan was developed under contract for the Delano Transmitting Station, the information contained in the plan will have to be modified to reflect the conditions found at each transmitting station. Also note that some of the references in the plan may be out of date or omitted.

## DISCUSSION OF NON-IONIZING ELECTROMAGNETIC RADIATION (NIER) AND FIELDS NEAR ANTENNAS AND RADIO FREQUENCY EQUIPMENT

Radio transmitting systems operate by radiating electromagnetic energy, in the form of electromagnetic fields. In general, the levels of the transmitted fields decrease inversely with distance from high frequency antenna systems. At locations that are very nearby the radiating system, the levels of the fields may be greater than the established standards for safety.

## ANTENNAS AND OTHER EQUIPMENT AREAS

The radiating elements of the antennas in transmission systems are the primary source of electromagnetic energy at transmitter sites. Other parts of the transmission system may have localized areas of high field strength in their vicinity, however. The feed system to an antenna usually consists of a transmission line and often impedance matching and power division networks, connected to the radiating antenna elements through feed lines. Balanced unscreened HF transmission lines and feed lines to the antenna can be a source of elevated field underneath or near them.

Radio transmitters themselves are not often the source of high field levels, but older model transmitters with glass doors or inadequate cabinet bonding can result in high field levels. Exposed switchgear can also result in elevated fields, especially from large circulating currents in the unbalanced circuits and baluns. Transmitters with high voltage vacuum tube or mercury vapor rectifiers with inadequate cabinets can also result in X-ray levels that exceed the appropriate standards.

## PERSONNEL PROCEDURES

All personnel, staff or temporary, should be required to become familiar with the safety plan so as to avoid inadvertent exposure to levels above the MPE levels. All work in the switch bay or near active antennas should not be permitted without thorough familiarity with the safety plan. Consult the safety plan. Be familiar with the measurement report for the site. Read any posted restrictions and warning signs. Any use of cranes, metal irrigation piping, wire rope or rigging, and any work on AC or communications electrical systems in the antenna area should not be permitted until the site management has ensured that contact current limits won't be exceeded. Construction work involving changes in guy wires or guy wire insulators also can result in contact currents exceeding the MPE limits, and should not take place unless the antenna system is de-energized. No climbing of energized ("hot") tower is ever permitted. Since it is difficult to accurately measure on tower induced body currents, no hot tower climbing is permitted.

## CONTROL PLAN

This Safety Plan is provided for the guidance of operating personnel and contractors or other workers who may have access to the area near the HF antenna system and switch bay. This site safety plan provides information about the radio-frequency characteristics of the antenna system as they relate to possible worker safety, and also discusses some other transmission system related safety matters. This plan is limited to radio frequency antenna matters. It is not a complete site safety plan.

The plan is in a "fill in the blanks" format. The facility manager or technical supervisor should review the plan on receipt, and add all of the site-specific data that is appropriate. The completed plan document should then be copied. A sufficient number of copies should be made to (1) provide each technical or maintenance employee of the facility

with a copy, (2) provide copies for posting on site, and (3) retain sufficient copies to provide one for each contractor and contractor employee who has access to the antenna system area.

OCCUPATIONAL SITE ACCESS - There are two types of access to the antenna system area:

1. Facility employees, generally technical staff, have regular or periodic access to perform routine test and maintenance procedures. Non-technical staff may be employed as security guards or perform routine grounds keeping or may repair and maintain fences, outbuildings and other on-site features.

2. Contractors and their employees have irregular or occasional access to perform specialized tests, to perform construction of facilities, and to make major repairs. It is the responsibility of site management personnel, the facility manager or the technical supervisor, to ensure that both categories of workers are familiar with the radio frequency exposure control plan. All employees in category (1) should be required to read and become familiar with the plan as a part of their normal duties. Upon review of the plan, each employee should sign the signature page, and a copy of the completed dated signature page placed in the personnel file of each employee. Management should keep a copy of the completed signature page as a log, so that when changes or amendments to the plan area made, all employees can be provided with the changes and a new signature log created. All contractors and personnel in category (2) should be provided with a copy of the plan before commencement of any project is permitted by the site management. Contractors should be advised that familiarity with the plan requirements is mandatory for all of their employees or any other personnel who are permitted access to the site. Several copies of the plan should be posted prominently, preferably at the access doorway that leads to the antenna system from the equipment building. These measures will ensure that all workers on site will be familiar with the most recent version of the safety plan at all times.

OCCUPATIONAL LIMITATIONS

1. Do not remain in areas within two meters of active transmission lines on transmitter building roof longer than one minute and thirty seconds.

2. Do not remain within two meters of active transmission lines within the switch bay for longer than two minutes.

3. Be aware of RF hazards associated with metal buildings within the switch bay.

4. Use NARDALERT for overexposure protection when working on open switch enclosures in switch bay.

5. Do not remain within two meters of active delay lines associated with curtain antennas longer than four minutes.

6. Avoid contact with guy wire and guy anchors associated with active curtain antennas.

7. Do not remain within two meters of active lines associated with switches behind for longer than one minute.

8. Use NARDALERT to avoid overexposure when working near active antennas.

PUBLIC ACCESS

All exterior site fences should be properly posted in both English and the local language, generally at 30 to 50 meter intervals. All exterior gates or access ways should also be properly posted. The gates of switch bay fences should also be posted. (A copy of the IEEE sign design is included as an appendix to the radio frequency exposure control plan.)

LIMITATIONS FOR CONTRACTORS AND THE GENERAL PUBLIC

1. Within the building, personnel should not remain longer than sixteen minutes within one meter of Points A, B, or C of Figure 3 when the respective transmitters are energized.

2. Personnel should not be allowed closer than three meters of active transmission lines on the roof of the transmitter building.

3. Personnel should not remain longer than eight minutes within two meters of active transmission lines associated with, but outside of, the switch bay.

4. Personnel should not remain longer than seven minutes within two meters of active transmission lines within switch bay.

5. Personnel should not remain longer than fourteen minutes under active feed lines at rhombic antennas.

6. Personnel should not touch guy wires associated with active rhombic antennas.

7. Personnel should not be within two meters of active feed lines, delay lines or other active portions of curtain antennas longer than one minute.

8. Personnel should avoid contact with guy wires of active antennas.

HAZARD RECOGNITION

Radio antenna systems are designed to create electromagnetic fields. In general, the fields decrease with the "inverse distance" from the radiating antenna. Shortwave antennas are large arrays of individual radiating elements, however, and so the fields in the vicinity of these antennas are not always easy to describe mathematically. Frequently, it is much easier to make careful measurements of the levels of electric and magnetic fields than it is to try to create a mathematical model.

The levels of electric and magnetic fields in the high frequency range that are considered to be safe by the FCC for occupational exposure, or the controlled maximum permissible exposure (MPE), range from 614 volts per meter (V/m) and 1.63 amperes per meter (A/m) at the low end of the band (3 MHZ) to 61.4 V/m and 0.163 A/m at the high end of the HF band (30 MHZ) respectively. The general public, or controlled MPE is the same as the worker MPE at the low end of the HF band for electric and magnetic fields but is reduced to 27.5 V/m and 0.073 A/m for the electric and magnetic field uncontrolled MPE, respectively, at the top end of the HF band. In the United States, with the exception of the FCC, the standards of the American National Standards Institute (ANSI/IEEE C95.1-1992) are generally accepted as appropriate. The FCC standards are more stringent than the ANSI standards.

The RF measurement results are available for the Transmitting Station. A copy of the Figures from the measurement report for this site is included with this safety plan. The figures show the areas where electric and magnetic fields exceed the standards. All personnel whose duties require them to have access to the area near the antennas and inside the switch bay should be familiar with the Figures.

SHOCK HAZARD

The antenna system control circuits and (where used) the system for aviation marking of the antenna towers are electrical circuits with mains voltages, and are potentially hazardous. When the antenna system is not operating because the transmitter is not operating, the electrical systems for control lighting, and miscellaneous use are still energized. All maintenance and construction work in the antenna system equipment shelters must be conducted with care. The switching relays, the lighting isolation transformers, and any other AC electrical circuits in the antenna field and switching system area must be de-energized before any inspection or other work is performed on them, or in their immediate vicinity. Over current devices, fuses, and circuit breakers are to protect equipment **not** people. In

general, any new electrical equipment installations must be made in compliance with local electrical codes and with the most recent requirements of the U.S. National Electrical Code. When circuit breakers or switches are used to de-energize circuits while work is being performed, they must be tagged or locked out.

INDUCED AND CONTACT CURRENT HAZARD

Metallic objects that are elevated above ground can have high voltages induced in them if they are in the vicinity of shortwave antenna systems. Guy wires for towers, metal posts, metal fences, roof flashing and drain and downspout systems, ground leads from overhead electrical distribution systems, cranes and rigging equipment, flagpoles, roof mounted VHF/UHF or microwave antennas, metal antenna equipment enclosure cabinets or buildings, are all examples of metallic objects which may have significant induced electrical potential if they are in areas with high RF fields and if they are not well grounded, or if they are relatively tall. When these objects are touched by a "grounded" person, the current to ground through the part of the body in physical contact with the conducting object may exceed the appropriate radio frequency protection guideline. If the current is great enough an "RF burn" will occur. Burns of this type are painful, and they may cause startle" reactions that result in injury or, on elevated structures, death. Although many experienced RF engineers and technicians are familiar with this type of RF burn and tend to ignore them, they are a safety hazard.

The site measurement program for this site has identified all objects, which may result in induced and contact currents, which exceed the applicable safety guidelines. Before work is performed which could expose the workers to contact currents in excess of the guidelines, the object must be grounded and measurements taken to confirm the diminished contact current hazard or the antenna system must be de-energized. (Management should identify the source of the contact current energy if the site measurement report does not identify it.)

AREAS WHERE EXPOSURE MAY BE ABOVE MPE LEVELS

These areas are: the area around active antennas, the area inside the antenna switch matrix, under active transmission lines, and near the areas where there is potential for exposure to RADIO FREQUENCY energy levels which exceeding the maximum permissible exposure ("MPE") standards. All areas where there is measured electric or magnetic field exceeds the MPE are shown in the Figures for the Transmitting Station. If it is necessary to work in the vicinity of the antennas, inside the switch bay, or under active transmission lines, the Figures should be consulted for guidance about areas where exposure may exceed the standards. If there is any doubt about potential exposure, workers in the area should be protected against overexposure by using a NARDALERT.

Areas near active antennas, in close proximity to active open-wire transmission lines, switches, and any areas inside the building near baluns may have elevated electric or magnetic fields. Ungrounded metal structures, especially cranes or other temporary equipment, may have sufficient potential to ground to result in contact current exceeding the IEEE/ANSI MPE limits. **Most grounded metal objects are not contact current hazards, but no object should be assumed to be grounded until this fact is established with certainty.** Most objects, which are sufficiently distant from the antennas so that the electric fields are below the standard, will not have sufficient potential to ground to result in contact currents above the standard, with the exception of guy wire structures.

No employee or contractor personnel should be allowed to climb antenna structures while they are energized. **No hot tower or antenna work is permitted.**

AREAS WHERE EXPOSURE STANDARDS ARE EXCEEDED

A few normal operating procedures in the vicinity of HF antenna systems may require brief personnel exposure to levels of radiation, which exceed the safety standards. This exposure may be permissible **if** the time-averaging provisions of the applicable standard are followed, so that the total exposure is still within the limits of the standard. The site measurement report data will include the levels of electric and magnetic fields at the normal observation locations, or in the "personnel" areas of antenna equipment enclosures if those fields exceed the safety standards.

**All personnel whose duties include access to areas that are at or above the MPE limits for normal measurements (possible corona observations, switching unit observations, etc.) must be familiar with the**

**time-averaging provisions of the standards.** In general, the time limit is 1/10 hour (6 minutes) at the MPE limit value. At levels above the MPE value, the time limit is.

Time (minutes) = 6 X (MPE/actual measured field value)

If there is a doubt about the actual field levels in an area where observations or other work must be performed, the area should be surveyed with appropriate instruments and a maximum exposure time established and incorporated into this safety plan.

EMERGENCY INFORMATION

(To be filled in by site management.)

Emergency Telephone Numbers

Fire Ambulance/Medical Aid Hospital

T/RF Safety and Occupational Health Officer

Site Manager

Site Technical Director

Site Health and Safety Officer

Contractor Office (Mandatory for all contractors working on site!)

Location of Health and Safety Equipment (Health and Safety Certificates, Fire Extinguisher, First Aid Kit, Eyewash Station)

Attach a map of the route to the nearest medical facility or hospital.

SIGNATURE PAGE FOR PERSONNEL LOG

I am familiar with this Safety Plan for activities near the medium wave antenna system at the facility, I understand the contents of this plan, and any questions I have regarding this plan have been satisfactorily answered.

NAME (& CONTRACTOR NAME IF NON USAGM EMPLOYEE) DATE

As the Facility Manager, Facility Technical Director, Facility Safety Officer for this site, I have reviewed this plan individually and with all personnel authorized to perform work, and I am satisfied with their understanding of its contents. I understand that this plan must be routinely reviewed with all involved personnel prior to any work effort on the site by new or returning site employees, and by all contractor project directors and all contractor personnel.

Facility Manager (date)

Facility Technical Director (date)

Facility Safety Officer (date)

EMERGENCY PROCEDURES

In the event of an emergency, do the following:

CALL FOR HELP as soon as possible. Give the following information:

WHERE the emergency is - give the address, cross streets, directions, and landmarks

PHONE NUMBER you are calling from

WHAT HAPPENED - type of emergency

HOW MANY – People need help

WHAT is being done

YOU HANG UP LAST - let the emergency operator hang up first

In the event of a medical emergency, do the following:

1. Call for help as soon as possible
2. Administer CPR and first aid if necessary
3. If the victim can be moved, transport to the hospital while a second person calls the hospital to notify them.

Notify the site manager, technical director, and safety officer as soon as possible. If contractor personnel are involved, notify the contractor.

In the event of fire or explosion, do the following:

1. De-energize all electrical circuits directly associated with the fire or explosion immediately.
2. Evacuate all personnel from the area.
3. Call the fire department as soon as possible.
4. Notify the station manager, technical director, and safety officer.

## RF INTERFERENCE WITH AUTOMATED EXTERNAL DEFIBRILLATORS (AED's)

The following safety warning is normally included in instructions provided by manufacturers of AED's: "Avoid radio frequency interference from high-power sources that might cause the defibrillator to interpret cardiac rhythms incorrectly." Consequently, the following safety policy shall be observed in all cases:

1. Safety of USAGM employees shall always be given the highest priority.

2 When an AED device is being used, all sources of radio frequency at the station shall be turned off. These sources include: cell phones, 2-way radios, and all broadcast transmitters. This action is necessary to avoid radio frequency interference that might cause the defibrillator to malfunction during life saving efforts.

The Station Manager shall ensure that this policy receives the widest dissemination.

## T/EOS POLICY FOR OPERATING GOVERNMENT OWNED VEHICLES (GOV's) AT THE TRANSMITTING STATIONS

**Stations shall:**

1. Prohibit station drivers from relinquishing their driving duties to anyone not employed by the transmitting station. This prohibition shall include U.S. Government employees and contractor personnel on TDY at the transmitting station.

2. Prohibit U.S. Government employees and contractor personnel on TDY from operating station GOVs outside the perimeter of the transmitting station.

Exceptions to this policy may be made with the approval of the T/EOS Director.

**Station Management Instructions (SMIs):**

In conjunction with adopting this policy, stations shall establish SMIs on GOV operations that address the following issues:

1. Liability - Discuss the possible complications that can arise for the transmitting station and for the U.S. Government when unauthorized individuals operate station vehicles.

2. Safety - Stress that most visitors:

   a. Are inexperienced in driving overseas.

   We tend to forget that the traveler is already "fighting" a time difference and a language barrier. To put a traveler behind the wheel of an unfamiliar vehicle to drive on unfamiliar roads is creating a potentially unsafe condition. This situation is further complicated in countries where driving a right-hand drive vehicle is required - the "wrong side of the road" for Americans.

   b. Are unfamiliar with local driving rules, customs, conditions, and laws.

   No matter how closely the driving customs in foreign countries resemble the rules for driving in the U.S., they are never exactly the same. Knowing these differences is crucial for the safe operation of a vehicle. Each of the countries where we operate vehicles has their own unique laws, road hazards, and operating conditions. Therefore, Station Managers should "tailor" their SMIs and discuss the unique driving situations in their own respective countries. Some examples that come to mind are:

   - Animals standing in the roadway.

   - Drivers approaching or overtaking you at a very high rate of speed.

   - "Official" Americans prohibited from driving between towns and cities during the hours of darkness (in Botswana).

   - Different concepts on who has the right of way at intersections and traffic circles.

   - In some countries, if any alcohol is discovered in a driver's blood (regardless of level), the local law may determine the presence of alcohol to be evidence of DUI.

**Unannounced OSHA Inspections at Transmitting Stations**

The USAGM Office of General Counsel drafted a clarification regarding USAGM Transmitting Station responsibilities with respect to OSHA compliance under Executive Order 12196. The guidance was forwarded via CIRFAX-WDC-EOT-05264-00098. The guidance stated that if an OSHA inspector arrives at your facility to make an unannounced (or uninvited) inspection, you should deny the inspector entrance and immediately contact T/EOS for assistance.

Executive Order 12196 requires that transmitting stations adhere to the requirements of the Occupational Safety and Health Act. However, because of USAGM's status as an Independent Executive Agency and because USAGM has an active safety program in place, the Executive Order provides OSHA inspectors with very limited enforcement authority. OSHA's enforcement authority over another Executive Agency is based upon a requirement to obtain a determination by the Secretary of Labor.

Please be aware that nothing in the CIRFAX prohibits stations from obtaining courtesy inspections under OSHA's Small Business Program. OSHA's Small Business Program exists for the purpose of providing advice on regulations and is not considered to be an enforcement vehicle.

Should you have any questions regarding the above guidance, please contact T/EOS and/or the Safety and Occupational Health Manager.

# MOTOR VEHICLES

## 111.1 PURPOSE

This Transmitting Station Instruction (TSI) provides the policies and procedures for obtaining, managing, and reporting on motor vehicles assigned to the transmitting stations.

This instruction is intended as a supplement to the Agency's ***BAM Title IV, Chapter 720, Leasing, Purchasing, Accounting for, and Reporting on Motor Vehicles***, which is the primary policy document governing the Agency's motor vehicle program. It is important for the transmitting stations to follow the policies and procedures contained in this BAM. If a transmitting station encounters a conflict between this instruction and the BAM, contact the Network Support Branch (T/EOS/N) for clarification.

## 111.2 SCOPE

This TSI applies to all the transmitting stations. The Operations & Stations Division (T/EOS) is responsible for this TSI, which was prepared by T/EOS/N.

## 111.3 OTHER APPLICABLE INSTRUCTIONS AND PUBLICATIONS

- BAM Title IV, Chapter 720, Leasing, Purchasing, Accounting for, and Reporting on Motor Vehicles
- TSI-103, Budget Estimate and Financial Plans
- TSI-108, Property Accountability
- TSI-110, Station Safety Program
- TSI-304, Procedures for Requisitioning Equipment, Supplies, and Services; and Returning Material for Warranty or Repair Actions
- TSI-402, Transmitting Station Monthly Operations Report
- TSI-403, Quarterly and Annual Statistical Reports

## 111.4 DEFINITIONS

A Light Duty (LD) motor vehicle is a motor vehicle with a gross vehicle weight rating (GVWR) of 8,500 pounds or less. Generally sedans, station wagons, mini-vans, some full-size cargo and passenger vans, and small to medium-size sport utility vehicles (SUV), pickup trucks, and, trucks will qualify as LD motor vehicles. However, in some cases, even the larger pickup trucks, SUV's, and full-size passenger and cargo vans can qualify as LD motor vehicles. This is particularly true for many of the vehicles that are purchased overseas.

A Medium Duty (MD) motor vehicle is a motor vehicle with a GVWR from 8,501 pounds to 16,000 pounds. Some of your larger SUV's, pickup trucks, trucks, as well as the larger full-size passenger and cargo vans will qualify as MD motor vehicles. MD passenger vehicles would include just the larger SUV's and full-size passenger vans.

A Heavy Duty (HD) motor vehicle is a motor vehicle with a GVWR greater than 16,000 pounds. This category generally includes your very heavy trucks, such as, some of the rigging trucks found within the Network.

Buses: Any motor vehicle that carries 16 or more passengers is considered a bus for the General Services Administration's (GSA) reporting purposes. GSA further categorizes buses as either being MD or HD.

Alternate Fuel Vehicles (AFVs) include:

- Electric vehicles
- Hybrid vehicles that operate using both gasoline and electricity
- Flex-fuel vehicles that operate using gasoline or E-85 (85% ethanol)
- Vehicles that operate using compressed natural gas (CNG)
- Vehicles that operate using biofuels (biodiesel – B20)

## 111.5 IMPACT OF THE ENERGY REQUIREMENTS FOUND IN BAM TITLE IV, CHAPTER 720, LEASING, PURCHASING, ACCOUNTING FOR, AND REPORTING ON MOTOR VEHICLES

### 111.5.1 General

This BAM became effective on 7/23/2014. The policies and procedures contained in this BAM are applicable to both the domestic and overseas transmitting stations.

Many of the requirements detailed in the BAM are energy related and are being driven by Presidential Executive Orders and other requirements of the Federal Energy Management Program (FEMP). The influence of the FEMP can be seen in the Agency's goal for its motor vehicle program, which is to transition its current fleet of motor vehicles operating on petroleum products (gasoline and diesel fuel) to a fleet of motor vehicles that is smaller, is more efficient, emits less greenhouse gas (GHG), and operates primarily on alternative fuels.

In keeping with the intent of the BAM, T/EOS approval will be required before a motor vehicle can be acquired or disposed of.

### 111.5.2 Impact on the Domestic Transmitting Stations (Greenville and Northern Mariana Islands)

For these stations, the primary focus is on converting their LD motor vehicles and MD passenger vehicles operating on gasoline and diesel fuel to low-GHG emitting motor vehicles operating on alternative fuels. When a LD vehicle, or MD passenger vehicle operating on gasoline or diesel becomes eligible for replacement, it will be replaced with a LD motor vehicle or MD passenger vehicle operating on alternative fuels. As of December 2015, the Agency has only obtain AFVs to meet all of its domestic LD motor vehicle requirements and its domestic MD passenger vehicle requirements. Due to the costs involved, normal attrition will be used to accomplish this transition.

MD trucks and HD motor vehicles also must be as small and energy efficient as possible while still meeting mission requirements. If the selected vehicle has an alternative fuel version, the AFV will be purchased.

All motor vehicles being obtained by the Agency for use domestically shall be acquired by contracting officers in the Agency's Office of Contracts or in OCB.

The source for motor vehicles will be GSA, unless GSA cannot provide the vehicle required, or a suitable substitute. The primary method to be used to obtain a motor vehicle is to lease the motor vehicle through the GSA Fleet system, unless it is determined through coordination with GSA that a vehicle purchase is more cost effective than a lease.

A domestic element will only acquire flex-fuel vehicles, which are vehicles that can operate using either gasoline or the alternative fuel E-85 (85% ethanol), when the E-85 fuel is readily available in the vehicle's area of operation. In those areas with limited E-85, hybrid vehicles will be procured, unless the required vehicle does not come in a hybrid model, or unless the required vehicle comes standard with an engine that operates on E-85 fuel.

- An alternative fuel is reasonably available if it can be obtained within a 15-minute drive or within 5 miles (one way) from the vehicle's garaged location, and the alternative fuel costs the same or less per gallon as the gasoline at the same station.
- A domestic element shall only use alternative fuel E-85 to fuel any Agency flex-fuel vehicle, unless E-85 is not reasonably available, as defined above.

If B20 diesel fuel (20% bio-diesel) is reasonably available, and the vehicle's diesel engine does not have to be modified to use it, the domestic element shall only use B20 biodiesel to fuel the vehicle. For new vehicle procurements, however, diesel vehicles shall only be considered in lieu of other comparable, low-GHG emitting AFVs, if the diesel vehicle is also a low-GHG emitting vehicle, as determined by EPA.

To summarize the above, domestic stations are required to obtain AFVs unless: i) the required vehicle is not available as an AFV; or ii) AFVs cannot be supported by the local infrastructure in terms of serviceability or availability of alternate fuel. If an AFV cannot be procured for any of these reasons, however, the vehicle selected must still be as small and energy efficient as possible, while still meeting mission requirements. Also, in cases where a required vehicle is neither an AFV nor a low-GHG emitting vehicle, then—in accordance with the BAM—T/EOS/N must obtain approval from the BBG CEO or his designee, prior to authorizing purchase of the vehicle.

*NOTE: Since there is very little leeway in the types of motor vehicles that a domestic station can acquire in order to meet the requirements of the BAM and this TSI, Greenville and Northern Marianas are encouraged to work closely with T/EOS/N in their vehicle selection process. The goal here is to ensure that the motor vehicles at the domestic stations become as compliant as possible taking into consideration the infrastructure that is available to them.*

### 111.5.3 Impact on the Overseas Transmitting Stations

Where the overseas infrastructure can support vehicles operating on alternative fuels, LD motor vehicles, and MD passenger vehicles operating in these areas will convert to AFVs at the time of replacement, if suitable AFVs are available. If the infrastructure cannot support AFVs, the types of vehicles selected as replacements are to be as small and energy efficient as possible while still meeting mission requirements.

MD trucks and HD motor vehicles also must be as small and energy efficient as possible while still meeting mission requirements. If the selected vehicle has an alternative fuel version, the AFV must be purchased, if the infrastructure can support AFV's.

Normally, the vehicles will be leased or purchased from a local or regional dealership. A local warranted contracting officer will make the acquisition.

*Note: Trade-In Allowance - Overseas transmitting stations purchasing a vehicle locally may trade-in the old vehicle and have the allowance applied towards the purchase price of the new vehicle.*

## 111.6 REPLACEMENT CRITERIA

A motor vehicle is first eligible for replacement when it reaches seven years of age or has been driven for 80,000 miles. Since most vehicles can be economically maintained for longer periods, they will not be replaced until it is no longer economical to maintain them. For planning purposes, a vehicle is considered economically repairable as long as the cost to repair the vehicle is less than 60% of the current value of the vehicle. Leased vehicles may be replaced at the end of the lease period.

## 111.7 RESTRICTIONS ON VEHICLE UPGRADES

The Agency will only lease or purchase a motor vehicle with the minimal upgrades (e.g. automatic transmissions, air conditioning, and trailer hitches) necessary to meet mission requirements or environmental conditions. Under no circumstances are stations authorized to lease or purchase vehicles with leather seats, upgraded audio (radio/CD) systems, special wheels, sports-type packages, or luxury-type packages.

## 111.8 OBTAINING APPROVAL FOR THE PURCHASE OR LEASE OF A MOTOR VEHICLE

### 111.8.1 Identifying Vehicles to be Procured and Disposed of During the Next Three Fiscal Years

In March, the Transmitting Station Manager will revalidate the need for each vehicle at the station. The goal of this review is to ensure that each motor vehicle is still required, is the right type of vehicle for the mission assigned, and that the mix of motor vehicles used at the station supports the goal of maintaining a fleet of smaller, more efficient, less GHG-emitting vehicles that operate primarily on alternative fuels. This review also shall include:

- Determining if the requirements for each vehicle warrant maintaining a full-time vehicle.
- Identifying vehicles that are no longer required and processing them for disposal.
- Identifying additional vehicles that are needed.
- Identifying vehicles that need to be replaced during the next three fiscal years (upcoming FY and following two FY's), and determining the type of vehicles that will be obtained to replace them.

### 111.8.2 Obtaining T/EOS Approval to Acquire or Dispose of a Motor Vehicle Over the Next Three Fiscal Years:

After their review has been completed, transmitting stations will submit (via FAXFAX) their motor vehicle requirements (***Motor Vehicle Acquisition and Disposal Projection Report***) for the next three FY's to T/EOS by April 15. This submission will contain the following information:

<u>If a replacement vehicle is being requested:</u>

- Proposed FY
- Make, model, type of engine (gasoline, diesel, flex-fuel, or hybrid), drive train (4x2, 4x4, AWD), estimated cost, and indicate if the vehicle will be leased or purchased and the source of the vehicle (GSA Fleet, local dealership, etc.). (*The type of vehicle being requested must comply with the requirements outlined in the referenced BAM.*)
- Describe how the vehicle will be used.
- Identify the vehicle being replaced, and provide its barcode number, make, model, model year, current mileage, overall condition, and the reason the vehicle is being replaced. Also, include a description as to how the vehicle is currently being used, if it differs from the way the replacement vehicle will be used.

<u>If an additional vehicle is being requested:</u>

- Proposed FY
- Make, model, type of engine (gasoline, diesel, flex-fuel, or hybrid), drive train (4x2, 4x4, AWD), estimated cost, and indicate if the vehicle will be leased or purchased and the source of the vehicle (GSA Fleet, local dealership, etc.). (*The type of vehicle being requested must comply with the requirements outlined in the referenced BAM.*)
- Describe how the vehicle will be used, and provide a detailed justification for adding the vehicle.

<u>If a vehicle is being disposed of without replacement:</u>

- Proposed FY
- Barcode number, make, model, model year, current mileage, overall condition, and the reason disposal is being requested. Also indicate why the vehicle is not being replaced.

### 111.8.3 T/EOS Review and Approval:

T/EOS will review the station's submission and provide the results of this review to the station by May 15.

*Note: Once the decisions on the acquisitions and disposals for the next three FY's have been finalized, a station must obtain T/EOS approval before it can make a change in these requirements.*

Motor vehicles requiring replacement on an urgent basis will be handled on a case by case basis by T/EOS.

## 111.9 FUNDING

Before a vehicle can be purchased, the transmitting station must have sufficient WWP funds, either Station-held or Washington-held, available to fund the purchase.

*Note: Stations must keep in mind that just because a vehicle purchase has been authorized, it doesn't mean that funding will automatically become available. Stations must ensure that they request funding for their motor vehicle acquisitions (purchase or lease) in their financial plans.*

## 111.10 ASSITANCE IN PROCURING A VEHICLE FROM GSA

If a transmitting station requires T/EOS/N assistance in ordering a vehicle from GSA, the station will submit an IA-42 requisition to T/EOS/N for processing. The request must clearly identify the basic vehicle and all options being requested. In addition, the station must have sufficient Washington-held WWP funds on hand to cover the cost of the vehicle.

## 111.11 RECEIVING A MOTOR VEHICLE

Upon receipt of a motor vehicle, the station will:

- Assign a barcode number and create a property record in the Property Information Processing System (PIPS).
- Notify T/EOS/N of the receipt via FAXFAX. The FAXFAX should contain the following information, some of which is necessary so that T/EOS/N can enter the vehicle correctly in the GSA Federal Automotive Statistical Tool (FAST) system, its automated vehicle reporting system.

    - Leased or purchased
    - Barcode Number
    - Make & Model
    - Model Year
    - Vehicle Identification Number (VIN)
    - Emergency Response Vehicle (Yes/No)
    - Armored (Yes/No)
    - Type of Vehicle (sedan, pickup, SUV, etc.)
    - Type of Drive Train (4x2, 4x4 or AWD)
    - Number of Passengers (including the driver)
    - Gross Vehicle Weight Rating (GVWR) (Specify pounds or kilograms)
    - Type of Engine (Diesel, Gasoline, Flex Fuel, Hybrid, etc.)
    - Acquisition Cost or Lease Cost
    - Date Vehicle Received
    - License Plate (TAG) Number

*Note: Backup documentation supporting this receipt is submitted as part of the station's monthly report submission.*

## 111.12 OBTAINING U.S. LICENSE PLATES (Domestic Stations only)

A domestic station will coordinate with T/EOS/N by FAXFAX to obtain Government license plates for its vehicles. To assist, T/EOS/N will need the make, model, model year, color, and VIN number for each vehicle needing plates.

*Note: If the motor vehicle is leased through the GSA Fleet program, GSA will provide the license plates.*

## 111.13 DISPOSING OF MOTOR VEHICLES

When a vehicle is identified for disposal, the station will notify T/EOS/N by FAXFAX and will request disposition instructions. When reporting a vehicle, the FAXFAX shall contain the following information:

- Type of Vehicle (sedan, pickup, SUV, etc.)
- Make and Model
- Model Year
- Vehicle Identification Number (VIN)
- Barcode Number
- Brief description of the condition of the vehicle
- The number of years the vehicle was in use
- Mileage
- Location of the Vehicle
- Justification for Disposing of the Vehicle
- Proposed Method of Disposal

Upon approval of the request, T/EOS/N will provide the station with disposition instructions.

*Note: After the disposal process is completed, please inform T/EOS/N of any proceeds of sales received by the station if the vehicle was sold, and/or any costs incurred by the station to conduct the disposal, such as the cost of placing an advertisement announcing the disposal sale in a newspaper. Any backup documentation supporting a motor vehicle disposal is submitted as part of the station's monthly report submission.*

## 111.14 REPORTING ON MOTOR VEHICLES TO T/EOS

Transmitting stations are required to report on their motor vehicles periodically throughout the year. The Agency uses this information for several purposes to include:

- Preparing its quarterly and annual capital property reports.
- Preparing its quarterly and annual updates of the Agency's Financial Statement.
- Reporting on motor vehicles to the Office of Management & Budget (OMB), GSA, and Department of Energy.

The following reports are due from the transmitting stations on their motor vehicles:

- **Vehicle Receiving Report:** When a motor vehicle is received, the transmitting station advises T/EOS/N of the receipt via FAXFAX. The format for this receiving report is at paragraph 111.11. This information is used in the preparation of the reports for OMB and GSA.
- **Monthly Operations Report:** When a motor vehicle is received or disposed of during the month, these actions are documented by the transmitting station in its monthly operations report. Refer to TSI-402, Monthly Reports for additional information on preparing the monthly operations report.

- **Quarterly and Annual Statistical Reports:** These reports provide information on motor vehicle usage, such as, fuel, miles driven, and maintenance costs. Refer to TSI-403, Quarterly and Annual Statistical Reports for information on preparing these reports.
- **Motor Vehicle Acquisition and Disposal Projection Report:** This report is due to T/EOS by April 15th each year. It provides the station's motor vehicle acquisition and disposal projections for the upcoming next three FY's. The format for this report is at paragraph 111.8.2.

## 111.15 REPORTING ON ACCIDENTS

Accidents will be reported in accordance with the policies and procedures found in TSI-110, Safety Plan.

## 111.16 T/EOS POLICY FOR OPERATING GOVERNMENT OWNED VEHICLES (GOV's) AT THE TRANSMITTING STATIONS

Stations shall:

- Prohibit station drivers from relinquishing their driving duties to anyone not employed by the transmitting station. This prohibition shall include U.S. Government employees and contractor personnel on TDY at the transmitting station.

- Prohibit U.S. Government employees and contractor personnel on TDY from operating station GOVs outside the perimeter of the transmitting station.

Exceptions to this policy may be made with the approval of the T/EOS Director.

*Note: Refer to TSI-110 on Safety for additional information on this policy.*

# SUBSIDIARY SITE OPERATIONS

## 112.1 PURPOSE

This Transmitting Station Instruction (TSI) prescribes the policies and procedures for overseeing the operations of subsidiary sites.

## 112.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations that have responsibility for subsidiary sites (FM & TV). The proponent for this TSI is the Broadcast Technologies Division (T/EB) in coordination with the Operations & Stations Division (T/EOS). This TSI was prepared by the Network Support Branch (T/EOS/N).

## 112.3 REFERENCES

| | |
|---|---|
| TSI-101 | Transmitting Station Addresses |
| TSI-103 | Budget Estimate and Financial Plans |
| TSI-107 | Travel and Other Absences from the Station |
| TSI-108 | Property Accountability |
| TSI-201 | Maintenance and Repair (M&R) Projects |
| TSI-304 | Procedures for Requisitioning Equipment, Supplies and Services; and Returning Material for Warranty or Repair Actions |
| TSI-305 | Transmitting Station Maintenance Program, Standard Maintenance Procedures |
| TSI-402 | Monthly Reports |
| TSI-403 | Quarterly/Annual Reports |

## 112.4 CONTACT INFORMATION

112.4.1 The supporting transmitting station will create a TSI-101 for each subsidiary site assigned to it. This contact information will include the following:

a. Appropriate points of contact (POC), with telephone numbers and e-mail addresses

b. Mailing address

c. Shipping address

d. Facsimile number

e. 24-hour emergency contact number

112.4.2 In addition, the subsidiary site's TSI-101 should address the procedures that must be followed to clear an incoming shipment through its country's Customs. This portion of the TSI also should indicate if the U.S. Embassy in country is willing to clear diplomatic shipments (Diplomatic Pouch, or Diplomatic Pouch [Crate]) for the site, or if the items will have to be shipped by air or ocean freight and then be cleared using normal Customs clearance procedures.

112.4.3 The supporting transmitting station will provide the subsidiary site with the same contact information for the supporting transmitting station.

## 112.5 BUDGET

The supporting transmitting station will include funding needed to support its operations at the subsidiary site in its budget estimates and financial plans. Areas to be considered when preparing these financial documents are:

a. Operation & Maintenance (O&M) contract requirements.

b. Obligations under other agreements that may be in place.

c. Travel to the subsidiary site when required.

d. Purchasing equipment, tools & test equipment, and supplies when required to accomplish the Agency's mission at the subsidiary site.

e. Licensing fees, lease fees, etc. not paid by other Agency elements.

## 112.6 CONTRACT ADMINISTRATION

The supporting Transmitting Station Manager will act as the Contracting Officer's Representative (COR) for the O&M contract at each subsidiary site. While serving in this role, the Transmitting Station Manager is responsible for carrying out the responsibilities incumbent of a COR. These responsibilities include processing invoices and initiating the renewal of the O&M contract.

## 112.7 U.S. GOVERNMENT PROPERTY

112.7.1 Creating Property Records: For equipment owned by the Agency, T/EOS/N in Washington will create the property records for each subsidiary site to account for the transmitting system that was installed at the site. The total cost shown for the system will include equipment costs, installation costs, and shipping costs.

112.7.2 Maintaining Property Records: T/EOS/N is responsible for updating the property records as changes occur. To assist T/EOS/N in this effort, the supporting transmitting station will advise T/ESO/N of any known changes to the transmitter configuration or equipment as they occur.

112.7.3 Disposing of Property: Because the agreements in place at each site may differ, disposing of property/equipment no longer required at a subsidiary site will have to be handled on a site by site basis. For this reason, the supporting transmitting station will send a FAXFAX to T/EOS requesting disposition instructions for the property/equipment identified for disposal. Be sure to copy fmoperations@bbg.gov on the FAXFAX.T/EOS will provide the station with disposition instructions via return FAXFAX. The supporting transmitting station's FAXFAX will contain the following information:

a. Description of the item (include manufacturer, make and model)

b. Barcode number (if available)

c. Quantity

d. Condition (serviceable, unserviceable, etc.)

e. Cost

f. Reason for the Disposal

g. Indicate if the agreement with the site addresses disposal of property/equipment. If it does, please provide the disposal procedures spelled out in the agreement.

h. Indicate if the local U.S. Embassy is willing to assist with the disposal and if there is any charge for them doing so.

## 112.8 PURCHASES

112.8.1 Purchases covered by an operating agreement or O&M contract will be made in accordance with these documents.

112.8.2 For purchases not covered by an operating agreement or O&M contract, the final decision on whether or not to purchase additional equipment, tools & test equipment, and supplies to support subsidiary site operations rests with T/EB. Supporting transmitting stations wanting to make these types of purchases shall send a request to T/EB via FAXFAX. Be sure to copy fmoperations@bbg.gov on the FAXFAX. This request will address the following:

a. Item to be purchased

b. Unit cost of the item

c. Quantity to be purchased

d. Total cost of the purchase

e. Reason for purchasing the item

## 112.9 MONITORING OF BROADCASTS

112.9.1 The supporting transmitting station will have a process in place to determine if the Agency's transmitter at the subsidiary site is broadcasting as expected. Some suggested ways for accomplishing this task are:

a. Utilizing a remote monitoring system if one already exists at the subsidiary site.

b. Having the O&M contractor notify the transmitting station immediately when operational issues develop.

c. Requesting that the subsidiary site itself provide a periodic status report.

112.9.2 Upon notification of an operational issue or concern at a subsidiary site, the transmitting station will:

a. Obtain additional information to clarify the issue, if practical and necessary to do so.

b. Provide technical assistance via e-mail or telephone, if appropriate to do so.

c. Notify the O&M contractor of the issue or concern, if the original notification did not come from the O&M contractor.

d. Notify the Network Control Center (ncc@bbg.gov) and T/EB (fmoperations@bbg.gov) of the issue or concern, and advise them of any action that is being taken.

112.9.3 If the supporting transmitting station is having problems with determining if the transmitter at the subsidiary site is "on the air", T/EB should be advised of the situation via FAXFAX. Be sure to copy fmoperations@bbg.gov on the FAXFAX.

## 112.10 MAINTENANCE OPERATIONS

112.10.1 At sites supported by an O&M contractor, the contractor is responsible for coordinating with the subsidiary site staff to accomplish preventive and corrective maintenance tasks. The supporting transmitting station will provide back-up and technical assistance as required. At sites supported by the transmitting station directly, the station staff is responsible for coordinating with the subsidiary site staff to accomplish these tasks.

112.10.2 A record of all repairs or services performed on the equipment will be maintained, and where appropriate, an equipment logbook will be maintained on each piece of equipment.

## 112.11 REPORTS

The supporting transmitting station should include information on its subsidiary site(s) in its monthly, quarterly, and annual reports where appropriate.

## 112.12 TRAINING

The supporting transmitting station is authorized to provide refresher training, if required, to the subsidiary site personnel on operating and maintaining the equipment provided. This training can be accomplished by T/EB, the station staff or the O&M contractor.

## 112.13 SUBSIDIARY STATION SUPPORT TRAVEL

> ***NOTE:*** *When considering travel to a subsidiary site, the safety and security of the traveler shall be of primary importance. If the political situation at the subsidiary site deteriorates to a point where such travel may place the safety and security of the traveler into question, travel to the subsidiary site should be deferred.*

112.13.1 Requests for travel will be processed and the travel itself will be conducted in accordance with the policies and procedures found in TSI-107.

112.13.2 To assist T/EOS/N in maintaining accurate property records for each site, it is requested that when station or O&M contractor personnel visit a site, they verify that the

system is operational and conduct an inventory of the Agency's property, with the results of the inventory reported to T/EOS/N.

# PAYROLL PROCESSING PROCEDURES FOR OVERSEAS FOREIGN SERVICE OFFICERS (FSO) AND GENERAL SCHEDULE (GS) EMPLOYEES

## 115.1 PURPOSE OF INSTRUCTION

This TSI prescribes the policies and procedures for processing payroll (time & attendance) information for FSOs and GS employees assigned to the U.S. Agency for Global Media (USAGM) overseas transmitting stations.

## 115.2 SCOPE

The instructions contained in this TSI apply to all USAGM FSO's and GS employees assigned to an overseas transmitting station. This TSI does not apply to local employees working at the stations because their payroll actions will continue to be processed through the State Department. The proponent for this TSI is T/PR.

## 115.3 BACKGROUND

In May 2007, USAGM migrated responsibility for processing its payroll for FSO's and GS employees from the State Department's payroll system to the Defense Department's payroll system, which is called the Defense Civilian Payroll System (DCPS). DCPS is one of four centralized federal payroll systems. This system is linked to the accounting interface and to the "MyPay" functions of the Defense Finance and Accounting System (DFAS).

In 2016, USAGM transitioned from the use of paper time sheets—which required the manual entry of time and attendance (T&A) data by the time keepers—to an automated T&A system called WebTA. With WebTA, the employee enter his or her time & attendance data directly in the on-line application, which generates the employee's timesheet.

## 115.4 THE PROCESS

### 115.4.1 The Payroll Processing Stations

The Greenville Transmitting Station and the Northern Mariana Islands Transmitting Stations have been designated as the payroll processing stations for the overseas transmitting stations. Each overseas transmitting station has been assigned to one of these two stations for payroll processing purposes.

The table below shows each overseas transmitting station, its payroll processing station, and the names of the timekeepers at the Greenville and Mariana Islands Stations, as of the date of this TSI.

| Overseas Transmitting Station | Payroll Processing Station | Timekeepers |
|---|---|---|
| **Botswana** | **Greenville** | **Karen Wilson and Pamela Swaringen** |
| **Germany** | | |
| **Kuwait** | | |
| **Sao Tome** | | |
| **Philippines** | **Mariana Islands** | **Erlinda Dumatol and Elizabeth Tomokane** |
| **Thailand** | | |
| **Mariana Islands** | | |

115.4.2 Steps of the WebTA Process

For employees of the overseas transmitting stations, the WebTA process consists of the following steps:

i. By close of business (COB) on the second Wednesday of each pay period, the employee will enter all T&A data for the pay period and validate his or her time sheet in WebTA.

ii. By COB on the second Thursday of each pay period, the supervisor of the employee will certify the employee's timesheet in WebTA.

iii. By COB on the second Friday of each pay period, time and attendance is processed by payroll into DCPS system.

If the above steps are not completed by COB on the Monday following the end of a Pay Period, the timekeeper will typically receive an email from DCPS stating that if the employee's T&A is not certified, the employee may be charged annual leave for the missing time. If the situation occurs and the employee does not want to be charged annual leave, he or she will need to work with their timekeeper in an effort to remedy the situation. It is also necessary to make sure that the work schedule in WebTA is the exact work schedule in DCPS. If not, time and attendance for the employee cannot be processed.

Timekeepers at the Greenville and Mariana Islands Stations: In their role of supporting the overseas transmitting stations, the timekeepers identified above are responsible for making sure that timesheets are certified in WebTA for their assigned stations. Additionally, timekeepers will also provide back-up coverage to each other. For example, if both of the timekeepers at the Greenville Station are on leave, one of the timekeepers from the NMI Station will need to perform Greenville's WebTA processing role.

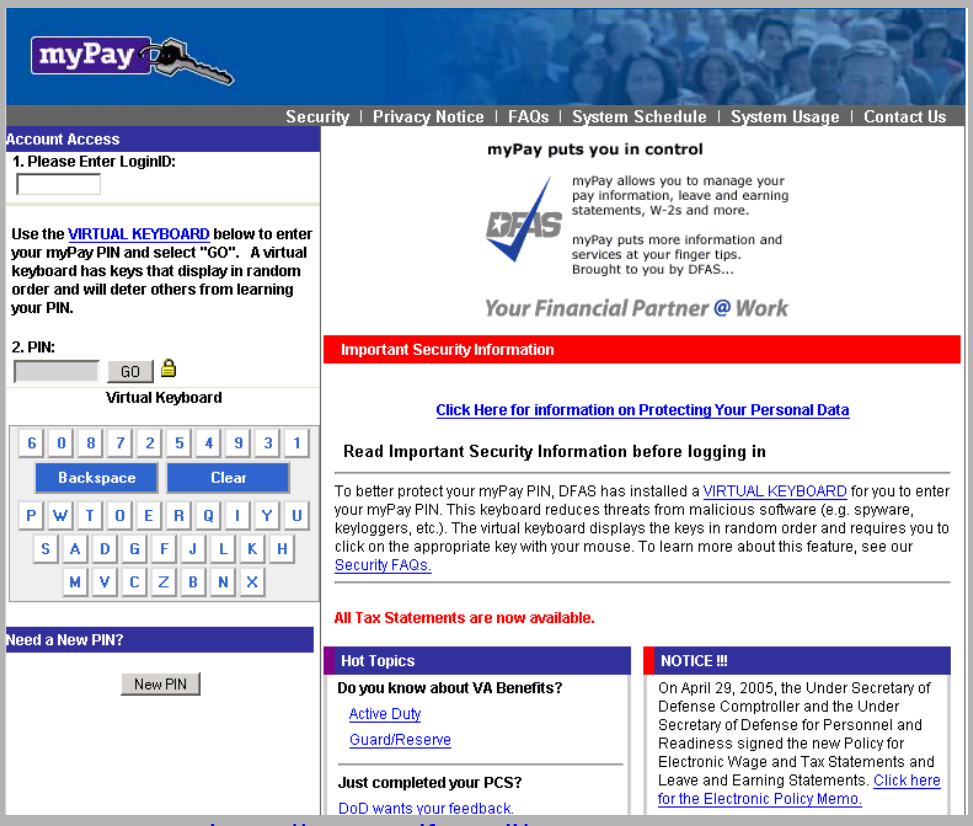
The timekeepers will assist the employees with resolving any WebTA issues that arise. If they are unable to address a particular issue, they can reach out to either the CFO's payroll office or

TSI's lead timekeeper, Cyress Hardy. Ms. Hardy can be contacted at 202-866-6719 or chardy@usagm.gov.

Changes in Timekeepers or Contact Information: If there is a change in timekeepers, or if the contact information for a timekeeper has changed, the applicable transmitting station should advise the other affected stations of the change.

Changes in Default Schedule for FSO or GS Employee: To use WebTA, each employee must have a default schedule in the DCPS system. If there is a change in the default schedule for an employee, the appropriate timekeeper at either Greenville or the Mariana Islands Stations should be advised of this change.

Leave and Earning Statements: These statements will be posted on the MyPay web site. A sample screenshot of the MyPay login page is provided below.




https://mypay.dfas.mil/mypay.aspx

# ANNUAL REPORT ON LEASES

## 116.1 PURPOSE

This Transmitting Station Instruction (TSI) prescribes the policies and procedures for providing the Office of the Chief Financial Officer (CFO) with information on capital and operating leases in effect at each transmitting station. This information is needed on an annual basis to support the annual audit of the Agency's Financial Statement.

## 116.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations in the U.S. Agency for Global Media (USAGM) Transmitting Station Network. The proponent for this TSI is the Network Support Division (E/OT).

## 116.3 DEFINITIONS

**Lease:** A lease is an agreement whereby a vendor conveys to the USAGM in return for a payment or series of payments the right to use property, plant, and equipment for an agreed period of time.

**Classifications of Leases:** Leases are classified for the USAGM as either a capital lease or an operating lease. Capital leases transfer substantially all the benefits and risks of ownership to the USAGM and are considered equivalent to a purchase, while operating leases cover the use of an asset for a period of time and are treated by the USAGM as periodic expenses.

**Capital Lease:** There are four basic criteria used to determine whether a lease should be classified as a capital lease. If one or more of the four criteria is met, the lease is a capital lease. The four criteria are:

1. Ownership - The lease transfers ownership of the property to the USAGM by the end of the lease term.

2. Bargain Purchase Option - The lease contains an option to purchase the leased property at a bargain price. Bargain purchase option is a provision allowing the USAGM, at its option, to purchase the leased property for a price that is sufficiently lower than the expected fair value of the property at the date the option becomes exercisable. Exercise of the option should appear, at the inception of the lease, to be reasonably assured.

3. Estimated Economic Life - The lease term is equal to or greater than 75 percent of the estimated economic life of the leased property. Estimated economic life of a leased property is the estimated remaining period during which the property is expected to be economically usable by one or more users, with normal repairs and maintenance, for the purpose for which it was intended at the inception of the lease, without limitation by the lease term.

4. Fair Value - The present value of rental and other minimum lease payments, excluding that portion of the payments representing executory costs, equals or exceeds 90 percent of the fair

value of the leased property. Fair value is the price for which an asset could be bought or sold in an arm's length transaction between unrelated parties (e.g., between a willing buyer and a willing seller).

**Operating Lease:** Operating lease is a lease in which the USAGM does not assume the risks of ownership of the property, plant, and equipment (PP&E). It is an agreement conveying the right to use property for a limited time in exchange for periodic rental payments.

**Object Classes for Lease Payments:** A list of all valid object classes for lease payments is attached to this TSI. Only the approved budget object classifications are to be used.

### 116.4 SUBMISSION REQUIREMENTS

As part of the annual audit of the Agency's Financial Statement, the CFO is required to collect and evaluate all leases entered into by USAGM, including leases for office space and equipment at both domestic and overseas locations. This requirement includes leases that have been renewed since the last submission.

Step1: Complete the CFO designed lease template (see icon below) for all the transmitting station's capital and operating lease agreements. If you are aware of pending lease agreements, you may include them in your updates. *(NOTE: The information entered into the lease template should match the information in the actual lease agreement. If it does not, provide an explanation for items entered into the lease template that do not match the actual agreement.)*



CFO Designed Lease Template.xls

Step 2: Forward the requested information via FAXFAX by September 1 each year. If you do not have any lease agreements, please provide a negative response.

a. Attached to the FAXFAX a copy of the completed lease template, and copies of the lease agreements.

*(NOTE: If a copy of a lease agreement has been forwarded to the CFO as part of a previous submission, and there have been no changes to the agreement, a copy of the lease agreement does not have to be attached to this FAXFAX.)*

b. Email copies of your FAXFAX response to the following personnel:

(1) Rehema Daya, CFOA, (rdaya@bbg.gov)

(2) Beverly Parchen, E/O, (bparchen@bbg.gov)

(3) Sharon Richards, CFOA, (srichards@bbg.gov)

(4) Connie Stephens, E/R, (clstephe@bbg.gov)

(5) Mitch Wong, E/R, (mwong@bbg.gov)

**ATTACHMENT TO TSI-116, ANNUAL REPORT ON LEASES**

**SUBJECT: Valid Object Classes for Lease Agreements**

Object Class 23 is designated by OMB to be used for Rents, Communications, and Utilities. The following sub object class codes have been established in BFMS/Momentum. Please ensure your lease transactions reference one of these object class codes.

2323 Leased Telephone Lines – Covers the costs of leased local and long distance facilities, domestic and foreign, for audio transmission. It excludes the cost of U.S. Government equipment and facilities.

2324 Telephone Equipment Rental - Covers the costs of leased U.S. Government equipment and facilities where a lease is required for the equipment rental.

2351 Program/Transmission Line Charges – Covers the cost of leased program and transmission lines.

2352 Satellite Transmissions – Covers the cost of leased satellite transmissions.

2354 Leased Facilities - Covers costs of leasing facilities.

2355 Affiliate Leases – Covers the cost of affiliate leases for broadcasting USAGM programs of television or radio.

2371 Office Equipment Rental – Covers the cost of rental of office machines, furniture, furnishings, duplicating and other copying equipment, microfilming equipment, and other equipment, including the rental of computers and related data processing equipment. Also covers a temporary period such as during conferences, awaiting arrival of government furnished items, etc.

2372 Real Property Rentals and Landlord Services – Residential – Covers the cost of rents or leases of real property with or without option to purchase, including land, structures, and improvements, as well as fixed equipment and furnishings when included in the price. Also includes landlord charges for services such as porterage and separate maintenance costs. Examples of these would include temporary housing in overseas stations.

2373 Vehicle Lease – Covers the cost to lease vehicles.

2375 Land Lease – Covers the cost of leased land.

2377 Real Property Rentals – Non Residential – Covers the costs of the lease or rent, and utilities, when paid as part of the lease, for non-GSA managed offices, storage, and warehouse space within and outside the United States and its territories. Excludes the storage of household effects included in Object Class Code 2509, HHE Continuous Storage.

2379 Miscellaneous Rentals (NOC) – Covers miscellaneous rentals not otherwise classified.

Object class 25 is designated by OMB to be used for Other Services. The following sub object class codes have been established in BFMS/Momentum. Please ensure transactions related to leases, but NOT the actual leases reference one of these object class codes.

2508 HHE Temporary Storage - Covers the warehousing of employee effects (household effects, unaccompanied baggage and other personal effects at point of origin awaiting shipment, at point of

destination awaiting delivery, as well as enroute storage), which is not part of the carrier's claim. Both van and loose pack may be included. It includes short haul charges when not separately identified.

2509 HHE Continuous Storage - Includes the warehousing of employee effects in lieu of shipment on an indefinite basis including what has heretofore been referred to as "storage renewals" carried over from prior years as well as current year placements into indefinite storage, whether van or loose-pack.

2511 Maintenance and Repair STL Buildings - Expenditures related to the repair and maintenance of leased office facilities.

2513 Maintenance and Repair of Leased Residential Space - Expenditures related to the repair and maintenance of leased residential facilities.

# WASHINGTON FUNDED MAINTENANCE & REPAIR (M&R) PROGRAM

## 201.1 PURPOSE

To provide the policies and procedures for:

- Preparing M&R project proposals (to include Energy Saving projects) to receive Washington's approval and funding.
- Reporting progress on Washington funded M&R projects.
- Maintaining configuration control of the transmitting station's drawings.
- Submitting an annual deferred maintenance report.

## 201.2 SCOPE

The policies and procedures contained in this Transmitting Station Instruction (TSI) apply to all transmitting stations. The Operations & Stations Division (T/EOS) is responsible for this TSI.

## 201.3 REFERENCE

a. TSI-204, Energy Management Program and the Annual Energy Report

b. TSI-402, Transmitting Station Monthly Operations Report

## 201.4 TYPES OF M&R PROJECTS

a. **M&R Projects:** These projects are scheduled or unscheduled maintenance and repair actions designed to accomplish one or more of the following for the station's real property, facilities, and equipment so that they can continue to be used for their intended purposes:

- Restore it to a fully functional condition.
- Upgrade its functionality.
- Improve its efficiency or economy.
- Enhance its value.
- Code compliance or safety enhancement

**Note:** *Transmitting stations initiate **Energy Savings Projects** (ESP) to improve the station's energy posture, which in turn will improve the agency's overall energy posture. These projects are normally incorporated into a station's M&R program, and they can either be Station Funded or Washington Funded. TSI-204 provides the background, policies, and procedures for implementing and managing the agency's Energy Management Program at the transmitting stations.*

b. **Station Funded M&R Projects:** These projects are typically characterized by one or more of the following factors:

- Are undertaken by the transmitting station staff or a local contractor.
- Are typically short-term in duration (from a few minutes to a few days), and normally do not involve special design or planning, significant configuration changes, or extraordinary funding.

- Although no specific funding levels exist, projects with an estimated cost of less than $25K are generally considered candidates for station funded M&R.
- **Are budgeted for by the station using the normal budget process and funded from the station's IBO funds.**

c. **Washington Funded M&R Projects:**

(1) These projects are typically characterized by one or more of the following factors:

- Are high dollar value.
- Are time consuming (two weeks or more to complete).
- Require special design/planning efforts.
- Involve extensive retrofitting or overhaul.
- Have a more complex contract scope, authority, and/or supervision requirement.
- **Are not budgeted for by the transmitting stations but are submitted to T/EOS in Washington for approval and funding. If approved, these projects are normally funded using BCI funds.**

(2) The following non-inclusive list gives examples of Washington Funded M&R projects:

- Rewiring a building.
- Replacing a major building's roof (such as the Transmitter/Administrative Building).
- Painting the exterior of a major building.
- Paving or repaving a parking area or road (repairing potholes and patching the road surface is Station funded M&R).
- Replacing major building systems such as a HVAC.
- Repairing major termite damage.
- Replacing deteriorated water or sewage systems.
- Replacing a building façade.
- Upgrading electrical switchgear.
- Making additions/deletions to the antenna switch matrix.
- Replacing or installing fire protection, safety, and security systems.
- Painting towers.
- Making major repairs or performing major maintenance on broadcast antennas or towers.
- Upgrading automation, the SIS, master control, etc.
- Retrofitting a transmitter from one tube type to another tube type.
- Replacing a transmission water deionizer/distiller system.
- Retrofitting a transmitter to accept a different exciter unit.
- Making significant configuration changes (including ones for safety) to a transmitter, transmission equipment, or program chain equipment.
- Upgrading the microwave system, telephone system, and program chain equipment.
- Making additions and/or major renovations to Government owned or leased housing.
- Replacing boundary fencing.
- Making major repairs to or replacing a bridge.
- Upgrading or replacing a Power Plant generator.
- Upgrading or replacing large storage fuel tanks.

## 201.5 PROJECT PROPOSAL FORMAT

a. This project proposal format is used by the transmitting stations to request Washington's approval and funding for M&R projects not included in a station's operating budget.

b. Unless otherwise directed, routine project proposals will be submitted to T/EOS no later than 31 August each year so that they can be considered for funding during the upcoming fiscal year. If a transmitting station is submitting more than one project proposal, the station should prioritize its projects. Non-routine project proposals or requested modifications to existing project proposals can be submitted at any time.

**NOTE:** *Depending on the anticipated availability of funds, the transmitting stations will be prepared to respond to a "Project Call" issued from Washington. If this occurs, the suspense date assigned to the "Project Call" takes precedence.*

c. Project proposals are prepared in MS Word and submitted to T/EOS via FAXFAX using the following format:

(1) **Date:**

(2). **Station Name and Location:**

(3) **Type of Project Proposal:** Indicate M&R or Energy Saving

(4) **Project Title:** Start with a verb…Construct, Replace, Repair, etc.

(5) **Asset Condition:** Enter the asset condition code and description from the table below that best describes the condition of the asset on which the maintenance is to be performed.

| Asset Condition Codes | | |
|---|---|---|
| **Code** | **Description** | |
| **1** | **Excellent:** | **Maintenance can be delayed indefinitely.** |
| **2** | **Good:** | **Maintenance must be performed within 5 years.** |
| **3** | **Fair:** | **Maintenance must be performed within 2 years.** |
| **4** | **Poor:** | **Maintenance must be performed within 6 months.** |
| **5** | **Very Poor:** | **Asset does not work or cannot be used until maintenance is performed.** |

(6) **Project Description:** Describe the project in detail and show why project is needed. Discuss alternatives, and provide a recommended solution.

(7). **Proposed Project Management:** Address whether the project should be designed and/or executed by Washington, or by the station. If the transmitting station is to design and execute the project, address the need for any special procurement authority and provide a project execution schedule showing key project milestones.

(8) **Total Estimated Cost:** Show the total cost of the project. If the project spans more than one fiscal year, please indicate funds required in each fiscal year to complete the project.

(9) **Amount of Funds Requested from Washington:**

(10) **Estimated Energy Saving** (Energy Savings projects only)**:** Provide the estimated annual energy and cost savings that will be realized.

(11) **Station Point of Contact:**

(12) **Attachments:** At the station's discretion, a drawing, sketch, photo or other material may be included along with the project proposal for clarification.

## 201.6 PROJECT PROGRESS REPORTING

Project status for Washington funded M&R projects shall be reported in the Monthly Operations Report. In paragraph 7.0 of the Transmitting Station Monthly Operations Report, provide the information for each current M&R project or Energy Savings project in the format shown below.

**Paragraph 7.0 M&R PROJECT STATUS REPORT**

| M&R PROJECT REPORT | |
|---|---|
| Project Title and M&R Project Number | |
| Amount of Funds Received and Date | |
| Project Execution Status Narrative (one sentence) | |
| Estimated Percent Complete | |
| Funds Obligated to Date | |
| Target Date for Obligating Remaining Funds | |
| Target Project Completion Date | |
| Comments, Problems, and/or Need for Washington Assistance | |

## 201.7 PROJECT COMPLETION REPORT

a. A Project Completion Report will be submitted to T/EOS via FAXFAX no later than 31 October each year. The annual report will include the following information for projects completed during the prior fiscal year:

(1) Completed M&R projects that were included in the M&R plan.

(2) Completed M&R projects that were not included in the M&R plan, but which Washington funded based on need of urgent attention associated with broadcast and/or life safety issues.

(3) Description of station funded maintenance that was completed.

b. Project Completion Report Format:

| FY XX MAINTENANCE & REPAIR (M&R) PROJECT COMPLETION REPORT<br>Projects Completed Based on Available Funds | |
|---|---|
| Station Name | |

| M&R Project Number: | Project Title: | Original Estimated Cost: | Total Funds Received: | Total Funds Obligated: | Completion Date: |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

(1) Project Title and M&R Project Number.

(2) Total Estimated Cost.

(3) Total Amount of Funds Received.

(4) Total Amount Obligated.

(5) Project Completion Date.

**201.8 CONFIGURATION CONTROL**

Any station drawings affected by a project shall be marked up or revised within thirty days of project completion and retained at the station. If HQ Washington requires copies, station will be advised and requested to provide them.

**201.9 ANNUAL DEFERRED MAINTENANCE REPORT**

a. A Deferred Maintenance Report will be submitted to T/EOS via FAXFAX no later than 31 August each year. The annual report will include the following information:

(1) M&R projects included in the M&R plan but deferred due to lack of funding.

(2) M&R projects not included in the plan, but proposed in the station's most recent "Project Call" response or otherwise in need of attention and funding within the next year.

(3) Periodic station funded maintenance that was deferred due to lack of funding.

b. Deferred Maintenance Report Format:

| FY XX DEFERRED MAINTENANCE & REPAIR (M&R) PROJECTS<br>Projects Deferred Due to Lack of Funding | | | | |
|---|---|---|---|---|
| Station Name | | | | |
| Location | Project Description | Estimated Cost (Thou.) | Asset Condition | Asset Type |
| | | | | |
| | | | | |
| | | | | |

(1) Location: Indicate the actual location of the asset. For example: CNMI – Tinian; Greenville - Site B; Thailand – Bangkok, etc.

(2) Project Description: Provide a brief description of the project. For example: Exterior painting of SW building; Upgrade generator set fuel storage; Repair perimeter fence, etc.

(3) Estimated Cost: Indicate the estimated cost of the M&R project to the nearest thousands. For example: $50 = $50,000, $100 = $100,000, etc.

(4) Asset Condition Code: From the following table, select the code that best describes the current maintenance condition of the asset.

| **Asset Condition Codes** | | |
|---|---|---|
| **Code** | **Description** | |
| **1** | **Excellent:** | **Maintenance can be delayed indefinitely.** |
| **2** | **Good:** | **Maintenance must be performed within 5 years.** |
| **3** | **Fair:** | **Maintenance must be performed within 2 years.** |
| **4** | **Poor:** | **Maintenance must be performed within 6 months.** |
| **5** | **Very Poor:** | **Asset does not work or cannot be used until maintenance is performed.** |

(5) Asset Type: Enter the type that best describes the asset. The selections are: Building; Equipment; or Other.

| FY 2012 DEFERRED MAINTENANCE & REPAIR (M&R) PROJECTS<br>Projects Deferred Due to Lack of Funding<br>**(Sample)** | | | | |
|---|---|---|---|---|
| Station Name | Atlantic Transmitting Station | | | |
| Location | Project Description | Estimated Cost (Thou.) | Asset Condition | Asset Type |
| SW Site | Exterior Painting of SW Building | $50 | 3 | Building |
| MW Site | Overhaul Generator Sets | $250 | 4 | Equipment |
| SW Site | Repair Perimeter Fence | $50 | 3 | Other |

# LUBRICATING AND FUEL OIL ANALYSIS

## 202.1 PURPOSE OF INSTRUCTION

To provide the policies and procedures for having an independent laboratory analyze samples of the lubricating and fuel oils used in the transmitting station's diesel generators.

## 202.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations with diesel generators. The proponent for this TSI is T/EOS/N.

## 202.3 LUBRICATING AND FUEL OIL ANALYSIS PROGRAM

**General Guidelines:**

Transmitting stations shall have a program in place to sample lubricating and fuel oils if the station operates one or more diesel generators.

Transmitting stations are authorized to have this analysis done locally. The testing laboratory selected shall use accepted industry standards for each test being performed. As part of the arrangement, the testing laboratory should recommend the size and frequencies of the samples to be taken, and they should also provide the station with sample bottles and shipping instructions. The laboratory selected shall be able to perform the following types of analysis on the lubricating and fuel oil samples:

a. Physical Characteristics: These tests are performed on the lubricating and fuel oil samples to determine the overall condition of the oil. Based on the results of the testing, the laboratory may recommend that the transmitting station take certain maintenance or other corrective actions.

b. Spectrochemical Analysis: This analysis is performed on a lubricating oil sample to detect the presence of wear metals, contaminates, and additives in the sample. The presence of wear metals (iron, lead, copper, chromium, aluminum, nickel, silver, tin, etc.) in the oil provides information on the wear of engine components. The presence of contaminants, such as silicon, would indicate that material from outside was getting into the oil system. The analysis of the additives indicates how well the chemicals that were intentionally added to the lubricating oil to improve or preserve it are holding up. Based on the results of the analysis, the laboratory may recommend that the transmitting station take certain maintenance or other corrective actions.

T/EOS/N will make arrangements with a U.S. vendor to provide this service to any station that does not have access to a suitable facility in country. Stations must ensure that the samples are properly packed for shipment. The use of the State Department Pouch System to return these samples is prohibited, as they are liquids. The shipping address for T/EOS/N's current vendor is:

Inspectorate America
3075 Corners North Court, NW
Norcross, GA 30091-5000

Transmitting stations shall submit samples directly to the local or U.S. based testing laboratory. The samples shall be clearly identified to avoid any confusion at the receiving laboratory.

Upon receipt of the analysis report from the laboratory, the transmitting station shall implement any recommendations for maintenance or corrective action.

**Annual Report to T/EOS/N:**

Transmitting stations shall advise T/EOS/N each year as to whether they will use a local or T/EOS/N provided testing laboratory to receive their oil analysis support during the upcoming fiscal year. Stations planning to use T/EOS/N's vendor will also provide T/EOS/N with the number and type of samples they anticipate collecting. The report shall be submitted via the T/EOS FAXFAX System no later than July 31 each year.

**Frequency of Sampling:**

| Type of Equipment | Use | Requirement | Sampling Frequency |
|---|---|---|---|
| Diesel generators | Continuous use | A lubricating oil sample is drawn from the sump. | Last day of each month |
| | Periodic use | A lubricating oil sample is drawn from the crankcase. | Bimonthly, or at intervals of no more than 250 hours time in service accumulated on the engine oil, whichever occurs first |
| Diesel generators 100kW or higher output | Emergency Stand-by | A lubricating oil sample is drawn from the crankcase. | Semiannually |
| Diesel generators less than 100kW output | Emergency Stand-by | Change the lubricating oil in accordance with the engine manufacturer's instructions. | No sampling required if the oil is changed as recommended |
| Fuel oil storage tanks | Sites relying on self-generated electricity for power | A fuel oil sample is drawn from each storage tank. | Semiannually |
| Standby generators with over 1,000 gallon fuel oil capacity | Sites relying on commercial electricity for power | A fuel oil sample is drawn from each tank. | Annually, or when 50% of the tank's capacity is replenished |
| New batches of lubricating and fuel oil | | A sample is drawn to establish a baseline and to determine if the oil meets the supplier's specifications. | When first received at the transmitting station |

# EQUIPMENT PERFORMANCE SPECIFICATIONS

## 203.1 PURPOSE OF INSTRUCTION

To establish performance specifications and operating tolerances for transmitting station broadcast equipment.

## 203.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is EO.

## 203.3 RESPONSIBILITIES

It is the responsibility of the Station Manager to insure that the operation of the transmitting station equipment is operated in accordance with the requirements of this TSI.

## 203.4 EQUIPMENT PERFORMANCE MEASUREMENTS

Equipment performance measurements shall be performed as deemed necessary but at a minimum once per calendar year in the month of November. Additionally, measurements shall be performed following any major repair or modification of equipment.

**By December 1 a report shall be submitted to EO** detailing the measurement results and indicating any equipment which fails to meet the specifications of this TSI. Deficiencies shall be explained in detail with planned corrective action.

## 203.5 PERFORMANCE AND OPERATIONAL SPECIFICATIONS

**Broadcast Transmitters**

a. Frequency Tolerance - The frequency tolerance shall be within +/-10Hz.

b. Spurious Emissions - The mean power of any emission supplied to the antenna transmission line, as compared to the mean power of the fundamental, shall be in accordance with the following:

For transmitters of mean power of 50 kilowatts or greater and which operate over a frequency range approaching an octave or more, a minimum attenuation of 60 decibels shall be provided to limit spurious emissions to 50 milliwatts. Attenuation needed to achieve this limit is tabulated below. Measurements shall be made while the transmitter is operating at full rated carrier power without modulation.

| | |
|---|---|
| 50kW | -60 dB |
| 100 kW | -63 dB |
| 125 kW | -64 dB |
| 250 kW | -67 dB |
| 500 kW | -70 dB |
| 1000 kW | -73 dB |

c. Audio Frequency Response - The audio frequency response of the transmitter shall be measured over the range of 100 Hz and 5000Hz. Within the range, the level of the demodulated test tone shall not deviate more than +/- 1.0 dB with respect to its level at 1 kHz and 85% negative modulation of the carrier.

When operating in the controlled-carrier mode, the frequency response shall be measured with respect to a 1 kHz test tone level adjusted to 2 dB below the level that produces 95% negative modulation and the full rated carrier power.

d. Total Harmonic Distortion - The total audio harmonic distortion produced by the transmitter shall be measured over the range of 100 Hz to 5000 Hz. Within the range, the total harmonic distortion shall not exceed 5% when the transmitter is modulated to 85% negative modulation by the test tone.

When operating in controlled-carrier mode, the total harmonic distortion produced by the transmitter shall be measured with the test tone adjusted to 1 dB below the level that produces 95% or greater modulation and the full rated carrier power.

e. Demodulated Signal-to-Noise Ratio - The demodulated signal-to-noise ration shall be equal to or greater than 50 dB with respect to a 1kHz test tone at 95% negative modulation.

f. Carrier-to-Noise Ratio - When the transmitter is modulated to 95% negative modulation by a 1 kHz test tone, the magnitude of all noise and the individual spectral products excluding harmonics of the test tone shall not exceed 50 dB below the carrier level. Measurements performed while operating in a controlled-carrier mode shall be done while the transmitter is being modulated to 95% and delivering its full rated carrier power.

g. Carrier Voltage Shift - When operating the transmitter in the full-carrier double-sideband mode, the carrier voltage shift shall not exceed 5% while the transmitter is being modulated to 95% by a 1 kHz test tone. (This requirement is not applicable to controlled-carrier modulation modes.)

h. Modulation Dependent Carrier-level (MDCL) Mode – All transmitting stations are to make a best effort to deploy Amplitude Modulation Companding (AMC) on the applicable transmitters, which shall be used at all times during normal broadcast operations on transmitters successfully upgraded to equip the AMC modulation mode. This conversion

effort is based on the Office of Engineering's objective of implementing operational efficiencies of all the USAGM transmitters, while reducing power consumption.

In the event a transmitting station is unable to convert a transmitter to AMC, or if it has been determined not cost effective to do so, then the transmitter's existing modulation mode would continue to be utilized. The other common MDCL modes used on BBG/IBB transmitters are Controlled Carrier-level Modulation (CCM), Dynamic Amplitude Modulation (DAM), Dynamic Carrier Control (DCC), or Adaptive Carrier Control (ACC). The amount of carrier reduction shall be set to the maximum level allowed for these modulation modes (typically –6dB), although under certain conditions this figure may be relaxed, such as when a transmitter is operating under generator power.

i. Modulation Levels - During normal broadcast operations all SW and MW transmitters shall be operated with a modulation percentage of 95 to 99 percent peak negative and/or 100(+) percent peak positive modulation no less than 12 times per minute during periods of program input. Modulation depth shall be monitored on a Belar modulation monitor and/or oscilloscope to ensure this parameter is met.

When operating in controlled-carrier mode, the modulation percentage shall be 95 to 99 percent peak negative and/or 100(+) percent peak positive modulation no less than 12 times per minute during periods of program input AND while delivering its full rated carrier power. Modulation depth shall be monitored on an oscilloscope or alternatively a Belar modulation monitor modified for controlled-carrier modes to ensure this parameter is met.

Should the transmitter have excessive off/on's at this full modulation level the modulation level MAY NOT be reduced, however transmitter carrier power may be reduced until off/on's are no longer experienced. If the transmitter cannot maintain 95-99% negative modulation peaks even at reduced carrier power, E and EO must be notified of the circumstances.

In no case shall the amplitude modulation of the carrier wave exceed 100 percent on negative peaks of frequent recurrence, or 125 percent on positive peaks at any time.

**Audio Equipment**

a. Program Audio reference level - The program audio reference level used within the transmitting station shall be +4dBm nominal for 100% modulation of the transmitter. This level shall be maintained from the output of the audio source to the input to the transmitter. Reference levels for SIS outputs are supposed to be held by NCC at +4dBm.

b. Frequency response - The frequency response of the broadcast signal path shall meet or exceed 30 Hz to 16 kHz, +1 dB, -2 dB at any signal level between -50 dBu and +20 dBu. Within the critical bandwidth from 50 Hz to 7.5 kHz, the frequency response of the

broadcast signal path shall not vary more that +/- 0.5 dB at any signal level between -50 dBu to +14 dBu.

c. Noise - The total noise across the 30 Hz to 16 kHz bandwidth shall not exceed 78 dB below +14 dBu (-64 dBu) unweighted at any point in the broadcast signal path.

d. Distortion - The total harmonic distortion shall be less that 0.25 percent at +4 dBu and less than 1 percent at +14 dBu across the 30 Hz to 15 kHz bandwidth.

The SMPTE intermodulation distortion (60 Hz: 7 kHz mixed 4:1) shall be less than 0.25 percent at +4 dBu and less than 1.0 percent at -14 dBu across the 30 Hz to 16 kHz bandwidth.

e. Crosstalk - The crosstalk throughout the system shall not exceed -60 dBu across the 30 Hz to 16 kHz bandwidth.

f. RFI Immunity - The broadcast signal path shall meet or exceed the performance requirements while subjected to an RF environment of 1 volt per meter within the control room and 10 volts per meter external to the control room in the 0.5 MHz to 100 MHz range.

**Interplant Program Circuits**

a. VHF Single Channel - Frequency response from 100 to 5000 Hz shall not deviate more than ±2 dB from a 400 Hz reference tone at 30% modulation. Distortion over the same frequency range shall not exceed 5% at a level equivalent to 100% modulation. Residual noise shall be at least 50 dB below normal program level.

b. Microwave/UHF Multiplexed Channels - Frequency response from 100 to 5000 Hz shall not deviate more than ± 2 dB from a 1000 Hz reference tone at normal program level. Distortion over the same frequency range shall not exceed 5% with the channel input 10 dB above normal program level with all other channels inactive. Cross modulation products in an idle channel shall be at least 40 dB below normal program level with all other channels inactive. Cross modulation products in an idle channel shall be at least 40 dB below normal program level with a common tone being applied to all other channels at normal level.

c. Land Lines - Frequency response from 100 to 5000 Hz shall not deviate more than ± 2 dB from a 1000 Hz reference tone at normal program level. Distortion in the same frequency range shall be 2% or less with the line input 10 dB above normal program level. (Note: Distortion may be checked at normal program level where line limitations or local TelCo practices limit increases above normal program level.) Noise shall be at least 50 dB below normal program level.

## 203.6 AUDIO LIMITERS (PROCESSORS)

Each transmitter shall be fed audio that passes through an audio limiter (processor). This limiter will either be a CRL MBL-100 or Orban Optimod 9105. CRL limiters shall be adjusted as detailed in Appendix 1. Orban processors shall be adjusted as detailed in Appendix 2.

**APPENDICES:**

Appendix 1: CRL MBL-100 AM Modulation and Bandwidth Limiter Setup
Appendix 2: Orban Optimod 9105 Audio Processor Setup

## APPENDIX 1 TO TSI-203
## CRL MBL-100 AM MODULATION AND BANDWIDTH LIMITER SETUP

Note: For the audio processor to function correctly, any high/low pass filters within the transmitter should be bypassed. Any peak clippers or safety clippers within the transmitter should be set to provide transient/peak overload protection. Such clippers should be set so that the positive clipper is adjusted to approximately +110% modulation and the negative clipper to -100% modulation. With this setup the CRL output adjustment will control the overall modulation of the transmitter, while the safety clippers will protect the transmitter from some unexpected large signal that might otherwise damage the transmitter

The CRL model MBL-100 shall be operated with the following settings during normal operation:

**FRONT PANEL CONTROLS:**

Operate/Bypass switch – OPERATE position

Local/Remote switch – LOCAL position

Input Level Control – This control shall be adjusted to give an average of –9 to –15 dB of gain reduction. This level shall be achieved for normal program input levels. Audio peaks may exceed –15dB reduction and audio lulls will be less than –9dB reduction, but on average the gain reduction meter shall be within the –9 to –15 dB range.

LF Equalization Control – OUT position. This filter is cascaded with the LO-CUT filter on the back panel. To ensure the correct frequency response of the LO-CUT filter LF Equalization must be in the OUT position.

HF Emphasis Control – NORMAL position (12 o'clock). This control is bypassed by the HF control on the back panel, so it's actual position is irrelevant.

Limiter Drive Control - +3 position (12 o'clock)

Limiter Mid Band Control – 0 position (12 o'clock)

Limiter RMS Density Control – Maximum

Output Modulation Level – Adjusted to give 95-99% peak negative modulation and/or 100(+)% peak positive modulation not less than 12 times per minute during periods of program input as measured on a Belar modulation monitor.

LF Phase, Symmetry, HF EQ, and HF Delay controls – These controls shall be adjusted in accordance with the Transmitter Correction Adjustments instructions listed in sections 3.3.2-3.3.4 of the Installation and Technical Manual. Once these adjustments have been made, the CRL

limiter has been adjusted specifically for the transmitter to which it is connected. The CRL cannot be moved to another transmitter without readjusting these controls.

**These controls should all be set to their OFF position (fully counter-clockwise) unless and until the specific Transmitter Correction Adjustments listed in sections 3.3.2-3.3.4 of the Installation and Technical Manual have been performed.**

**The Symmetry control shall not be used to produce asymmetrical modulation or to force peak positive modulation above 100%. It is intended to correct an inherent transmitter asymmetry where the negative peaks are higher than the positive peaks. This control can be used to raise the positive peaks so that they equal the negative peaks. In most instances this control should be set to the OFF position (fully counter-clockwise).**

**REAR PANEL CONTROLS:**

LO-CUT switch – 150 Hz position
HF switch – Position 1

**INTERNAL JUMPERS/SETTINGS:**

Output Filter Circuit Board
J1, Safety Clipper – IN
J3, Test – for normal operation this jumper must be in place

Main Circuit Board
J2, Voltage Source – set as needed, typically INT
J4, AGC IN/OUT – IN
J5, Low Band AGC Release Time – Medium
J6, High Band AGC Release Time – Medium
J7, Wide Band AGC Release Time – Medium
J8, 150Hz CCIR Filter – IN
J10, J11, Input Sensitivity - -5 to +20dBm
J12, Phase Rotator – IN
J13, LF Peaking – OUT
J19, LF Phase – OUT
J20, J21, J22 – LOCAL position

Input/Output Circuit Board
J5, J6, Output impedance – Set to 100 Ohms.
J7, Input Impedance – Set to Bridging, 10kOhms.

**MONITOR SPEAKER ROLL-OFF FILTER:**

The output of a loudspeaker fed from the modulation monitor will sound poor due to the low frequency cutoff and the high frequency pre-emphasis applied by the CRL. This monitored output needs to have a de-emphasis filter installed so that the audio will more closely resemble that which would actually be heard over a typical receiver. The de-emphasis filter shall be constructed to have a break point at 1kHz with approximately a –6dB/octave cut from 1 to 5kHz. The response should approximate a -12 +/-1 dB cut at 5kHz, –9dB cut at 6kHz, and flat response above 6kHz. This frequency response curve will complement the pre-emphasis curve of the CRL.

## APPENDIX 2 TO TSI-203
## ORBAN OPTIMOD 9105 AUDIO PROCESSOR SETUP

Note: For the audio processor to function correctly, any high/low pass filters within the transmitter should be bypassed. Any peak clippers or safety clippers within the transmitter should be set to provide transient/peak overload protection. Such clippers should be set such that the positive clipper is adjusted to approximately +110% modulation and the negative clipper to -100% modulation. With this setup the Optimod output adjustment will control the overall modulation of the transmitter, while the safety clippers will protect the transmitter from some unexpected large signal that might otherwise damage the transmitter

The Optimod 9105 shall be operated with the following settings during normal operation:

**FRONT PANEL CONTROLS (Left Panel):**

TX EQ Preset switch – Switch to position 0.

Processor Normal/Bypass switch – Normal position.

Processor Preset switch – Preset 1.

**FRONT PANEL CONTROLS (Right Panel):**

Density control – +1, or set to achieve a minimum of 10-15dB of gain reduction in the middle bands (700Hz, 1.5KHz) as measured on the multiband limiter meters.

Hilbert Clipper Drive control – +2

HF EQ Boost control – 15

Bass EQ – (-4)

Receiver Equalizer switch – IN

150Hz HP Filter switch – IN

Squarewave Freq control knob – The position of this control does not matter in normal operation. It is only used for test/setup of the Optimod.

TX EQ Setup Generator switch – NORMAL

Processor switch – NORMAL

Clipping control – 0

Gate Threshold control – 2

Broadband AGC Time Constant switch – MULTI

TX EQ Switch - OUT

Input Atten control – With normal program source at a nominal +4dBm level set this control to read between 0 to +5 on the Broadband AGC G/R meter.

LF Breakpoint, LF Boost - These controls shall be adjusted in accordance with the "Equalize Transmitter Low Frequency Response" instructions listed in the Installation section of the Operating Manual. Once these adjustments have been made, the Optimod processor has been adjusted specifically for the transmitter to which it is connected. The Optimod cannot be moved to another transmitter without readjusting these controls.

**These controls should all be set to their OFF position (fully counter-clockwise) unless and until the specific Equalize Transmitter Low Frequency Response procedure listed in the Installation section of the Operating Manual have been performed.**

TX EQ, TX EQ Delay, and TX EQ Shelf – In most application HF compensation should not be employed and all of these controls shall be set to their OFF position since it is not practical to try and compensate for the multitude of frequency/antenna combinations employed at a transmitting station. The TX EQ switch can be set to the OUT position to automatically defeat all of these controls.

**The Optimod shall not be used to produce asymmetrical modulation or to force peak positive modulation above 100%.**

**PRE-EMPHASIS MODULE:** The Optimod comes with four color coded pre-emphasis modules, with the Green module installed at the factory. The **GREEN MODULE** shall be installed on Card #4.

**BANDWIDTH:** Each Optimod should be factory ordered with a bandwidth of 5kHz. This is designated on the unit model number by appending "E50 or U50", e.g. 9105/E50. The combination of a 5kHz bandwidth and the Green pre-emphasis module will generate the audio characteristics desired by IBB and compensate properly for the audio high frequency roll-off on most SW/MW receivers. For stations owning units with 4.5kHz bandwidths, it is recommended that each unit be retrofitted to a 5kHz bandwidth. Orban can provide the parts necessary to complete this modification.

**MONITOR SPEAKER ROLL-OFF FILTER:** The output of a loudspeaker fed from the modulation monitor will sound poor due to the low frequency cutoff and the high frequency pre-emphasis applied by the Optimod. This monitored output needs to have a de-emphasis filter installed so that the audio will more closely resemble that which would actually be heard over a typical receiver. The Optimod comes with a monitor roll-off filter that should be installed on the unit.

**Broadband AGC:** Broadband AGC should be enabled. This is the factory default position by setting jumpers "A" to the "Normal" position on Card #6. This setup is shown on page 2-9, Figure 2-3 of the O&M manual.

# FEDERAL ENERGY MANAGEMENT PROGRAM AND THE ANNUAL ENERGY REPORT

**204.1 PURPOSE:** To provide the background, policies, and procedures for implementing and managing the Federal Energy Management Program (FEMP) at the transmitting stations.

**204.2 SCOPE:** The policies and procedures contained in this TSI apply to all transmitting stations. The Operations & Stations Division (T/EOS) is responsible for this TSI. The Network Support Branch (T/EOS/N) prepared this TSI.

## 204.3 APPLICABLE INSTRUCTIONS AND PUBLICATIONS

a. The National Energy Conservation Policy Act of 1978 (NECPA), October 24, 1992

b. The Energy Policy Act of 1992 (EPAct 1992), October 24, 1992

c. Executive Order (E.O.) 13221, *Energy Efficient Standby Power Devices*, August 2, 2001

d. The Energy Policy Act of 2005 (EPAct 2005), August 8, 2005

e. The Energy Independence and Security Act of 2007 (EISA 2007), December 19, 2007

f. E.O. 13653, *Preparing the United States for the Impacts of Climate Change*, November 1, 2013

g. E.O. 13693, *Planning for Federal Sustainability in the Next Decade*, March 19, 2015. This E.O. revoked E.O. 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, January 24, 2007, and E.O. 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, October 5, 2009.

h. Title 10, Code of Federal Regulations (CFR), Chapter II, Department of Energy, Part 436

i. ANSI/ASHRAE/IENSA Standard 90.1-2013, *"Energy Standard for Buildings Except Low-Rise Residential Buildings"*

j. "Procedures for Commercial Building Energy Audits", a book published by the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)

k. Broadcasting Administrative Manual (BAM) Title IV, Chapter 720, Leasing, Purchasing, Accounting for, and Reporting on Motor Vehicles

l. TSI-111, Motor Vehicles

m. TSI-201, Washington Funded Maintenance and Repair (M&R) Program

n. TSI-402, Transmitting Station Monthly Operations Report

o. TSI-403, Quarterly and Annual Statistical Reports

## 204.4 RESPONSIBILITIES

a. The ***White House Council on Environmental Quality (CEQ)*** coordinates Federal environmental efforts and works closely with agencies and other White House offices in the development of environmental policies and initiatives.

b. The ***Department of Energy (DOE)*** is the lead agency for managing energy within the Federal Government, and is responsible for operating the FEMP.

c. The ***Office of Technology, Services and Innovation (TSI)*** is responsible for implementing, managing, and reporting on the FEMP for the Broadcasting Board of Governors (BBG). The following individuals have been identified to assist the TSI Director in carrying out these responsibilities.

(1) ***Chief Sustainability Officer (CSO) -*** As the Agency's CSO, the Director, T/EOS is responsible for the management of the FEMP program for the Agency, and for coordinating this effort BBG-wide.

(2) ***Energy Managers -*** The Transmitting Station Managers are designated as Energy Managers for their transmitting stations, and are responsible for implementing, managing, and reporting on the FEMP at their stations.

## 204.5 PROGRAM FOCUS

a. Per E.O. 13693, Federal agencies are designated as either a Principal Agency (PA) or a Contributing Agency (CA) when it comes to implementing the requirements of the FEMP. PA's are the larger Federal agencies that have extensive infrastructure, large numbers of employees, and the funding necessary to achieve significant results across all areas associated with this program. CA's are smaller Federal agencies that lack the facilities, personnel, and/or funding to be a PA, but continue to identify and implement energy-related actions and programs to improve their overall energy posture. The BBG is considered a CA.

b. In keeping with the Agency's designation as a CA, the transmitting stations will focus their energy related actions on accomplishing the following:

(1) All transmitting stations will evaluate station operations and implement actions, where practical, that will assist the Agency in reducing its Scope 1&2 Greenhouse Gas (GHG) "footprint" and achieving its reduction goal for Scope 1&2 GHG emissions. See paragraph 204.7a below for the goal and types of actions that will effect it.

(2) All domestic transmitting stations (Greenville and Northern Marianas) will implement actions, where practical, that will assist the Agency in reducing its Scope 3 GHG "footprint" and achieving its reduction goal for Scope 3 GHG emissions. See paragraph 204.7b below for the goal and types of actions that will effect it.

(3) Since water is an area of interest for the Administration, transmitting stations will take action, where practical, to reduce their consumption of potable water, and to

reduce the amount of non-potable freshwater being used in their industrial, landscaping, and agricultural (ILA) activities. The Administration's goals for this area can be found at paragraph 204.7c.

(4) Gathering and providing the information needed by the Agency to complete its annual energy report. See Appendix 2 of this TSI for a summary of the types of information required, and the charts that must be completed.

**204.6 ENERGY SAVINGS PROJECTS (ESP):** ESP's are projects that can be undertaken by the transmitting stations to improve their energy efficiency and/or improve their ability to operate in a changing climate. These projects can be implemented by the stations using in-house assets without an increase in station funding, or incorporated into their formal M&R program.

**204.7 ENERGY MANAGEMENT PROGRAM - MAJOR ELEMENTS:**

a. **Scope 1&2 GHG Emissions**: The Agency has committed to reduce its Scope 1&2 GHG emissions by 36.1% by FY 2025, based on its FY 2008 baseline. These emissions can be reduced in a number of ways to include:

(1) Reducing the amount of commercial electricity that is used at the station. **(Reporting Format: TSI-403, Appendix 3, Section 5.01)**

(2) Reducing the amount of diesel fuel and gasoline used in the station's motor vehicles. **(Reporting Format: TSI-403, Appendix 3, Section 7.00)**

(There is a sub-goal for this area. The E.O. 13693 goal for this area is for agencies to reduce to their fleet-wide per mile GHG emissions by 30% by FY 2025 from their FY 2014 baseline.)

(3) Reducing the amount of diesel fuel and gasoline used in the station's tractors, mowers, and other non-motor vehicle types of equipment that use these fuels. **(Reporting Format: Appendix 2, Section 5 below)**

(4) Reducing the amount of fuel used in the station's generators. **(Reporting Format: TSI-403, Appendix 3, Section 5.02 below)**

(5) Reducing the amount of fuel oil used by the station for heating, hot water, etc. **(Reporting Format: TSI-403, Appendix 3, Section 6.00)**

(6) Reducing the amount of mixed refrigerants and fluorinated gases lost during the installation, use, service and disposal of equipment, and increasing the amount of these refrigerants and gases being recovered. **(Reporting Format: Appendix 2, Section 6.1 and 6.2 below)**

(The reporting goal here is to identify the amount of mixed refrigerants and fluorinated gases lost (fugitive emissions) during equipment operations or other practices that do not pass through a "smoke" stack, chimney, or equivalent opening, and which are not captured or destroyed by an emissions control system. These emissions can occur during the installation, use, service, and/or disposal of HVAC and refrigeration equipment; mobile source air conditioning equipment; electrical equipment in which sulfur hexafluoride ($SF_6$) or

perfluorocarbons (PFC's) are used as electrical insulators; and fire suppression equipment.)

(7) Purchasing and Installing "energy saving" / "energy efficient" equipment, whenever possible, when replacing older equipment at the station. **(Reporting Format: Appendix 2, Section 17 below)**

b. **Scope 3 GHG Emissions:** The Agency has committed to reducing its Scope 3 GHG emissions by 29.5% by FY 2025, based on its FY 2008 baseline. Currently, this portion of the energy program only applies to the Agency's domestic sites and is primarily influenced by the actions of the HQ Washington staff. However, the domestic transmitting stations have a role to play in this area. The following areas impact on this goal:

(1) **Business Air Travel:** Scope 3 GHG emissions can be reduced in this area by reducing the number of air business trips taken, and/or reducing the number of miles flown in the conduct of official business travel. **(Reporting Format: Appendix 2, Section 4.1 below)**

(2) **Business Ground Travel:** Scope 3 GHG emissions can be reduced in this area by reducing the number of business trips in which a vehicle was rented or public transportation (buses, commuter rail, or mass transit) was used. It can also be reduced by using public transportation in lieu of rental vehicles. **(Reporting Format: Appendix 2, Section 4.2 below)**

(3) **Employee Commuting:** Scope 3 GHG emissions can be reduced in this area by expanding telework opportunities and carpooling opportunities, and encouraging use of public transportation when reasonably available. **(Reporting Format: Appendix 2, Section 4.3 below)**

(4) **Contracted Municipal Solid Waste Disposal:**

(a) Scope 3 GHG emissions can be reduced in this area by increasing the use of accepted waste diversion methods, such as, composting, mulching, recycling, reuse, and donation, while reducing the amount of solid waste that is disposed of. **(Reporting Format: Appendix 2, Sections 10 and 17 below)**

(b) There are two E.O. 13693 goals for this area:

-- Diverting at least 50 percent of non-hazardous solid waste, including food and compostable material but not construction and demolition materials and debris, annually, and pursuing opportunities for net-zero waste or additional diversion opportunities

-- Diverting at least 50 percent of non-hazardous construction and demolition materials and debris.

c. **Water:** Per E.O. 13693, the Administration has established new reduction goals for potable water consumption, and ILA non-potable freshwater consumption, and added a new goal for water metering as follows:

(1) Reducing potable water consumption by 36% by the end of FY 2025 through reductions of 2% annually through fiscal year 2025 relative to a baseline of the Agency's water consumption in fiscal year 2007. **(Reporting Format: Appendix 2, Sections 3.1 and 17 below)**

(2) Reducing ILA water consumption by 30% by the end of FY 2025 through reductions of 2% annually through fiscal year 2025 relative to a baseline of the Agency's ILA water consumption in fiscal year 2010. **(Reporting Format: Appendix 2, Sections 3.2 and 17 below)**

(3) One of the new goals of E.O. 13693 is for agencies to improve their water use efficiency and management by installing water meters and using the data from the meters to improve water conservation and management. **(Reporting Format: Appendix 2, Section 17 below)**

(NOTE: As the metering program has evolved, the concept of when to meter and what to meter also has evolved. The current thinking is to only install meters where it is felt that information provided by the meters will support implementing energy or water savings measures that will result in substantial savings.)

**204.8 ENERGY MANAGEMENT PROGRAM – SECONDARY ELEMENTS:** The following areas are important elements of the FEMP; however, at this time, all transmitting stations should concentrate the majority of their efforts on implementing actions associated with the major elements of the program (see paragraph 204.7 above). While secondary elements are lower priority areas, stations are authorized to take action on one or more of these areas, if the station determines that it will be beneficial to its operation to do so. Actions taken on any of these secondary elements will be reported in the station's annual submission on energy. Stations should review the referenced report formats for these areas, as the write-ups on some of the charts provide additional information on the requirement.

*NOTE: If there is a chart associated with a particular secondary element, please complete the chart if it is applicable to your station. This data is reported to DOE as part of the annual energy report. In addition, if your station has taken action on one or more of these secondary elements, the action and its impact on the station should be addressed in the narrative section (section 17) of the energy report:*

a. **Onsite Wastewater:** This area is for domestic stations only. **(Reporting Format: Appendix 2, Section 7)**

b. **Onsite Municipal Solid Waste:** This area is for domestic stations only. **(Reporting Format: Appendix 2, Section 8 below)**

c. **Contracted Wastewater:** This area is for domestic stations only. **(Reporting Format: Appendix 2, Section 9 below)**

d. **New Federal Building Designs and Construction: (Reporting Format: Appendix 2, Section 11 below)**

e. **Saving Source Energy: (Reporting Format: Appendix 2, Section 12 below)**

f. **Direct Agency Obligations: (Reporting Format: Appendix 2, Section 13 below)**

g. **Energy Savings Performance Contracts (ESPC): (Reporting Format: Appendix 2, Section 14 below)**

h. **Utility Energy Service Contracts (UESC): (Reporting Format: Appendix 2, Section 15 below)**

i. **Energy Training: (Reporting Format: Appendix 2, Section 16 below)**

j. **Energy Audits: (Reporting Format: Appendix 2, Section 17 below)**

The goal for this program is for each transmitting station to conduct an energy audit (evaluation) on 25% of its facilities each year so that 100% of the station's facilities are evaluated every four years. These energy audits are intended to be a comprehensive review of each facility with the goal of identifying energy savings projects (see paragraph 204.6) and evaluating them for implementation. Actions in this area will be reported in annual write-up on energy, which is part of the station's input on energy.

k. **Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings**: **(Reporting Format: Appendix 2, Section 17 below)**

This requirement applies to domestic stations only. The goal for this program is to inspect the Agency's domestic buildings that are 5,000 gross square feet (GSF) or more and, budget permitting, apply the "Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings" to at least 15% of these buildings by FY 2025. The guiding principles that the Agency will following in attaining this goal are:

(1) Employ Integrated Design Principles.

(2) Optimize Energy Performance.

(3) Protect and Conserve Water.

(4) Enhance Indoor Environmental Quality.

(5) Reduce Environmental Impact of Materials.

Actions in this area will be reported in the station's annual write-up on energy, which is a part of its annual energy report.

l. **Building and Transmitter Metering:**

(1) Transmitter Metering: **(Reporting Format: Appendix 2, Section 1 and 17 below)**

(2) Building Metering: **(Reporting Format: Appendix 2, Section 2 and 17 below)**

(Previous guidance on meters (EPAct 2005 and EISA 2007) contained wording mandating energy metering and measurement to ensure efficient energy use, and reduce the cost of electricity used in Federal facilities. Based on this guidance, stations were asked to meter their

transmitters and appropriate buildings. As the metering program has evolved, the concept of when to meter and what to meter also has evolved. The current thinking is to only install meters where it is felt that information provided by the meters will support implementing energy or water savings measures that will result in substantial savings. For example, it may be more beneficial to only meter high use areas of a building instead of metering the entire building.)

m. **Purchasing Energy Efficient Products and Services: (Reporting Format: Appendix 2, Section 17 below)**

The E.O. 13693 goal is to promote sustainable acquisition and procurement by ensuring that each of the following environmental performance and sustainability factors are included to the maximum extent practicable for all applicable procurements in the planning, award, and execution phases of the acquisition by:

(1) Meeting statutory mandates that require purchase preference for:

(a) Recycled content products designated by the Environmental Protection Agency (EPA)

(b) Energy and water efficient products and services, such as ENERGY STAR qualified and FEMP-designated products, identified by EPA and the DOE

(c) BioPreferred and biobased designated products designated by the United States Department of Agriculture (The sub-goal here is for the Agency to achieve at least 95 percent compliance with the BioPreferred and biobased purchasing requirement.)

(2) Purchasing sustainable products and services identified by EPA programs including:

(a) Significant New Alternative Policy (SNAP) chemicals or other alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons, where feasible, as identified by SNAP

(b) WaterSense certified products and services (water efficient products)

(Products with the WaterSense label are 20 percent more water efficient than average products in that category and have been determined to perform as well or better than their less efficient counterparts.)

(c) Safer Choice labeled products (chemically intensive products that contain safer ingredients)

(d) SmartWay Transport partners and SmartWay products (fuel efficient products and services)

(3) Purchasing environmentally preferable products or services that**:**

(a) meet or exceed specifications, standards, or labels recommended by EPA that have been determined to assist agencies in meeting their needs and further advance sustainable procurement goals of this order; or

(b) meet environmental performance criteria developed or adopted by voluntary consensus standards bodies consistent with section 12(d) of the National Technology Transfer and Advancement Act of 1995 (Public Law 104-113) and OMB Circular A-119.

**204.9 REPORTING ON ENERGY**

**a. Annual Energy Report:** This report is due by October 20th and the information in the report shall cover the entire fiscal year, October 1 through September 30.

- The reports shall be prepared using MS WORD.
- Each report shall have a cover page containing: station's name, report title to include the fiscal year, the Transmitting Station Manager's name. An example of the cover page is illustrated in Appendix 1.
- Each report shall follow the format shown in Appendix 2. The station's name, and fiscal year shall be shown in the upper right corner of each page and the page number shall be centered at the bottom of each page. The cover page shall not be numbered.

**b. Quarterly and Annual Statistical Reports:** Some of the data necessary to prepare the Agency's reports on energy will be taken from the statistical reports submitted by the stations.

**c. Monthly Operations Report:** Status on ongoing energy savings projects that are being managed through the Agency's M&R program is also provided as part of the station's monthly operations report.

**APPENDICES:**

Appendix 1: Sample Cover Page for the Annual Energy Report
Appendix 2: Format for the Annual Energy Reports

APPENDIX 1: SAMPLE COVER PAGE

**ATLANTIC TRANSMITTING STATION**

**FY 2015 ANNUAL ENERGY REPORT**

**JOHN SMITH, STATION MANAGER**

**OCTOBER 15, 2015**

**APPENDIX 2: FORMAT FOR THE ANNUAL ENERGY REPORT**

## 1. *Transmitter Electrical Meters:*

- ✓ Provide the information requested for each transmitter, and the totals. Include all station high power shortwave and medium wave transmitters whether metered or not. Do not include low power FM transmitters. If any of the included transmitters do not have electrical meters, please so note and provide estimated power consumption. Also provide an estimated date that a meter(s) will be installed, if installation is being considered.

- ✓ An advanced meter is defined as a meter that has the capability to record data (hourly for electricity) and communicate this data to a remote location.

- ✓ Revised Metering Concept: Under this concept, you only install meters where it is felt that information provided by the meters can be used to implement energy savings measures that will result in substantial energy savings.

| **Transmitter Meter Reading Statistics** | | | | | | |
|---|---|---|---|---|---|---|
| **Transmitter ID** | **Electrical Meter ID** | **Type of Meter** | | **Period Covered By Reading (From – To)** | **Energy Consumption in Kilowatt Hours** | **For Non-Metered Transmitters - Estimated Date Meter Will Be Installed** |
| | | **Advanced** | **Standard** | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Total Energy Consumption For All Transmitters in Kilowatt Hours** | | | | | | |

## 2. ***Building Electrical Meters:***

- ✓ Provide the information requested for each building (5,000 square feet or more), and the totals. List all buildings whether metered or not. If any of the included buildings do not have electrical meters, please so note and provide estimated power consumption. Also if an unmetered building is considered an "appropriate" building for metering (see bullet below), provide an estimated date that a meter(s) will be installed.

- ✓ An advanced meter is defined as a meter that has the capability to record data (hourly for electricity) and communicate this data to a remote location.

- ✓ The "appropriate" building approach is a different concept from our approach to metering buildings in the past. Under this concept, you only meter buildings or portions of buildings where it is felt that information provided by the meters can be used to implement energy savings measures that will result in substantial energy savings.

| **Building Meter Reading Statistics** | | | | | | |
|---|---|---|---|---|---|---|
| **Building ID** | **Electrical Meter ID** | **Type of Meter** | | **Period Covered By Reading (From – To)** | **Energy Consumption in Kilowatt Hours** | **For Non-Metered Buildings - Estimated Date Meter Will Be Installed** |
| | | **Advanced** | **Standard** | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Total Energy Consumption For All Buildings in Kilowatt Hours** | | | | | | |

## 3. *Water:*

- ✓ Potable Water: Provide consumption and cost information on all potable water used for whatever purpose to include potable water used for industrial, landscaping and agricultural (ILA) purposes.
- ✓ ILA Water: Report only non-portable water drawn from freshwater sources (rivers, streams, wells, etc.) that is used for ILA purposes.
- ✓ Note: If the station's water consumption is not metered, estimate the quantity of water consumed, and provide a note describing how the estimate was derived.

### 3.1 Potable Water

| ALL Potable Water - Consumption And Cost | | | | |
|---|---|---|---|---|
| **Location (Site/Plant)** | **Total Gallons** | **Average Cost Per Gallon** | **Total Cost of Water Used** | **% of Consumption That Is Estimated** |
| | | | | |
| | | | | |
| **TOTALS For Station** | | | | |

### 3.2 Non-potable Freshwater Used for Industrial, Landscaping, and Agricultural (ILA) Purposes

| Non-Potable Freshwater Used for ILA Purposes - Consumption And Cost | | | | |
|---|---|---|---|---|
| **Location (Site/Plant)** | **Total Gallons** | **Average Cost Per Gallon** | **Total Cost of Water Used** | **% of Consumption That Is Estimated** |
| | | | | |
| | | | | |
| **TOTALS For Station** | | | | |

## 4. ***Official Travel and Commuting:***

**4.1** ***Federal Employee Business Air Travel:*** For reporting on this area, transmitting stations will report the miles traveled by station personnel. The mileage will be broken out by flight distance - short haul (1-299 miles), medium haul (300-699 miles), and long haul (700 miles or more) – with each segment of the trip calculated separately. *(Domestic Stations Only)*

| **Transmitting Station Employee Business Air Travel** | | | | |
|---|---|---|---|---|
| **Process Type** | **Flight Distance Type** | **Fuel Type** | **Air Mileage Traveled by Segment Type** | **Unit of Measure** |
| **Air Business Travel** | Short Haul | Jet Fuel | | Passenger miles |
| | Medium Haul | Jet Fuel | | Passenger miles |
| | Long Haul | Jet Fuel | | Passenger miles |
| | Unknown | Jet Fuel | | Passenger miles |

**4.2** ***Federal Employee Business Ground Travel:*** For reporting on this area, transmitting stations will report the number of business trips taken in which a vehicle was rented or mass transit used. *(Domestic Stations Only)*

| **Transmitting Station Employee Business Ground Travel** | | | |
|---|---|---|---|
| **Process Type** | **Vehicle Type** | **Fuel Type** | **Number of Business Trips** |
| **Ground Business Travel Emissions – Rental Vehicles and Mass Transit** | Passenger Car | Gasoline | |
| | SUV or Truck | Gasoline | |
| | Bus | Diesel | |
| | Commuter Rail | Diesel | |
| | Mass Transit | Electric | |

**4.3** ***Federal Employee Commuting:*** For reporting on this area, transmitting stations will report the number of miles station personnel travel to and from work on a normal workday using their personal vehicle or public transportation. This information is broken out by mode of transportation. *(Domestic Stations Only)*

| **Transmitting Station Employee Commuting** | | | | |
|---|---|---|---|---|
| **Process Type** | **Vehicle Type** | **Fuel Type** | **Commute Distance Traveled (Miles / Day) ROUND TRIP** | **Unit of Measure** |
| Commuter Travel - Personal Owned Vehicles | POV Passenger Car | Gasoline | | Miles |
| | POV SUV or Truck | Gasoline | | Miles |
| | POV SUV or Truck | Diesel | | Miles |
| | Motorcycle | Gasoline | | Miles |
| | **[ENTER NAME]** | **[Enter Fuel]** | | Miles |
| | | | | |
| Commuter Travel - Car / Van Pools | Car Pool | Gasoline | | Miles |
| | Van Pool | Gasoline | | Miles |
| | | | | |
| Commuter Travel - Mass Transit | Bus | Diesel | | Miles |
| | Metro / Transit Rail | Electric | | Miles |
| | Commuter Rail | Diesel | | Miles |
| | Intercity Rail | Diesel | | Miles |
| | **[ENTER NAME]** | **[Enter Fuel]** | | Miles |
| | | | | |
| Commuter Travel - Human Powered | Walking and/or Bicycling | N/A | | Miles |

***5. Fuel Consumption Statistics for Mobile Equipment:*** The purpose of this chart is to capture information on *"Mobile Combustion"*, but it **does not include** the fuel used in **motor vehicles**. Enter the requested information on the fuels used in mobile (non-highway) equipment, such as, lawn mowers, tractors, forklifts, boats, and aircraft.

| Fuel Consumption Statistics for Mobile Equipment | | | | |
|---|---|---|---|---|
| **Fuel Group** | **Fuel** | **Annual Consumption** | **Unit of Measure** | **Cost** |
| Petroleum | Diesel | | Gallons | |
| Petroleum | Gasoline | | Gallons | |
| Petroleum | LPG/Propane | | Gallons | |
| Petroleum | Aviation Gas | | Gallons | |
| Petroleum | Jet Fuel | | Gallons | |
| Petroleum | Navy Special | | Gallons | |
| Alternative | Biodiesel | | Gallons | |
| Alternative | E-85 | | Gallons | |
| Alternative | CNG | | BTUs | |
| Alternative | B20 | | Gallons | |
| Alternative | [Enter Name] | | BTUs | |
| Alternative | [Enter Name] | | BTUs | |

## 6. Fugitive Emissions, Mixed Refrigerants and Fluorinated Gases:

- ✓ The purpose of these charts is to capture information on "Fugitive Emissions" from mixed refrigerants and fluorinated gases resulting from equipment operations or practices that do not pass through a "smoke" stack, chimney, or equivalent opening, and which are not captured or destroyed by an emissions control system. These emissions can occur during the installation, use, service, disposal of HVAC and refrigeration equipment; mobile source air conditioning equipment; and electrical equipment in which SF6 or PFC's are used as electrical insulators. Such electrical equipment includes gas-insulated circuit breakers, switch gears, substations, gas-insulated lines, and some transformers.

- ✓ The following charts address mixed refrigerants. If any of the listed refrigerants are used by the station, enter the requested information in the appropriate blocks.

### 6.1 Fugitive Emissions, Mixed Refrigerants

| Fugitive Emissions, Mixed Refrigerants | | | | | |
|---|---|---|---|---|---|
| **Refrigerant Type** | **Composition** | **Quantity Purchased / Issued** | **Unit of Measure** | **Quantity Returned to Supply** | **Unit of Measure** |
| **R-23** | R-23 | | lbs | | lbs |
| **R-32** | R-32 | | lbs | | lbs |
| **R-41** | R-41 | | lbs | | lbs |
| **R-125** | R-125 | | lbs | | lbs |
| **R-134a** | R-134a | | lbs | | lbs |
| **R-143a** | R-143a | | lbs | | lbs |
| **R-152a** | R-152a | | lbs | | lbs |
| **R-227ea** | R-227ea | | lbs | | lbs |
| **R-236fa** | R-236fa | | lbs | | lbs |
| **R-245fa** | R-245fa | | lbs | | lbs |
| **R-14** | R-14 | | lbs | | lbs |
| **R-116** | R-116 | | lbs | | lbs |
| **R-218** | R-218 | | lbs | | lbs |

| Fugitive Emissions, Mixed Refrigerants | | | | | |
|---|---|---|---|---|---|
| **Refrigerant Type** | **Composition** | **Quantity Purchased / Issued** | **Unit of Measure** | **Quantity Returned to Supply** | **Unit of Measure** |
| **R-C318** | R-C318 | | lbs | | lbs |
| **R-401A** | R-22/152a/124 | | lbs | | lbs |
| **R-401B** | R-22/152a/124 | | lbs | | lbs |
| **R-401C** | R-22/152a/124 | | lbs | | lbs |
| **R-402A** | R-125/290/22 | | lbs | | lbs |
| **R-402B** | R-125/290/22 | | lbs | | lbs |
| **R-403A** | R-290/22/218 | | lbs | | lbs |
| **R-403B** | R-290/22/218 | | lbs | | lbs |
| **R-404A** | R-125/143a/134a | | lbs | | lbs |
| **R-405A** | R-22/152a/142b/C318 | | lbs | | lbs |
| **R-406A** | R-22/600a/142b | | lbs | | lbs |
| **R-407A** | R-32/125/134a | | lbs | | lbs |
| **R-407B** | R-32/125/134a | | lbs | | lbs |
| **R-407C** | R-32/125/134a | | lbs | | lbs |
| **R-407D** | R-32/125/134a | | lbs | | lbs |
| **R-407E** | R-32/125/134a | | lbs | | lbs |
| **R-408A** | R-125/143a/22 | | lbs | | lbs |
| **R-409A** | R-22/124/142b | | lbs | | lbs |
| **R-409B** | R-22/124/142b | | lbs | | lbs |
| **R-410A** | R-32/125 | | lbs | | lbs |
| **R-410B** | R-32/125 | | lbs | | lbs |
| **R-411A** | R-1270/22/152a | | lbs | | lbs |
| **R-411B** | R-1270/22/152a | | lbs | | lbs |
| **R-412A** | R-22/218/143a | | lbs | | lbs |
| **R-413A** | R-218/134a/600a | | lbs | | lbs |

| Fugitive Emissions, Mixed Refrigerants | | | | | |
|---|---|---|---|---|---|
| **Refrigerant Type** | **Composition** | **Quantity Purchased / Issued** | **Unit of Measure** | **Quantity Returned to Supply** | **Unit of Measure** |
| **R-414A** | R-22/124/600a/142b | | lbs | | lbs |
| **R-414B** | R-22/124/600a/142b | | lbs | | lbs |
| **R-415A** | R-22/152a | | lbs | | lbs |
| **R-415B** | R-22/152a | | lbs | | lbs |
| **R-416A** | R-134a/124/600 | | lbs | | lbs |
| **R-417A** | R-125/134a/600 | | lbs | | lbs |
| **R-418A** | R-290/22/152a | | lbs | | lbs |
| **R-419A** | R-125/134a/E170 | | lbs | | lbs |
| **R-420A** | R-134a/142b | | lbs | | lbs |
| **R-421A** | R-125/134a | | lbs | | lbs |
| **R-421B** | R-125/134a | | lbs | | lbs |
| **R-422A** | R-125/134a/600a | | lbs | | lbs |
| **R-422B** | R-125/134a/600a | | lbs | | lbs |
| **R-422C** | R-125/134a/600a | | lbs | | lbs |
| **R-422D** | R-125/134a/600a | | lbs | | lbs |
| **R-423A** | R-134a/227ea | | lbs | | lbs |
| **R-424A** | R-125/134a/600a/600/601a | | lbs | | lbs |
| **R-425A** | R-32/134a/227ea | | lbs | | lbs |
| **R-426A** | R-125/134a/600/601a | | lbs | | lbs |
| **R-427A** | R-32/125/143a/134a | | lbs | | lbs |
| **R-428A** | R-125/143a/290/600a | | lbs | | lbs |
| **R-429A** | R-E170/152a/600a | | lbs | | lbs |
| **R-430A** | R-152a/600a | | lbs | | lbs |
| **R-431A** | R-290/152a | | lbs | | lbs |
| **R-434A** | R-125/143a/134a/600a | | lbs | | lbs |
| **R-435A** | R-E170/152a | | lbs | | lbs |

| Fugitive Emissions, Mixed Refrigerants | | | | | |
|---|---|---|---|---|---|
| **Refrigerant Type** | **Composition** | **Quantity Purchased / Issued** | **Unit of Measure** | **Quantity Returned to Supply** | **Unit of Measure** |
| **R-437A** | R-125/134a/600/601 | | lbs | | lbs |
| **R-438A** | R-32/125/134a/600/601a | | lbs | | lbs |
| **R-500** | R-12/152a | | lbs | | lbs |
| **R-501** | R-22/12 | | lbs | | lbs |
| **R-502** | R-22/115 | | lbs | | lbs |
| **R-503** | R-23/13 | | lbs | | lbs |
| **R-504** | R-32/115 | | lbs | | lbs |
| **R-505** | R-12/31 | | lbs | | lbs |
| **R-506** | R-31/114 | | lbs | | lbs |
| **R-507** | R-125/143a | | lbs | | lbs |
| **R-507A** | R-125/143a | | lbs | | lbs |
| **R-508A** | R-23/116 | | lbs | | lbs |
| **R-508B** | R-23/116 | | lbs | | lbs |
| **R-509** | R-22/218 | | lbs | | lbs |
| **R-509A** | R-22/218 | | lbs | | lbs |

## 6.2 Fugitive Emissions, Fluorinated Gases

The following charts addresses *fluorinated gases*, such as carbon dioxide, hydrofluorocarbons, perfluorocarbons, etc. If any of the listed gases are used by the station, enter the requested information in the appropriate blocks.

| **Fugitive Emissions, Fluorinated Gases** | | | | | |
|---|---|---|---|---|---|
| **Material Type** | **Composition** | **Quantity Purchased / Issued** | **Unit of Measure** | **Quantity Returned to Supply** | **Unit of Measure** |
| | | | | | |
| **Carbon dioxide** | CO2 | | lbs | | lbs |
| **Methane** | CH4 | | lbs | | lbs |
| **Nitrous oxide** | N2O | | lbs | | lbs |
| | | | | | |
| **Hydrofluorocarbons (HFCs)** | | | | | |
| **HFC-23** | CHF3 | | lbs | | lbs |
| **HFC-32** | CH2F2 | | lbs | | lbs |
| **HFC-41** | CH3F | | lbs | | lbs |
| **HFC-125** | CHF2CF3 | | lbs | | lbs |
| **HFC-134** | CHF2CHF2 | | lbs | | lbs |
| **HFC-134a** | CH2FCF3 | | lbs | | lbs |
| **HFC-143** | CHF2CH2F | | lbs | | lbs |
| **HFC-143a** | CF3CH3 | | lbs | | lbs |
| **HFC-152** | CH2FCH2F | | lbs | | lbs |
| **HFC-152a** | CH3CHF2 | | lbs | | lbs |
| **HFC-161** | CH3CH2F | | lbs | | lbs |
| **HFC-227ea** | CF3CHFCF3 | | lbs | | lbs |
| **HFC-236cb** | CH2FCF2CF3 | | lbs | | lbs |
| **HFC-236ea** | CHF2CHFCF3 | | lbs | | lbs |

| Fugitive Emissions, Fluorinated Gases | | | | | |
|---|---|---|---|---|---|
| **Material Type** | **Composition** | **Quantity Purchased / Issued** | **Unit of Measure** | **Quantity Returned to Supply** | **Unit of Measure** |
| **HFC-236fa** | CF3CH2CF3 | | lbs | | lbs |
| **HFC-245ca** | CH2FCF2CHF2 | | lbs | | lbs |
| **HFC-245fa** | CHF2CH2CF3 | | lbs | | lbs |
| **HFC-365mfc** | CF3CH2CF2CH3 | | lbs | | lbs |
| **HFC-43-10mee** | CF3CHFCHFCF2CF3 | | lbs | | lbs |
| | | | | | |
| **Perfluorocarbons (PFCs)** | | | | | |
| **PFC-14** | CF4 | | lbs | | lbs |
| **PFC-116** | C2F6 (CF3CF3) | | lbs | | lbs |
| **PFC-218** | C3F8 (CF3CF2CF3) | | lbs | | lbs |
| **PFC-318 or PFC-c318** | c-C4F8 ( -(CF2)4- ) | | lbs | | lbs |
| **PFC-3-1-10** | C4F10 | | lbs | | lbs |
| **PFC-4-1-12** | C5F12 | | lbs | | lbs |
| **PFC-5-1-14** | C6F14 | | lbs | | lbs |
| **PFC-9-1-18** | C10F18 | | lbs | | lbs |
| **Perfluorocyclopropane** | c-C3F6 | | lbs | | lbs |
| | | | | | |
| **Sulfur hexafluoride** | SF6 | | lbs | | lbs |
| **Nitrogen Triflouride** | NF3 | | | | |
| **Other fugitive gases** | | | lbs | | lbs |
| **[Enter Fugitive Gas Name]** | **[Enter Molecular Composition]** | | lbs | | lbs |
| **[Enter Fugitive Gas Name]** | **[Enter Molecular Composition]** | | lbs | | lbs |
| **[Enter Fugitive Gas Name]** | **[Enter Molecular Composition]** | | lbs | | lbs |

***7. GHG Scope 1 Fugitive Emissions: On-site Wastewater Treatment:*** The purpose of this chart is to capture information on emissions generated during the treatment of *"wastewater"* when the wastewater treatment plant (WWTP) is located on-site. This chart requires data on the population (Federal and contractor) served by each type of Agency owned or operated wastewater treatment process. If this situation applies to the station, enter the requested information in the appropriate blocks. *(Domestic Stations Only)*

| **GHG Scope 1 Fugitive Emissions: On-site Wastewater Treatment** | | | |
|---|---|---|---|
| **Waste Water Treatment Process Type** | **Station has: [Yes/No]** | **Total Population Served** | **Units** |
| On-Site Centralized WWTP with Anaerobic Digestion | | | Persons |
| On-Site Centralized WWTP with Nitrification / Denitrification | | | Persons |
| On-Site Centralized WWTP without Nitrification / Denitrification | | | Persons |
| On-Site Effluent Discharge to Rivers and Estuaries with Nitrification / Denitrification | | | Persons |
| On-Site Effluent Discharge to Rivers and Estuaries without Nitrification / Denitrification | | | Persons |
| On-Site Wastewater Treatment Lagoons | | | Persons |
| On-Site Septic Systems | | | Persons |

***8. GHG Scope 1 Fugitive Emissions: On-site Landfills and Municipal Solid Waste Facilities:*** The purpose of this chart is to capture information on the fugitive emissions generated from the on-site disposal and treatment of *"municipal solid waste"* (MSW). It does not include construction and demolition wastes. If the station disposes of MSW on-site, enter the requested information into the appropriate blocks. *(Domestic Stations Only)*

| **GHG Scope 1 Fugitive Emissions: On-site Landfills and Municipal Solid Waste Facilities** | | | |
|---|---|---|---|
| **Process Type** | **GHG Type** | **Total Quantity** | **Unit of Measure** |
| Landfill Gas Production | Mass of Solid Waste Disposed On-site | | Short Tons |
| | Landfill Open Date | **[Enter Date]** | Year |
| | Landfill Close Date | **[Enter Date]** | Year |

***9. GHG Scope 3 Contracted Wastewater Treatment:*** The purpose of this chart is to capture information on emissions generated during the treatment of *"wastewater"* when the wastewater treatment plant (WWTP) is located off-site. For this reason, this chart only requires the number of Federal employees served by each type of contracted wastewater treatment process. If this situation applies to the station, enter the requested information in the appropriate blocks. *(Domestic Stations Only)*

| **GHG Scope 3 Contracted Wastewater Treatment** | |
|---|---|
| **Waste Water Treatment Process Type** | **Federal Employees Served** |
| Contracted Centralized WWTP with Anaerobic Digestion | |
| Contracted Centralized WWTP with Nitrification / Denitrification | |
| Contracted Centralized WWTP without Nitrification / Denitrification | |
| Contracted Effluent Discharge to Rivers and Estuaries with Nitrification / Denitrification | |
| Contracted Effluent Discharge to Rivers and Estuaries without Nitrification / Denitrification | |
| Contracted Wastewater Treatment Lagoons | |

***10. GHG Scope 3 Contracted Municipal Solid Waste Disposal:*** Contracted disposal of station waste refers to the off-site disposal of *"municipal solid waste"* (MSW) performed by an independent entity. The purpose of this chart is to capture information on the fugitive emissions generated from the off-site disposal and treatment of MSW. It does not include construction and demolition wastes. If the station disposes of MSW off-site, enter the requested information into the appropriate blocks. *(Domestic Stations Only)*

| **GHG Scope 3 Contracted Municipal Solid Waste Disposal** | | | |
|---|---|---|---|
| **Process Type** | **Data Elements** | **Total Quantity** | **Unit of Measure** |
| Landfill Gas Calculation | Mass of Solid Waste Disposed Off-site | | Short Tons |

## *11. List of New Federal Building Designs and Construction:*

Definition: Section 109 of EPACT '05 requires that new Federal buildings be designed to achieve energy consumption levels that are at least 30 percent below the levels established in the ASHRAE Standard 90.1if life-cycle cost-effective. This requirement applies to all Federal buildings (5000 square feet or more) designed during and after FY 2007. For reporting purposes, stations must list all applicable buildings, and provide the % below the ASHRAE standard achieved, and if less than 30%, indicate if the design achieved the maximum level of energy efficiency that is life-cycle cost-effective.

Requirement: List only new buildings which began the design phase after the beginning of FY 2007. Buildings for which construction was completed in FY 2007 and after do not need to be listed if they were designed prior to FY 2007.

| New Construction Project Information | | | |
|---|---|---|---|
| DATA FIELDS | PROJECT #1 | PROJECT #2 | PROJECT #3 |
| Project ID | | | |
| Building Name | | | |
| Location (City/State) | | | |
| Design Started (FY) | | | |
| **For facilities which design for construction began BEFORE August 10, 2012** | | | |
| Percentage below ANSI/ASHRAE/IESNA Standard 90.1--2004 in terms of energy use | | | |
| If not at least 30% below ANSI/ASHRAE/IESNA Standard 90.1--2004, will design achieve maximum level of energy efficiency that is life-cycle cost-effective? **(Yes/No/Blank)** | | | |
| **For facilities which design for construction began ON or AFTER August 10, 2012 but before September 9, 2013** | | | |
| Percentage below ANSI/ASHRAE/IESNA Standard 90.1--2007 in terms of energy use | | | |
| If not at least 30% below ANSI/ASHRAE/IESNA Standard 90.1--2007, will design achieve maximum level of energy efficiency that is life-cycle cost-effective? **(Yes/No/Blank)** | | | |
| **For facilities which design for construction began ON or AFTER September 9, 2013** | | | |
| Percentage below ANSI/ASHRAE/IESNA Standard 90.1--2010 in terms of energy use | | | |
| If not at least 30% below ANSI/ASHRAE/IESNA Standard 90.1--2010, will design achieve maximum level of energy efficiency that is life-cycle cost-effective? **(Yes/No/Blank)** | | | |

## *12. Saving Source Energy:*

Definition: ‘‘Source Energy’’ is defined as the sum of the energy consumed at a facility to perform a specific function, such as lighting, or water heating and the energy required to generate and deliver that energy, including, but not limited to, power generation, transmission, and distribution losses. The Federal Government shall strive to reduce total energy use as measured at the source of generation and including conversion and transmission losses. To that end, agencies shall undertake life-cycle cost-effective projects in which source energy decreases, even if site-delivered energy use increases as production is moved on site.

Example of this type of project: For the past ten years, the Atlantic Transmitting Station purchased 100,000 BTU of electricity from the local electric company (source energy) to operate its maintenance building. This year, the station installed two wind turbines on the site, which provided 50,000 BTU of electricity to operate the maintenance building. However the station also used more electricity (100,500 BTU) this year to operate its maintenance building. While it used more electricity this year, the station only needed to purchase 50,500 BTU from the local electric company (source energy) to operate the maintenance building.

Project: Wind Turbines for Maintenance Building

100,000 BTU (Amount of commercial energy used to operate the maintenance building prior to the wind turbine project)
\+ 500 BTU (Annual site energy increase with the project, from 100,000 BTU to 100,500 BTU)

_____
100,500 BTU (Amount of energy used to operate the maintenance building after the wind turbine project)
\- 50,000 BTU (Annual source energy saved with the project: 50,000 BTU)

_____
50,500 BTU (Adjustment to annual site energy, which is the amount of commercial electricity still required to operate the maintenance building after the project)

Requirement: Station will provide the requested information for any ongoing life-cycle cost-effective projects in which source energy decreases, even if site-delivered energy use remains the same or increases.

| **Saving Source Energy:** | | | |
|---|---|---|---|
| **Name of Project Saving Source Energy in Current Fiscal Year** | **Annual Site Energy Increase with the Project** | **Annual Source Energy Saved with the Project** | **Adjustment to Annual Site Energy** |
| | **(In BTU)** | **(In BTU)** | **(In BTU)** |
| Project No. 1 | | | |
| Project No. 2 | | | |
| Totals | | | |

## *13. Direct Agency Obligations:*

Definition: “Direct Agency Obligations” are obligations for energy or water efficiency improvements incurred from appropriated funds, revolving fund accounts, or other accounts that belong to the Agency; for example, obligations for purchases of compact fluorescent lights to replace incandescent bulbs, or replacement chillers paid for directly by the Agency rather than through an energy savings performance contract. They do not include anything to be paid for or financed by a third party (e.g., a utility or energy-savings performance contractor). They do not include energy-related training.

For Example: The Atlantic Transmitting Station obligated $5,000 in FY 2015 to replace one old air conditioner with an energy efficient air conditioner and to replace 12 fluorescent light fixtures. The station estimates that by spending $10,000 in FY 2015 on these two improvements, it will save approximately 750 BTUs of electricity and $560 on its electric bill annually.

Direct obligations for energy improvement in FY 2015 = $5,000
Estimate annual savings in BTU’s = 750
Estimated annual cost savings = $560

Requirement: Provide information on the funds you obligated or plan to obligate for each reporting year. (Note: This is a one-time reporting on the projects for a FY.)

| **Direct Agency Obligations** | **Reporting Fiscal Year** (This is the FY that ended 30 September) | | **Projected for Next Fiscal Year** (This is the FY that began 1 October.) | |
|---|---|---|---|---|
| | **In BTU** | **Cost** | **In BTU** | **Cost** |
| Direct obligations for facility energy efficiency improvements, including facility surveys/audits for the FY shown. | | | | |
| Estimated annual savings anticipated from obligations | | | | |

## *14. Energy Savings Performance Contracts (ESPC):*

Definition: "Energy Savings Performance Contracts (ESPC)" allow a private sector, energy services company (ESCO) to perform energy-efficiency improvements at a government facility using private financing, rather than the government paying for the work directly. Under an ESPC, the contractor guarantees a certain level of energy cost savings, and based on that guarantee, the government will pay the contractor over the agreed number of years, amounts that cannot exceed the guaranteed savings in any year until the improvements have been paid off, including interest. Any negotiated performance period services provided by the ESPC contractor, such as maintenance, are also paid for by the government over the term from within the guaranteed savings. ESPC's allow agencies to undertake more and larger efficiency improvements than their budgets might otherwise allow.

Requirement: List each ESPC awarded during the fiscal year, and provide the contractor's name, the U.S. Government's share of the savings, and the estimated life-cycle cost savings.

| Energy Savings Performance Contracts | | | | |
|---|---|---|---|---|
| **Contract Name** | **Description** | **Contractor's Name** | **USG Share of Savings** | **Life-cycle Cost Savings** |
| | | | | |
| | | | | |

| Energy Savings Performance Contracts | Number Awarded | Annual Energy Savings (in BTU) | Costs |
|---|---|---|---|
| Number of ESPC Task/Delivery Orders awarded in fiscal year & annual energy savings. | | | |
| Investment value of ESPC Task/Delivery Orders awarded in fiscal year. | | | |
| Amount privately financed under ESPC Task/Delivery Orders awarded in fiscal year. | | | |
| Cumulative guaranteed cost savings of ESPCs awarded in fiscal year relative to the baseline spending. | | | |
| Total contract award value of ESPCs awarded in fiscal year (sum of contractor payments for debt repayment, M&V, and other negotiated performance period services). | | | |
| Total payments made to all ESPC contractors in fiscal year. | | | |

## *15. Utility Energy Service Contracts (UESC):*

Definition: “Utility Energy Service Contracts (UESC)”are similar to ESPC’s except that the work is performed by utilities (electric or gas) serving your station. With a UESC, the utility arranges financing to cover all or a portion of the capital costs of the project. Then the utility is repaid over the contract term from the cost savings generated by the energy efficiency measures. These contracts can either be negotiated directly by the station, placed through an existing “area-wide agreement” the utility has with the General Services Administration, or established through a “basic ordering agreement” (more generally used by Department of Defense).

Requirement: List each UESC awarded during the fiscal year and provide the contractor's name, the U.S. Government's share of the savings, and the estimated life-cycle cost savings.

| Utility Energy Service Contracts | | | | |
|---|---|---|---|---|
| **Contract or Project Name** | **Description** | **Contractor’s Name** | **USG Share of Savings** | **Life-cycle Cost Savings** |
| | | | | |
| | | | | |

| Utility Energy Service Contracts | Number Awarded | Annual Energy Savings (in BTU) | Costs |
|---|---|---|---|
| Number of UESC Task/Delivery Orders awarded in fiscal year & annual energy savings. | | | |
| Investment value of UESC Task/Delivery Orders awarded in fiscal year. | | | |
| Amount privately financed under UESC Task/Delivery Orders awarded in fiscal year. | | | |
| Cumulative cost savings of UESCs awarded in fiscal year relative to the baseline spending. | | | |
| Total contract award value of UESCs awarded in fiscal year (sum of payments for debt repayment and other negotiated performance period services). | | | |
| Total payments made to all UESC contractors in fiscal year. | | | |

***16. Energy Training:*** If station personnel participated in energy management training during the reporting period (FY ending 30 September), provide a description of the training, the number of individuals trained, and the cost.

| Energy Training | | |
|---|---|---|
| **Description of the Training** | **Number of Personnel Trained** | **Cost of the Training** |
| | | |

## *17. Narrative Report on the Transmitting Station's Energy Management Program:*

In addition to completing the charts associated with energy, transmitting stations will provide a narrative report documenting the station's efforts to implement the various requirements of the Federal Energy Management Program. This narrative is required so that the Agency can document its efforts, and comply with the reporting requirements on energy. For each of the following areas, provide information on any actions taken or planned by the station.

- **Major Program Elements (See Paragraph 204.7 above) -**

a. **(All Transmitting Stations)** Actions taken by the station to assist the Agency in reducing its Scope 1 & 2 Greenhouse Gas (GHG) emissions by 36.1% by FY 2025, based on a FY 2008 baseline. Actions that have an impact on this goal include:

(1) Reducing the amount of commercial electricity that is used at the station.

(2) Reducing the amount of diesel fuel and gasoline used in the station's motor vehicles.

(3) Reducing the amount of diesel fuel and gasoline used in its tractors, mowers, and other non-motor vehicle types of equipment that uses these fuels.

(4) Reducing the amount of fuel used in the station's generators.

(5) Reducing the amount of fuel oil used by the station for heating, hot water, etc.

(6) Reducing the amount of mixed refrigerants and fluorinated gases lost during the installation, use, service and disposal of equipment, and increasing the amount of these refrigerants and gases being recovered.

(7) Purchasing and Installing “energy saving” / “energy efficient” equipment, whenever possible, when replacing older equipment at the station.

b. **(All Transmitting Stations)** Actions taken by the station to reduce its potable water consumption to include any actions involving water metering.

c. **(All Transmitting Stations)** Actions taken by the station to reduce the amount of non-potable freshwater used for industrial, landscaping, and agricultural (ILA) activities to include any actions involving water metering.

d. **(Domestic Transmitting Stations Only)** Actions taken by the station to assist the Agency in reducing its Scope 3 Greenhouse Gas (GHG) emissions by 36.1% by FY 2025, based on a FY 2008 baseline. Areas that impact on this goal include: business travel, commuting, and contracted solid waste disposal (See Paragraph 204.7b. above).

- **Secondary Program Elements (See Paragraph 204.8 above) –**

**(All Transmitting Stations)** Review the secondary elements of the program and provide information on any actions taken by the station in any of these areas. Of particular interest are:

a. Actions resulting in energy savings

b. Actions showing an investment in energy related projects

c. Results of energy audits

d. Information on ongoing recycling efforts

e. Information on energy metering efforts

g Efforts to purchase energy efficient products and services

# COMPUTER HARDWARE, SOFTWARE AND PERIPHERALS; PBX TELEPHONE SYSTEMS; AND ADMINISTERING THE TRANSMITTING STATION'S E-MAIL SYSTEM AND WEB PAGES

## 301.1 PURPOSE

- To provide procedures for planning for, acquiring, and managing computer hardware, software, and peripherals at the transmitting stations.
- To provide guidance on maintaining PBX telephone systems at the transmitting stations.
- To provide the naming conventions to be used with the USAGM e-mail system.
- To provide the procedures to be followed for establishing a "guest" e-mail account.
- To provide the naming convention to be used with the transmitting station's web pages.

## 301.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is E/OT.

## 301.3 OTHER APPLICABLE INSTRUCTIONS AND PUBLICATIONS

- TSI-103, Budget Estimate and Financial Plans
- TSI-108, Property Accountability
- TSI-304, Procedures for Requisitioning Equipment, Supplies, and Services; and Returning Material for Warranty or Repair Actions

## 301.4 RESPONSIBILITIES

**301.4.1 The Office of Computing Services (M/T)** is responsible for defining the communications protocols required for interconnection with the IBB Internet.

**301.4.2 The Engineering Operations Directorate (E/O)** is responsible for:

- Providing operational and managerial oversight of all computer hardware, software, and peripherals used at the transmitting stations including:
  - -- Systems connected to the USAGM wide area network (WAN), local area network (LAN), and the Internet
  - -- Stand-alone systems
  - -- Special purpose systems

- Advising the transmitting stations on the acquisition and interfacing of computer hardware, software and peripherals.

- Ensuring that computer requirements identified by the transmitting stations are essential to their broadcasting mission, and that they adhere to the standards established by M/T.

- Ensuring that all computer hardware, software, and peripherals used at the transmitting stations are properly maintained and accounted for.

- Approving each purchase of computer **hardware**, software, and peripherals by the transmitting stations.

- Providing guidance for maintaining PBX telephone systems at the transmitting stations.

**301.4.3 E/O Point of Contact for Information Technology (IT) Issues**

POC: David Dillard, E/OT

E-mail Address: TO: dillard@ibb.gov
CC: logistics@ibb.gov

**301.4.4 Transmitting Station Managers** are responsible for:

- Ensuring that the requirements identified by the transmitting station are essential to its mission and adhere to the standards established by M/T.

- Including projected acquisitions in the transmitting station's budgets and financial plans.

- Coordinating planned procurements of all computer hardware and software with the E/O POC, and ensuring that each planned acquisition is approved by E/O in advance.

- Ensuring that the acquisition is processed in accordance with USAGM policies and procurement regulations.

- Appointing a LAN Administrator for the transmitting station to serve as a focal point for IT issues and programs, and to maintain a configuration baseline.

- Ensuring that the guidance for maintaining the PBX telephone system is followed.

**301.5 GUIDELINES FOR ACQUISITION PLANNING**

**301.5.1 Hardware**

- Transmitting stations shall continue to use their current LAN file server until it fails or requires a major upgrade. At that time, E/OT will advise the transmitting station on a replacement server.

- Transmitting stations shall only purchase standard hardware configurations, as the computer workstations provided by the major manufacturers are sufficient to meet the needs of the transmitting stations.

- For compatibility and data exchange purposes, USB memory sticks, CD burners using CD-R disks, DVD burners using the –R disks or USB external storage devices should be used.

**301.5.2 Software**

- All new workstations shall be purchased with the Windows XP professional operating system already preloaded on them, along with the Microsoft Office XP package.

- Transmitting stations shall not purchase software products that employ proprietary protocols if those products will be used to interact with other USAGM elements.

- In preparing documentation where the files are to be exchanged with other USAGM elements, the transmitting stations shall prepare the documentation using the approved core business applications and versions.

- Transmitting Stations shall obtain valid licenses from reputable vendors for the software they install. All licenses shall be maintained for record purposes in the LAN Administrator's office or another designated location. Copyrights enforceable in the United States shall be respected.

- The following core business applications and versions (software packages) shall be used for conducting normal USAGM business.

| BUSINESS APPLICATION | SOFTWARE PACKAGE |
|---|---|
| Office Suite<br>- Word processing<br>- Spreadsheets<br>- Presentations<br>- Databases | Microsoft Office 2003<br>- MS Word 2003<br>- MS Excel 2003<br>- MS PowerPoint 2003<br>- MS Access 2003 |
| Forms | Formflow |
| Accounting | Free Balance |
| E-mail | Netscape Messenger |
| Communications/Internet | Netscape Communicator |
| Drawings | AutoCad LT * |
| Diagrams/Organizational Charts | Visio Professional |
| Virus Protection | Symantec Corporate Edition (Norton), or Network Associates (McAfee) |
| Math | MathCad |
| Remote Access | PC Anywhere |
| Programming | Visual Basic |
| Web Publishing (Universal Format) | Adobe Acrobat |
| *Regional Construction Offices may have a need for AutoCad (the complete version not the lite version). | |

## 301.6 PURCHASING PROCEDURES

- All purchases of computer hardware, software, and peripherals over $250 shall be approved in advance by E/O. The request for approval will be sent over the FAX system using the TAG of LOGISTICS. The request shall contain the following information:

  -- Detailed description of each line item being purchased. If the item is a component, provide information on the end item.

  -- Unit cost and total cost for each line item.

  -- Detailed justification for the purchase, specifically addressing why the item is needed.

  -- Recommended vendor.

- Once E/O approval is received, the transmitting station can proceed with the purchase.

## 301.7 MAINTAINING THE PBX TELEPHONE SYSTEM

- Transmitting stations will continue to use their current PBX telephone system (ROLM or equivalent system) until it fails completely, and cannot be economically repaired. In this case, economically repaired means that the cost to repair the system exceeds the cost to replace the system.

- E/O approval is required before a station can upgrade a portion of this system or replace the entire system.

- Requests for replacement must clearly show that significant cost savings will be achieved by replacing the system instead of repairing it. Be advised that obsolescence is not a justification in itself for replacing the current system.

## 301.8 MANAGING THE IBB E-MAIL AND INTERNET SYSTEMS

### 301.8.1 E-Mail Domains

The following e-mail domains shall be loaded on each e-mail server and shall be used by each transmitting station:

| TRANSMITTING STATION | E-MAIL DOMAIN |
|---|---|
| Botswana | bot.ibb.gov |
| Delano | del.ibb.gov |
| Germany | ger.ibb.gov |
| Greece | gre.ibb.gov |
| Greenville | grn.ibb.gov |
| Kuwait | kuw.ibb.gov |
| Mariana | mar.ibb.gov |
| Morocco | mor.ibb.gov |
| Philippines | phi.ibb.gov |
| Sao Tome | sto.ibb.gov |

| | |
|---|---|
| Sri Lanka | sri.ibb.gov |
| Thailand | tha.ibb.gov |

### 301.8.2 Personal E-Mail Accounts - Naming Convention

E-mail accounts shall be established for each member of the transmitting station' s staff, and when needed for the contractor staff. The following naming convention shall be used on these accounts:

Name: Full name of user.

(For example: Charles Lewis)

E- mail Address: First initial of the first name + last name + @ + station's e-mail domain

(For example: clewis@sto.ibb.gov)

### 301.8.3 Master Control (MC) Computer - Naming Convention

Each transmitting station shall set up a computer in the Master Control Room, which is dedicated to receiving e-mail traffic (opmemo's, FAXFAX's, etc.) 24 hours a day. This computer shall be designated as the MC computer and shall have the following naming convention:

Name: Station's name + Master Control

(For example: Sao Tome Master Control)

E-mail Address: MC + _ + station's name + @ + station's e-mail domain

(For example: MC_SaoTome@sto.ibb.gov)

### 301.8.4 Master Control (MC) Computer - Setting Account Preferences

Once the MC computer is established, this account can be setup to distribute copies of any incoming message to any person at the transmitting station. For example, if 10 employees at the transmitting station need to see all incoming messages, their names can be placed on a distribution list, and the system will automatically send them a copy of each e-mail. This procedure should be used to distribute MC messages instead of trying to set up additional e-mail groups. To set this distribution system up, the following steps should be taken in Netscape:

- Select "Communicator" on the toolbar.
- Select "Server Tools" from the drop-down list.
- Select "Mail Account" from the sublist.
- Enter the user name, MC + _ + station's name (for example, MC_SaoTome) and the password. This will open a window with various user options such as changing your password, selecting delivery options, etc.
- On the left side of the screen, select "Delivery Options" under the Mail heading.
- In the "forward a copy of your messages to" box enter the e-mail addresses of all the individuals you want to receive copies of Master Control messages.

### 301.8.5 E-Mail Distribution List For All Employees At The Transmitting Station

M/T in Washington will establish an e-mail distribution list (an e-mail group encompassing all employees) for each transmitting station. For locations with multiple sites, this list will encompass all sites. This list will automatically include every person in the e-mail domain of the transmitting station so that no administration of the list is required.

Name: Station's name + Notices

(For example, Sao Tome Notices)

E-mail Address: Station's name + - + notices + @ + station's e-mail domain

(For example, SaoTome-notices@sto.ibb.gov)

### 301.8.6 Manager Group - Setting Up And Naming

Each transmitting station shall create a Manager group consisting of one or more persons depending on the preferences of the transmitting station manager. At a minimum, the transmitting station manager must be listed as a member of this group and additional transmitting station personnel may be added as desired. There shall be only one Manager group even though a transmitting station may have multiple sites.

Name: Station's name + Manager

(For example, Sao Tome Manager)

E-mail Address: Manager + _ + station's name + @ + station's e-mail domain

(For example, Manager_SaoTome@sto.ibb.gov)

### 301.8.7 Guest Accounts - Setting Up And Naming

- Accounts should not be established with the word "guest" for security reasons. Upon departure by the traveler, the user profile should be deleted.

- If the travelers to the transmitting station are USAGM employees with existing Netscape e-mail accounts, they will not need a guest account. Instead the Netscape Communicator can be configured to allow the user to access their “home” e-mail, as follows:

  -- For example, Mr. John Smith, E/OT is visiting the Greece Transmitting Station. At the transmitting station, the Netscape Communicator can be configured to add a new user profile, which will allow Mr. Smith to access his e-mails back in Washington.

  -- Start by accessing the User Profile Manager utility.

  -- Select New and enter the following information:

| DATA FIELD | REQUIRED ENTRY | REMARKS |
|---|---|---|
| E-mail address | jsmith@ibb.gov | |
| Profile name | (default) | |
| Directory | (default) | |
| Your name | (default) | This prompt may not appear depending on the version of Communicator being used. |
| E-mail address | (default) | This prompt may not appear depending on the version of Communicator being used. |
| Outgoing mail SMTP server | ibbwash-smtp | |
| Mail server user name | jsmith | This is the user identification (userID) name that is defined in the system's global address directory. For many users it is their first initial + their last name. In this example, the userID for John Smith would be jsmith. However, it can be different and you must know this information before you create the account. The easiest way to find the userID of an individual is to go to the address book, search on their name, highlight the name and select "Properties" from the task bar. The userID will be shown on the line "uid". |
| Incoming mail server | franklin.ibb.gov | |
| Mail server type | IMAP | |

-- To access their accounts, the travelers will need to enter their password and then they will be connected to their home e-mail account.

- The above procedure is similar when a member of the transmitting station staff travels to another transmitting station or Washington except that for the incoming/outgoing servers, the transmitting station's name is used.

- For other visitors, a temporary account should be established for the traveler using his/her last name and the location they are visiting. This naming convention will ensure there are no conflicts with existing e-mail addresses of the user.

  Name: Last name + Station's name

  (For example, Smith Greece)

  E-mail address: Last name + _ + station's name + @ + station's e-mail domain

  (For example, Smith_Greece@gre.ibb.gov)

### 301.8.8 Logistics Accounts - Naming Convention

Each transmitting station shall establish a "logistics" account. This account will be used to receive e-mail traffic from E/OT.

Name: Station's name + Logistics

(For example, Sao Tome Logistics)

E-mail Address: Logistics + _ + station's name + @ + station's e-mail domain

(For example, Logistics_SaoTome@sto.ibb.gov)

### 301.8.9 Establishing E-Mail Groups Within A Transmitting Station (Optional)

- Each user can create a group of e-mail addresses in their personal address book. The use of these personal groups is recommended for small groupings of individuals as opposed to establishing a formal grouping in the main address list.

- In Netscape mail, the address list is global. All other Agency users will see any name or group that you enter worldwide, and for this reason, it is important that the naming structure outlined be followed.

- Transmitting stations are not required to use any or all of the internal e-mail groups below, however, if any or all of these groups are being established, the following naming conventions shall be used:

  **Transmitter Plant Group**

  Name: Station's name + Txplant

  (For example, Sao Tome Txplant)

  E-mail Address: Txplant + _ + station's name + @ + station's e-mail domain

  (For example: Txplant_SaoTome@sto.ibb.gov)

  **Facilities Group**

  Name: Station's name + Facilities

  (For example, Sao Tome Facilities)

  E-mail Address: Facilities + _ + station's name + @ + station's e-mail domain

  (For example, Facilities_SaoTome@sto.ibb.gov)

**Administration Staff Group**

Name: Station's name + Administration Staff

(For example, Sao Tome Administration Staff)

E-mail Address: Admin + _ + station's name + @ + station's e-mail domain

(For example, Admin_SaoTome@sto.ibb.gov)

## 301.9 NAMING CONVENTIONS FOR THE TRANSMITTING STATIONS' WEB PAGES

The following naming convention (info. + station's e-mail domain) shall be used for each transmitting station's internal web pages:

| TRANSMITTING STATION | NAMING CONVENTION |
|---|---|
| Botswana | http://info.bot.ibb.gov |
| Delano | http://info.del.ibb.gov |
| Germany | http://info.ger.ibb.gov |
| Greece | http://info.gre.ibb.gov |
| Greenville | http://info.grn.ibb.gov |
| Kuwait | http://info.kuw.ibb.gov |
| Mariana | http://info.mar.ibb.gov |
| Morocco | http://info.mor.ibb.gov |
| Philippines | http://info.phi.ibb.gov |
| Sao Tome | http://info.sto.ibb.gov |
| Sri Lanka | http://info.sri.ibb.gov |
| Thailand | http://info.tha.ibb.gov |

# MANAGEMENT OF LARGE POWER TUBES

## 302.1 PURPOSE OF INSTRUCTION

To establish procedures for inspecting incoming large power tubes; procedures for increasing the life expectancy of large power tubes through filament operating voltage management; procedures for reporting power tube deficiencies; and procedures for returning large power tube duds.

## 302.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is T/EOS/N.

## 302.3 OTHER APPLICABLE INSTRUCTIONS/PUBLICATIONS

TSI-304, Requisitioning Equipment, Supplies and Services; and the Procedures for Returning Material for Warranty or Repair Actions

## 302.4 INSPECTING INCOMING LARGE POWER TUBES

All large power tubes will be inspected immediately upon arrival at the station to determine if the tube was damaged during shipment. Stations should perform the arrival inspection at their first opportunity, as power tubes are extremely fragile and subject to damage during shipment. In addition, carrier liability is generally limited to claims filed within 30 days after delivery, so it is important to complete the inspection and notify T/EOS/N via FAXFAX within one calendar week of the delivery. In the FAXFAX to T/EOS/N, provide the requisition number, the tube type, the serial number, the condition of the tube, and the leakage current values.

**Inspect the Power Tube's Shipping Container:** The station should first inspect the shipping container for indications of improper handling. If the container is so equipped, stations should check the tilt indicators to determine if the container had been dropped, turned on its side, or otherwise mishandled during transportation. If any indications of shipping damage exist, they could be precursors to possible internal damage. Stations should document this initial inspection. As part of the documentation, photographs of the container are especially valuable.

**Open the Shipping Container and Conduct a Visual Inspection:** The next step in the initial inspection consists of opening the shipping container to expose the tube terminals and conduct a visual inspection. There is really no reliable way to accurately measure

the cold filament resistance of a power tube in the field. Instead, an initial check for transit damage should be done with a volt/ohm meter. Check the resistance between each adjacent tube element, such as the grid-filament; grid-grid; and screen grid to anode. If a short exists, notify T/EOS/N. If there is no short, proceed to the next step.

**Continuity Testing:** *Do not remove the tube from the shipping container in order to conduct this test, as the least amount of movement the better.* Use a current limiting high voltage DC potting source to check the hold-off voltages between tube elements. *(Do not use 50 or 60 Hz AC; it can physically excite a mechanical resonance that can damage the grids or filament.)* Maximum test voltages and leakage current limits can either be obtained from the tube manufacturer or found in the USAGM rebuilt tube specification. Procedures for conducting continuity testing are contained in Appendix 1.

If the tube does not pass the continuity test, it has been damaged in transit. Suspect tubes can be retested in an active socket to determine the exact nature of the problem(s). T/EOS/N should be notified immediately of the nature of the failure plus the condition of the tube and shipping container.

**Placing in Active Service:**

If the tube passes the hi-pot test, it should be placed into active service at the station's earliest convenience. It is important to remove the in-service tube that has the least number of operating hours. Remove the old tube and install the new spare with the utmost care to avoid unnecessary shock and vibration. The older the tube, the more brittle the thoriated tungsten becomes.

Experience has shown that most early failures will show up in the first 200 anode hours. It is important to set the filament voltage to the manufacturer's rating during this initial period. After this minimum test time, return the tube to its shipping container. Tubes *should not* remain in service merely to burn off the warranty period. *Do not rotate tubes on an annual basis* to keep them fresh. The risk of damaging a tube is too great.

**Annual Testing:** While it is true that metal/ceramic tube construction makes for better vacuum seals over glass metal oxide seals, the practical differences are minimal. Both ceramic and glass tubes should be tested once a year using the procedure outlined in paragraph 302.4 while remaining in their shipping containers. Do not remove the tube for this test.

## 302.5 SPARE TUBE STORAGE ENVIRONMENT

Some new and rebuilt tube manufacturers silver plate their finished tubes. The silver plating protects the metal contact areas and seals from tarnish or corrosion. Unfortunately, some do not. Therefore, in high humidity locations, the Kovar metal vacuum seals may corrode and result in a loss of vacuum. To prevent these failures, place silica gel inside the plastic bag that surrounds the tubes in their shipping container and make sure that the bag is sealed air tight.

Another alternative is to paint these un-plated areas with a high temperature Glyptol. If you chose to paint these un-plated areas, be careful not to paint the electrical contact areas.

## 302.6 PROCEDURES FOR INCREASING THE LIFE EXPECTANCY OF LARGE POWER TUBES THROUGH FILAMENT OPERATING VOLTAGE MANAGEMENT

Vacuum tube filament life can be significantly extended by:

- Reducing the filament operating voltage and temperature to a value just slightly above that required to provide adequate peak emission for the highest level of service
- Controlling the initial inrush current
- Minimizing the number of On/Off filament cycles.

These actions taken in combination will increase the life expectancy of large power tubes by several times, and significantly reduce tube replacement costs. Appendix 2 outlines detailed procedures for setting filament voltage, power tube rejuvenation, limiting filament inrush current, and minimizing filament On/Off cycling.

## 302.7 PURCHASING A NEW LARGE POWER TUBE

**Large power tubes must be purchased through T/EOS/N in Washington** using the transmitting station's Washington-held WWP funds.

**IA-42:** A station initiates the procurement action by submitting a funded IA-42, Request for Supplies and Services, to T/EOS/N via the T/EOS FAXFAX System. (TSI-304 contains instructions for preparing the IA-42.)

**Copies of the purchase orders:** Once the Office of Contracts in Washington prepares the purchase order, T/EOS/N will send a copy of the purchase order to the transmitting station via the T/EOS FAXFAX System.

**Shipping:** The vendor normally ships the large power tubes directly to the transmitting station.

**Invoices:** When Washington-held WWP funds are used, T/EOS/N is responsible for processing any invoices for payment.

## 302.8 HAVING A LARGE POWER TUBE REBUILT

**A request to have a large power tube rebuilt must be processed through T/EOS/N in Washington** using the transmitting station's Washington-held WWP funds.

**IA-42:**

A station initiates the rebuild action by submitting a funded IA-42, Request for Supplies and Services, to T/EOS/N via T/EOS FAXFAX System. (TSI-304 contains instructions for preparing an IA-42.)

**Copies of the purchase orders:** Once the vendor approves the large power tube for rebuild, the Office of Contracts in Washington will prepare the purchase order. T/EOS/N will send a copy of the purchase order to the transmitting station via T/EOS FAXFAX SYSTEM.

**Shipping:** Once the large power tube is rebuilt, the vendor normally ships it directly to the transmitting station.

**Invoices:** When Washington-held WWP funds are used, T/EOS/N is responsible for processing any invoices for payment.

## 302.9 REPORTING POWER TUBE DEFICIENCIES

The Power Tube Service Report (IA-817) is the USAGM form used to document within-warranty failures of all power tubes costing more than $1000.00 each. Many vendors will not grant authorization for warranty returns until they receive a signed power tube service report indicating the cause of the tube failure. The procedures for completing the Power Tube Service Report are in Appendix 3.

A copy of each completed Power Tube Service Report shall be forwarded to T/EOS/N via the T/EOS FAXFAX System.

Remember that the submission of the Power Tube Service Report does not constitute a request for a replacement power tube. If replacement or additional tubes are needed, they must be ordered through T/EOS/N in Washington.

## 302.10 RETURNING POWER TUBES FOR REBUILD, WARRANTY RESOLUTION, OR OTHER ACTION

When returning a power tube to a vendor, follow the procedures found in TSI-304. **If the vendor is located in the United States, the tube must be returned through T/EOS/N.**

## 302.11 POWER TUBE DUDS EXCESS TO THE TRANSMITTING STATION'S REQUIREMENTS

Occasionally, a transmitting station may accumulate one or more large power tube duds that the station does not intend to have rebuilt. When this occurs, the station should send a FAXFAX advising T/EOS/N of this situation. In the FAXFAX, identify the tube types, the serial numbers of the duds that are excess to the station's needs, and based on the station's experience, indicate if the duds are good candidates for rebuild. T/EOS/N will in turn provide the transmitting station with disposition instructions by return FAXFAX.

## APPENDICES:

Appendix 1: Testing for Tube Continuity
Appendix 2: Filament Operating Voltage Procedure to Extend Filament Life
Appendix 3: Preparation of the Power Tube Service Report
Appendix 4: Blank Power Tube Service Report

## APPENDIX 1 TO TSI 302, TESTING FOR TUBE CONTINUITY

As described in paragraph 302.4, when testing for continuity one should use a current limiting high voltage DC potting source. (Do not use 50 or 60 Hz AC; it can physically excite a mechanical resonance that can damage the grids or filament.) The numbers used in the following example would apply to tubes like the 4CV100,000 and 4CV250,000 family (See Note 1 below). Maximum test voltages and leakage current limits for tubes that you may need to test can either be obtained from the tube manufacturer or found in the appropriate USAGM rebuilt tube specification.

*To test for grid to filament shorts or broken filaments*: Tie the plate, screen and control grids together, connect to one side of the DC power source, and connect the other to the filament. (Never test with one or more of tube elements floating.) Gradually run the voltage up to a maximum of 10 KV (or the appropriate value for the tube type you are testing) providing the leakage current does not exceed 0.5 milliamperes (or your appropriate leakage current value). Exceeding the appropriate leakage current value can damage the tube. Then reverse the DC polarity and repeat the above procedure.

*To test the control and screen grid areas*: Tie together the anode and the screen grid and apply one DC polarity. Connect the control grid and filament together, and connect the other lead. Again, run the DC voltage up to a maximum of 10 KV (or the appropriate value for the tube type you are testing) but do not exceed 0.5 milliamperes (or your appropriate leakage current value). Then reverse polarity and repeat the procedure.

*Lastly, check the anode to screen grid:* Connect all tube elements together --filament, control and screen grids. Connect one DC source to these elements and the other to the anode. Run the DC voltage up to 60 KV (or the appropriate value for the tube type you are testing), but do not exceed 1.0 milliamperes (or your appropriate leakage current or field emission value). Reverse the polarity and repeat.

During each of these three tests you may experience hi-pot test set kickoffs due to internal tube arcs. Just reset, back off the voltage, and run up again until all the sharp points have been knocked off and gas particles have been dislodged. Gas particles are usually knocked loose from their surfaces during shipping and handling. This is a normal part of tube processing. It can also happen when tubes are physically moved even within the transmitter site.

Reversing the polarity cleans and de-barnacles the surfaces on both sides.

Note 1. There are a number of companies making high voltage potting units. An excellent unit is made by Spellman in Hauppauge, N.Y. Tel. (516) 630-3012. Their Model SL60PN60/AOL is a 60 kV unit with both adjustable current and voltage limits, with automatic cut-offs, reverse polarity, and low stored energy.

Note 2. When processing a tube, be aware that high humidity conditions may cause higher readings due to the conductivity changes on the external ceramic or glass insulator's surface.

## APPENDIX 2 TO TSI 302, FILAMENT OPERATING VOLTAGE PROCEDURE TO EXTEND FILAMENT LIFE

## PROCEDURE FOR SETTING FILAMENT VOLTAGE ON LARGE POWER TUBES

Place a new tube in service at the manufacturer's recommended filament voltage rating. Maintain this level for the first 200 hours of life. Then, either retire the spare tube to its shipping container or place it in regular broadcast service and start the following filament management procedures:

Each tube must be adjusted to its lowest optimum filament voltage. (When measuring filament voltages, be sure the measurement is taken as close to the tube as possible.) Load the final amplifier to its operating RF output power, and with 80% sine wave modulation, monitor the harmonic distortion. Gradually reduce the filament voltage and let it stabilize at each level to the point where there is a perceptible drop in peak emission/output power, or to the point where the harmonic distortion starts to increase. In other words, where the modulation peaks start flat-topping.

Then in 0.2 of a volt steps, increase the filament voltage until the RF output and distortion returns to normal. (This may require only one step up.) Make a notation and maintain the voltage at this operating point. This should remain valid for months or even years. However, if you observe flat-toping, recheck the reference point and adjust accordingly.

Care must be taken not to set the level too low so that the tube operates in the "emission limited" region. A chemical reaction is formed between the thorium and the tungsten surface that results in severe emission loss. For example, a reduction of only 10% below its optimum filament voltage operating point can kill the tube emission completely, overnight. So it is important to stay out of this dangerous region.

## POWER TUBE FILAMENT REJUVENATION

It may not be practical to rejuvenate tubes in the field as most filament transformers cannot supply double the normal filament voltage. However if moving the transformer taps to the maximum produces at least a 20% increase, or an auto transformer can be obtained to give a 20% boost or more in filament voltage, then it would be possible to perform this process.

If for some reason the tube has been operated improperly in the emission limited region, there are a couple of methods that can be used to restore the filament operation. First turn off all other voltages except that of the filament.

The ideal method for hairpin/rod filaments is to flash the filament at double its rated voltage for 10 minutes. As mentioned this is undoubtedly impractical.

If a 20% increase is available operate the tube at this elevated voltage for 4 hours minimum. Then reduce the voltage to rating and let it soak for two to three hours more. Emission should gradually be restored. If the loss of emission were caused by old age due to a lack of a carbide layer, this procedure will not work. It will only work where low emission has been the result of operating emission limited.

## PROCEDURE FOR LIMITING THE THERMO AND FILAMENT IN-RUSH CURRENT

Most, if not all, equipment manufacturers' design their filament supplies to automatically limit the initial in-rush current to a maximum of twice the rated current. Some accomplish this by employing especially designed self-limiting high reactance transformers, or by building in "ramp-up" or step start circuits that control the time and current to bring the tube up to the desired operating temperature.

In the case of a tube's using hairpin or single bar filaments, high reactance transformers are adequate. These filaments are designed to accommodate thermo expansion because they employ individual filament rod tensioning mechanisms.

On the other hand, mesh filaments are a densely woven basket cage made of thin thoriated tungsten wire. Mesh filaments are tied down firmly at the top and bottom. The only way a mesh filament can expand is toward the control grid. Unfortunately, the heavy metal top and bottom filament supports do not match the thermo expansion characteristics of the fine mesh filament wires. Therefore, severe mechanical distortion is the result. The only way you can minimize this effect is by running the filament up and then down very gradually and with extreme care.

For example: Thales recommends that their TH558 mesh filaments be ramped up at the rate of 0.2 of an ampere per second. While Thales will not specify a filament voltage in their data sheet, nominal is approx. 21 volts at 475 amps. While this procedure extrapolates directly into 42 minutes, the filaments resistance actually raises with higher temperature so this is not the case. In actual practice this Thales recommendation equals 4 - 5 minutes to run up and stabilize the filament. *(In the opinion of USAGM management, the run up or run down time should be 15 minutes where practical.)* The above time frames help demonstrate how critical mesh filaments are to manage. On the other hand, hairpin filaments can come up to operating temperature in a matter of seconds.

## ON AND OFF FILAMENT CYCLING

Frequent on and off cycling of hairpin or straight bar filament tubes is somewhat detrimental. Although individual filament bars are separately tensioned (as mentioned previously), as much as 25 to 50% greater life can be obtained if the filaments are left on all the time.

The only way to maximize mesh filament tube life is to leave them on at operating voltage 24-hours a day. Mesh filaments should not be run down to some manufacturers'

recommended black heat at 900 degrees C, or other recommendations of only a 200 degree C stand-by reduction. Stations should take every step possible to minimize filament cycling consistent with personnel safety procedures.

Every time you cycle a filament you introduce mechanical/thermo distortion. The more the filament is cycling, the closer you come to the ending tube life due to grid-filament shorts. Although cycling is damaging to hairpin filaments it is shear suicide for mesh filaments.

## APPENDIX 3 TO TSI 302, PREPARATION OF THE POWER TUBE SERVICE REPORT

Preparing a Power Tube Service Report (IA-817)

1. The Power Tube Service Report (IA-817) should be prepared for within-warranty failures of all power tubes costing more than $1000.00 each.

2. The preparer must ensure that the correct contract number is indicated in the Contract Number Block, and that the requisition number and purchase order number on which the tube was originally ordered are indicated in the Job Order No. & Date Block.

3. When submitting an IA-817, attach a copy of any manufacturer developed power tube service report forms if the forms were delivered with the tubes.

4. A copy of the completed Power Tube Service Report shall be forwarded to T/EOS/N via the T/EOS FAXFAX System.

(Note that in many cases, vendors require a copy of the Power Tube Service Report before issuing a return authorization for warranty repair.)

5. The Transmitting Station should retain a copy of the IA-817 and the cover requisition for the Station's files.

## APPENDIX 4 TO TSI-302, BLANK POWER TUBE SERVICE REPORT

| **POWER TUBE SERVICE REPORT** | | | | **U.S. Agency for Global Media** |
|---|---|---|---|---|
| STATION | | | | PLANT |
| TUBE TYPE | | SERIAL NUMBER | | MANUFACTURER |
| DATE | RECEIVED | | INSTALLED | REMOVED |
| HOURS OF SERVICE | | FILAMENT | | PLATE |
| COLD FILAMENT RESISTANCE MEASUREMENTS | | AT FACTORY | | AT TIME OF RECEIPT |
| REASON FOR RETURN | | | | |
| DESCRIBE ANY UNUSUAL OCCURRANCE PRIOR TO FAILURE | | | | |
| OPERATING CONDITIONS | | | | |
| ITEM | | VOLTAGE | | CURRENT |
| FILAMENT | | | | |
| PLATE | | | | |
| SCREEN | | | | |
| GRID | | | | |
| CLASS OF SERVICE | | | | FREQUENCY |
| IF RECTIFIER, INDICATE TYPE OF CIRCUIT | | | | |
| MAXIMUM DC OUTPUT | | VOLTAGE | | CURRENT |
| MAKE AND MODEL OF EQUIPMENT IN WHICH TUBE WAS USED | | | | |
| TUBE PURCHASED FROM | | CONTRACT NUMBER | | JOB ORDER No. & DATE |
| DATE OF REPORT | | SIGNATURE OF MANAGER | | |

IA-817(5-07)

# MANAGEMENT OF VACUUM CAPACITORS

## 303.1 PURPOSE OF INSTRUCTION

The purpose of this Transmitting Station Instruction (TSI) is to establish procedures for inspecting incoming vacuum capacitors, testing vacuum capacitors, storing vacuum capacitors, returning vacuum capacitors for warranty action, and contacting the Network Support Branch T/EOS/N on vacuum capacitor matters.

## 303.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is the Network Support Branch T/EOS/N.

## 303.3 OTHER APPLICABLE INSTRUCTIONS/PUBLICATIONS

TSI-304 - Requisitioning Equipment, Supplies and Services; and the Procedures for Returning Material for Warranty, Repair, or Other Actions

## 303.4 INSPECTING INCOMING VACUUM CAPACITORS

All vacuum capacitors purchased through one of USAGM's Indefinite Delivery Order contracts will be inspected and tested within 5 working days after they arrive at the station. The arrival inspection and testing must be performed, as vacuum capacitors are fragile and subject to damage during shipment. This timeframe allows sufficient time for the filing of any claim for damages. This is particularly important in the case of damages that may have occurred during shipment, as carrier liability is generally limited to claims filed within 30 days after delivery.

**Check for External Damage:** The station should inspect the shipping container; tilt indicator; and shock indicator for indications of improper handling. The station should also open the container and visually inspect the vacuum capacitor for external damage. Be sure to save all the packing material just in case the vacuum capacitor fails the arrival inspection and/or testing, such that the capacitor needs to be returned to the vendor.

**Test the Vacuum Capacitor:** The next step is to test the capacitor to confirm that it is in working order. For Thomas & Betts vacuum capacitors, the 60 Hz dielectric strength test is recommended. For Comet vacuum capacitors, the 50/60 Hz AC hold-off voltage test is recommended.

**Document Inspection Results:** The results of the arrival inspection shall be documented. As part of the documentation, photographs of any damage to the shipping container and/or damage to the vacuum capacitor are required and extremely valuable. In addition, even if there appears to be no damage to either the shipping container and vacuum capacitor, photographs of the undamaged shipping container and undamaged vacuum capacitor are required and extremely valuable

If the vacuum capacitor fails the arrival inspection and testing, notify T/EOS/N by FAXFAX. The FAXFAX should include the following information and attachments: airway bill (AWB) number; requisition number; purchase/delivery order number; capacitor type; capacitor serial number (S/N); quantity; photographs of the damaged or undamaged shipping container; photographs of the damaged or undamaged vacuum capacitor; a brief description of the problem; testing results; and a completed Capacitor Service Report per paragraph “303.6 Capacitor Service Report” and “Appendix 1” of this document.

If the capacitor passes the arrival inspection and testing, notify T/EOS/N by FAXFAX. The FAXFAX should include the following information and attachments: airway bill (AWB) number; requisition number; purchase/delivery order number; capacitor type; capacitor serial number (S/N); quantity; photographs of the shipping container; photographs of the undamaged vacuum capacitor; and testing results.

## 303.5 HANDLING AND STORING VACUUM CAPACITORS

**Caution:** Before handling a capacitor make sure it has been properly grounded.

When installing or removing vacuum capacitors, extreme care must be taken to avoid damage to the body of the capacitor that can easily displace electrodes. This displacement is visible in the glass capacitors; it is less so with ceramic types that can take higher mechanical and electrical/thermal loads. Although they look rugged from the outside, remember that due to the brazing process used to join ceramic and copper, the copper is in a soft, annealed condition and is highly susceptible to mechanical deformation. For this reason, any rough handling, like e.g. machining of the flanges, must be avoided. Use existing holes and threads for mounting.

The ceramic portion of the capacitor should not be touched with bare hands or dirty rags. The film deposited onto the ceramic can be conductive and lead to unwanted arcing or leakage currents detrimental to the operation of the system.

Vacuum capacitors should be stored in the vertical position in a clean, dry place. It is recommended to keep the capacitor in the hermetically closed plastic bag with Silica gel during storage. If a water-cooled capacitor has been in service before, water should be removed from the inside of the bellows (i.e. water course) using a vacuum pump. Hold-off voltage tests should be made without filling the cooling system with water.

## 303.6 CAPACITOR SERVICE REPORT (See Appendix 1 for a blank report format)

Capacitors that fail during the warranty period shall be reported to T/EOS/N using the Capacitor Service Report, which is a new report created by T/EOS/N to complement the Power Tube Service Report. The Capacitor Service Report is used to document within-warranty failures of all vacuum capacitors purchased from Thomas & Betts or Comet through an IBB delivery order contract. This report standardizes the information being reported to T/EOS/N on the cause(s) for the vacuum capacitor's failure. Stations shall forward a copy of the completed Capacitor Service Report to T/EOS/N via the T/EOS FAXFAX system.

Remember that the submission of the Capacitor Service Report does not constitute a request for a replacement vacuum capacitor. If replacement or additional vacuum capacitors are needed, they must be ordered through T/EOS/N in Washington.

## 303.7 RETURNING VACUUM CAPACITORS FOR WARRANTY OR OTHER ACTION

When returning a vacuum capacitor to a vendor, follow the procedures found in TSI-304. **If the vendor is located in the United States, the capacitor must be returned through T/EOS/N.**

## 303.8 CONTACTING T/EOS/N ON VACUUM CAPACITOR MATTERS

T/EOS/N is responsible for assisting the transmitting stations on all matters and issues related to vacuum capacitors. The easiest way to contact the T/EOS/N is through the T/EOS FAXFAX System.

## APPENDIX 1: Blank Capacitor Service Report

## APPENDIX 1 to TSI-303, Blank Capacitor Service Report

<table>
<tr><td colspan="3">CAPACITOR SERVICE REPORT</td><td colspan="3">U.S. Agency for Global Media (USAGM)</td></tr>
<tr><td colspan="3">STATION</td><td colspan="3">SITE</td></tr>
<tr><td colspan="2">CAPACITOR TYPE</td><td colspan="2">SERIAL NUMBER</td><td colspan="2">MANUFACTURER</td></tr>
<tr><td>DATE</td><td colspan="2">RECEIVED</td><td colspan="2">INSTALLED</td><td>REMOVED</td></tr>
<tr><td colspan="2">HOURS OF SERVICE</td><td colspan="4"></td></tr>
<tr><td colspan="2">60Hz DIELECTRIC STRENGTH TEST (Jenning's capacitors only)</td><td colspan="2">AT FACTORY</td><td colspan="2">AT TIME OF RECEIPT</td></tr>
<tr><td colspan="2">50/60Hz AC HOLDOFF VOLTAGE TEST<br>(Comet capacitors only)</td><td colspan="2">AT FACTORY</td><td colspan="2">AT TIME OF RECEIPT</td></tr>
<tr><td colspan="6">REASON FOR RETURN</td></tr>
<tr><td colspan="6">DESCRIBE ANY UNUSUAL OCCURRANCE PRIOR TO FAILURE</td></tr>
<tr><td colspan="2">OPERATING CONDITIONS</td><td colspan="2">VOLTAGE</td><td colspan="2">CURRENT</td></tr>
<tr><td colspan="3">CLASS OF SERVICE</td><td colspan="3">FREQUENCY</td></tr>
<tr><td colspan="6">MAKE AND MODEL OF EQUIPMENT IN WHICH CAPACITOR WAS USED</td></tr>
<tr><td colspan="2">CAPACITOR PURCHASED FROM</td><td colspan="2">CONTRACT NUMBER</td><td colspan="2">JOB ORDER No. & DATE</td></tr>
<tr><td colspan="2">DATE OF REPORT</td><td colspan="4">SIGNATURE OF MANAGER</td></tr>
</table>

**REQUISITIONING EQUIPMENT, SUPPLIES AND SERVICES; AND RETURNING ITEMS FOR WARRANTY, REPAIR, OR OTHER ACTIONS**

**304.1 PURPOSE -** This instruction provides the policies and procedures for requesting equipment, supplies, and services, and for returning items for warranty, repair, or other actions. This instruction applies to items purchased with Worldwide Procurement (WWP) funds.

**304.2 SCOPE -** The instructions contained in this TSI apply to all the transmitting stations. The Network Support Branch (T/EOS/N) prepared this TSI.

**304.3 REFERENCE**

- TSI-104, Purchasing
- TSI-111, Motor Vehicles
- TSI-301, Computer Hardware, Software and Peripherals; PBX Telephone Systems; and Administering the Transmitting Station's E-Mail System and Web Pages
- TSI-302, Management of Large Power Tubes
- TSI-303, Management of Vacuum Capacitors

**304.4 LOGISTICS ASSISTANCE -** While stations are authorized to contact vendors and GSA directly to place orders, request status on their existing orders, obtain RMA numbers, gather other information, etc, sometimes this is not practical, or easy to do. For this reason, transmitting stations experiencing difficulties in resolving logistics issues/problems, in obtaining answers to logistics questions, in returning items to the vendor, in obtaining logistics information, or in obtaining other logistics support are encouraged to contact T/EOS/N to request assistance. All requests will be sent by message through the T/EOS FAXFAX System. T/EOS/N will provide the station with a coordinated response.

**304.5 HEADQUARTERS WASHINGTON APPROVAL -** Headquarters Washington approval is required before a transmitting station can:

- Purchase computer hardware, software, and peripheral equipment costing $250.00 or more. (See TSI-301)
- Add a motor vehicle to its existing fleet or purchase a motor vehicle that does not meet replacement criteria. (See TSI-111)

**Note:** *The Transmitting Station Manager approves the purchase of replacement vehicles that meet the replacement criteria.*

- Upgrade or replace a PBX telephone system. (See TSI-301)
- Purchase household furnishings and appliances. Requests for approval will be submitted

electronically through the T/EOS FAXFAX System. The request will contain the following information:

1. Detailed description of each line item being purchased. If the item is a component, provide information on the end item.

2. Unit cost and total cost for each line item.

3. Detailed justification for the purchase, specifically addressing why the item is needed.

4. Recommended vendor.

- Return an item to the United States. (See paragraph 304.12)

**304.6 ITEMS THAT MUST BE PURCHASED THROUHGH T/EOS/N IN WASHINGTON -** The items listed below must be purchased through T/EOS/Nin Washington. To order these items, transmitting stations shall submit an IA-42 via FAXFAX to T/EOSS/N.

- Transmitting tubes
- Vacuum capacitors

**304.7 PURCHASES FUNDED FROM THE TRANSMITTING STATION'S STATION-HELD (LOCAL) WWP ACCOUNT**

- Station-held WWP funds are controlled and managed by a station, and are used to purchase equipment and supplies.
- A station initiates the procurement action by issuing a local purchase order or making a credit card purchase. Station-held WWP funds also can be used to purchase items through the GSA Advantage system.
- Transmitting stations can use Station-held WWP to purchase equipment, and supplies anywhere in the world as long as all applicable procurement regulations and instructions are followed.
- When using Station-held WWP funds, the transmitting stations are responsible for processing the invoices for payment through their supporting financial management centers. For this reason, it is important that the vendors, and GSA understand that the invoices must be sent directly to the station in order to ensure that they receive payment in a timely manner.
- When purchasing items in the United States, the transmitting stations are authorized to have the vendor ship the items to T/EOS/N in Washington. T/EOS/N will receive the items and provide the transmitting station with a receiving report so that the station can pay its invoice. T/EOS/N will also ship the items to the stations. Vendors should use the following address when shipping to T/EOS/N:

**US Agency for Global Media**
**C/o JCM Logistics, Inc.**
**Attn: (insert station's tracking number)**
**14913 Bogle Drive**
**Chantilly, VA 20151**

**POC: Danny or Shaun**
**Telephone: (703) 961-9485 or 9486**
**FAX Number: (703) 961-1139**

- The following paperwork is required by T/EOS/N in advance so that your purchase can be properly inventoried, and a receiving report prepared:

| Type of Purchase | Paperwork Required by T/EOS/N | Primary Method For Sending Paperwork to T/EOS/N |
|---|---|---|
| Local Purchase Orders | Copy of the purchase order if the vendor is delivering the items to JCM. | Attach as a Word, Excel, or .PDF file and send via the T/EOS FAXFAX System and logistics@usagm.gov |
| Local Credit Card Orders | Copy of the credit card order if the vendor is delivering the items to JCM. | Attach as a Word, Excel, or .PDF file and send via the T/EOS FAXFAX System and logistics@usagm.gov |
| GSA Advantage Orders | Copy of all GSA Order Confirmation Sheets. | Attach as a Word, Excel, or .PDF file and send via the T/EOS FAXFAX System and logistics@usagm.gov |

## 304.8 PURCHASES FUNDED FROM THE STATION'S WASHINGTON-HELD WWP ACCOUNT

- Washington-held WWP funds are retained by T/EOS/N to purchase equipment, and supplies on behalf of a station. Washington-held WWP funds are used for open-market, GSA Schedule, and USAGM delivery order procurements.

- A station initiates the procurement action by submitting an IA-42, Request for Supplies and Services, to T/EOS/N via the T/EOS FAXFAX System. (Appendix 1 contains instructions for preparing the IA-42.)

**Attach a Request for Contract (RFC) if** *the IA-42 request is for* ***open market procurement*** *and the total cost exceeds $100,000.00.*

**Attach a Justification for Other Than Full and Open Competition (JOFOC) if:**

- ✓ *The IA-42 request is for **open market procurement** and the total cost exceeds $2500.00.*
- ✓ *There is only one vendor who can provide the item(s).*
- ✓ *There is no substitute item(s) another vendor can supply to satisfy the requirement.*

*A sample JOFOC can be found at Appendix 2. It should be submitted as a Word document.*

- When Washington-held WWP funds are used, T/EOS/N is responsible for processing any invoices for payment.

**304.9 MODIFYING AN IA-42 REQUISITION -** The transmitting station will send a message through the T/EOS FAXFAX System providing the information necessary to modify the requisition. A revised requisition will not be sent for this purpose.

**304.10 CANCELING AN IA-42 REQUISITION -** The transmitting station will send a message through the T/EOS FAXFAX System requesting cancellation. A revised requisition will not be sent for this purpose.

**304.11 RETURNING ITEMS TO A VENDOR LOCATED OUTSIDE OF THE UNITED STATES -** Before returning an item, the transmitting station will contact the vendor directly to coordinate the return and obtain a RMA number. The transmitting station also will arrange to have the item shipped directly to the vendor.

**NOTE:** *If a transmitting tube or vacuum capacitor is being returned, and it was purchased under an USAGM transmitting tube or vacuum capacitor contract, copy T/EOS/N on all correspondence with the vendor concerning the return. This information is needed for contract administration purposes, and should be sent via the T/EOS FAXFAX System.*

- *If a transmitting tube is being returned, attach a copy of the Power Tube Service Report to the FAXFAX.*
- *If a vacuum capacitor is being returned, attach a copy of the Capacitor Service Report to the FAXFAX.*

**304.12 RETURNING AN ITEM TO THE UNITED STATES**

- All items being returned to the U.S. must clear U.S. Customs. Since T/EOS/N already has a process in place to accomplish customs clearance, the transmitting stations will return all items through T/EOS/N. No items will be returned directly to a vendor in the U.S. without T/EOS/N approval.

- Return Process:

**Step 1: Obtain authorization to return before the item is shipped.**

- ✓ If the item is being returned to a vendor, the transmitting station will contact the vendor directly to coordinate the return and obtain a RMA number.

- ✓ If the item is being returned to Headquarters Washington, the transmitting station will

send a FAXFAX through the T/EOS FAXFAX System requesting disposition instructions and/or return authorization. Disposition instructions will be provided to the station by return FAXFAX.

**Step 2: Pack the item and mark the outside of the shipping crate/container/box.**

- ✓ For an item being returned to Headquarters Washington, mark the outside of the shipping crate, container, or box with the name of the station, and the name and office symbol of the USAGM element where the item should be delivered.

- ✓ For an item being returned to the vendor, mark the outside of the shipping crate, container, or box with the name of the station, and the vendor's name, RMA number, point of contact, and shipping address.

- ✓ If no RMA was issued, documentation should be attached to the crate, container, or box explaining to the vendor why the item is being returned, and giving them a point of contact at the station to contact if they have any questions.

- ✓ Stations should return transmitting tubes in their original shipping containers whenever possible.

- ✓ When a transmitting tube or vacuum capacitor is being returned, a copy of the Power Tube Service Report or Capacitor Service Report, and tracking requisition should be packed with the tube or capacitor.

**Step 3: Ship the item to the following address. Use this address for both the destination and consignee.**

**US Agency for Global Media**
**C/o JCM Logistics, Inc.**
**Attn: (insert station's tracking number)**
**14913 Bogle Drive**
**Chantilly, VA 20151**

**POC: Danny or Shaun**
**Telephone: (703) 961-9485 or 9486**
**FAX Number: (703) 961-1139**

Mark for follow-on shipment to:

Vendor's Name
ATTN: (Point of Contact, RMA #)
Vendor's Address
Vendor's City, State, and Zip

***Use a "mark for" address when***

### Step 4: Provide T/EOS/N with advanced notification of the shipment.

- Transmitting stations will send a message via the T/EOS FAXFAX System advising T/EOS/N of the item being returned. The message will contain the following information:

✓ The station requisition number assigned for tracking purposes.

✓ If the item is being returned to the vendor, the name, complete shipping address, and telephone number of the vendor who will receive the item, and the vendor's point of contact.

✓ If the item is being returned to USAGM, the name and office symbol of the USAGM element to receive the item and a point of contact.

✓ The vendor's return authorization number (RMA) if the vendor issued an RMA.

✓ Airway bill (AWB) number and flight information, or ocean bill of lading (OBL) number and shipping information.

✓ If a transmitting tube is being returned, a copy of the Tube Service Report should be attached to the FAXFAX.

✓ If a vacuum capacitor is being returned, a copy of the Capacitor Service Report should be attached to the FAXFAX.

- In order to prepare the paperwork required by U.S. Customs, T/EOS/N will need the following information on each item being returned. The best way to provide this information to T/EOS/N is to copy the blank form provided at Appendix 3 to Excel, enter the information requested, and attach a copy of the completed form to your FAXFAX.

  - ❖ Item description
  - ❖ Name of the original manufacturer.
  - ❖ Country in which the item was manufactured (Country of Origin)
  - ❖ City (If item was manufactured in U.S.)
  - ❖ State (If item was manufactured in U.S.)
  - ❖ Quantity being returned
  - ❖ Unit cost
  - ❖ Total cost

| Station Name: | | | | | | | |
|---|---|---|---|---|---|---|---|
| Detail Listing Of Items being Shipped to the United States (Provide the Following Information for All Items in the Shipment) | | | | | | | |
| Item Description | Original Manufacturer | Country Of Origin | City U.S. Manufacturers Only | State U.S. Manufacturers Only | Quantity Being Returned | Unit Cost | Total Cost |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

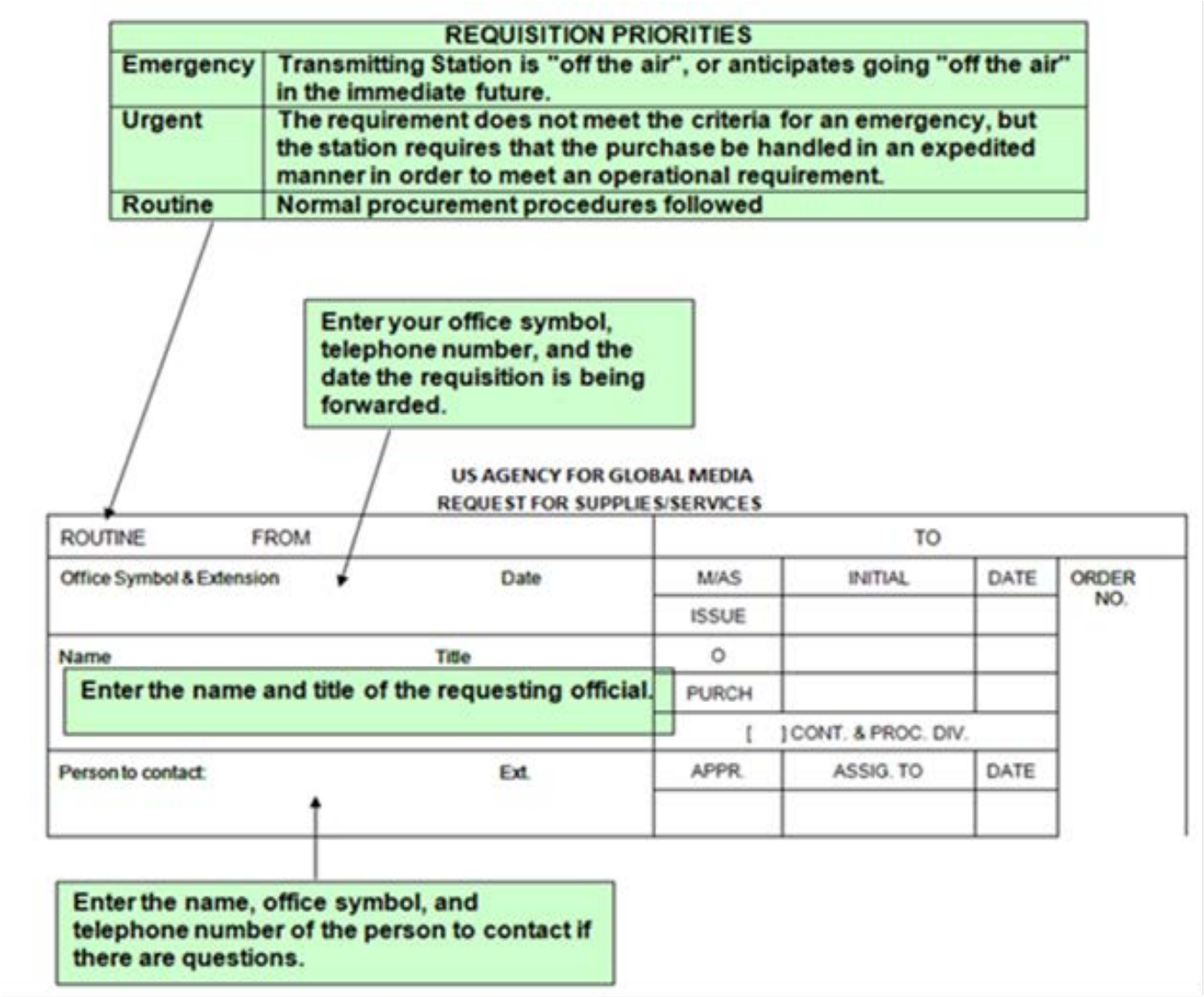
Sample form is at Appendix 3. Copy it to Excel, enter the information, and attach a copy of the completed form to your FAXFAX.

**Step 5: T/EOS/N will have the item cleared through U.S. Customs, and delivered to the vendor.**

APPENDICES:

Appendix 1: Preparing an IA-42 Requisition
Appendix 2: Sample Justification for Other than Full and Open Competition (JOFOC)
Appendix 3: Blank Form for Documenting an Item Being Returned to the U.S.

**APPENDIX 1 TO TSI-304, PREPARING AN IA-42 REQUISITION**



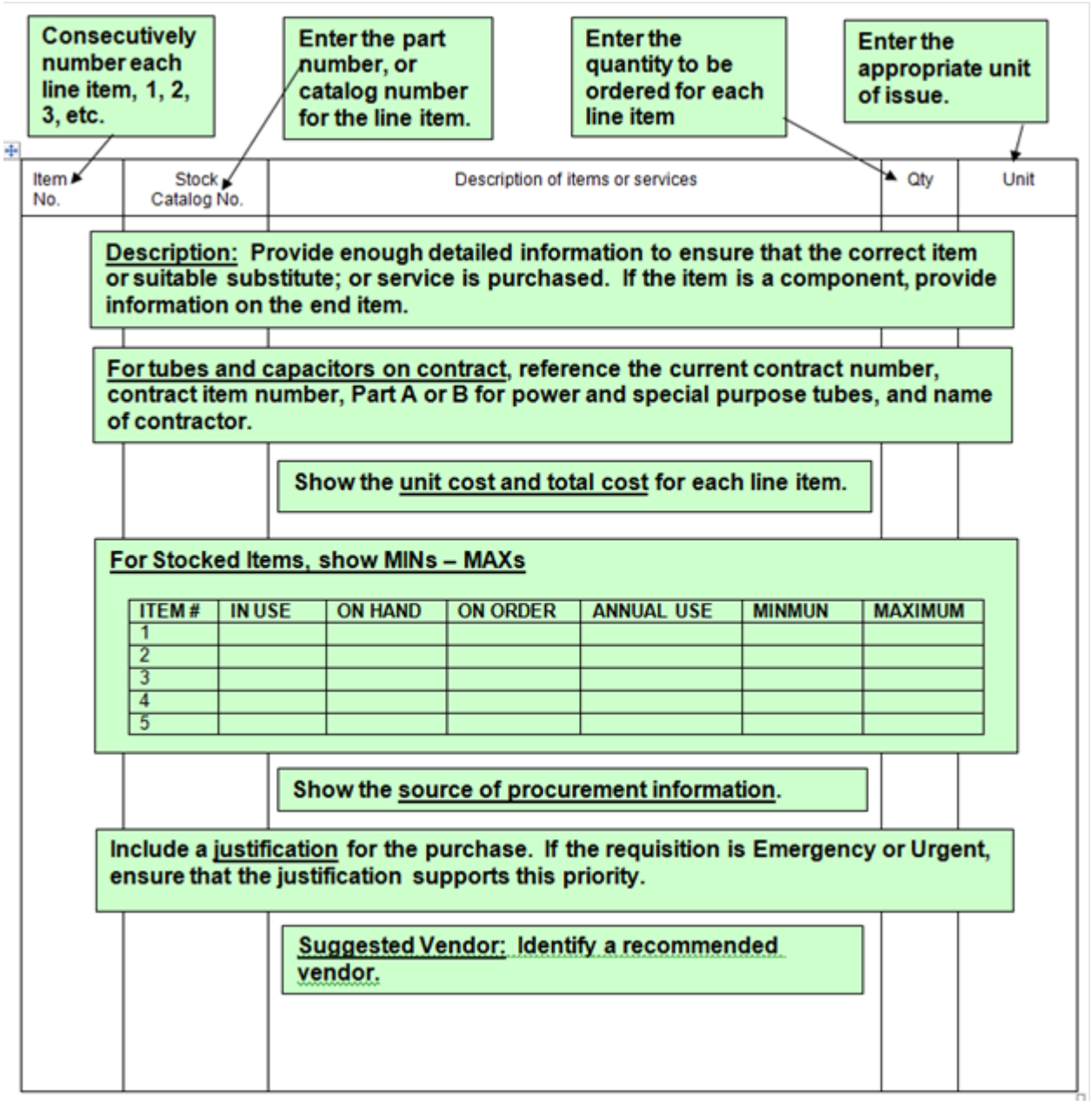
| REQUISITION PRIORITIES | |
|---|---|
| Emergency | Transmitting Station is "off the air", or anticipates going "off the air" in the immediate future. |
| Urgent | The requirement does not meet the criteria for an emergency, but the station requires that the purchase be handled in an expedited manner in order to meet an operational requirement. |
| Routine | Normal procurement procedures followed |

Enter your office symbol, telephone number, and the date the requisition is being forwarded.

US AGENCY FOR GLOBAL MEDIA
REQUEST FOR SUPPLIES/SERVICES

| ROUTINE FROM | | TO | | | |
|---|---|---|---|---|---|
| Office Symbol & Extension | Date | M/AS | INITIAL | DATE | ORDER NO. |
| | | ISSUE | | | |
| Name | Title | O | | | |
| Enter the name and title of the requesting official. | | PURCH | | | |
| | | [ ] CONT. & PROC. DIV. | | | |
| Person to contact: | Ext. | APPR. | ASSIG. TO | DATE | |
| | | | | | |

Enter the name, office symbol, and telephone number of the person to contact if there are questions.


Consecutively number each line item, 1, 2, 3, etc.
Enter the part number, or catalog number for the line item.
Enter the quantity to be ordered for each line item
Enter the appropriate unit of issue.
Item No.
Stock Catalog No.
Description of items or services
Qty
Unit
Description: Provide enough detailed information to ensure that the correct item or suitable substitute; or service is purchased. If the item is a component, provide information on the end item.
For tubes and capacitors on contract, reference the current contract number, contract item number, Part A or B for power and special purpose tubes, and name of contractor.
Show the unit cost and total cost for each line item.
For Stocked Items, show MINs – MAXs
ITEM # IN USE ON HAND ON ORDER ANNUAL USE MINMUN MAXIMUM
1
2
3
4
5
Show the source of procurement information.
Include a justification for the purchase. If the requisition is Emergency or Urgent, ensure that the justification supports this priority.
Suggested Vendor: Identify a recommended vendor.

APPENDIX 2 TO TSI-304, SAMPLE JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION (JOFOC)

JUSTIFCATION FOR OTHER THAN FULL AND OPEN COMPETITION

REFERENCE: T/EOS/N Request for Supplies and Services number 211001 - Request to contract with Dielectric Corporation to provide a replacement 6-11 MHz broadband HF antenna for the Saipan Transmitting Facility, Northern Marianas Transmitting Station.

In accordance with FAR Subpart 6.3 (Other Than Full and Open Competition), the following information is documented herein regarding justification of the above cited acquisition:

(1) Agency and procurement activity is CON. This document is a "Justification for Other Than Full and Open Competition" (JOFOC).

(2) Description of action being approved is placement of a sole-source procurement for the provision of a replacement 6-11 MHz broadband 4x4 HF antenna.

(3) A description of the supplies required to meet the agency's needs is provided in the Request for Supplies and Services (Form IA-42) included with the JOFOC documentation. The estimated cost for this procurement is $525,000.

(4) The statutory authority permitting other than full and open competition applicable to this procurement is stated in FAR Subpart 6.302.1 or 41 USC 253 (c) (1), which permits other than full and open competition…"When the supplies or services required by the agency are available from only one responsible source, and no other type of supplies or services will satisfy agency requirements, full and open competition need not be provided for".

(5) The proposed acquisition, which requires use of the above-cited authority, is the sole-source procurement of a broadband 4x4 curtain HF antenna and reflector screen capable of broadcasting from 6 to 11 MHz. The justification for this action is as follows:

"The TCI Division of Dielectric Corporation is the only vendor that has shown the capability to produce a flat folded-dipole 4x4 HF antenna system that is light enough in weight to be supported by the existing tower system."

(6) The Government's cost estimate is based on estimates for similar type work performed. The price is considered fair and reasonable.

(7) Other facts supporting the use of Other Than Full and Open Competition:

STATEMENT OF URGENT AND COMPELLING NEED
(An urgent and compelling statement is only required for urgent requirements)

Replacement antenna is urgently needed at the Northern Marianas Transmitting Station (Saipan Site) in order allow the broadcast facility to continue its broadcast mission and resume normal operation. The Saipan Broadcast Facility, Northern Marianas Transmitting Station is operating at a reduced schedule because storm damage led to the collapse of station antenna 340. However, until the replacement antenna can be supplied and installed, the station will be unable to use the existing antenna and will be constrained with respect to broadcast assets. The

replacement antenna must be expeditiously purchased and installed in order to allow USAGM to resume its broadcast mission.

(8) I certify that the Government's minimum needs, as stated in this Justification for Other Than Full and Open Competition, and any supporting technical and/or requirements data regarding this justification, are accurate and complete to the best of my knowledge and belief:

_____ _____

T/EOS Representative Date

# TRANSMITTING STATION MAINTENANCE PROGRAM
# STANDARD MAINTENANCE PROCEDURES

## 305.1 PURPOSE OF INSTRUCTION

To provide the policies for conducting preventive and corrective maintenance operations at the transmitting stations.

## 305.2 SCOPE

The information contained in this TSI applies to all transmitting stations. The proponent for this TSI is the Network Support Branch (T/EOS/N).

## 305.3 DEFINITIONS

**Preventive Maintenance (PM)** includes all scheduled maintenance actions performed to maintain a piece of equipment or system in a working condition. Examples of PM are: periodic inspections; condition monitoring; scheduled critical item replacement; calibration; and services such as, oil changes and lubrication.

**Corrective Maintenance (CM)** includes all unscheduled maintenance performed to restore a piece of equipment or system to an operating condition. The CM cycle involves: failure isolation; disassembly; repair/replacement; reassembly; and quality check of the repair.

## 305.4 TRANSMITTING STATION MANAGER'S RESPONSIBILITIES

The Transmitting Station Manager is responsible for establishing and conducting a maintenance program at the transmitting station. These responsibilities include the following:

### 305.4.1 General Requirements:

a. Ensuring that maintenance personnel are qualified to perform their assigned maintenance duties.

b. Ensuring that a work order is issued for performing each PM or CM task.

c. Reviewing equipment or system records to ensure that maintenance is being accomplished.

d. Determining the effectiveness of the program, and implementing changes as required.

### 305.4.2 Annual Maintenance Plan:

Preparing and implementing an annual maintenance plan, which includes a schedule for performing PM actions throughout the year.

**Reliability Centered Maintenance**

As part of the planning for the station's annual PM schedule, stations are authorized to consider the concepts of **reliability centered maintenance**.

- Determine if the piece of equipment or system is critical or non-critical to the station's mission
- Identify the types of failures that might occur
- Evaluate the consequences if these failures occur
- For critical pieces of equipment or systems, schedule and perform PM to prevent those likely failures from occurring.
- For non-critical pieces of equipment or systems, determine if it makes sense from a mission and cost perspective to reduce the number of PM actions taken in favor of repairing and replacing the piece of equipment or system when a failure occurs. Based on this determination, schedule and perform the PM tasks that are deemed appropriate.

**Condition Monitoring Techniques**

In determining when to conduct PM tasks, stations may consider the use of condition monitoring techniques vice time-directed PM tasks where appropriate. As an example: Instead of scheduling power plant diesel engine overhauls for every 12,000 operating hours, station personnel may monitor key engine parameters to determine when an engine overhaul is required. Overhauls can then be scheduled for whenever the parameters indicate the need. The proper use of condition monitoring techniques prevents the application of excessive PM and increases equipment or system availability. However, the successful use of such techniques is dependent on keeping complete and accurate operating and maintenance logs.

### 305.4.3 Standard Maintenance Procedure (SMP):

a. Identifying each piece of equipment or system requiring PM, and determining the PM requirements for that piece of equipment or system. This responsibility includes determining the required PM intervals and the most cost effective means of performing the PM.

b. Issuing a written SMP for each piece (or type) of equipment or system with a PM requirement. The SMP will describe the PM that is required, explain how the PM is to be performed, and identify the equipment and supplies needed to perform the PM.

c. Assigning a reference number to each SMP. A reference number can be any numeric or alphanumeric identifier that uniquely identifies the maintenance procedure. For example:

| | | Sample SMP Reference Numbers | | |
|---|---|---|---|---|
| **305-SAO-017**<br>**305-THA-TX036** | **=** | **TSI Reference** | **Station's 3-Digit Designation** | **Serial Number Assigned (Numeric or Alphanumeric)** |
| | | **305** | **SAO** | **017** |
| | | **305** | **THA** | **TX036** |

d. Having the Unit supervisors review their SMP's, update them if required, and certify their accuracy to the Transmitting Station Manager annually (minimum).

e. Maintaining a copy of each SMP in a central file. The SMP's should be filed in a logically organized sequence.

f. Maintaining a master index (listing) of the SMP's. This index will show: all equipment or systems requiring PM; the applicable SMP reference number; and the PM intervals. The index will be segmented by Unit, and reviewed every two years.

g. The format and instructions for preparing an SMP are located at the Appendix to this TSI.

### 305.4.4 Corrective Maintenance Procedures:

Having written procedures in place for performing common CM maintenance actions.

### 305.4.5 Daily Operating Log:

a. Maintaining a daily operating log on major equipment items or systems like transmitters and power plant engines. Data from the daily logs will be useful in preparing reports required by other TSI's.

b. Ensuring the log includes operating hours and appropriate electrical, pressure and temperature measurements to allow tracking of trends and provide early warning of operational problems. At stations with power plants, the switchboard readings should be included either with the engine log or on a separate plant log.

c. Filing a copy of the daily operating log in the equipment logbook (file) each month for reference purposes.

### 305.4.6 Equipment Logbook:

Establishing and maintaining an equipment logbook (individual folder, book, or computerized data file) for each piece of equipment or system requiring maintenance. The equipment logbook is used to document the performance of both PM and CM. All maintenance related documents pertaining to this piece of equipment or system will be maintained in this logbook to include:

- A copy of the SMP for each PM requirement.
- A copy of each completed work order.

- A copy of all manufacturer safety bulletins.

- Any other documents pertaining to maintenance that may enhance the technician's performance.

### 305.4.7 Documenting Overhauls, and Major Repairs:

Retaining documentation that shows the work that was accomplished and the condition of the equipment or system at time of reassembly and testing, when a major piece of equipment or system is overhauled or receives major maintenance. Examples of the documentation would include an engine overhaul data sheet for power plant engines and a proof of performance test for a transmitter.

**APPENDIX:** Sample Format for an SMP

# APPENDIX TO TSI-305
# SAMPLE FORMAT FOR A SMP

U.S. Agency for Global Media (USAGM)
ATLANTIC TRANSMITTING STATION

STANDARD MAINTENANCE PROCEDURE NO. 305-ATS-001

| | |
|---|---|
| TASK DESCRIPTION: | A one-sentence statement describing the task. |
| RESPONSIBILITY: | Position Title which has responsibility for ensuring that the SMP is current. |
| APPROVED: | *Unit Supervisor's signature* |
| DATE: | Date SMP was approved for use. |
| EQUIPMENT/SYSTEM: | List the equipment or system(s) and serial number(s) for which the SMP applies. |
| FREQUENCY: | State how often during the year the task is to be accomplished. |
| LOCATION: | List the physical location(s) of the equipment or system(s). |
| SAFETY: | Describe all safety precautions that must be taken only if these precautions are not addressed in the step-by-step instructions. |

TOOLS/MATERIALS/EQUIPMENT:

| | |
|---|---|
| a. Tools | List all required tools. |
| b. Materials | List all required parts and materials. |
| c. Equipment | List required test and safety equipment. |
| PROCEDURE: | Identify each step in the process, and explain exactly what must be accomplished, and how it is to be accomplished. |

Step 1:

Step 2:

# PLANNED MAINTENANCE AFFECTING THE AGENCY'S BROADCAST SCHEDULE

## 306.1 PURPOSE

To provide the policies and procedures to be used by the transmitting stations to request the U.S. Agency for Global Media (USAGM) approval to conduct planned maintenance that will affect the Agency's ability to broadcast its programs as currently scheduled.

## 306.2 SCOPE

This TSI applies to all the transmitting stations. The Operations and Stations Division (T/EOS) is responsible for this TSI. It was prepared by the Network Support Branch (T/EOS/N).

## 306.3 REFERENCE

TSI-401, Irregularity Reporting

## 306.4 APPLICABILITY

The requirements in this TSI apply to all broadcasts scheduled by the Agency to include broadcasts emanating from the transmitting stations and subsidiary (MW and FM) sites.

The requirements in this TSI apply to all planned maintenance activities to be conducted at a transmitting station or subsidiary site that will result in downtime (missed broadcasts) if the current broadcast schedule cannot be rearranged. It applies to planned maintenance activities being carried out by station personnel or its contractors.

## 306.5 GENERAL

As a matter of practice, the transmitting stations are expected to schedule their planned maintenance activities so as not to interfere with the Agency's broadcast schedule. *Emergency maintenance* that must be conducted while scheduled broadcasting is being aired is expected to be conducted in a safe but expedited manner in order to minimize lost programming.

There are times when planned maintenance can only be accomplished during timeframes that will result in downtime if the Agency's broadcasts cannot be rescheduled. Before this maintenance can be conducted, the transmitting station must obtain Washington's approval. This requirement is necessary to ensure that the maintenance activity and its potential for causing lost programming is coordinated in advance with VOA and/or the affected broadcast entities (MBN, RFE/RL, RFA, etc.).

Note: Any planned maintenance that could potentially result in downtime, regardless of the amount of programming to be lost, must be approved in Washington. The loss of one hour of programming is handled in the same manner as 15 days of downtime.

306.6 SCHEDULING THE PLANNED MAINTENANCE

***Planned Maintenance that Will Result in the Loss of One (1) Broadcast Day or Less:***

- Establish the date that the planned maintenance will be accomplished.
- Request Washington's approval a minimum of 14 days before conducting the maintenance on the date specified (see paragraph 306.7).
- The TSI headquarters staff will coordinate the maintenance downtime with the affected broadcast entities, and unless there is a "show stopper", will advise the station to proceed with the maintenance.

***Planned Maintenance that Will Result in the Loss of More than One (1) Broadcast Day:***

- Before locking in set dates, request Washington's approval. Provide the number of days of downtime required, and your preferred dates for accomplishing the maintenance. Make this request as far in advance as possible, but a minimum of 14 days before the proposed start date.
- The TSI headquarters staff will coordinate the maintenance downtime with the affected broadcast entities, and advise the station to proceed with the maintenance on dates agreed to by the affected broadcast entities. This step in the process will minimize any detrimental effects on the broadcast mission.

306.7 APPROVAL PROCEDURES

1. A minimum of 14 days prior to the start date for the planned maintenance, the transmitting station will send a FAXFAX to T/EOS/N, with a copy to the Spectrum Management Branch (T/EBF), requesting approval for the planned maintenance that will have an impact on the broadcast schedule. The FAXFAX will contain:

a. Site where maintenance will be conducted (transmitting station, or subsidiary site).

b. Transmitter(s) affected.

c. If one (1) day or less of downtime is required, provide the date and times the planned maintenance will be conducted. If more than one (1) day of downtime is required, provide the number of days of downtime required, and the preferred dates and times for conducting the maintenance. Also describe the impact that the maintenance activity will have on the broadcast schedule.

d. Reason for the requested downtime.

**----------Example----------**

| | |
|---|---|
| Message No. | FAXFAX-ATL-11125-00086 |
| Date Sent | 5/4/2011 5:05:00 AM |
| Message Tag | FREQUENCY |
| Message Type | Action |
| Msg Priority | Normal |
| Emailed To | (T/EBF) |
| Msg Subject | PLANNED MAINTENANCE |

Message

REQUEST APPROVAL TO CONDUCT PLANNED MAINTENANCE ON TRANSMITTER ATL-2. IN SUPPORT OF THIS REQUEST, THE FOLLOWING INFORMATION IS PROVIDED:

A. THE MAINTENANCE WILL BE CONDUCTED AT THE ATLANTIC TRANSMITTING STATION.

B. THE SW TRANSMITTER AFFECTED IS ATL-2.

C. THE MAINTENANCE WILL BE CONDUCTED BETWEEN 0500-1400 UTC ON 31 MAY 2011. THIS TRANSMITTER IS SCHEDULED TO BROADCAST FOR SIX (6) HOURS DURING THIS PERIOD.

D. THE SHUTDOWN IS A NECESSARY SAFETY MEASURE AS CONTRACTOR IS ON-SITE TO REPLACE THE TRANSMITTER'S XYZ CABLING.

REGARDS

2. TSI headquarters personnel will coordinate the request with VOA and/or the affected broadcast entities.

3. After a decision has been made on the requested downtime, T/EOS will provide the transmitting station with approval (or disapproval) via FAXFAX for the conduct of the planned maintenance.

Note: No planned maintenance can commence until the station receives approval from T/EOS.

4. At the completion of the maintenance, the transmitting station will advise T/EOS/N by FAXFAX, with a copy to T/EBF, that the maintenance has been completed and that the station is ready to resume the normal broadcast schedule.

**----------Example----------**

| | |
|---|---|
| Message No. | FAXFAX-ATL-11125-00115 |
| Date Sent | 6/2/2011 5:05:00 AM |
| Message Tag | FREQUENCY |
| Message Type | Action |
| Msg Priority | Normal |
| Emailed To | (T/EBF) |
| Msg Subject | RESTORATION OF ATL-2 |

Message

PLANNED MAINTENANCE ON TRANSMITTER ATL-2 HAS BEEN COMPLETED. THE TRANSMITTER IS READY TO CARRY ITS SCHEDULE.

REGARDS

# IRREGULARITY REPORTING

## 401.1 PURPOSE OF INSTRUCTION

To inform management of how well the International Broadcasting Bureau (IBB) accomplishes its mission. In the short term, notification of irregularities allows management to take corrective action such as rebroadcasting programs or assigning alternate resources. In the long term, irregularity reports provide information for the logical allocation of engineering resources to restore facilities to full operation and maintain specified levels of performance.

## 401.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is the Network Support Branch T/EOS/N.

## 401.3 DEFINITIONS AND REPORTING CRITERIA

Assessment of the technical performance of IBB transmitter stations is based on the definitions that follow and the performance criteria established in MIL-STD-721.

Any deviation from the current IBB Transmission Schedule, and related operational instructions, where a transmitting station substitution was not available to completely resolve the time window of the deviation, is considered a broadcast irregularity. Because IBB defines the effectiveness of its mission in terms of broadcast hours, any measure of performance must account for the number of transmitter hours that were disrupted (or the number of transmitter hours that were not disrupted because substitutions were made for malfunctioning equipment). Therefore, each irregularity must be related to the transmitter hours affected whether a transmitter was directly involved in the malfunction or not.

Irregularities usually involve program disruptions as defined by one or more of the following criteria:

a. Any failure of equipment in the program path.

b. Any loss of scheduled transmissions due to outside or unidentified causes.

c. Any transmission interruption of more than 30 seconds regardless of cause or method of restoration (manual, automatic or self-correcting).

d. Any transmission of unscheduled material (including music fill, incorrect language, or dead air).

e. Use of any transmitter, antenna, program feed or power system other than specified in the transmission schedule or otherwise normally used (e.g., a power source), unless the station can provide substitute equipment that is functionally identical.

f. Operation of the assigned transmitter at more than one decibel below assigned power output, or at less than 95 percent average recurring negative peak modulation during programming.

g. Operation of the assigned antenna at other than the assigned azimuth, elevation, or beam width.

h. Any deviation in the broadcast time or assigned frequency that exceeds acceptable tolerances as listed in TSI-407.

i. Any transmission, which includes noise, intermittent modulation, or any other anomaly, which materially affects signal quality.

j. Use of any feed path, communications means, or other important service or capability, if use of that feed results in some degree of signal program degradation.

A transmitter off-on is not considered to be a broadcast irregularity. A transmitter off-on is defined as a temporary loss of carrier transmission during scheduled program broadcast, that is restored (normally) without human intervention, and occurs within the standard recycle period for the transmitter. A transmitter disruption lasting for a period of 30 seconds or less can generally be considered to be a transmitter off-on.

## 401.4 IRREGULARITY REPORTING PROCEDURES

Experience has shown that a broadcast disruption is usually a multifaceted event involving the cause of the disruption, the effects on one or more scheduled programs, and the attempts made to substitute resources to minimize the disruption. Irregularity reports describing such events must deal with these complexities.

A. REPORTING PROCEDURES:

Irregularities that do not have any substitutions associated with them shall be reported via an Irregularity Report. If an irregularity has a substitution that only partly covers the time duration of the irregularity it shall still be reported via an Irregularity Report. Irregularities that have a complete substitution for the entire time duration of the irregularity shall not be reported.

Irregularity reports shall be submitted as soon as practicable after the irregularity has occurred. The Irregularity Report shall be input into the Enhanced Irregularity Tracking System (EITS) application no later than the day of the irregularity. If the specific outage cause is not immediately

known, the irregularity report shall provide as much information as is immediately available, knowing that the report can be corrected when additional information becomes known.

Irregularity reports shall be submitted in accordance with the procedures defined in Paragraph 401.3, 401.4.A and 401.4.B.1 – 401.4.B.4.

Irregularity reports shall describe the cause of each irregularity, enumerate all of the effects (programs effected) associated with each cause, and describe the substitutions (if any) that were made to minimize the disruption of effected programs.

Irregularity reports may cover irregularities (causes) at several plants/sites assigned to a particular IBB Transmitting Station.

Notes on Reporting:

a. For each irregularity cause and associated effect(s), the report shall assign a composite "Irregularity Code" that is used for statistical analysis. Each code must be constructed to best describe the original cause of the failure and each particular effect. Irregularity codes are described in Attachment I.

b. The report shall provide the UTC date and time when the cause started and ended. The cause time range for a particular UTC day must cover the time range of all effects associated with that cause for that day, even when the effects are discontinuous and separated in time. When a particular cause (malfunction) recurs multiple times over an extended period, it is preferable that the cause (with all effects) be reported only once per the UTC day.

c. If a cause extends over several days (different start and end dates), the station should submit a report for each day the cause is "open;" each report should show that the cause is continuing (or ending), with appropriate dates and times, and should reference the original start date & time, and cause ID, in the cause remarks.

d. The report shall also provide the UTC time when each effect and each substitution started and ended. Effect and substitution start and end times must be within the UTC day being reported. The time range for each particular effect must cover the time range of all substitutions associated with that effect, even when substitutions are discontinuous and separated in time. (Effects should not be split into separate time ranges corresponding to substituted and non-substituted periods.)

e. Using the abbreviations listed in the IBB Transmission Schedule, the report shall associate each effected program with its scheduled transmitter, antenna structure, broadcast type, language, and network.

f. Using the appropriate Description and Remarks fields, the report shall briefly describe each irregularity cause, effect and, when applicable, substitution. At a minimum, the report should identify each scheduled network element that malfunctioned, and any elements that were substituted for scheduled elements.

## B. DATA ENTRY PROCEDURES FOR IRREGULARITY REPORTS

Irregularity reports shall be submitted as soon as practicable after the irregularity has occurred. The Irregularity Report shall be input into the Enhanced Irregularity Tracking System (EITS) application no later than the day of the irregularity. On the day of the irregularity, the web-EITS staff shall enter the Irregularity Data into the EITS database application. The outage data entered is then stored into the web-EITS database server for future reporting, statistical analysis, and data analysis.

### B.1 INPUT CAUSE

a. Open the Internet Explorer browser and enter the following web URL:

http://152.75.92.136/eits_dev14/index.asp

b. When prompted enter your Login and Password then click on LOGIN TO EITS to proceed. The Login script is your IBB e-mail address. The starter Password for all users is “1” without the quotation marks. Users are supposed to change their password right after their first login. Passwords can be changed by the Local Administrator at the UTILITIES/PASSWORD menu.

c. Select Irregularity/Input Cause from the menu bar.

d. Enter the data for the Cause, Irregularity and Substitution.

e. Then click on SAVE IRREGULARITY.

### B.2 EDIT RECORD “Not Yet Sent”

a. If an Irregularity was not completed or there was an error in data entry from a particular irregularity, select Irregularity/Edit Record.

b. Enter the Cause ID and edit the irregularity report record. Select SAVE CHANGES MADE.

### B.3 DELETE RECORD “Not Yet Sent”

a. Users can Delete a Record that is not yet sent to the database.

b. From the Irregularity/Edit Record menu click on the Delete button and the user is prompted to enter the reason why the report is being deleted. If nothing is entered the DELETE effort is canceled.

c. When a report is deleted it is not wiped out of the database.

B.4 EDIT RECORD "Already Sent"

a. If an Irregularity that have already been Sent to the SQL Server database requiring an EDIT can be accessed. Select Irregularity/Find Irreg from the menu bar and enter the Cause ID.

b. A summary of the Cause to be edited is listed. Select the Cause ID number in the Cause summary. The Cause is now ready to be edited.

c. Edit the Cause, then when completed select ADD CHANGES.

B.5 EDIT RECORD FROM A LIST OF "All Records Sent".

a. A user can access and edit an Irregularity from the database list.

b. Select Irregularity/Sent Irreg. All of the Irregularities that have been sent will appear listed by Cause ID. If an edit of any of these Irregularities is required, follow the procedure listed in B.4.b. and B.4.c. of this section.

B.6 PREVIEW REPORT

a. To review the report that includes Irregularity Reports yet to be click on Irregularity/Preview Report. A summary of all Irregularities will be listed by Cause ID.

b. Clicking on any of the Cause ID's lists the entire Irregularity Report data.

c. Once the user with CREATE/EDIT rights has had a chance to review the Irregularity Report they will select ALL IS OK, SEND NOW.

d. This then sends the Irregularity Record to the SQL Server Central database. At any time the Irregularity can be recalled from the central database and edited. It can also be viewed by any user.

e. Users can also Delete a Record that is not yet sent to the database from the Preview Report menu as well. If the user then chooses to Delete a Record from the Preview Report selection, proceed by following the instructions listed in section B.3.b.

## C. DATA ENTRY PROCEDURES FOR MONTHLY TRANSMITTER HOUR STATISTICS

On a monthly basis the web-EITS staff will enter the Monthly Transmitter Hour Statistics as listed on each of the station transmitters. In the event that the Monthly Transmitter Hour Statistics were entered incorrectly and sent to the database an edit capability exists. Lastly there exists an error checking routine that verifies the data entered for the Monthly Transmitter Hour Statistics in comparison to the Irregularity data entered during the month.

### C.1 ENTER MONTHLY TRANSMITTER HOURS STATISTICS

a. On a monthly basis the web-EITS staff will enter the Monthly Transmitter Hour Statistics as listed on each of the station transmitters.

b. Select the Statistics/Enter Off/On from the web-EITS menu bar.

c. Enter the Scheduled Time, Outage Time and OFF_ONS for each of the transmitters listed for that station.

d. Once this monthly data is entered click on SAVE STATS.

### C.2 EDIT MONTHLY TRANSMITTER HOURS STATISTICS

a. If the Monthly Transmitter Hour data is incorrect, it exists in the SQL Server database for editing.

b. Select the Statistics/EDIT Off/On from the web-EITS menu bar.

c. Correct the Scheduled Time, Outage Time and OFF_ONS for each of the transmitters requiring edits.

d. When the editing of the Monthly Transmitter Hours data is complete, select SAVE CHANGES.

### C.3 ERROR CHECKING ROUTINE

a. An error checking routine that verifies the accuracy of the data entered for the Monthly Transmitter Hour Statistics in comparison to the Irregularity data entered during the month is included.

b. The error checking routine applies to the Enter and Edit of the Monthly Transmitter Hour Statistics.

c. When the Monthly Transmitter Hour Statistics Outage Time is entered for each of the stations transmitters the value entered in the Enter Off/On or EDIT Off/On view must be within a certain tolerance of the total Irregularity Outage Time entered during the month and calculated for each transmitter.

d. After entering the Monthly Transmitter Hour Statistics Outage Time data for a particular transmitter and the SAVE CHANGES is selected, if the value entered is greater than the predetermined tolerance, an error message will appear stating, "OUTAGE TIME FOR TRANSMITTER "STA-##" DOES NOT MATCH PREVIOUSLY ENTERED IRREGULARITIES CLICK TRANSMITTER NAME TO VIEW ALL ITS IRREGULARITY FOR SELECTED MONTH".

e. Click OK. Then select the "STA-##" transmitter that is listed in the error message. This will open the "STA-##" transmitter Irregularities for the month, the Total Outage Time in a HH:MM:SS format, and the Total hours in a decimal format as shown in Figure 3.

f. Select the Back symbol from the Internet Explorer menu. Enter the Total hours (decimal format) for the transmitters Outage Time for the month. Then select SAVE CHANGES. The error message should not appear for that transmitter.

g. If the error message appears for another transmitter, complete the same procedure outlined in C.3.d through C.3.f.

h. If during this error checking process the Irregularity Total Outage Time is determined not to be accurate, then the Irregularity data needs to be edited as described in section B.4 or B.5.

## 401.5 CODES

A. LOCATION CODES

The IBB Network is organized with three digits, arranged in a hierarchical manner. The individual elements are listed, insofar as possible, in the order of distribution, from the source to the final antenna. Use the most exact designator possible - the one with the most significant digits. Pick only one location code for each unique disruption.

100 Source (e.g., studio)

111 Studio
112 Between Studio and Master Control
113 Master Control
114 Between Master Control and Output Port
115 Network Control Center (NCC)
116 Between Non-IBB Studio and Station

200 Feed

- 201 High Frequency (HF)
- 203 Telephone Lines
- 204 Leased Phone Line
- 205 Dial-Up Phone Patch

210 Leased Satellite Circuits (LSCs)

- 211 Between Source and Satellite
- 212 Between Source and Uplink Terminal
- 213 Within Uplink Terminal
- 214 Between Uplink and Downlink Terminals
- 215 Within Downlink Terminal
- 216 Between Downlink Terminal and Transmitting Station
- 217 Between Satellite and Transmitting Station

220 Satellite Interconnect System (SIS) - Uplink

- 221 Transmit Channel Equipment
- 222 Multiplex Equipment
- 223 Modulator
- 224 Upconverter
- 225 Uplink Switch (USW)

230 SIS-Downlink

- 231 Receive Channel Equipment
- 232 Demultiplex Equipment
- 233 Demodulator
- 234 Downconverter
- 235 Downlink Switch (DSW)

240 SIS-Control Unit

- 241 Aggregate Interface Switch (AIS) Equipment
- 242 High Power Amplifier (HPA)
- 243 Antenna
- 244 Antenna Tracking System
- 245 Low Noise Amplifier (LNA)
- 246 Interconnect Switching Unit (ISU)

250 TVRO - Uplink

- 251 Transmit Channel Equipment
- 252 Multiplex Equipment
- 253 Modulator
- 254 Upconverter
- 255 Uplink Switch (USW)

260 TVRO - Downlink

- 261 Receive Channel Equipment
- 262 Demultiplex Equipment
- 263 Demodulator
- 264 Downconverter
- 265 Downlink Switch (DSW)

270 TVRO - Control Unit

- 271 Aggregate Interface Switch (AIS) Equipment
- 272 High Power Amplifier (HPA)
- 273 Antenna
- 274 Antenna Tracking System
- 275 Low Noise Amplifier (LNA)
- 276 Interconnect Switching Unit (ISU)

420 Power Plant

- 421 Engine
- 422 Generator
- 423 Control System
- 424 DC Bus

430 Commercial Power

500 Inter-Plant/Microwave

600 Transmitter Plant

- 610 Operations Console
- 620 Transmitter
- 621 RF Exciter ("Carrier")
- 622 Audio Amplifier

623 Modulator
624 Intermediate Power Amplifier (IPA)
625 Final Power Amplifier (PA)
626 Power Supply
627 Control Circuitry

630 Cooling System (external to transmitter)

640 Transmission System

641 Balun (regardless of where physically located)
642 Switch Bay
643 Transmission Line
644 Antenna Slew Switch
645 Antenna Control Circuitry
646 Antenna Structure or Radiating Elements

999 Other or unknown

B. BROADCAST TYPE

A two-digit text character defines the type of broadcast of the effected network element.

| | |
|---|---|
| HF | High Frequency, Short Wave |
| MW | Medium Wave |
| FM | Frequency Modulated (FM Station) |
| TV | Television |

C. EFFECTS CODE

Multiple disrupted programs can result from one cause. The Effects Code defines the Nature of an effect associated with a particular cause. The Nature Code is a digit identifying the nature of the effect.

C.1 NATURE CODE

The Nature code defines the extent to which the actual transmission was acceptable or unacceptable. This code is also used to indicate the extent to which a substitution was acceptable. (See Note a, below.)

1 Transmission completely acceptable - only applies to substitutions.

2 More than one but less than six decibels below scheduled power (or nominal power if not specified), less than 95 percent but greater than 75 percent peak recurring modulation (see

Note b), deviation of broadcast time or frequency (see Note c), deviation of antenna orientation or configuration (see Note d).

3 Six decibels or more below scheduled power (or nominal power if not specified), less than 75 percent peak recurring modulation, or frequency deviation exceeding the limits of TSI-407.

4 No transmission as scheduled.

5 Unmodulated carrier

6 Deviant program content, such as music fill, test tone, wrong program, etc.

7 Noise, intermittent modulation, low modulation level (not less than 75 percent peak recurring modulation) or other anomalies. Program is degraded but not unintelligible.

8 Unintelligible or modulation level below 50 percent.

9 Other (explain in remarks)

C.2 NOTES ON NATURE CODES

a. Codes 2 and 7 indicate a transmission that is degraded but not considered lost. Codes 3, 4, 5, 6 and 8 indicate a transmission that is considered lost. In addition to actual loss of RF power, irregularity nature code 4 is used when a substitution is made for a scheduled transmitter or antenna.

b. During sustained periods of high program level, all transmitters and their associated audio processing gear shall be adjusted to produce 95-100 percent negative or positive peak modulation not less than 6 times per minute and generally not greater than 12-18 times per minute.

If proper modulation levels cannot be maintained at scheduled power, but can be attained at reduced power, power should be adjusted downward (not more than 6dB) until proper modulation is attained, and an irregularity shall be reported.

b. To continue transmission, frequency deviation must be within applicable FCC and international limits, and considered acceptable by the scheduler.

c. The nature codes corresponding to antenna deviations shall be consistent with the definitions of codes 1, 2 or 3 based on the dB reduction of the gain of the actual (substituted) antenna at the actual configuration and scheduled azimuth, relative to the gain of the scheduled antenna at scheduled configuration and azimuth. Antenna gains shall be estimated from the azimuthal pattern graphs (gain vs. azimuth, frequency and

configuration) for the actual and scheduled antennas. (If antenna documentation is not available, see the VOACAP program which provides azimuthal pattern graphs of generic curtain antennas.)

If the scheduled and actual antennas are curtain antennas of similar design, the following "rule-of-thumb" can be used to determine the nature code when the use of antenna graphs is impractical:

| Nature Code | Azimuth Deviation |
|---|---|
| 1. | Up to +/- 5 degrees |
| 2. | Between +/- 5 degrees and +/- 15 degrees |
| 3. | Greater than +/- 15 degrees |

The use of this rule assumes that transmitter power and other transmission parameters are in accordance with the schedule.

## 401.6 ATTACHMENTS

I. Irregularity Report Data Entry Form

II. Sample Input Cause Data Entry Form

III. Edit Record Data Entry List

IV. Sample Edit Record Data Entry Form

V. Preview Record Data Entry List

VI. Sample Preview Cause - Irregularity Report

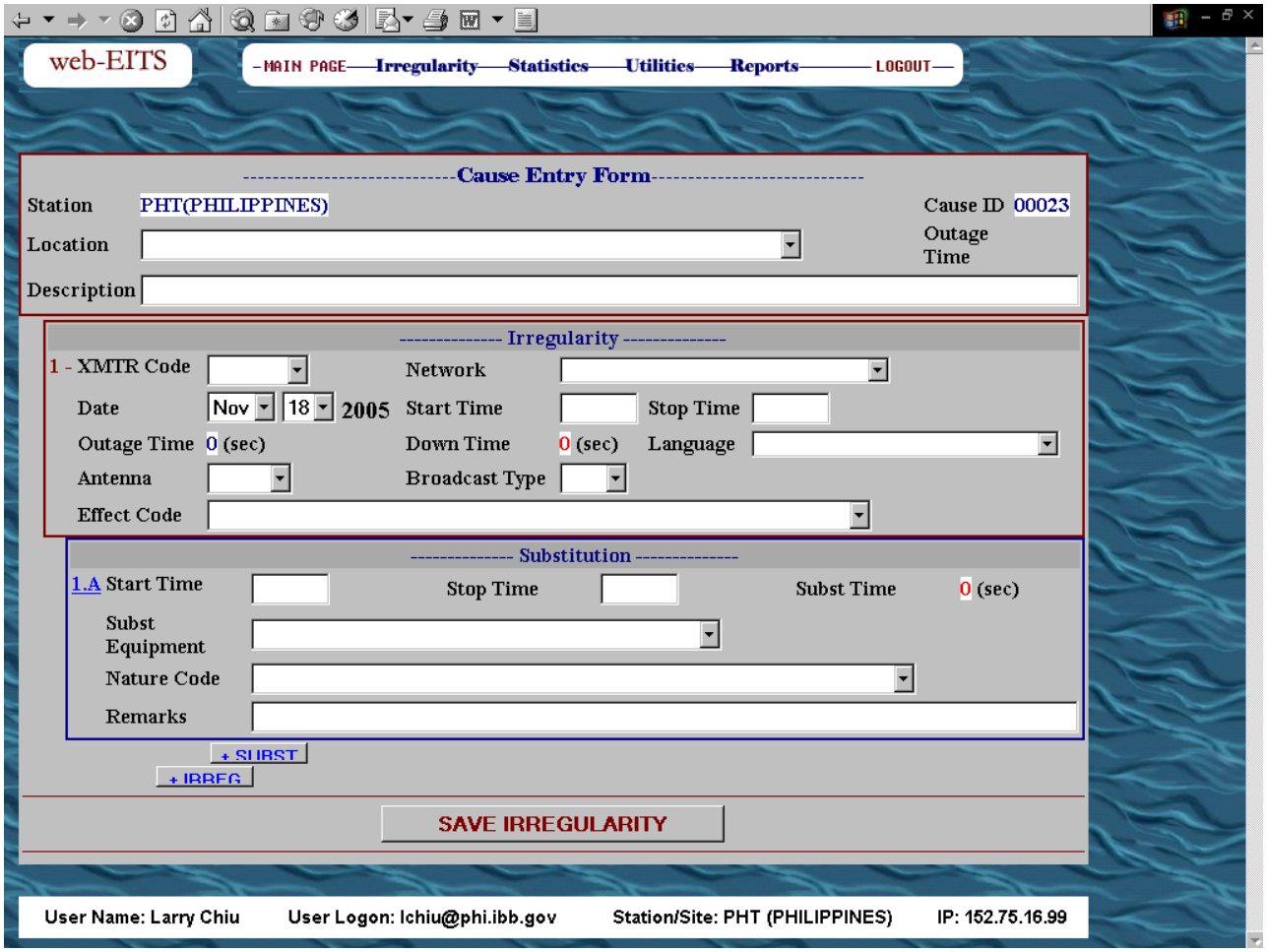
VII. Monthly Transmitter Hours Stats Data Entry Form

VIII. Sample Monthly Transmitter Hours Stats Report

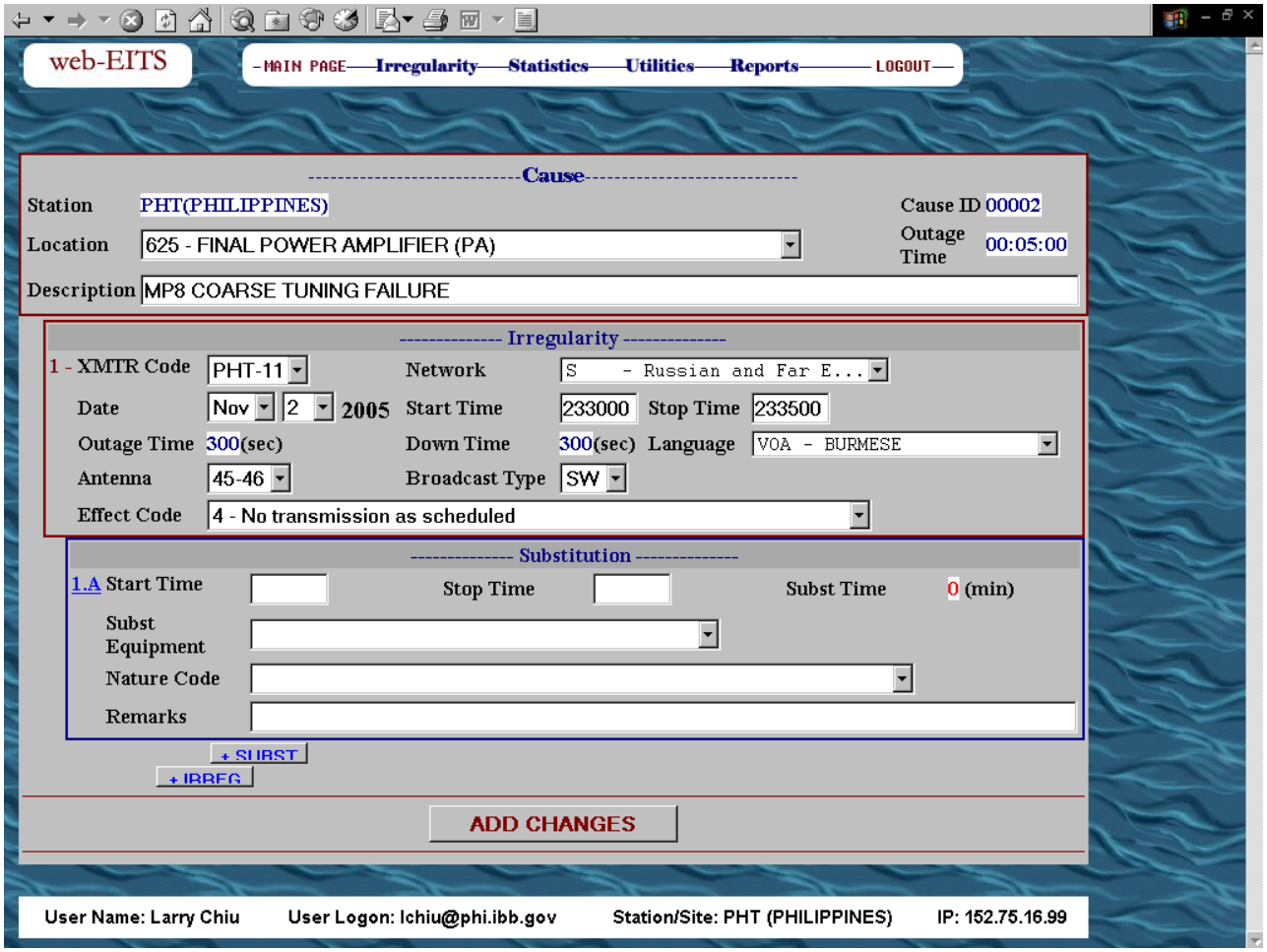
IX. Monthly Transmitter Hours Edit Form

X. Transmitter Monthly Irregularities listing Total Hours

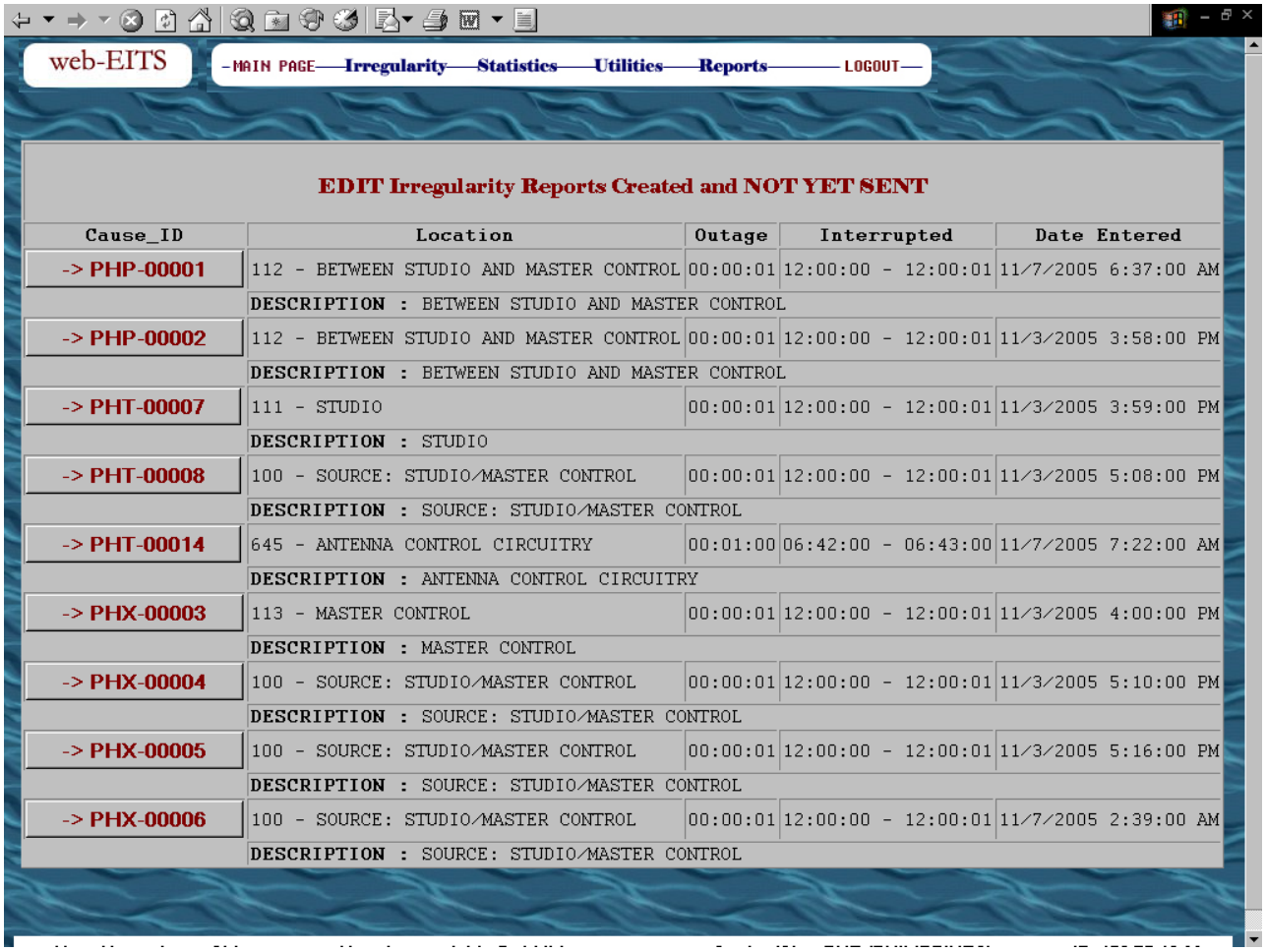
Attachment I. Irregularity Report Data Entry Form



Attachment II: Sample Input Cause Data Entry Form



Attachment III: Edit Record Data Entry List



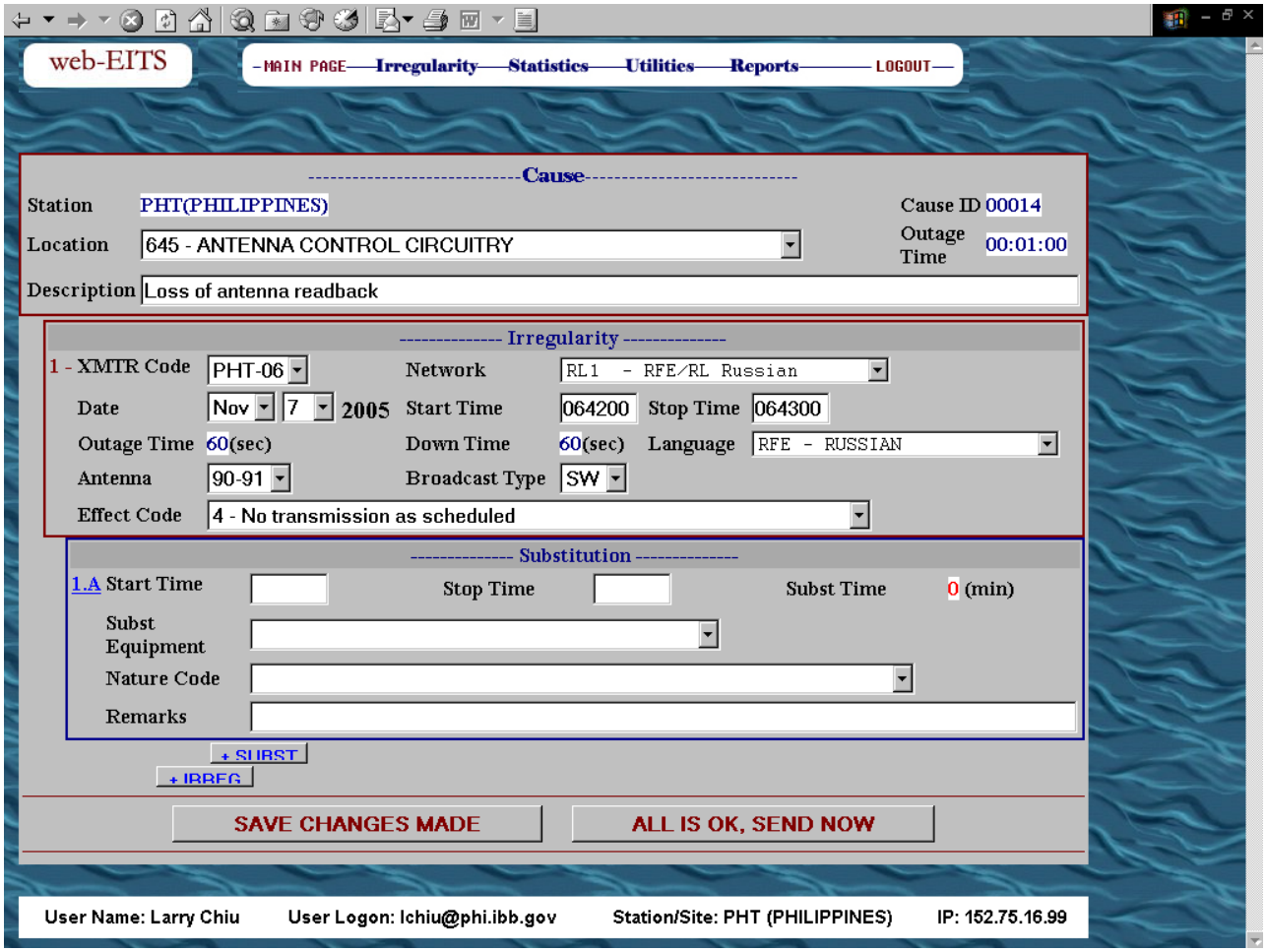
web-EITS

-MAIN PAGE—Irregularity—Statistics—Utilities—Reports—LOGOUT—

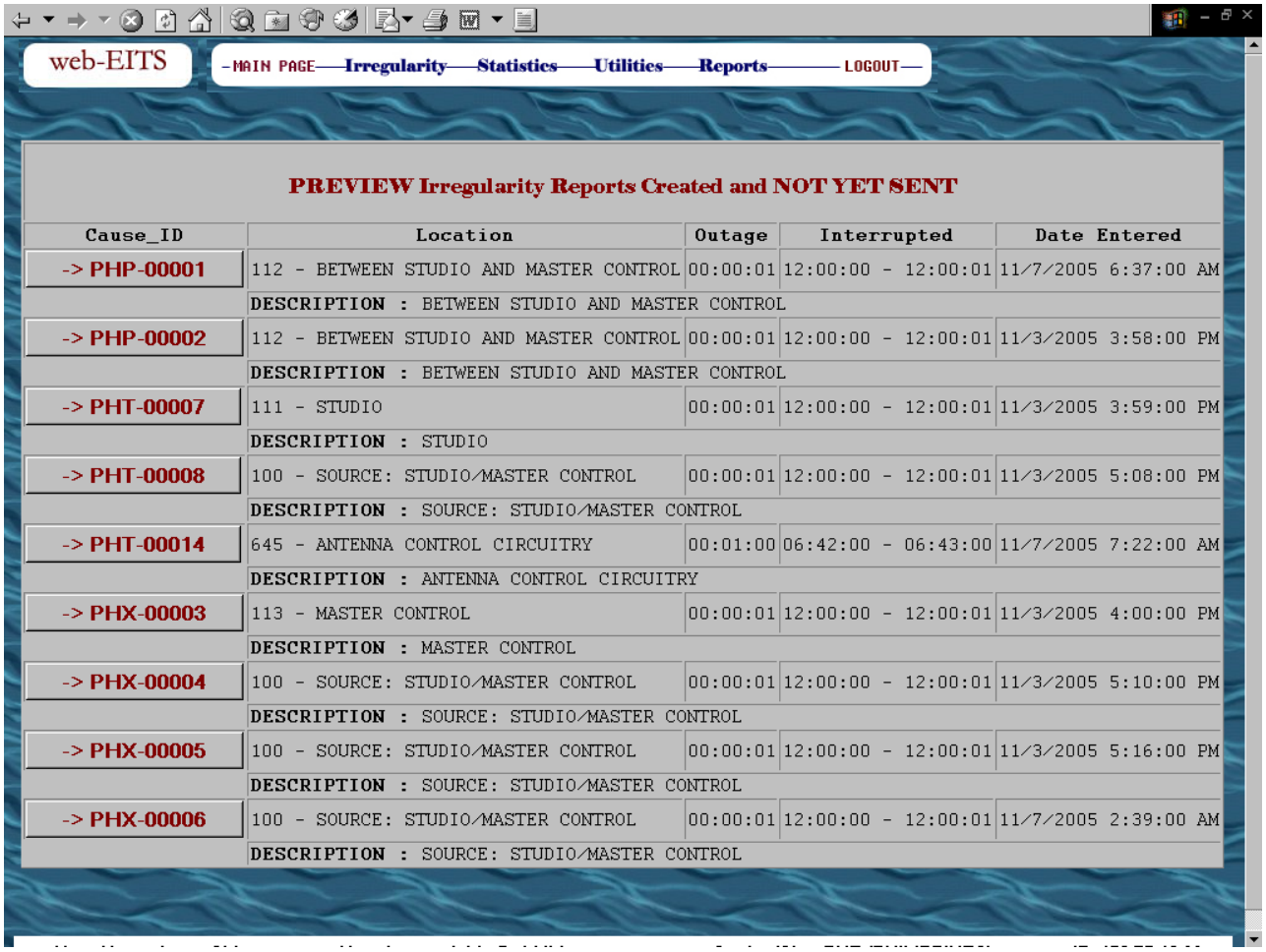
**EDIT Irregularity Reports Created and NOT YET SENT**

| Cause_ID | Location | Outage | Interrupted | Date Entered |
|---|---|---|---|---|
| -> PHP-00001 | 112 - BETWEEN STUDIO AND MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/7/2005 6:37:00 AM |
| | **DESCRIPTION** : BETWEEN STUDIO AND MASTER CONTROL | | | |
| -> PHP-00002 | 112 - BETWEEN STUDIO AND MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 3:58:00 PM |
| | **DESCRIPTION** : BETWEEN STUDIO AND MASTER CONTROL | | | |
| -> PHT-00007 | 111 - STUDIO | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 3:59:00 PM |
| | **DESCRIPTION** : STUDIO | | | |
| -> PHT-00008 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 5:08:00 PM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |
| -> PHT-00014 | 645 - ANTENNA CONTROL CIRCUITRY | 00:01:00 | 06:42:00 - 06:43:00 | 11/7/2005 7:22:00 AM |
| | **DESCRIPTION** : ANTENNA CONTROL CIRCUITRY | | | |
| -> PHX-00003 | 113 - MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 4:00:00 PM |
| | **DESCRIPTION** : MASTER CONTROL | | | |
| -> PHX-00004 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 5:10:00 PM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |
| -> PHX-00005 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 5:16:00 PM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |
| -> PHX-00006 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/7/2005 2:39:00 AM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |

Attachment IV: Sample Edit Record Data Entry Form



Attachment V: Preview Record Data Entry List



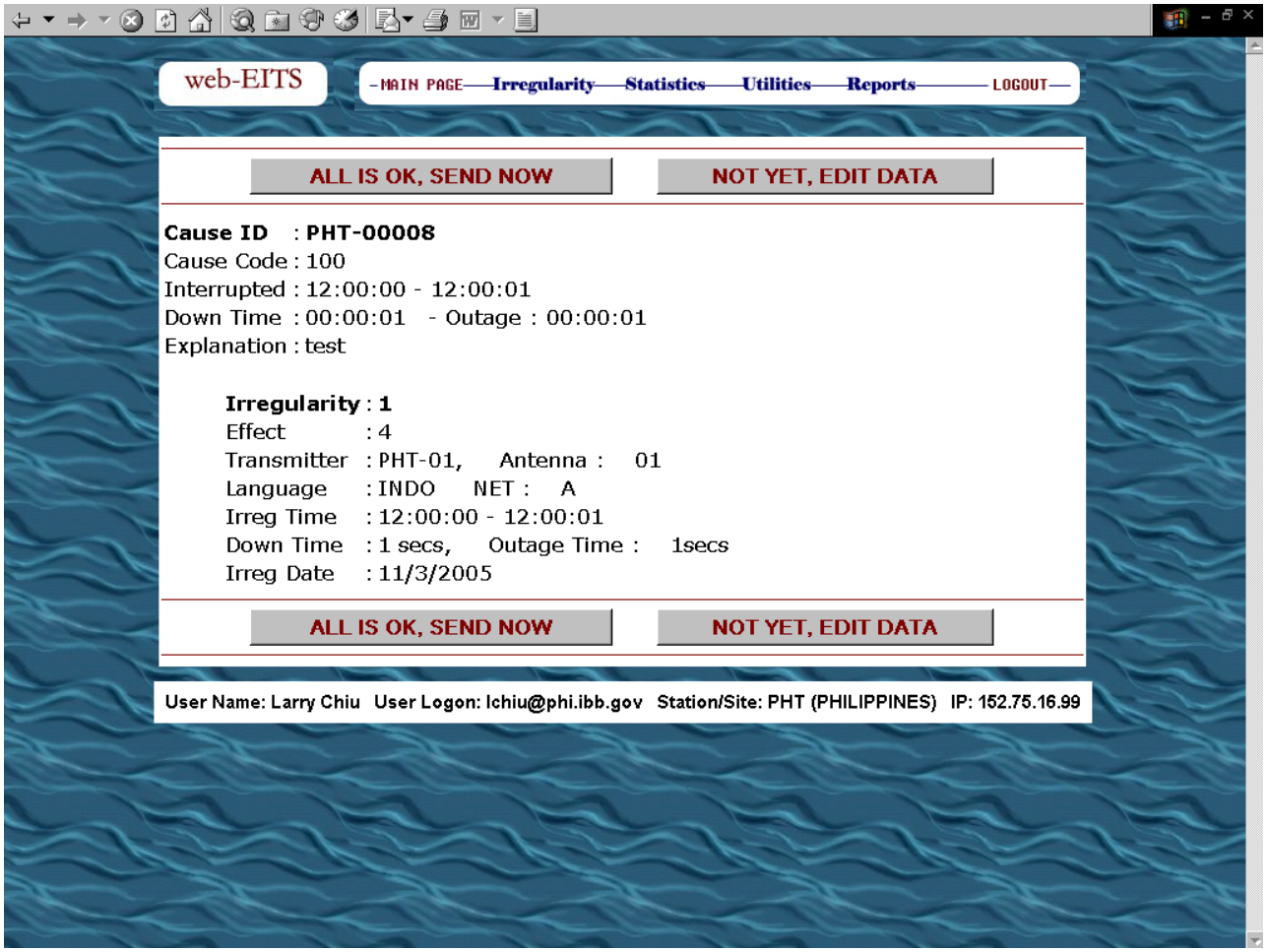
web-EITS

-MAIN PAGE—Irregularity—Statistics—Utilities—Reports—LOGOUT—

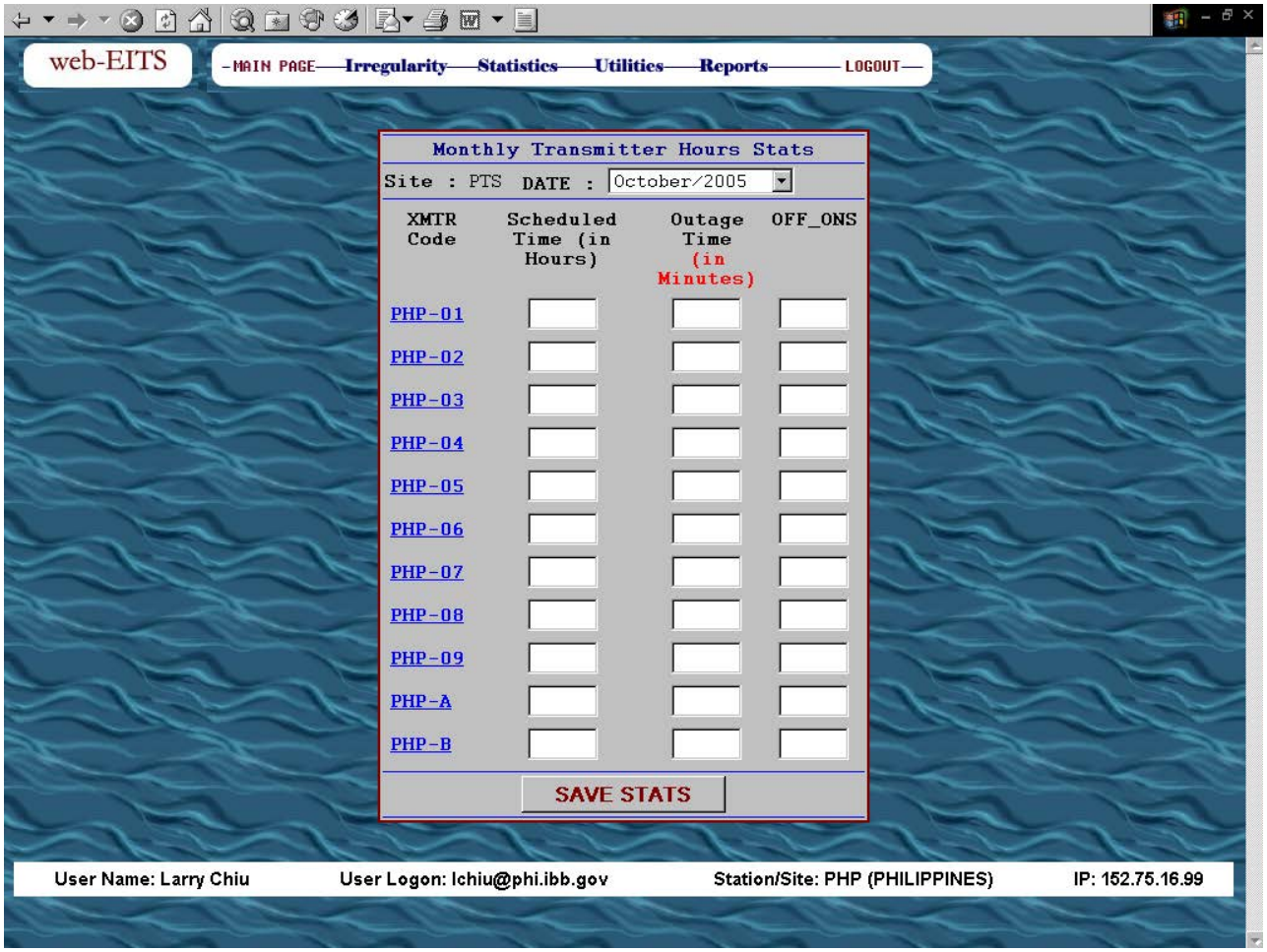
**PREVIEW Irregularity Reports Created and NOT YET SENT**

| Cause_ID | Location | Outage | Interrupted | Date Entered |
|---|---|---|---|---|
| -> PHP-00001 | 112 - BETWEEN STUDIO AND MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/7/2005 6:37:00 AM |
| | **DESCRIPTION** : BETWEEN STUDIO AND MASTER CONTROL | | | |
| -> PHP-00002 | 112 - BETWEEN STUDIO AND MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 3:58:00 PM |
| | **DESCRIPTION** : BETWEEN STUDIO AND MASTER CONTROL | | | |
| -> PHT-00007 | 111 - STUDIO | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 3:59:00 PM |
| | **DESCRIPTION** : STUDIO | | | |
| -> PHT-00008 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 5:08:00 PM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |
| -> PHT-00014 | 645 - ANTENNA CONTROL CIRCUITRY | 00:01:00 | 06:42:00 - 06:43:00 | 11/7/2005 7:22:00 AM |
| | **DESCRIPTION** : ANTENNA CONTROL CIRCUITRY | | | |
| -> PHX-00003 | 113 - MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 4:00:00 PM |
| | **DESCRIPTION** : MASTER CONTROL | | | |
| -> PHX-00004 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 5:10:00 PM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |
| -> PHX-00005 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/3/2005 5:16:00 PM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |
| -> PHX-00006 | 100 - SOURCE: STUDIO/MASTER CONTROL | 00:00:01 | 12:00:00 - 12:00:01 | 11/7/2005 2:39:00 AM |
| | **DESCRIPTION** : SOURCE: STUDIO/MASTER CONTROL | | | |

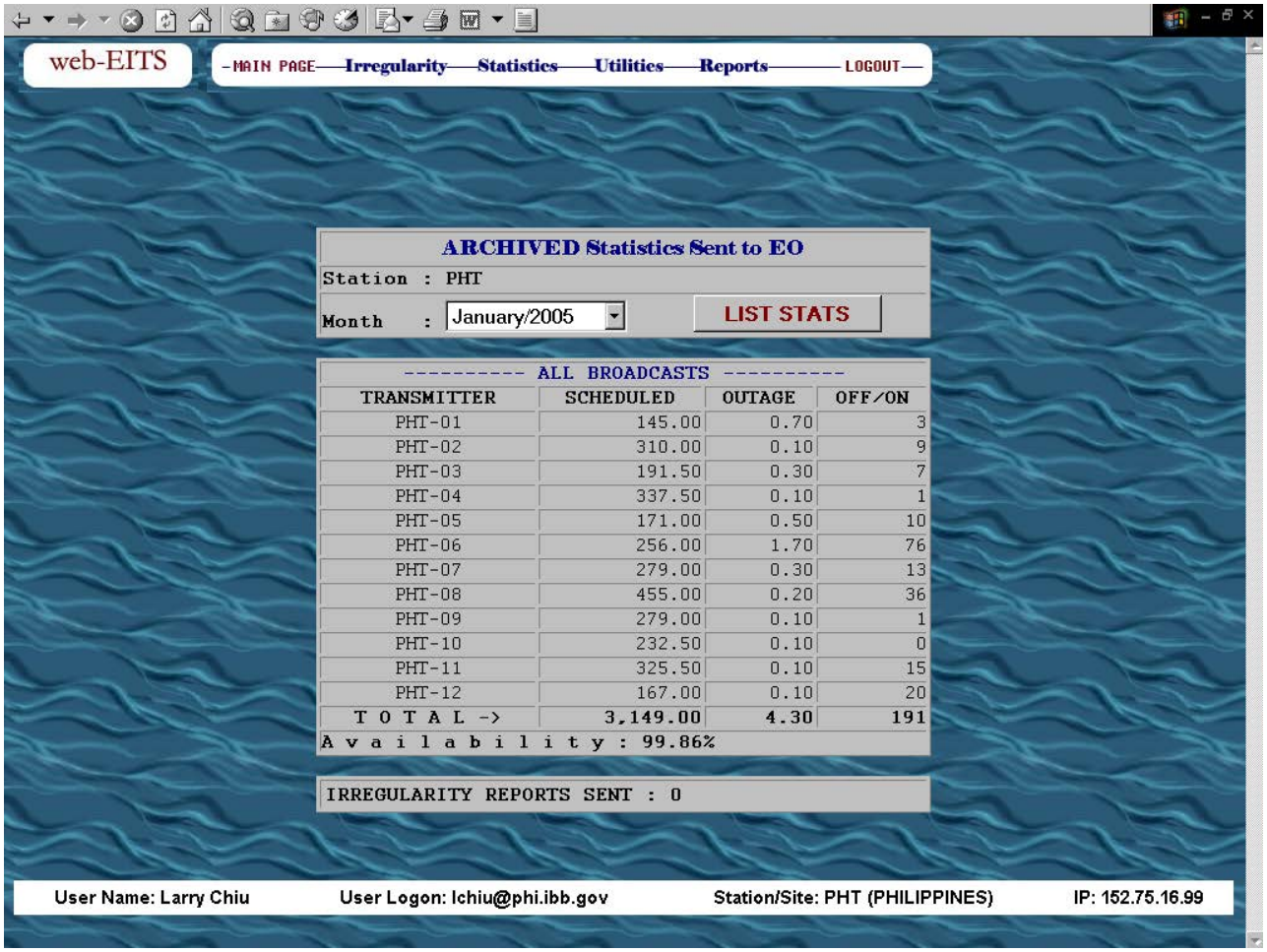
Attachment VI: Sample Preview Cause - Irregularity Report



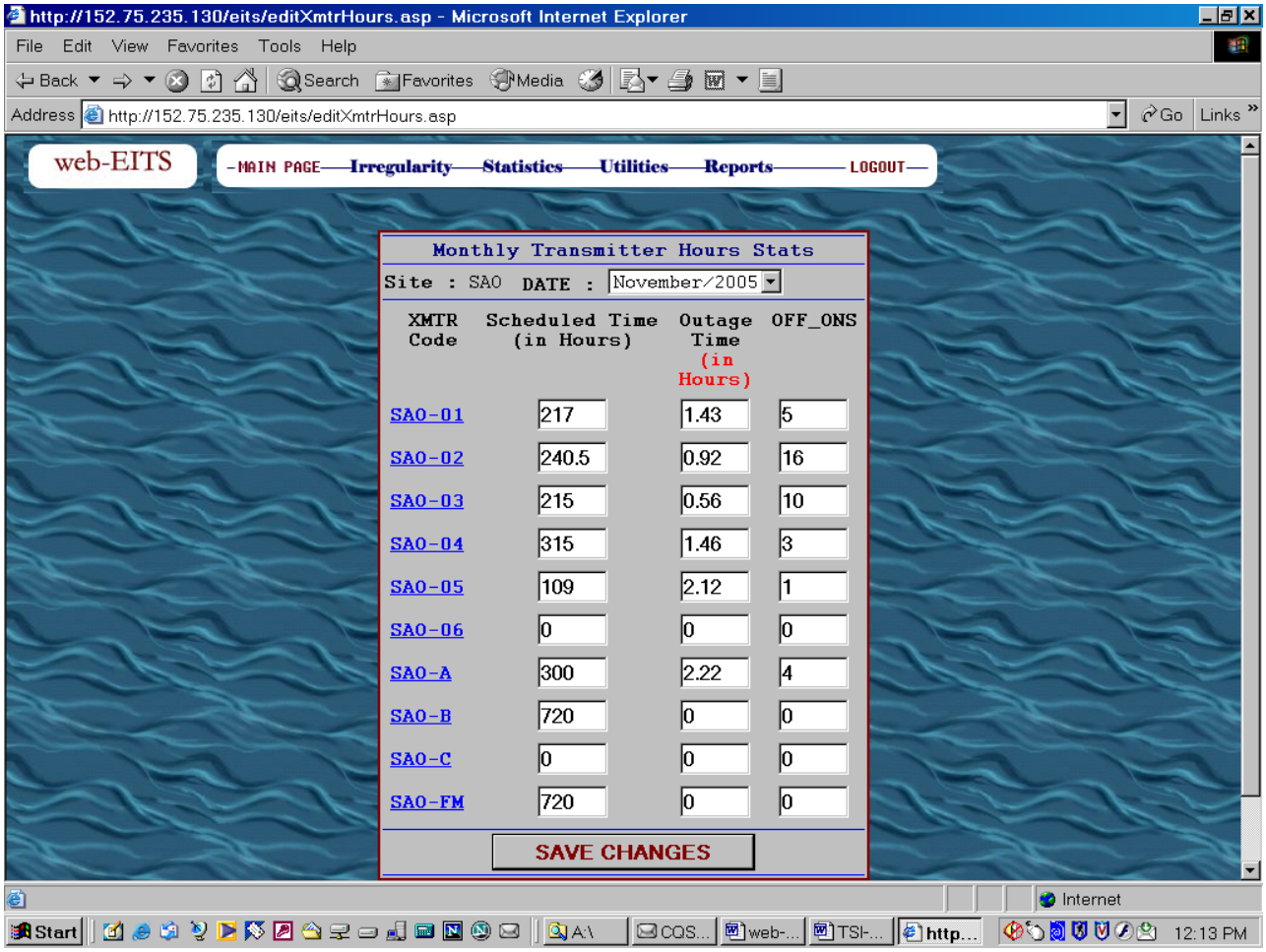
Attachment VII: Monthly Transmitter Hours Stats Data Entry Form



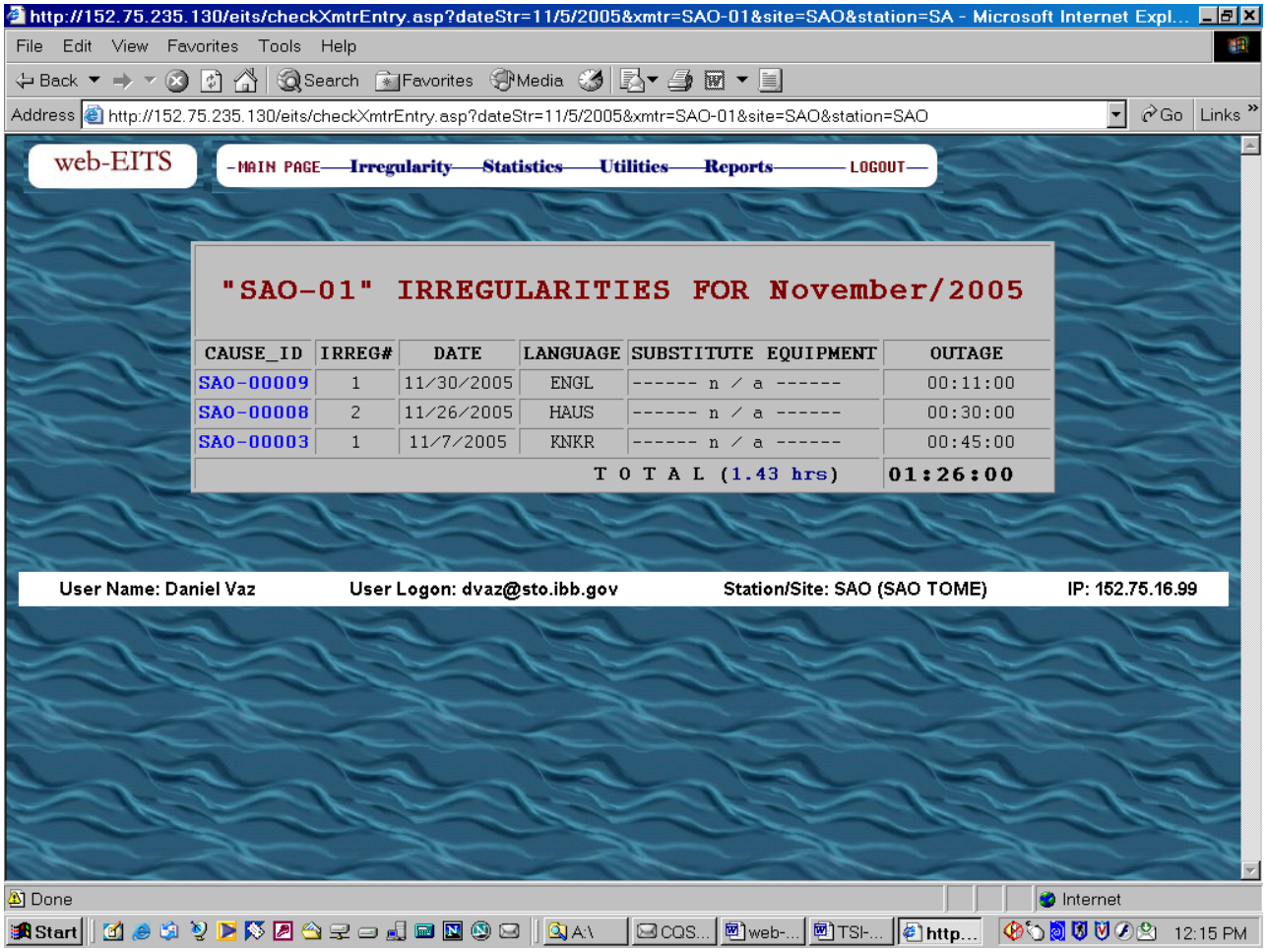
Attachment VIII: Sample Monthly Transmitter Hours Stats Report



Attachment IX: Monthly Transmitter Hours Edit Form



Attachment X: Transmitter Monthly Irregularities listing Total Hours



# TRANSMITTING STATION MONTHLY OPERATIONS REPORT

## 402.1 PURPOSE OF INSTRUCTION

To establish the format and content for the Transmitting Station Monthly Operations Report.

Note: The Monthly Operations Report is not an action document. Correspondence on matters requiring action should be submitted under separate cover.

## 402.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The Operations & Stations Division (T/EOS) is responsible for this TSI. The Network Support Branch (T/EOS/N) prepared this TSI.

## 402.3 SUBMISSION

The Monthly Operations Report from each transmitting station shall be submitted as a Word file attached to a FAXFAX and forwarded via the T/EOS FAXFAX System. The Report **shall be sent by the fifth working day of the month** following the month covered by the report.

## 402.4 FORMAT AND CONTENTS

### 402.4.1 GENERAL

- Paper: Standard U.S. letter size paper, 8.5 x 11.0 inches
- Margins: 1.0 inch
- Font: Times New Roman, 12pt font, black (except where smaller fonts may be required…in tables for example)
- Header: Station's name and the month & year of the report shall be shown in the upper right corner of each page
- Footer: The page number shall be shown centered on the bottom of all pages except the cover page.
- Pictures and Graphics: Each transmitting station has the option to include one picture on the report's cover page. No other pictures and/or graphics will be attached or embedded in this report. If a Station Manager feels that additional pictures and/or graphics are required to properly highlight an event that occurred during the month, this information should be sent to T/EOS as a separate report.

- Cover Page:

  Center of Page: TRANSMITTING STATION'S NAME
  MONTHLY OPERATIONS REPORT
  MONTH AND YEAR

  Right Corner of Page: Station Manager's Name
  Station Manager
  Date of Report

### 402.4.2 Paragraph 1.0 - MANAGER'S NARRATIVE (Executive Summary)

- Discuss significant events that occurred during the month. Routine station matters and normal operations should not be reported in this report.

- Provide station availability as a %

> Availability (%) = (A-B)/A x 100
>
> A = Total minutes of scheduled broadcasting time in a given month
> B = Total minutes of lost airtime in a given month.

- For outages, provide the number of hours

- Provide number of off/on's

### 402.4.3 Paragraph 2.0 TRANSMITTER PLANT

### 402.4.3.1 Paragraph 2.1 – TRANSMITTER STATISTICS, ALL TRANSMISSIONS

| TRANSMITTER STATISTICS, ALL TRANSMISSIONS | | | | | |
|---|---|---|---|---|---|
| Transmitter Number & Power | Total Filament Hours | Total Carrier Hours | Total Scheduled Program Hours | Total Program Outage Hours | Total Off/ On's |
| | | | | | |
| (Rows = Totals for each transmitter; show all elapsed times in decimal notation to nearest tenth of an hour.) | | | | | |
| | | | | | |
| | | | | | |
| Totals, All Transmissions: | | | | | |

Note: For those stations with more than one site, do not combine the statistics but provide a separate table for each site.

| DEFINITIONS FOR COLUMN HEADINGS | |
|---|---|
| Total Scheduled Program Hours | Compiled from Transmitter Program Schedule. Adjusted to include any program increases or decreases authorized during the month. |
| Total Program Outage Hours | A loss or severe degradation of scheduled programming, including the effect of equipment substitution that might reasonably be expected to result in a 6 dB or greater reduction in field strength at the intended target area. |
| Total Off/On's | An unscheduled carrier interruption of a duration that does not exceed the normal automatic recycling time of the transmitter involved. |
| Totals, All Transmissions: | Includes hours and off/on's for all USAGM and Non- USAGM transmissions. |

### 402.4.3.2 Paragraph 2.2 - TRANSMISSION OUTAGE HOURS BY CATEGORY

| TRANSMISSION OUTAGE HOURS BY CATEGORY | |
|---|---|
| Program Feed (SIS) Related: | |
| Primary Power Related: | |
| Transmitter Related: | |
| Antenna Related: | |

Note: For those stations with more than one site, do not combine the statistics but provide a separate table for each site.

### 402.4.3.3 Paragraph 2.3 - TUBE AND CAPACITOR FAILURES

**If a tube fails within the warranty**

| TRANSMITTER TUBE FAILURE DATA | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Tube Type | Tube Serial Number | TX No. | Anode Life, Hours | Date Tube Rcvd. | Date Tube Installed | Name Of Mfgr. | Reason For Removal | Spares On Hand |
| | | | | | | | | |
| (Report one failed tube per row. Elapsed time shall be shown to the nearest hour.) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

If a capacitor fails within the warranty

| TRANSMITTER CAPACITOR FAILURE DATA | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Cap Type | Cap Serial Number | TX No. | Cap Life, Hours | Date Cap Rcvd. | Date Cap Installed | Name Of Mfgr. | Reason For Removal | Spares On Hand |
| | | | | | | | | |
| (Report one failed capacitor per row. Elapsed time shall be shown to the nearest hour.) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

### 402.4.4 Paragraph 3.0 – SUBSIDIARY SITE STATUS

| STATUS OF SUPPORTED SUBSIDIARY SITES | | | | | | |
|---|---|---|---|---|---|---|
| Country | City | Station Type (FM, MW, TV) | Current Status | Last Checked | Comments | Actions |
| Ghana | Accra | FM | On air, nominal power | March 2015 | TX requires manual intervention to set power to 2kW after a mains AC power failure. It restarts with 1kW only. | Power supply tap fault will be investigated in November 2015 |
| | | | | | | |
| | | | | | | |

Sample Entry

### 402.4.5 Paragraph 4.0 POWER DISRUPTIONS

| POWER DISRUPTIONS | | |
|---|---|---|
| DATE | TIME LOST | PROBLEM |
| | | |
| | | |
| | | |
| | | |
| | | |

Note: Include both commercial power and

**402.4.6 Paragraph 5.0 PERSONNEL**

| FSO's ASSIGNED TO THE STATION | | | |
|---|---|---|---|
| NAME | GRADE | FUNCTIONAL ASSIGNMENT | TED |
| | | | |
| One line per FSO. Format for both domestic and overseas transmitting stations. | | | |
| | | | |
| | | | |

| STATUS AND/OR ASSIGNMENT CHANGES FOR FSN's, PSC's, & PSA's | | |
|---|---|---|
| NAME | TITLE | GRADE/STATUS CHANGE |
| | | |
| One line per employee. Format for overseas transmitting stations only. | | |
| | | |
| | | |

| PERSONNEL CHANGES FOR DOMESTIC EMPLOYEES | | |
|---|---|---|
| NAME | TITLE | CHANGE |
| | | |
| One line per employee. Format for domestic transmitting stations only. | | |
| | | |
| | | |

| TOTAL NUMBER OF STATION EMPLOYEES | | | | |
|---|---|---|---|---|
| | FSO | FSN | PSA | PSC |
| E Authorized Positions | | | | |
| Employees on Duty | | | | |
| Format for overseas transmitting stations only. | | | | |

| TOTAL NUMBER OF STATION EMPLOYEES | | |
|---|---|---|
| | FSO | DOMESTIC |
| E Authorized Positions | | |
| Employees on Payroll | | |
| Format for domestic transmitting stations only. | | |

| TOTAL ANNUAL SALARY FOR ALL FSN, PSA, & PSC EMPLOYEES | |
|---|---|
| Format for overseas transmitting stations only. | |

| CONTRACTED SERVICES | | | |
|---|---|---|---|
| CONTRACT NUMBER | DESCRIPTION | NUMBER OF EMPLOYEE BADGES ISSUED | $ VALUE |
| | | | |
| One line per contract. Format for both domestic and overseas transmitting stations | | | |
| | | | |
| | | | |

Note: List all contracted services (B&G, guards, etc.) and the total annual value of each service. Additionally, provide the number of employee badges issued against each contracted service. This information shall be updated when a change in value in a contracted service occurs. Do not include

**402.4.7 Paragraph 6.0 REQUISITIONS PROCESSED BY WASHINGTON (T/EOS/N)**

**402.4.7.1 Paragraph 6.1 - OPEN REQUISITIONS**

| REQUISITION NUMBER (In numerical sequence) | GENERAL DESCRIPTION |
|---|---|
| | |
| | |
| | |
| | |
| | |

Note: List all requisitions submitted to T/EOS/N that are still open. Each requisition should remain on the list until it is completed. Do not include requisitions processed by the station.

**402.4.7.2 Paragraph 6.2 - COMPLETED REQUISITIONS**

| REQUISITION NUMBER (In numerical sequence) | DESCRIPTION |
|---|---|
| | |
| | |
| | |
| | |

Note: List requisitions submitted to T/EOS/N that were completed during the month.

### 402.4.8 Paragraph 7.0 M&R PROJECT STATUS REPORT

| M&R PROJECT REPORT | |
|---|---|
| Project Title and M&R Project Number | |
| Amount of Funds Received and Date | |
| Project Execution Status Narrative (one sentence) | |
| Estimated Percent Complete | |
| Funds Obligated to Date | |
| Target Date for Obligating Remaining Funds | |
| Target Project Completion Date | |
| Comments, Problems, and/or Need for Washington Assistance | |

Note: Prepare a separate table for each ongoing M&R Project

### 402.4.9 Paragraph 8.0 MONTHLY UPDATES ON CAPITALIZED PROPERTY

Format for

| Date: | | | | |
|---|---|---|---|---|
| Station Name: | | | | |
| Report: Capital Property Items Purchased (Additions) | | | | |
| Barcode # | Description | Property Category # | Acquisition Cost | Acquisition Date |
| | | | | |
| | | | | |
| | | | | |

Be sure to include the backup documentation for each entry as part of the Monthly Report submission.

Format for

| Date: | | | | |
|---|---|---|---|---|
| Station Name: | | | | |
| Report: Capital Property Items Disposed Of (Deletions) | | | | |
| Barcode # | Description | Property Category # | Disposal Date | Type of Disposal Action |
| | | | | |
| | | | | |
| | | | | |

Be sure to include the backup documentation for each entry as part of the Monthly Report submission.

Format for

| Date: | | | | |
|---|---|---|---|---|
| Station Name: | | | | |
| Report: Capital Property Items In-transit (Transfers) | | | | |
| Barcode # | Description | Property Category # | Transfer Date | Receiving Organization |
| | | | | |
| | | | | |
| | | | | |

Be sure to include the backup documentation for each entry as part of the Monthly Report submission. Be sure that the documentation indicates why and where the item was transferred.

Format for

| Date: | | | | | |
|---|---|---|---|---|---|
| Station Name: | | | | | |
| Report: Capital Property Items with Adjustments or Changes to the Record's Data | | | | | |
| Barcode # | Description | Property Category # | Old Entry | New Entry | Reason For the Adjustment |
| | | | | | |
| | | | | | |
| | | | | | |

Be sure to include the backup documentation for each entry as part of the Monthly Report submission.

EXAMPLES OF SUPPORTING DOCUMENTATION

- Invoices to support acquisition costs
- Purchase orders

**402.4.10 Paragraph 9.0 MONTHLY TESTING OF THE MOBILE TELEPHONE SYSTEM** (TSI-404 Reporting Requirement)

| Date Tested | Successful | | Remarks |
|---|---|---|---|
| | Yes | No | |
| | | | |

# QUARTERLY AND ANNUAL STATISTICAL REPORTS

## 403.1 PURPOSE

The purpose of this TSI is to provide transmitting stations with the format and content for the quarterly and annual statistical reports.

## 403.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is the Network Support Branch (T/EOS/N).

## 403.3 OTHER APPLICABLE INSTRUCTIONS AND PUBLICATIONS

TSI-204, Federal Energy Management Program and the Annual Energy Report

## 403.4 GENERAL

The information in the quarterly and annual statistical reports is used within Operations & Stations Division (T/EOS) to:

- Evaluate station operations
- Estimate the following for each station and the Network as a whole:
    - Direct operating costs
    - Energy consumption costs
    - Replacement costs for transmitting tubes, and vacuum capacitors
    - Replacement costs for equipment, repair parts and supplies used in support of transmitter, antenna, control room, and power plant operations
    - Fuel and power costs
    - Motor vehicle usage and costs
- Prepare budget and other financial documentation, and make decisions on allotting funds
- Estimate anticipated costs and/or savings resulting from program changes
- Estimate the costs involved in expanding current facilities and/or adding additional facilities

## 403.5 REPORT SUBMISSION

The reports shall be submitted as an MS WORD file attached to a FAXFAX. The reports are based on the fiscal year and are due to T/EOS/N by the following dates:

- 1st Quarter: This report is due on January 20th and the information in the report shall cover the period October 1 through December 31.

- 2nd Quarter: This report is due on April 20th and the information in the report shall cover the period January 1 through March 31.

- 3rd Quarter: This report is due on July 20th and the information in the report shall cover the period April 1 through June 30.

- 4th Quarter: There is no 4th Quarter report. Stations shall prepare an annual report instead of a 4th Quarter report.

- Annual: This report is due on October 20th and the information in the report shall cover the entire fiscal year, October 1 through September 30. This annual report shall total the statistics for the four quarters of the fiscal year and shall be prepared using the same format as the quarterly reports.

### 403.6 FORMAT FOR THE REPORTS

The reports shall be prepared using MS WORD.

Each report shall have a cover page containing: station's name, report title (indicating the fiscal quarter, fiscal year, and type of report), and the Station Manager's name. An example of the cover page is illustrated in Appendix 2.

Each report shall follow the format shown in Appendix 3. The station's name, fiscal quarter, and fiscal year shall be shown in the upper right corner of each page and the page number shall be centered at the bottom of each page. The cover page shall not be numbered.

**APPENDICES:**

Appendix 1: Listing of Transmitters at the Transmitting Stations
Appendix 2: Sample Cover Page
Appendix 3: Format for the Quarterly and Annual Statistical Reports.

## APPENDIX 1: LISTING OF TRANSMITTERS AT THE TRANSMITTING STATIONS

| LISTING OF TRANSMITTERS AT THE TRANSMITTING STATIONS (As of 8/13/2013) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Station | Site | Rated Power (kW) | Make | Model | Band | Transmitter Designation | Modulator | MDCL Type | Remarks |
| Botswana | | 600 | Marconi | B6043 | MW | BOT-A | SSM | AMC | |
| Botswana | | 50 | Continental | 317C | MW | BOT B | 3CX3,000A1 | AM | |
| Botswana | | 100 | Continental | 418E | SW | BOT-1 | PSM | AMC | |
| Botswana | | 100 | Continental | 418E | SW | BOT-2 | PSM | AMC | |
| Botswana | | 100 | Continental | 418E | SW | BOT-3 | PSM | AMC | |
| Botswana | | 100 | Continental | 418E | SW | BOT-4 | PSM | AMC | |
| | | | | | | | | | |
| Germany | Cyprus | 600 | Thales | TMW 2800 | MW | CYP-A | Solid State | AMC | |
| Germany | Djibouti | 600 | Thales | TMW 2600 | MW | DJI-A | Solid State | AMC | |
| Germany | Kabul | 400 | Harris | DX-400 | MW | KAB-A | Solid State | ACC | |
| Germany | Khost | 200 | Harris | DX-200 | MW | KHO-A | Solid State | ACC | |
| | | | | | | | | | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-1 | SSM | CCM | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-2 | SSM | CCM | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-3 | SSM | CCM | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-4 | SSM | CCM | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-5 | SSM | CCM | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-6 | SSM | CCM | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-7 | 4CV100,000C | AM | |
| Germany | Biblis | 100 | Continental | 418D-1 | SW | BIB-8 | SSM | CCM | |
| | | | | | | | | | |
| Germany | Lampertheim | 100 | Continental | 418D | SW | LAM-1 | SSM | AMC | |
| Germany | Lampertheim | 100 | Continental | 418D | SW | LAM-2 | SSM | AMC | |
| Germany | Lampertheim | 100 | Continental | 418D-1 | SW | LAM-3 | SSM | AMC | |
| Germany | Lampertheim | 100 | Continental | 418D-1 | SW | LAM-4 | SSM | AMC | |
| Germany | Lampertheim | 100 | Continental | 418D-2 | SW | LAM-5 | SSM | AMC | |
| Germany | Lampertheim | 100 | Continental | 418D-2 | SW | LAM-6 | SSM | AMC | |
| Germany | Lampertheim | 100 | Continental | 418D-2 | SW | LAM-7 | SSM | AMC | |
| Germany | Lampertheim | 100 | Thomson | TRE-2315 | SW | LAM-8 | TH581 | DAM | |
| Germany | Lampertheim | 100 | Thomson | TRE-2315 | SW | LAM-9 | TH581 | DAM | Inactive |
| Greenville | | 500 | Continental | 420A | SW | GB-1 | 5681 | AM | |
| Greenville | | 500 | Continental | 420A | SW | GB-2 | 5681 | AM | |
| Greenville | | 500 | Continental | 420A | SW | GB-3 | 5681 | AM | |
| Greenville | | 250 | GE | 4BT250A1 | SW | GB-4 | 7482 | AM | |
| Greenville | | 250 | GE | 4BT250A1 | SW | GB-5 | 7482 | AM | |
| Greenville | | 250 | GE | 4BT250A1 | SW | GB-6 | 7482 | AM | |
| Greenville | | 500 | ABB | SK55C3-2P | SW | GB-7 | PSM | DCC | |
| Greenville | | 500 | AEG | S4005 | SW | GB-8 | PDM/TH558 | AM | |
| Greenville | | 50 | Continental | 617A | SW | GB-9 | ISB | ISB | Inactive |
| | | | | | | | | | |
| Kuwait | | 600 | Marconi | B6043 | MW | KWT-A | SSM | CCM | |
| Kuwait | | 50 | Continental | 317C-2 | MW | KWT-B | 3CX3,000A1 | AM | |
| Kuwait | | 150 | Continental | 318.5D | MW | KWT-C | 3CX3,000A1 | AM | |
| Kuwait | | 600 | Harris | DX 600 | MW | KWT-D | SOLID STATE | AMC | Not in Service |
| Kuwait | | 5 | Harris | Quest Z5CD | FM | KWT-F | SOLID STATE | N/A | |
| Kuwait | | 1 | Harris | Quest 1 | FM | KWT-G | SOLID STATE | N/A | |
| Kuwait | | 1 | Harris | Quest 1 | FM | BACKUP for F & G | SOLID STATE | N/A | |
| Kuwait | | 250 | Continental | 419F | SW | KWT-1 | SSM | CCM | |
| Kuwait | | 250 | Continental | 419F | SW | KWT-2 | SSM | CCM | |
| Kuwait | | 250 | Continental | 419F | SW | KWT-3 | SSM | CCM | |
| Kuwait | | 250 | Continental | 419F | SW | KWT-4 | SSM | CCM | |
| Kuwait | | 250 | Continental | 419F | SW | KWT-5 | SSM | CCM | |
| Kuwait | | 250 | Continental | 419F | SW | KWT-6 | SSM | CCM | |

| LISTING OF TRANSMITTERS AT THE TRANSMITTING STATIONS (As of 8/13/2013) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Station | Site | Rated Power (kW) | Make | Model | Band | Transmitter Designation | Modulator | MDCL Type | Remarks |
| Marianas | Saipan | 100 | Continental | 418E | SW | SAI-01 | SSM | AMC | |
| Marianas | Saipan | 100 | Continental | 418E | SW | SAI-02 | SSM | AMC | |
| Marianas | Saipan | 100 | Continental | 418F2 | SW | SAI-03 | SSM | AMC | |
| | | | | | | | | | |
| Marianas | Tinian | 500 | ABB | SK55C3-2P | SW | TIN-01 | PSM | AMC | |
| Marianas | Tinian | 500 | ABB | SK55C3-2P | SW | TIN-02 | PSM | AMC | |
| Marianas | Tinian | 500 | ABB | SK55C3-2P | SW | TIN-03 | PSM | AMC | |
| Marianas | Tinian | 500 | ABB | SK55C3-2P | SW | TIN-04 | PSM | AMC | |
| Marianas | Tinian | 500 | ABB | SK55C3-2P | SW | TIN-05 | PSM | AMC | |
| Marianas | Tinian | 500 | ABB | SK55C3-2P | SW | TIN-06 | PSM | AMC | |
| Marianas | Tinian | 250 | Continental | 419F-2 | SW | TIN-07 | SSM | AMC | |
| Marianas | Tinian | 250 | Continental | 419F-2 | SW | TIN-08 | SSM | AMC | |
| | | | | | | | | | |
| Philippines | Poro | 1000 | Harris | DX-1000 | MW | PHP-A | SOLID STATE | AMC | |
| Philippines | Tinang | 200 | Hughes | HC-114 | SW | PHT-1 | SSM | AMC | |
| Philippines | Tinang | 200 | Hughes | HC-114 | SW | PHT-2 | 4CV100,000C | AM | |
| Philippines | Tinang | 200 | Hughes | HC-114 | SW | PHT-3 | 4CV100,000C | AM | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-4 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-5 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-6 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-7 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-8 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-9 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-10 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-11 | SSM | AMC | |
| Philippines | Tinang | 250 | BBC | SK53C3 | SW | PHT-12 | SSM | AMC | |
| Philippines | Tinang | 50 | Gates | HF-50C | SW | PHX-1 | 6804 | AM | |
| Philippines | Tinang | 50 | Gates | HF-50C | SW | PHX-2 | 6804 | AM | |
| Philippines | Tinang | 50 | Gates | HF-50C | SW | PHX-3 | 6804 | AM | |
| | | | | | | | | | |
| Sao Tome | | 100 | Thomcast | AG TSW 2100 | SW | SAO-1 | SSM | DCC | |
| Sao Tome | | 100 | Thomcast | AG TSW 2100 | SW | SAO-2 | SSM | DCC | |
| Sao Tome | | 100 | Thomcast | AG TSW 2100 | SW | SAO-3 | SSM | DCC | |
| Sao Tome | | 100 | Thomcast | AG TSW 2100 | SW | SAO-4 | SSM | DCC | |
| Sao Tome | | 100 | Harris | VP-100B | SW | SAO-5 | 4CV100,000C | AM | |
| Sao Tome | | 600 | Thomcast | AG TMW 2600 | MW | SAO-A | SSM | DCC | |
| Sao Tome | | 25 | Harris | DX-25U | MW | SAO-B | SOLID STATE | AM | |
| Sao Tome | | 0.5 | Harris | ZX1000 | FM | SAO-FM | SOLID STATE | N/A | |
| | | | | | | | | | |
| Sri Lanka | | 500 | Marconi | B6128 | SW | IRA-1 | SSM | AMC | |
| Sri Lanka | | 500 | Marconi | B6128 | SW | IRA-2 | SSM | AMC | |
| Sri Lanka | | 500 | Marconi | B6128 | SW | IRA-3 | SSM | AMC | |
| Sri Lanka | | 500 | Marconi | B6132 | SW | IRA-4 | SSM | AMC | |
| Sri Lanka | | 250 | Continental | 419F2 | SW | IRA-5 | SSM | AMC | |
| Sri Lanka | | 250 | Continental | 419F | SW | IRA-6 | SSM | AMC | |
| Sri Lanka | | 250 | Continental | 419F | SW | IRA-7 | SSM | AMC | |
| | | | | | | | | | |
| Thailand | Bangkok | 1000 | Harris | DX-1000 | MW | BAK-1 | SOLID STATE | AMC | |
| Thailand | Udorn | 500 | Marconi | B6128 | SW | UDO-1 | SSM | AMC | |
| Thailand | Udorn | 500 | Marconi | B6128 | SW | UDO-2 | SSM | AMC | |
| Thailand | Udorn | 500 | Marconi | B6128 | SW | UDO-3 | SSM | AMC | |
| Thailand | Udorn | 500 | Marconi | B6128 | SW | UDO-4 | SSM | AMC | |
| Thailand | Udorn | 500 | Marconi | B6128 | SW | UDO-5 | SSM | AMC | |
| Thailand | Udorn | 500 | Marconi | B6128 | SW | UDO-6 | TH537 | AMC | |
| Thailand | Udorn | 500 | Marconi | B6128 | SW | UDO-7 | TH537 | AMC | |

**APPENDIX 2: SAMPLE COVER PAGE**

**ATLANTIC TRANSMITTING STATION**

**FIRST QUARTER, FY 2014 STATISTICAL REPORT**

**JOHN SMITH, STATION MANAGER**

## APPENDIX 3: FORMAT FOR THE QUARTERLY AND ANNUAL STATISTICAL REPORTS

**1.00 TRANSMITTER TUBE STATUS: For these charts, provide status on each type of transmitting tube used regardless of dollar value. If a tube fails with less than 500 anode hours, it is considered a shipping failure and is not counted when computing the "average hours in use prior to failure".**

**In computing *AVERAGE HOURS IN USE PRIOR TO FAILURE*, average only the failures that occurred within the past three years. If fewer than 10 failures occurred within the time period, indicate the number of failures in parentheses.**

1.01 New Transmitter Tube Failure Information

| NEW TRANSMITTER TUBE - FAILURES FOR THE CURRENT FISCAL YEAR | | | |
|---|---|---|---|
| **TUBE TYPE** | **FAILURES UNDER 500 ANODE HOURS** | **FAILURES OVER 500 ANODE HOURS** | **AVERAGE HOURS IN USE PRIOR TO FAILURE** |
| | | | |
| | | | |

1.02 Rebuilt Transmitter Tube Failure Information

| REBUILT TRANSMITTER TUBE - FAILURES FOR THE CURRENT FISCAL YEAR | | | |
|---|---|---|---|
| **TUBE TYPE** | **FAILURES UNDER 500 ANODE HOURS** | **FAILURES OVER 500 ANODE HOURS** | **AVERAGE HOURS IN USE PRIOR TO FAILURE** |
| | | | |

1.03 New Transmitter Tube Stockage Information

| NEW TRANSMITTER TUBES - CURRENT STOCKAGE | | | | | | |
|---|---|---|---|---|---|---|
| **TUBE TYPE** | **QUANTITY IN USE** | **AVERAGE NUMBER OF HOURS CURRENTLY IN USE** | **QUANTITY IN STOCK** | **QUANTITY ON ORDER** | **NUMBER OF TUBES TO BE ORDERED IN CURRENT FY** | **NUMBER OF TUBES TO BE ORDERED IN NEXT FY** |
| | | | | | | |
| | | | | | | |

1.04 Rebuilt Transmitter Tube Stockage Information

| REBUILT TRANSMITTER TUBES - CURRENT STOCKAGE | | | | | | |
|---|---|---|---|---|---|---|
| **TUBE TYPE** | **QUANTITY IN USE** | **AVERAGE NUMBER OF HOURS CURRENTLY IN USE** | **QUANTITY IN STOCK** | **QUANTITY ON ORDER** | **NUMBER OF TUBES TO BE ORDERED IN CURRENT FY** | **NUMBER OF TUBES TO BE ORDERED IN NEXT FY** |
| | | | | | | |
| | | | | | | |

**2.00 VACUUM CAPACITOR: For both charts, provide status on each type of vacuum capacitor used regardless of dollar value.**

2.01 Vacuum Capacitor Failure Information

| VACUUM CAPACITOR - FAILURES FOR THE CURRENT FISCAL YEAR | | |
|---|---|---|
| **CAPACITOR TYPE** | **NUMBER OF FAILURES** | **AVERAGE HOURS IN USE PRIOR TO FAILURE** |
| | | |
| | | |

2.02 Vacuum Capacitor Stockage Information

| VACUUM CAPACITORS - CURRENT STOCKAGE | | | | | | |
|---|---|---|---|---|---|---|
| **CAPACITOR TYPE** | **QUANTITY IN USE** | **AVERAGE NUMBER OF HOURS CURRENTLY IN USE** | **QUANTITY IN STOCK** | **QUANTITY ON ORDER** | **NUMBER OF CAPACITORS TO BE ORDERED IN CURRENT FY** | **NUMBER OF CAPACITORS TO BE ORDERED IN NEXT FY** |
| | | | | | | |
| | | | | | | |

**3.00 TRANSMITTER OPERATIONAL STATISTICS: List each transmitter and provide the information requested. When totaling the information for all transmitters, note that the "cost per broadcast hour" is an average cost for all the transmitters. If individual transmitters are not metered for kWh usage, the station shall estimate the kWh usage for the individual transmitters and describe how the estimate was obtained. All costs shall be in US dollars.**

| TRANSMITTER OPERATIONAL STATISTICS | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Transmitter** | **Scheduled Carrier Power (kW)** | **Carrier Hours** | **Scheduled Program Hours** | **Power Used (kWh)** | **Power Cost Per Broadcast Hour** | **Cost for Replacement Parts & Supplies** | **Cost for Transmitter Tubes** | **Cost for Vacuum Capacitors** | **Parts Cost Per Broadcast Hour** | **Total Cost Per Broadcast Hour** |
| | | | | | | | | | | |
| | | | a | b | c=(b cost)/a | d | E | F | g=(d+e+f)/a | h=(c+g) |
| | | | | | | | | | | |
| | | | | | (Sub Average) | | | | (Sub Average) | (Sub Average) |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **TOTALS (Or Average) For All TXs** | | | | | (Average) | | | | (Average) | (Average) |

**Note**: If the station utilizes transmitters of more than one design or model, or transmitters having different capabilities or limitations effecting operating cost (e.g., with and without solid state modulators), the station shall group like transmitter types, and provide sub-averages showing the *Power Cost per Broadcast Hour, Parts Cost per Broadcast Hour,* and *Total Cost per Broadcast Hour* for each group. Likewise, if certain transmitters are typically scheduled to operate at more than one nominal carrier power (e.g., 250 kW and 500 kW), the station shall list statistics for each power level, and, when appropriate, shall group like types at each power level, and provide sub-averages showing the *Costs per Broadcast Hour* for each group.

**4.00 ANTENNAS, SWITCH BAYS, TRANSMISSION LINES, MASTER CONTROL ROOM, SATELLITE INTERCONNECT SYSTEM (SIS), AND TEST EQUIPMENT OPERATIONAL STATISTICS: For each area, provide the cost for any equipment, parts and/or supplies purchased to support these operations.**

| | Cost of Replacement Equipment | Cost of Replacement Parts and Supplies | Total Cost |
|---|---|---|---|
| **Antennas** | | | |
| **Switch Bays** | | | |
| **Transmission Lines** | | | |
| **Master Control Room** | | | |
| **Satellite Interconnect System (SIS)** | | | |
| **Test Equipment**** | | | |
| **Total** | | | |

****Include the cost to calibrate test equipment with the "cost of replacement parts and supplies."

**5.00 ELECTRICAL POWER RELATED STATISTICS: For power purchased by the station, provide the information requested for each site/plant and the totals for the station. For power generated by the station, provide the information requested for each site-generator and the totals for the station.**

5.01 Power Purchased

| COMMERCIAL POWER STATISTICS | | | | |
|---|---|---|---|---|
| **Location (Site/Plant)** | **Period** | **Kilowatt Hours** | **Kilowatt Hour Rate** | **Total Cost** |
| | (From – Through) | | 0.0 | |
| | | | | |
| | | | | |
| **TOTALS For Station** | | | (Average) | |

5.02 Power Generated

| GENERATOR POWER PLANT STATISTICS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Site-Generator** | **Operating Hours** | **Kilowatt Hours** | **Cost of Replacement Parts & Material** | **Lube Oil (Gallons)** | **Cost of Lube Oil** | **Fuel Oil (Gallons)** | **Cost of Fuel Oil** | **Total Cost** | **Kilowatt Hour Rate** |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| **TOTALS For Station** | | | | | | | | | |

**Note:** If generator fuel oil consumption is not individually metered, provide all the other information requested for each generator, and for the fuel oil portion, provide only the total number of gallons and total cost of the fuel oil used by the plant. Generator fuel entries shall NOT include addends for heating fuel (6.00) or motor vehicle fuel (7.00).

5.03 Transmitter metering: **Information on transmitter metering is now reported as part of the station's annual report on energy (See TSI-204, Appendix 2, Section 1).**

5.04 Building metering; **Information on building metering is now reported as part of the station's annual report on energy (See TSI-204, Appendix 2, Section 2).**

**6.00 HEATING FUEL OIL USAGE STATISTICS: For stations using fuel oil for heating, supplying hot water, etc. (NOT including fuel oil for generation of electricity), provide the requested information for each site/plant and the total for the station.**

| HEATING FUEL OIL - CONSUMPTION AND COST | | | |
|---|---|---|---|
| **Location (Site/Plant)** | **Total Gallons** | **Average Cost Per Gallon** | **Total Cost of Fuel Oil Used** |
| | | | |
| | | | |
| **TOTALS For Station** | | | |

**7.00 MOTOR VEHICLE USAGE STATISTICS: Provide the requested information for each motor vehicle and the total for the station.**

| MOTOR VEHICLE USAGE STATISTICS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Barcode Number | Make | Model | Type of Vehicle | Type of Fuel | Gallons Used | Total Cost of Fuel | Miles Driven | Prorated Share of Indirect Maintenance Costs | Direct Maintenance Costs (less fuel) |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Totals For Station | | | | | | | | | |

**Indirect Maintenance Costs:** These are overhead-type costs that can be assigned to the overall maintenance operation but cannot be assigned to a specific vehicle. The types of indirect costs can vary from site to site depending on each site's capabilities for isolating costs for its maintenance operation. Some examples of indirect costs are: labor (time a mechanic spends on activities other than repairing a vehicle), common shop stock items (nuts, bolts, rags, etc.), new tool purchases, new equipment purchases, electricity, water, facility rentals, etc.

**Direct Maintenance Costs:** These are costs for the parts, labor, and lubricants that are used to maintain and repair a specific vehicle. They do not include fuel costs, which are reported separately on this chart.

**8.00 WATER USAGE/CONSUMPTION: Information on water consumption is now reported as part of the station's annual report on energy (See TSI-204, Appendix 2, Section 3).**

**9.00 STATISTICS ON TRANSMITTING STATION TRAVEL: List all local and overseas travel taken by station personnel (American/FSN) during the fiscal quarter. List all travel taken during the fiscal year in lieu of submitting a 4th Quarter report.**

| TRANSMITTING STATION TRAVEL STATISTICS | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **FSO Name** | **Position** | **Destination** | **Out of Country (Yes or No)** | **Purpose of the Travel** | **Organization Requesting the Travel*** | **Actual Cost in Dollars** | **Source of Funding (Station, T/EOS, etc.)** | **Actual Travel Dates 00/00/00-00/00/00** |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| **FSN Name** | **Position** | **Destination** | **Out of Country (Yes or No)** | **Purpose of the Travel** | **Organization Requesting the Travel*** | **Actual Cost in Dollars** | **Source of Funding (Station, T/EOS, etc.)** | **Actual Travel Dates 00/00/00-00/00/00** |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| **Total Cost FSO Travel** | | | | | | | | |
| **Total Cost FSN Travel** | | | | | | | | |
| **Total Cost All Travel** | | | | | | | | |

* Examples of requesting organizations might include MBN, T/EB, T/EOS, or possibly the host country government.

**10.00 ENERGY CONSERVATION MEASURES:** **Information on energy conservation measures is now reported as part of the station's annual report on energy (See TSI-204, Appendix 2, Section 17).**

# STATION EMERGENCY PLANS

## 404.1 PURPOSE

This TSI provides guidance to the transmitting stations on developing contingency plans for dealing with emergency situations.

## 404.2 SCOPE

This TSI applies to all transmitting stations. The proponent for this TSI is the Operations and Stations Division (T/EOS) in Washington.

## 404.3 REFERENCE

- 12 FAH-1, Emergency Planning Handbook
- TSI 412 – IT Disaster Recovery Plan Policy

## 404.4 GENERAL

1. USAGM transmitting stations must be ready and able to protect their staffs and facilities while carrying out their mission during an emergency.

2. In developing emergency plans, our first priority must always be the safety of the station staff. In this regard, **Transmitting Station Managers have the authority to discontinue broadcast operations to ensure the safety of their staff or facilities**.

3. Responsibility for dealing with emergency situations begins at the location where the emergency occurs, and they must be resolved at the lowest level possible.

## 404.5 EMERGENCY COMMUNICATIONS USING THE TRANSMITTING STATION'S MOBILE TELEPHONE SYSTEM

1. Each non-CONUS transmitting station has been provided with a mobile (satellite) telephone system for use during emergency situations to communicate with Washington and other locations **(Please note that NCC, T/EOS and the Greenville Transmitting Station are no longer equipped with mobile(satellite) telephones)** . Emergency situations include the loss of the station's normal telephone (landline) system, the inability to communicate by cellular phone, or the inability to communicate by any other means of terrestrial communication.

2. In the event a station finds itself unable to communicate using normal telecommunication methods, station personnel shall use the mobile phone to first contact the NCC and then T/EOS in Washington to advise them of the station's situation. If the station is unable to contact either the NCC or T/EOS, station personnel shall contact one of the other transmitting stations to advise them of their situation, and to ask them to relay this information on to T/EOS and NCC in Washington.

3. **Monthly Testing of the System:** Each month, the transmitting stations shall make a test call to either the NCC or another transmitting station to verify that their mobile phone is working properly. This call should be a mobile phone to mobile phone test call. If the mobile phone to mobile phone test call is not

successful, a test call from the mobile phone to the NCC's or another station's normal telephone (landline) number shall be made.

- If the mobile phone to mobile phone test call is successful, the station shall report this fact in its monthly report.

- If the mobile phone to mobile phone test is unsuccessful, the station shall notify T/EOS via the T/EOS FAXFAX System of the problem. T/EOS will work with the station to resolve the problem.

## 404.6 STATION EMERGENCY PLAN (SEP)

1. Each transmitting station shall prepare its own SEP which shall address actions to be taken in response to situations that would threaten the safety of people or property, and situations that would significantly disrupt the normal operations of the station. Examples of emergency situations are: fire, significant equipment and/or power failures, vehicle accidents, medical evacuations, earthquakes, severe weather, emergency evacuations, terrorist activities, and civil disturbances.

2. The threat posed is different for each type of emergency, and will vary widely from station to station. For this reason, each station will tailor its SEP to address the potential emergency situations that the station would most likely encounter. The SEP will serve as a training aid for each station to prepare for emergencies.

3. In preparing the SEP, keep in mind that it is a "living" document that must be reviewed on a regular basis, and updated as the station's situation changes. The SEP:

- Details the actions that must be taken by station personnel when faced with an emergency situation.

- Serves as a storehouse of readily available emergency information to include points of contact and telephone numbers.

4. As a minimum, the SEP shall contain the following information:

- A complete listing of station personnel showing their names, addresses, and telephone numbers. The listing should be organized so that everyone knows whom they must contact on the list, and to whom they must report to during an emergency.

- A complete listing containing emergency contact numbers. Examples of numbers to include here are the fire department, police department, local hospitals, local ambulance services, local utility company, U.S. Embassy, NCC and T/EOS in Washington, etc. **NOTE: TO BE PREPARED FOR RESPONDING TO MEDICAL EMERGENCIES, STATIONS SHOULD PERIODICALLY ASSESS THE CAPABILITIES OF LOCAL AMBULANCE SERVICES, HOSPITALS AND OTHER MEDICAL FACILITIES AND DOCUMENT THE FINDING SO THAT STATION STAFF CAN MAKE INFORMED DECISIONS IN RESONDING TO EMERGENCIES. FOR EXAMPLE, SOME AMBULANCE SERVICES CANNOT PROVIDE ONSITE CPR SERVICES, WHICH COULD CALL FOR AN ALERNATE RESPONSE IN CERTAIN SITUATIONS.**

- A complete listing containing the mobile (satellite) phone contact numbers for all the non-CONUS USAGM Transmitting Stations.

- A complete listing of the station personnel assigned to the Station Emergency Action Team (SEAT) and a description of their responsibilities. (See paragraph 404.7)

- A risk assessment of emergency situations the station could encounter, prepared in accordance with Appendix 1.

- A detailed section for each emergency situation that addresses the applicable preparedness, response, recovery and mitigation activities, :

    - The **preparedness** section should discuss activities to be performed before the emergency situation arises. For example, maintaining a stock of nonperishable food and drinking water, identifying evacuation routes, etc. It should also discuss the Resources available to deal with this type of emergency. In addition, it should discuss and provide a schedule for the drills to be conducted in preparation for the emergency.

    - The **response** section should discuss activities to be performed during an emergency situation. For example, activating the emergency action team, contacting key personnel and having them return to the station, establishing emergency communications links with the U.S. Embassy, etc. It should also explain how the safe haven is to be used during the emergency (if the station has a safe haven).

    - The **recovery** section should discuss and establish priorities for activities to be performed after an emergency situation has ended to bring the station back to normal operations. For example, replenishing medical supplies that were used, repairing damage to the antennas, etc.

    - The **mitigatio**n section should address lessons learned, if any, from previous experiences with this type of situation.

## 404.7 STATION EMERGENCY ACTION TEAM (SEAT)

The SEAT shall be composed of station personnel who have been trained to deal with emergency situations. The team's responsibilities shall include:

- Acting as the station's main point of contact during the emergency.
- Coordinating the station's actions in response to the emergency.
- Providing the Station Manager with timely information on which to base decisions.
- Alerting appropriate personnel when an emergency condition arises.
- In conjunction with the Station Manager, directing the safe and orderly evacuation of USAGM personnel and dependents if required.
- Establishing and maintaining alternative lines of communication for communicating with station personnel, dependents, T/EOS in Washington, and the U.S. Embassy.
- At a minimum, conducting semi-annual drills to test the station's ability to respond to emergency situations to include the evacuation of USAGM personnel and dependents.
- Maintaining a fully stocked safe haven at each non-domestic station.

## 404.8 COORDINATING THE STATION EMERGENCY PLAN WITH THE EMBASSY AND/OR CIVIL AGENCIES

1. Non-CONUS transmitting stations shall ensure that their emergency plans are fully coordinated with the U.S. Embassy and where applicable, the station's plans are compatible with emergency plans developed by the Embassy. Non-CONUS stations shall cooperate fully with the Embassy in developing effective plans for dealing with major incidents such as bombings, civil disorders, disasters, and evacuations.

2. Domestic transmitting stations shall coordinate their emergency plans with the responsible civil agencies as appropriate, and shall cooperate fully with these agencies in developing effective plans for dealing with major incidents such as bombings, civil disorders, disasters, and evacuations.

## 404.9 STATION EMERGENCY PLAN REVIEWS AND SUBMISSIONS

Each transmitting station shall review and update the SEP as often as necessary to keep the SEP current. At a minimum, the SEP shall be reviewed and updated as required prior to November of each odd numbered year. A copy of the station's current SEP shall be submitted to T/EOS by November 1 of each odd numbered year.

## 404.10 STATION EMERGENCY PLAN TRAINING

The Transmitting Station Manager will ensure that all personnel have a complete understanding of the SEP and their role in it. In addition, training on the SEP shall be conducted at least semi-annually to ensure the station's plans are workable, and that the station is properly prepared to respond to emergencies.

## 404.11 FUND CITES FOR EMERGENCY TRAVEL

The procedures for obtaining a fund cite for emergency travel can normally be found in TSI-107, Travel And Other Absences From The Station. However, if TSI-107 hasn’t been updated for a new fiscal year, the station should contact T/ER – Dannetta Dominick for guidance.

**APPENDIX 1 TO TSI-404, Station Emergency Plans**

**1** The station manager shall conduct a risk assessment in order to develop required strategies and plans under this TSI-404, Station Emergency Plans.

**2** The station manager shall identify emergency situations, and monitor those emergency situations and the likelihood of their occurrence.

**2.1** Emergency situations to be evaluated shall include the following:

1) Natural hazards (geologic, meteorological, and biological)

2) Human-caused events (accidental and intentional)

3) Technology-caused events (accidental and intentional) (Ref: TSI 412 – IT Disaster Recovery Plan Policy)

**2.2** For each identified emergency situation, its vulnerability on people, property, operations, and the environment, shall be identified, evaluated, and monitored.

**2.3** The station manager also shall conduct an analysis of the impacts of each identified emergency situation on the following:

(1) Health and safety of persons in the affected area
(2) Health and safety of personnel responding to the incident
(3) Continuity of operations and IT Disaster Recovery (Ref: TSI 412 – IT Disaster Recovery Plan Policy)
(4) Property, facilities, assets, and critical infrastructure
(5) Delivery of the station's services
(6) Supply chain (internal and external, upstream & downstream)
(7) Environment (Geographic location, Local Community, Site Facilities, and Political)
(8) Economic and financial conditions
(9) Regulatory and contractual obligations
(10) Reputation of or confidence in the station operations

**2.4** For each identified emergency situation, the risk assessment shall evaluate the adequacy of existing prevention and mitigation strategies.

**2.5** The risk analysis shall also evaluate the potential effects of regional, national, or international incidents that could have cascading impacts on station operations.

# STATION ANNOUNCEMENTS

**405.1 PURPOSE -** This Transmitting Station Instruction (TSI) describes transmitting station identification announcements and their applications.

**405.2 SCOPE -** The descriptions and applications contained in this TSI apply to all the transmitting stations. The Spectrum Management Branch (T/EBF) is responsible for this TSI.

## 405.3 STATION IDENTIFICATION ANNOUNCEMENTS FOR SYSTEM-WIDE BROADCAST USE

- Station identification (SI) sign-on and sign-off announcements will be played when possible to provide a smooth transition for a program starting or ending transmission. In general, a sign-on message will be played when the transmitter/antenna combination is available prior to the start of the broadcast. A sign-off message will be played when the transmitter/antenna combination is available following the completion of a broadcast. If there is insufficient time for either a sign-on or sign-off announcement due to transmitter or antenna scheduling conflicts, then such announcements will not be played.

- The Transmitter Program Schedule charts will indicate when SI announcements are required. When a ditto (") appears under the language column, no local sign-on is to be given on that transmitter prior to the start of the program in that 15-minute segment. Where a language is specified on the chart, a SI sign-on is to be inserted prior to the start of the program in that 15-minute segment except: (a) where a "Y" appears in the preceding 15-minute segment, or (b) when the language is enclosed in brackets when continuing from bottom to top of column in the same language.

- Broadcasts are considered to end at 30 seconds prior to the quarter-hour if an “X” is indicated in the Transmitter Program Schedule. If a “Y” is indicated, the broadcast will end at 5 seconds prior to the quarter-hour. If nothing is indicated in the Transmitter Program Schedule, the broadcast will end at 30 seconds prior to the quarter-hour. SI sign-off announcements can commence playing immediately after the broadcast ends, assuming the transmitter/antenna combination is available for the sign-off announcement duration.

- In order to achieve the desired broadcast coverage, it is often necessary to schedule transmitter frequency and/or antenna changes during the period between the SI and the beginning of the following program. Quite often, with the inclusion of the SI, the change cannot be performed without missing the opening of the next program. In these instances, the transmitting stations are to delete the scheduled SI in order to preclude or minimize the loss of material in the upcoming program. This rule also applies to band-to-band frequency changes. When the SI is deleted to accommodate frequency and/or antenna changes, the carrier should be dropped immediately following the end of the broadcast. For VOA broadcasts, the carrier should be dropped immediately following the stateside Service Cue.

- Specific instructions for each of the broadcast services is listed below:

  - **BBC Programs -** Broadcasts of BBC programming do not require the playing of any sign-on or sign-off announcements as these announcements are embedded in the program material.

  - **Radio Free Asia Programs -** Broadcasts of Radio Free Asia programming will, if transmitter and antenna facilities are available during the quarter hour before the start of the broadcast, be preceded by the Radio Free Asia sign-on announcement from the Announcement CD supplied by T/EBF. Closing announcements are included in the program material, so no special closing announcements need be played by the station.

  - **Radio Free Europe/Radio Liberty Programs -** Broadcasts of Radio Free Europe/Radio Liberty programming will, if transmitter and antenna facilities are available during the quarter hour before the start of the broadcast, be preceded by the Radio Free Europe sign-on announcement from the Announcement CD supplied by T/EBF. Closing announcements are included in the program material, so no special closing announcements need be played by the station.

  - **Radio Canada International Programs -** Broadcasts of Radio Canada International programming do not require the playing of any sign-on or sign-off announcements as these announcements are embedded in the program material.

  - **Radio Marti Programs -** Broadcasts of Radio Marti programming do not require the playing of any sign-on or sign-off announcements as these announcements are embedded in the program material.

  - **Radio Netherlands Programs -** Broadcasts of Radio Netherlands programming do not require the playing of any sign-on or sign-off announcements as these announcements are embedded in the program material.

  - **Radio Vatican Programs -** Broadcasts of Radio Vatican programming do not require the playing of any sign-on or sign-off announcements as these announcements are embedded in the program material.

  - **Voice of America Programs -** Broadcasts of the Voice of America programming will, if transmitter and antenna facilities are available during the quarter hour before the start of the broadcast, be preceded by the VOA sign-on announcement from the Announcement CD supplied by T/EBF. Sign-off announcements will be played at the conclusion of program material which will be indicated by the stateside Service Cue, ("This program has come to you from the United States of America"), or at the time of the "X" pause. These announcements are summarized in the following tables:

**VOA Sign On**

| | |
|---|---|
| VOICE: | "This is the Voice of America, Washington, D.C. signing on." |
| CD: | Track 1 |
| Playing Time: | Approximately 52 seconds |
| Use: | As sign-on for transmitters beginning VOA program transmissions. |

**VOA Sign Off**

| | |
|---|---|
| VOICE: | "This is the Voice of America, Washington, D.C. signing off." |
| CD: | Track 2 |
| Playing Time: | Approximately 52 seconds |
| Use: | As sign-off announcement for transmitters concluding VOA program transmissions when the program immediately preceding was in a language **other than** English. Omit when schedule specifies "Drop Carrier Immediately" (DCI). |

**VOA English Sign Off**

| | |
|---|---|
| VOICE: | "This is the Voice of America, Washington, D.C. signing off. For information regarding the times and frequencies of VOA programs, write to: Program Schedules, Voice of America, Washington, D.C. 20237, or access us on the internet at www.voa.gov." |
| CD: | Track 3 |
| Playing Time: | Approximately 31 seconds |
| Use: | As sign-off for transmitters concluding VOA program transmissions when program immediately preceding was in English. Omit when Transmitter Program Schedule specifies "Drop Carrier Immediately" (DCI). |

**405.4 BLOCK PROGRAMMING PROCEDURES FOR SYSTEM-WIDE BROADCAST USE -** The symbols "X" and "Y" which appear on the Network and Transmitter Program Schedule charts are associated with Block Programming. This format presents some additional considerations in connection with SI announcements. The following explanation is provided for your guidance.

- The concept of Block Programming provides a continuous thread of a scheduled language or a group of languages to listeners for several hours without repetitive interruptions for non-essential service cues, musical symbols or SI announcements.

- Transmitters associated with the Block Programming cannot always remain in service, therefore, provisions in program format have been made to enable those units scheduled to leave or join the Block Programming to do so gracefully. To accommodate this requirement, a system of five-second pauses during the last 30 seconds of a program is used.

    - An "X" on either a transmitter or network chart indicates a five-second pause starting at 30 seconds prior to the end of the 15-minute segment, in which the "X" appears on the chart. For example, 1429:30 to 1429:35.

    - A"Y" on either a transmitter or network chart indicates a five-second pause during the last five seconds of the 15-minute segment in which the "Y" appears on the chart. For example, 1429:55 to 1430:00.

- These symbols ("X" &"Y") are employed on network charts to indicate to program personnel where pauses must be made, and indicate to transmitting station personnel where pauses will be provided for switching between local and United States originated programs.

- On transmitter charts, these symbols (“X”, “Y”, & “XY”) indicate specific periods during which transmitters are to leave or join Block Programming in the process of complying with the Transmitter Program schedule. Specifically:

    - "X" is provided to permit transmitters to withdraw from Block Programming for an antenna change and/or frequency change, for network change or for sign-off. Where a withdrawal is scheduled on an "X" pause and a language is shown in the following 15-minute segment, SI will be given where feasible.

    - "Y" is provided to permit transmitters to join or leave Block Programming.

    - "XY" is provided for transmitters to withdraw from Block Programming for an antenna and/or frequency change and return to the program Block.

    - In cases where a "Y" pause is provided and an antenna and/or frequency change is scheduled, the transmitter should be withdrawn on the pause, the scheduled change made and programming continued as soon as possible.

    - In isolated cases, transmitters may be scheduled for withdrawal from Block Programming and no "X" or "Y" indicated on the chart. On these occasions, Stations are expected to perform the withdrawal and continue scheduled programming as smoothly and expeditiously as possible.

**405.5 VOA SPECIAL PROGRAM ANNOUNCEMENTS TO ACCOMMODATE PARTICULAR STATION BROADCASTING REQUIREMENTS -** In an attempt to avoid confusion concerning the sign-off of transmitters carrying VOA special programs, instructions to transmitting stations will be conveyed by means of the following announcements. These announcements will be inserted in the special programs and will be given in English regardless of the language of the program. Transmitting stations will then follow the instructions given in the announcement.

- Voice of America transmitters carrying this special program in (area to be inserted) will remain on the air until further notice.

- The Voice of America special coverage of (description of special event) will conclude at (time) GMT. All Voice of America transmitting facilities carrying this broadcast will resume their normal broadcasting schedule at that time.

**405.6 CHANGES OR ADDITIONAL ANNOUNCEMENTS**

- Stations will periodically verify that the announcement CD’s in use are the latest available. Replacement CD requirements should be reported to T/EO via FAXFAX with a copy to T/EBF.

- If a requirement for changes or additional announcements should arise, a station will submit a proposed format together with justification to T/EO via FAXFAX with a copy to T/EBF.

# PROGRAM FEED DIAL BACKUP PROCEDURES

## 406.1 PURPOSE OF INSTRUCTION

To provide guidelines to the transmitting stations to insure satisfactory program dial back-up facilities are available on demand.

## 406.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is EOC.

## 406.3 PROCEDURE

When a Transmitting Station observes program feed quality dropping below acceptable standards on all available sources the Station will contact the Engineering Network Control Center via telephone to acquire a dial back-up feed.

The dial back-up will remain in place until the Network Control Center or the Transmitting Station has taken the necessary action to restore the primary feed system.

Accessing a NCC dial back-up feed:

1. The Transmitting station should dial (202) 484-2400 and request to be connected to the appropriate program. The station should supply language Net and SIS channel to the NCC who will then make necessary patches and transfer the call to the appropriate coupler.

2. The following numbers are dedicated to connect directly to specific couplers for immediate access to the language nets indicated.

| | |
|---|---|
| (202) 484-2407 | . . . NET-P |
| (202) 484-2408 | . . . NET-R |
| (202) 484-2409 | . . . NET-S |
| (202) 484-2410 | . . . NET-T |

3. NCC will consider requests for return calls to establish dial back-up as needed or when all incoming dial back-up lines are busy.

## 406.4 SOURCES OF NCC DIAL BACK-UP FEEDS

Dial back-up service is made available through twelve (12) Gentner EFT-1000A Digital Frequency Extender Hy-Brid Audio Couplers located in the NCC. These couplers are capable of operating in un-encoded (default) mode and encoded mode.

1. Un-encoded mode functions with a frequency response of 300-3000 Hz.

2. In the encoded mode, couplers shift the audio frequencies up by 300 Hz to allow the lower frequencies to be transmitted over a standard phone line. (When listened to on a standard phone, the program will sound up-shifted and unusable.) When decoded at the Transmitting Station with Comrex or Gentner Couplers, the frequency response is shifted back to 50 to 2700Hz. NCC Gentner couplers provide un-shifted feeds by default.

Each coupler has two analog outputs and is routed through the NCC CBX telephone switch. Program feeds can be fed to two different sites at the same time. In this way the NCC can provide up to 24 program back-up feeds.

# BROADCASTING CONTINGENCIES

## 407.1 PURPOSE OF INSTRUCTION

The purpose of this Transmitting Station Instruction (TSI) is to provide the transmitting stations with guidance when a broadcast schedule cannot be fulfilled.

## 407.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The proponent for this TSI is the Broadcast Technologies Division (T/EB). The TSI was prepared by the Spectrum Management Branch (T/EB/F).

## 407.3 GENERAL

If, for any reason, a transmitting station cannot fulfill the requirements of the broadcasting schedule, the station will delete the broadcasts affected and it will be considered a lost broadcast. At the earliest possible time, the Network Control Center (NCC) shall be notified of the lost broadcast. If deemed necessary, the NCC will contact the Washington frequency managers (T/EB/F) who will give guidance regarding a modified schedule.

If the station or stations, (as in the case of Tinian-Saipan or Biblis-Lampertheim) can fulfill the requirements of the broadcasting schedule with their own resources, then the NCC will be notified but no ops memo will be required or issued.

Any change handled in this way will be temporary and the NCC will be notified a second time when the broadcasting schedule is returned back to the original configuration.

## 407.4 EXTENDED OUTAGES

If an outage resulting in lost broadcasts is expected to last more than 12 hours, the transmitting station shall provide formal notification to T/EB/F and the Operations & Stations Division (T/EOS) via the FAXFAX system no later than 12 hours after the outage occurred. The notification shall include an estimate of the length of time needed to make the required repairs or to otherwise rectify the cause of outage.

As soon as the cause of the outage has been rectified, the transmitting station shall provide formal notification to T/EB/F and T/EOS via the FAXFAX system, indicating when the normal broadcast

schedule can be resumed. This important notification will allow T/EB/F to cancel any substitute programming that had been arranged through other transmitting stations.

## 407.5 THAILAND

At Udorn, Royal Thai Government (RTG) broadcasts are to be protected under terms of the country to country agreement allowing International Broadcasting Bureau (IBB) operations. When other transmitters are unavailable, Udorn may cancel IBB English, Russian, or Chinese broadcasts so that RTG programming can continue to be broadcast.

TSI-408
June 1, 2011

# SIMULTANEOUS TRANSMISSIONS

**408.1 PURPOSE –** This Transmitting Station Instruction (TSI) provides the operating procedures to be used when multiple transmitters at the same transmitting station are scheduled simultaneously on the same carrier frequency.

**408.2 SCOPE -** The procedures contained in this TSI apply to all the transmitting stations. The Spectrum Management Branch (T/EBF) is responsible for this TSI.

**408.3 OPERATIONAL REQUIREMENTS -** Simultaneous transmitter carrier frequency and program operation on two or more transmitters at a station will occasionally be scheduled by T/EBF. When such simultaneous transmissions are scheduled:

- Transmitter carrier frequency shall be held within a tolerance of plus or minus three (3) hertz of the assigned operating frequency as continuously monitored on the stations frequency counter.

- The greatest care should be exercised to avoid one transmitter being operated without modulation while another is operated with program modulation, which is particularly applicable when one transmitter commences operation on the frequency while the other is already in operation. *Different modulation on one transmitter (sign on or other announcements) MUST be avoided.*

# TRANSMITTER TUNE-UP AND TEST OPERATIONS

**409.1 PURPOSE –** This Transmitting Station Instruction (TSI) provides the policies and procedures for transmitter tune-up and test operations in order to minimize mutual interference between stations sharing the same frequencies.

## 409.2 SCOPE

- The policies and procedures contained in this TSI apply to the transmitting stations as follows:
  - All the policies and procedures contained in this TSI apply to shortwave transmitter operations.
  - The policies and procedures contained in Section 409.8 apply to both shortwave and medium wave transmitter operations.
- The Spectrum Management Branch (T/EBF) is responsible for this TSI.

**409.3 BACKGROUND -** The shortwave broadcast bands are extremely congested, and require the utmost of cooperation and coordination between users to minimize harmful interference. T/EBF coordinates frequency usage between IBB transmitting stations and with other users. When coordinating each transmission period on each frequency used, 15 minutes of radiating tune-up time normally is provided for immediately prior to each program transmission. Exceptions will be noted on the Transmitter Program Schedule.

## 409.4 GENERAL GUIDANCE

- High power radiating carrier should not be applied earlier than 15 minutes immediately prior to each program transmission period due to frequency scheduling and interference considerations.
- In general, carrier should not be applied earlier than necessary - typically three (3) minutes prior to broadcast.
- At the end of each program transmission period, carrier power shall be turned off immediately.
- When a station requires additional pre-program or post-program time on a regular recurring basis for any particular transmitter schedule, a FAXFAX providing pertinent details and requesting an exception to policy will be sent through the T/EO FAXFAX system. Be sure to copy T/EBF on the FAXFAX.
- Occasional radiating tune-up or test time on a program frequency at times outside those indicated above may be used only when one of the station’s test frequencies is not

appropriate. Testing and tune-up time will be conducted only after monitoring (Section 409.9) and will be held to an absolute minimum.

**409.5 TUNE-UP FREQUENCIES -** In instances where another IBB transmitting station or coordinating station is using a frequency in the 15 minute period immediately prior to your station's program transmission, a "tune-up" frequency will be provided and shown on the Transmitter Program Schedule. This “tune-up” frequency is employed in order to avoid mutual interference prior to IBB program transmissions, and to limit radiation on the regular scheduled frequency to the shortest time feasible prior to program transmission. Sign on or other announcements will be eliminated.

**409.6 IMMEDIATE CLOSE DOWN**

- In instances where another IBB transmitting station or coordinating station is using a frequency immediately after your station's program transmission period, the transmitting station will cease carrier radiation as quickly as feasible after program transmission. Sign off or other announcements will be eliminated.

- These situations will be indicated in the Transmitter Program Schedule with a notation that the station should close down immediately at the end of program transmission. These situations are indicated on the schedule by the letters "DCI" (Drop Carrier Immediately).

**409.7 TEST FREQUENCIES**

- T/EBF provides test frequencies to the transmitting stations to accommodate testing that may be required at each station. Test frequencies cause no harmful mutual interference, and are provided with indicated limitations concerning time, antenna, etc. These test frequencies will be used for the station’s test requirements.

- If a station has testing requirements that cannot be met by the test frequencies and associated limitations that are routinely provided by T/EBF, the station should send a FAXFAX via the T/EO FAXFAX system requesting the temporary assignment of test frequencies. In the FAXFAX, the station will provide full details (purpose, times, dates, transmitters, antennas, bands required, etc), and the reason(s) the additional test frequencies are needed. The stations will copy T/EBF on the FAXFAX.

**409.8 TUNE-UP OR TEST MODULATION**

- During tune-up, only tone modulation or station identification announcements (including sign on or sign off as applicable) are authorized.

- During test transmissions, station identification should be transmitted as frequently as practicable. Identification should be transmitted at least hourly, preferably within the period from 10 minutes before to 10 minutes after the hour. Test transmission time should be held to the minimum necessary to accomplish its purpose.

- This requirement does not apply during periods when the transmitter cannot or should not be modulated for some valid reason.

**409.9 MONITORING**

- When a station finds it necessary to conduct radiating tests on a frequency - in situations other than those covered above - every feasible attempt should be made to monitor the frequency to ascertain if it is being used by another station, and to use this information in an attempt to avoid mutual interference.

- To assist stations in their efforts to avoid causing interference, a copy of the IBB Frequency Schedule will be supplied with each new broadcast schedule or shortly thereafter by T/EBF.

**409.10 DUMMY LOADS -** Stations are encouraged to utilize non-radiating loads on transmitters (dissipation lines or other dummy loads) to the greatest extent feasible in an effort to minimize mutual interference

TSI-410
May 31, 2011

# EMERGENCY PROGRAMMING PROCEDURE

**410.1 PURPOSE -** This Transmitting Station Instruction (TSI) provides emergency programming procedures to be used in the event that scheduled programs are unobtainable or unusable.

**410.2 SCOPE -** The instructions contained in this TSI apply to all transmitting stations. The Spectrum Management Branch (T/EBF) is responsible for this TSI.

**410.3 PROCEDURES – NORMAL SCHEDULE**

- Emergency programming consists of a suitable standby program, CD program, or music fill with suitable announcements.

- When an entire scheduled program or a portion of the program is not available, a standby program will be used. If a suitable standby program is not available, appropriate music fill will be aired. **The originally scheduled program will be rejoined as soon as it becomes available.**

- Washington must be notified in the daily irregularity reports of each standby program or music fill used.

**410.4 PROCEDURES - SPECIAL PROGRAMS –** When a special one-time program (Presidential speech, etc.) is not available, **only appropriate music fill will be used**, *unless special instructions to the contrary are received*.

**410.5 SPECIAL PROGRAMMING INSTRUCTIONS ISSUED BY WASHINGTON -** When necessary, Washington will issue special programming instructions that **take priority over the procedures contained in this instruction**.

# TRACKING AND REPORTING ON TRANSMITTING TUBES AND VACUUM CAPACITORS USAGE

## 411.1 PURPOSE OF INSTRUCTION

- To provide the requirements for tracking and reporting on transmitting tube and vacuum capacitor usage at the transmitting station.

- To provide guidance for using the Tube and Capacitor Inventory Tracking System (TACITS)

## 411.2 SCOPE

The instructions contained in this TSI apply to all transmitting stations. The Operations & Stations Division (T/EOS) is responsible for this TSI. The Network Support Branch (T/EOS/N) prepared this TSI.

## 411.3 BACKGROUND

The Transmitting Station Network utilizes a variety of high power transmitters for its broadcast of shortwave and medium wave radio programs. These transmitters contain two critical components, high power transmitting tubes and vacuum capacitors, which allow the radio broadcasts to reach their target locations around the world. This mix of high power transmitters requires the transmitting stations in the Network to use and stock a significant variety of transmitting tubes and vacuum capacitor types.

In previous years, the transmitting stations maintained an inventory of their transmitting tubes and vacuum capacitors and provided this information to T/EOS/N on a quarterly basis in the station's quarterly and annual statistical reports. While this process worked well in the past, shrinking operating budgets require timely analysis and decisions that cannot be accommodated when inventory and usage data is only available to T/EOS/N every three months.

To facilitate obtaining "real time" data on the transmitting tubes and vacuum capacitors at a specific station or the Network as a whole, T/EOS/N created TACITS. Using this on-line relational database management system to track the inventory and usage of transmitting tubes and vacuum capacitors that are maintained at the transmitting stations will:

- Improve the accuracy of transmitting tube and vacuum capacitor inventory analysis efforts.

- Improve the process for identifying preventative measures that can be taken to ensure that the tube and capacitor inventories at the stations contain the proper quantities. This aspect is especially important when transmitting tube and vacuum capacitor vendors experience longer lead times to complete the production of their transmitting tubes and vacuum capacitors.

- Improve T/EOS/N's ability to react to changing financial situations as the fiscal year progresses.

## 411.4 REQUIREMENTS

- The transmitting stations will use the TACITS automated system to record usage and inventory information on all their transmitting tubes and vacuum capacitors. The guidance for using TACITS is appended to this TSI beginning at page 3.

- A TACITS record will be prepared for all transmitting tubes and vacuum capacitors that exist at the station to include tubes and capacitors being used in the transmitters, residing in the station inventory, or being shipped for repair.

- Information on installations, failures, receipts, orders and other information affecting the inventory will be recorded as they occur.

- For transmitting tubes and vacuum capacitors installed in the transmitters, information on the number of filament hours and plate hours will be updated monthly.

- Transmitting stations will continue to report on their transmitting tubes and vacuum capacitors in their quarterly and annual statistical reports. (Note: TACITS provides the stations with the capability of exporting the information needed to complete a portion of these reports.)

APPENDIX: Operating Guidance for Using TACITS

**Appendix to TSI-411, Operating Guidance for Using TACITS**

1. T/EOS/N designed TACITS using the ASP.NET and SQL Server application software. The TACITS application and database is available on the USAGM Intranet. The application and corresponding database connection programs reside on computer servers locate at USAGM Headquarters in Washington DC. The computer servers are supported and maintained by the Information Technology Directorate (T/I).

2. The IP address for the production version of TACITS is 152.75.74.131. The URL for the production server version is http://152.75.74.131/tacits/login.aspx . The transmitting stations will be informed by FAXFAX if any server and corresponding URL changes.

3. General Information

- A TACITS record will be maintained on all transmitting tubes and vacuum capacitors that exist at the station to include tubes and capacitors being used in the transmitters, residing in the station inventory, or being returned for repair.

- When a tube or capacitor is received from a vendor, information about the tube or capacitor needs to be added to the database to include entering the date received.

- The Pass/Fail (P_F) indicator is used to depict whether or not the particular tube or capacitor is in use at the station; is maintained in the stations inventory and can be used; or has suffered an outage and can no longer be used by the station.

    - Any tube that is considered operational either in the transmitter or in the station inventory needs to be listed with a "P" for the Pass/Fail indicator.
    - At the time the tube or capacitor has suffered an outage and is no longer of use at the station, the Pass/Fail indicator changes from a "P" to an "F". In addition, the filament hours, plate hours, and date failed for the tube or capacitor need to be recorded at this time as well.
    - If a tube has failed to meet broadcast specification due to a low emission but is still useful to the station for low emission broadcast, then the tube remains in the pass status.

- Certain tubes that can be rebuilt will remain listed with an "F' in the Pass/Fail indicator. If the tube is successfully rebuilt and returned to the stations inventory, it is added to the database but this time as a rebuilt tube, with an "R" in the New or Rebuilt Field (N_R). This implies that a tube with a particular serial number can be listed twice in the database, once as a new tube with the "N" designation and once as a rebuilt tube with an "R" designation. Typically, a rebuilt tube is not rebuilt a second time and is sent to destruction. In situations where the tube is rebuilt more than once successfully, the designation remains an "R" and the tube is added again to the database as another rebuilt tube with the same serial number. This allows for tacking the tube throughout the rebuilding process.

- The filament and plate hours need to be recorded when tubes and capacitors are used in the transmitter for broadcast and this information needs to be updated monthly.

- Where drop down lists do not exist in the TACITS application, regular text data entry is required. This applies to data fields like the Date Received, Date Failed, Serial Number, Filament Hours, and Plate Hours for example.

- The Cause_Failure Field designations or codes are listed on a drop down list and are used to specify the reason for the tube or capacitor failure. Each of the Cause_Failure designations is supported by additional information in the Comments Field. The drop down list feature in the TACITS application limits you to pick only one Cause_Failure code for each unique tube or capacitor outage or failure. (Note: The designations Tube Testing, Tube in Use, Tube Ready, and Tube Ready, Low Emission were added to keep the database columns consistently filled with informational data rather than NULL values.)

- The Location Field designations or codes are listed on a drop down list and are used to specify the location of the tube or capacitor at the transmitting station. Each of the Location Field designations is supported by additional information in the Comments Field. The drop down list feature in the TACITS application limits you to pick only one Location Field code for each unique tube or capacitor location.

  - The Transmitter designation means that the tube or capacitor is located in the transmitter.

  - The Inventory designation means that the tube or capacitor is located in the station inventory awaiting use in the transmitter.

  - The Shipped designation means that the tube or capacitor has had a component outage and has been removed from the transmitter. It is either being held at the station, shipped to another station, shipped to the vendor for rebuilding, or is being prepared for destruction. Each of these specific designations is supported by additional information in the Comments Field.

- The Comments Field designations or codes are listed on a drop down list and are used to specify additional detail as to the Cause_Failure or Location of the tube or capacitor at the transmitting station. The drop down list feature in the TACITS limits you to pick only one comment code for each unique tube or capacitor Cause_Failure or Location.

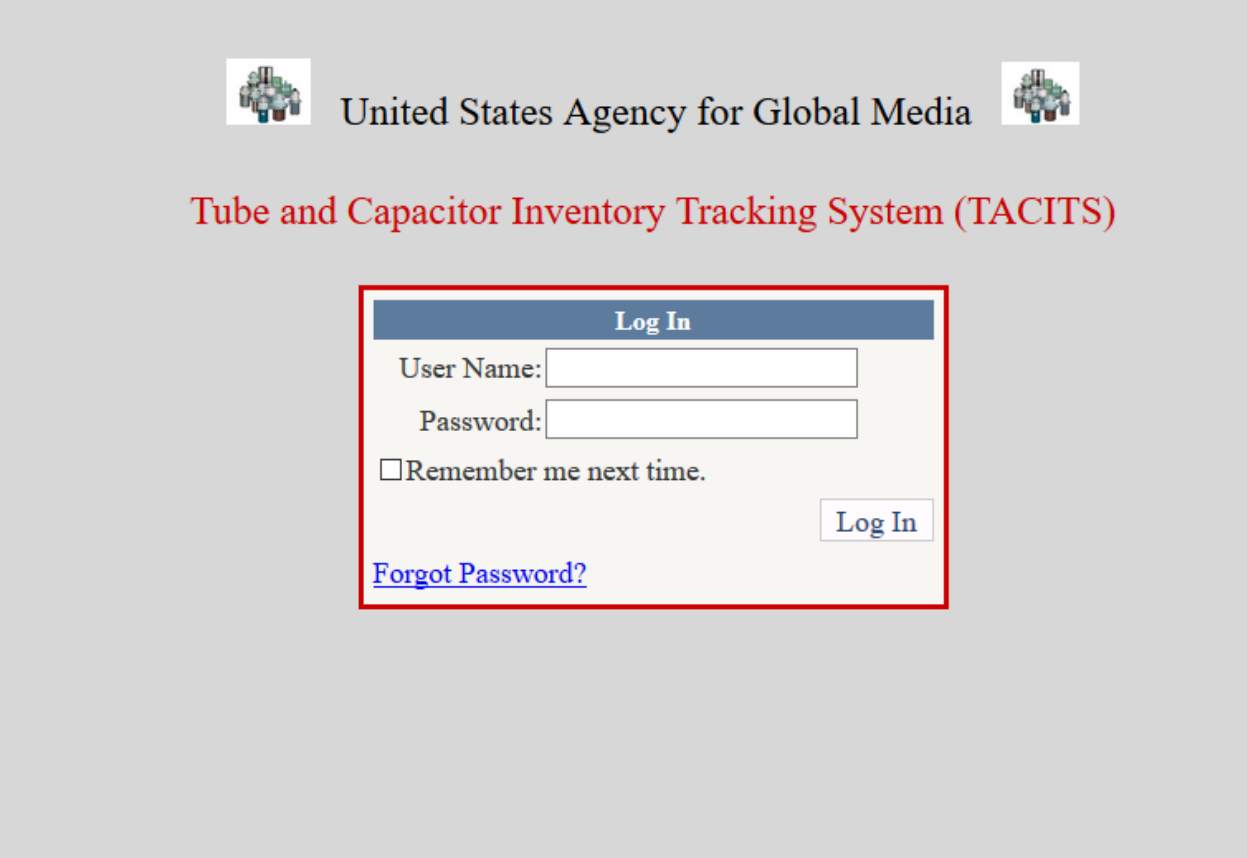
**The following is a listing of the possible Cause_ Failure, Location, and Comments that can be used at the time of editing the specific details of a tube type listed for a transmitting station.**

| CAUSE FAILURE | LOCATION | COMMENTS |
|---|---|---|
| Tube Testing | Inventory | Acceptance Testing |
| Tube in Use | Transmitter | Start Burn In Cycle |
| Tube Ready | Inventory | Completed Burn In |
| Tube in Use | Transmitter | Broadcasting in SAO-01 |
| Tube in Use | Transmitter | Low Emission Broadcast |
| Tube Ready, Low Emission | Inventory | Low Emission Useful |
| Grid Short | Shipped | Failed due to Grid short |
| Grid to Filament Short | Shipped | Failed due to Grid to Filament Short |
| Filament Open | Shipped | Filament Open |
| Internal | Shipped | Arcing |
| Structural | Shipped | Ceramic Housing Broken at Base |
| Grid Short * | Shipped | Held at Station |
| Grid Short * | Shipped | Shipped to Vendor |
| Grid Short * | Shipped | Shipped to Other Station |
| Grid Short * | Shipped | Shipped to Destruction |

NOTE: The Cause_Failure could also be Grid to Filament Short, Filament Open, or Internal Structural.

***Note: While the following guidance focuses primarily on transmitting tubes, the processes discussed are the same for vacuum capacitors.***

4. TACITS Database Authentication and User Account Procedure




- A user account has been established for each station manager and for other designated station personnel who will be entering tube data, tube card data, and working on the data reports for the quarterly and annual reports.

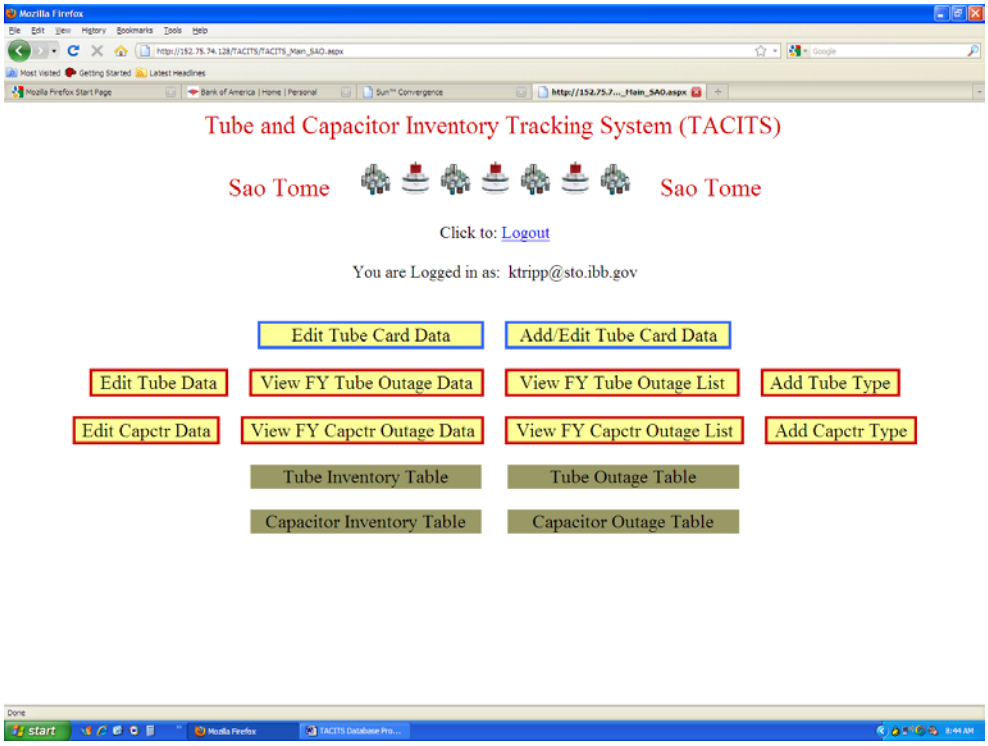
- If a user needs to be added or deleted from the station's TACITS account, a station should advise T/EOS/N by FAXFAX. T/EOS/N will need the individuals name and e-mail address to make the change.

- The Forgot Password and Change Password functions are available to the user to gain access to the TACITS application and to increase the security of their TACITS account. The Transmitting Station Manager's password should not be changed. The manager's password provides remote access into the station's TACITS application for system administrative purposes.

- The standard password for all users at this time is: test!@#. (!@# is the equivalent of entering "Shift 123" on the keyboard.)

5. Main TACITS Screen

After authenticating, the user will be taken to Main TACITS Screen or Web Page View, which is shown below:




- The Edit and Add/Edit Tube Card Data selections are highlighted in **blue border**/**yellow background**.

- The Edit Tube Data, View Tube Outage Data & List, and Add Tube Type selections are highlighted in **red border**/**yellow background**.

- At the top of the screen is the Login and Logout feature, which allows you to quickly logout or return to the Login screen (Authentication Screen View).

- Clicking on the "Edit Tube Card Data" and "Add/Edit Tube Card Data" buttons will take you to corresponding screen views that allow you to edit tube card data or add tube card data. The TACITS data platform is primarily built around the concept of tube card data. The "Edit" and "Add/Edit" screen views allow the user to keep tube card data accurate and up to date on a somewhat real time basis.

6. Tube Card Editing

Tube Card List Per Tube Type

Select TUBE_TYPE CQK50-2

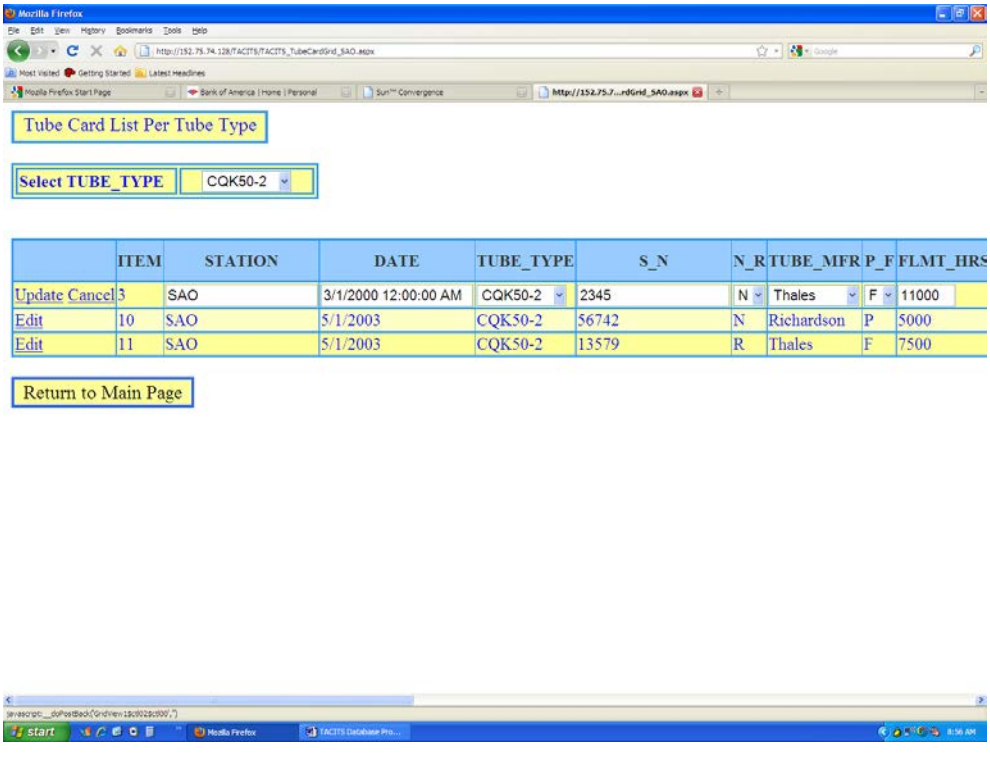
| | ITEM | STATION | DATE | TUBE_TYPE | S_N | N_R | TUBE_MFR | P_F | FLMT_HRS | PLATE_HRS | TUBE_COST | CONTRAC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Edit | 3 | SAO | 3/1/2000 | CQK50-2 | 2345 | N | Thales | F | 11000 | 8000 | 60000 | BBGCON36 |
| Edit | 10 | SAO | 5/1/2003 | CQK50-2 | 56742 | N | Richardson | P | 5000 | 400 | 50000 | BBGCON36 |
| Edit | 11 | SAO | 5/1/2003 | CQK50-2 | 13579 | R | Thales | F | 7500 | 6500 | 50000 | BBGCON36 |

Return to Main Page

- Shown in the screen view above is a listing of all the CQK50-2 tubes at the transmitting station (The data listed is not actual station data, just an example of station tube data).

- First, select the tube type from the drop down list provided that you want to edit. Over time, this will help minimize the scrolling required to edit tube card data.

- Then find the tube card requiring an update and select Edit. The screen view will change and can be updated.

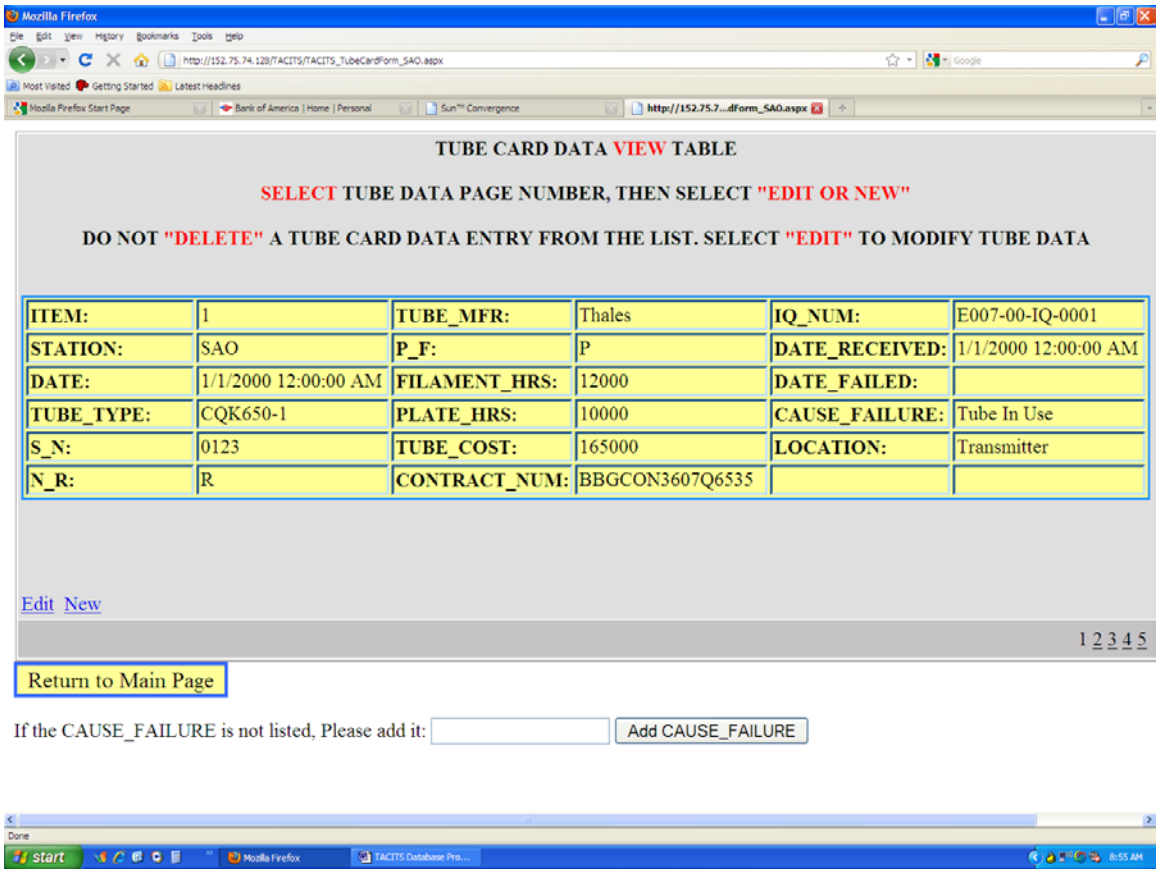


- Edit the data for the tube card as required. Use the drop down lists as needed. Typical updates will be:

  - Pass or Fail (Select from the drop down list)
  - Filament Hours
  - Plate Hours
  - Date_Failed (Enter data in a date or date/time format)
  - Cause_Failure (Select from the drop down list)
  - Location (Select from the drop down list)
  - Comments (Select from the drop down list)
  - Transmitter (Select from the drop down list)

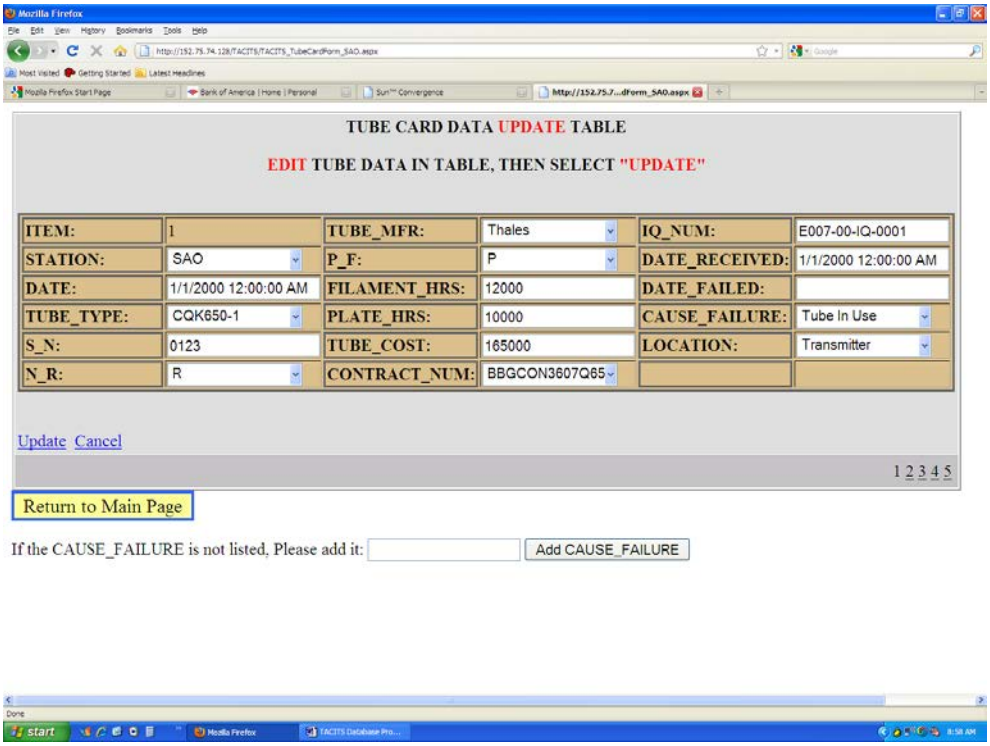
- Then select Update to store the new data in the database.

There is also the option of using the following screen view to update the tube card data. Although this edit data screen is easier to use to edit tube card data, it is not as easy to locate the tube card you want to update. If you know the tube item number from the previous view, this may help in locating the tube type you want to edit in this screen view. The primary purpose of this screen view is to Add Tube Card data.



To edit a record using the Tube Card Data View Table:

- Select Edit and the screen view will change to the following:




- Enter the new data as required

- Use the drop down lists as required updating the tube card data. Typical tube card updates will be:

  - Pass or Fail (Select from the drop down list)
  - Filament Hours
  - Plate Hours
  - Date_Failed (Enter the data in a date or date/time format)
  - Cause_Failure (Select from the drop down list)
  - Location (Select from the drop down list)
  - Comments (Select from the drop down list)

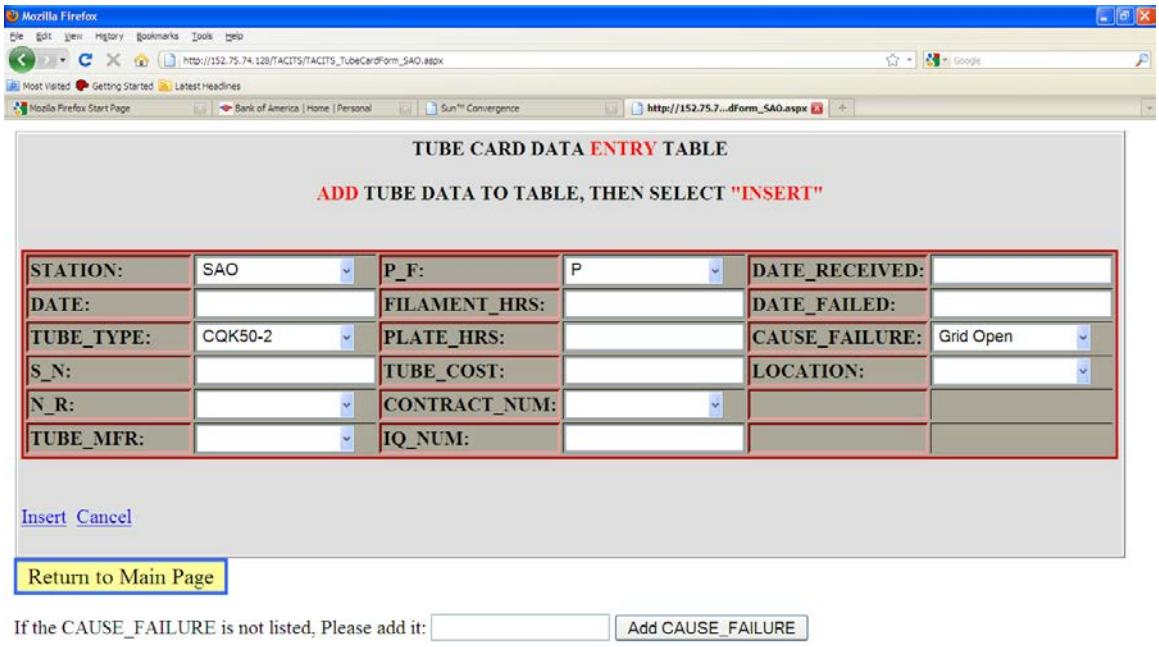
- One you are finished editing the card, select Update.

7. Adding a New Tube Card



- To add new tube card data, which is the most important purpose of this screen view, start by selecting New.

- The following screen used to enter the tube card data for a new tube will be shown:




- Enter the data for the new tube; which will include the following:

  - Date Received, POT Tested, Transmitter Burn In (Enter the data in a date or date/time format)
  - Tube Type (Select from the drop down list)
  - Serial Number (S_N)
  - New or Rebuilt (N_R) (Select from the drop down list)
  - Tube Manufacturer (Select from the drop down list)
  - Pass or Fail (P_F) (Select from the drop down list)

- Filament Hours
- Tube Cost
- Contract Number
- IQ Requisition Number (IQ_NUM)
- Cause_Failure (Select from the drop down list)
- Location (Select from the drop down list)
- Comments (Select from the drop down list)
- Transmitter (Select from the drop down list)

- Then select Insert to enter the new tube card data into the database.

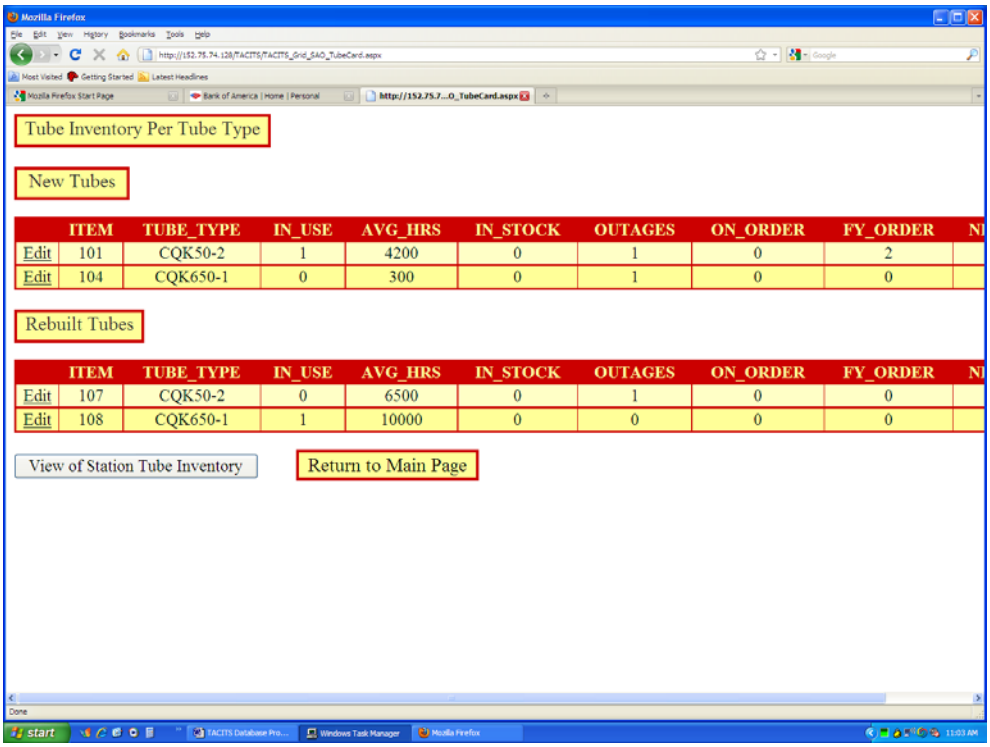
8. Tube Inventory and Outage Listing

- The "Edit Tube Data" screen view (below) contains the same information that is needed to complete the tube stockage information in the quarterly and annual statistical reports.

- Once the tube type that requires editing is determined, select edit from the listing. Most of the screen view columns **do not** require editing; instead they are calculated from other parts of the database. There are only three (3) columns that require editing:

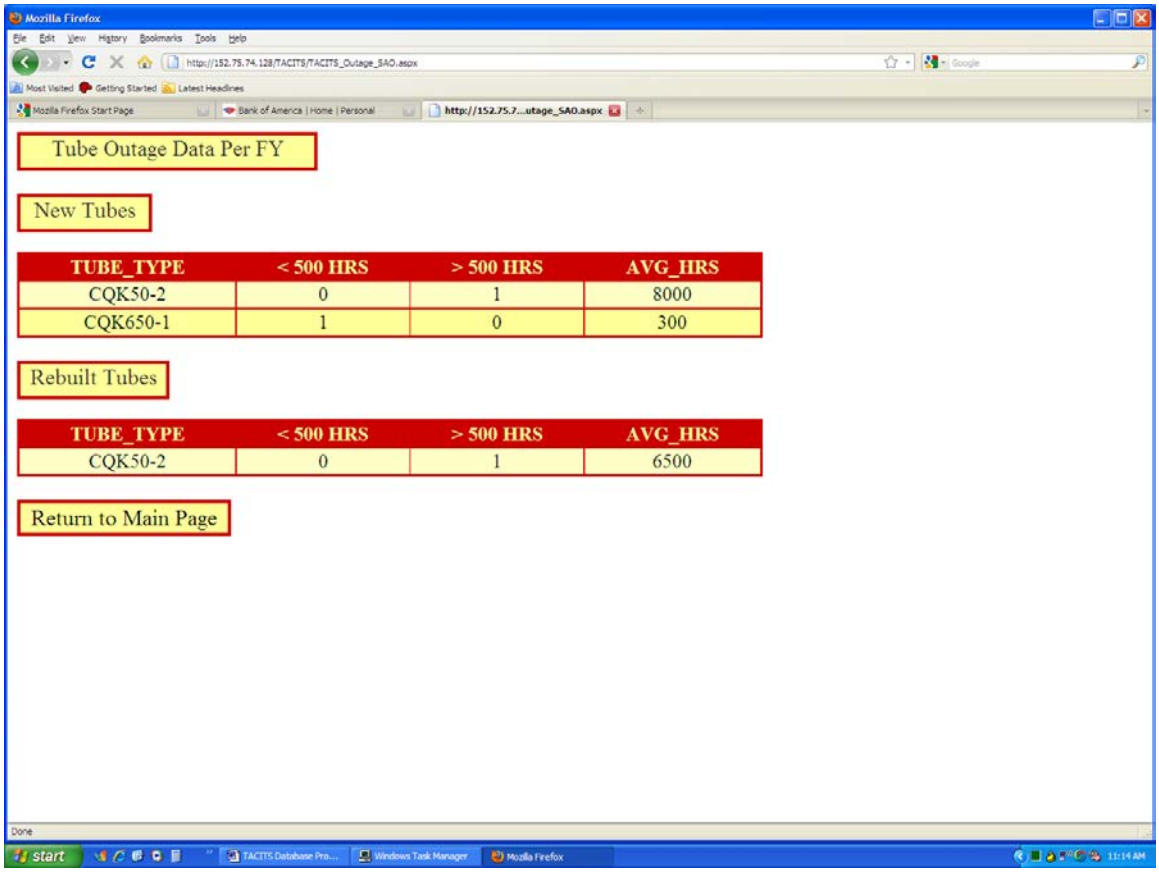
  - On_Order
  - FY_Order
  - Next_FY_Order

- The same procedures for editing (select Edit, make changes, and select Update) apply here.



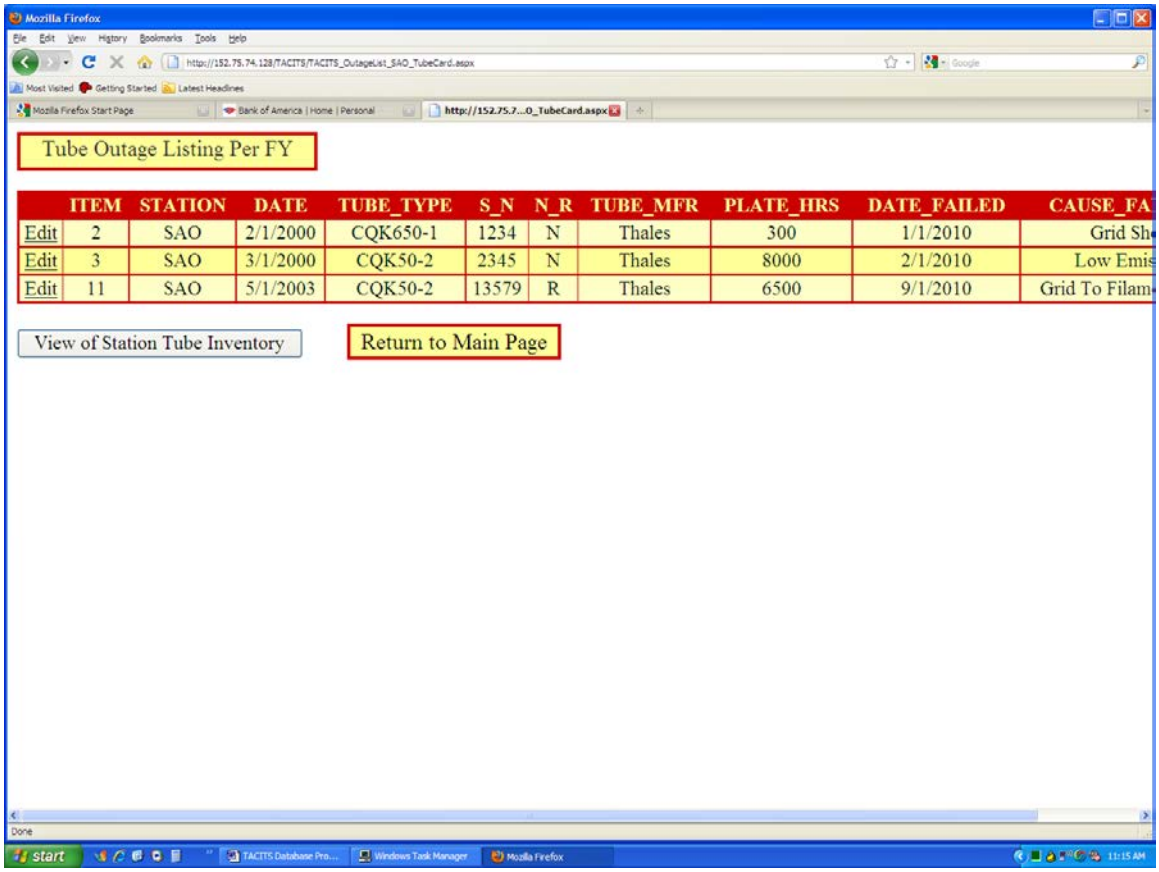
9. View FY Tube Outage Data

The "View FY Tube Outage Data" screen view does not require any editing. This view contains the same information that is needed to complete the tube outage information in the quarterly and annual statistical reports. This report automatically lists the tube type outages per fiscal year (FY), tube failures < 500 plate hours, tube failures >500 plate hours, and the average hours of the tube type that failed in that FY.



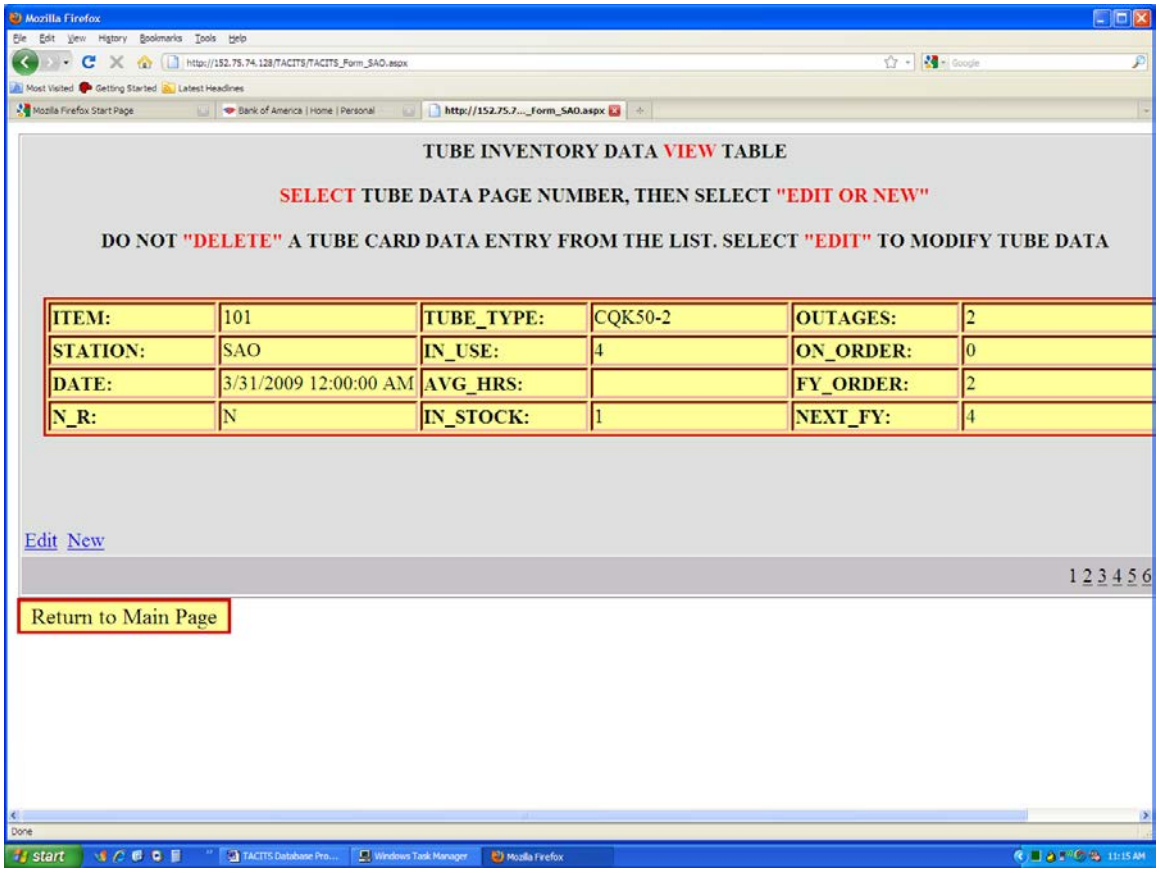
10. View FY Tube Outage List

The "View FY Tube Outage List" screen view does not require any editing. It is a view and summary report of all tube outages that occurred in that FY. As tube outages occur, this tube outage listing is automatically updated for the purpose of this report. For a complete listing of all tube data regarding this tube outage, go to the tube card listing for this tube. Tube card data is never deleted from the database.



11. Add Tube Type

The Add Tube Type screen view is one that will be rarely used at the transmitting stations. The intent of the Add Tube Type screen view is to be able to add tubes that are new to the transmitting station in the event that a new transmitter is installed or if the station has requirements to report tube data for another transmitting station. The same Edit/Update, New/Insert selections exist here for the purpose of adding new tube type or editing new tube type data information.




12. Tube Inventory Table

The Tube Inventory Table button automatically opens a MS Excel spreadsheet that contains two data tables listed in the quarterly and annual statistical reports. These tables provide information on tube outage hours and the tube inventories.

Once you have reviewed the statistical data for accuracy, you have the option to cut and paste these tables into your quarterly report. This is not a requirement, it is a convenience. You still have the option to manually enter this data into your quarterly reports.

The first time you select the Tube Inventory Table button and as the MS Excel spreadsheet opens, you will be prompted in the lower right corner of the screen to select an application or program to execute. This pop up window may be defaulted to the Internet Explorer.htm or Mozilla Firefox.htm browser. Be sure to select MS Excel for this pop up window.

If MS Excel is not listed in this selection menu, go to Browse, and then go to C:\Program Files\Microsoft Office\Office #\EXCEL.exe. If MS Excel does not exist at this location, right click on the EXCEL Icon on your desktop display or under Start\All Programs\Microsoft Office\MS Office Excel and select Properties. Under the General tab should be the path to the MS Excel application.

Once the MS Excel application has completed opening, the formatted report will download but the report data will not download until you select "Security Warning" - "Options" and then select "Enable This Content". The Security Warning is listed just above the formatted report spreadsheet.

Anytime after this, when you select "Tube Inventory Table", MS Excel will begin to open and a popup window will ask if you want to Open or Save this file. Select Open.

When you have completed using the MS Excel data report information, close the MS Excel application. You will be prompted to Save changes to the application under a given file name. Do not save changes to this file. You can always run the excel data report again if necessary.

13. Example of a Tube Life Cycle

| Sequence | Plate_Hrs | Date Installed | Date_Failed | Cause_Failure | Location | Comments |
|---|---|---|---|---|---|---|
| 1 | | | | | Inventory | Acceptance Testing |
| 2 | | | | Tube in Use | Transmitter | Start Burn In Cycle |
| 3 | 375 | | | | Inventory | Completed Burn In |
| 4 | 14500 | 01/01/2008 | | Tube in Use | Transmitter | Broadcasting in SAO-01 |
| 5 | 14750 | | | Tube in Use | Transmitter | Low Emission Broadcast |
| 6 | 14750 | | | | Inventory | Low Emission Useful |
| 7 | 16425 | | | Tube in Use | Transmitter | Low Emission Broadcast |
| 8 | 16425 | | 04/29/2011 | Low Emission | Shipped | Held at Station |
| 9 | | | | | Shipped | Shipped to Vendor |
| 10 | | | | | Inventory | Rebuilt by Vendor |
| 11 | | | | Tube in Use | Transmitter | Acceptance Testing |

Listed above is an example of a tube life cycle and how it should be recorded and updated in the TACITS application as it proceeds through its life cycle. In this scenario, the tube is first received at the station and **acceptance tested**. The tube then completes the **burn in cycle** and is moved from the transmitter to inventory. The plate hours are recorder as 375 hours in the database.

On 01/01/2008, the tube is installed in transmitter SAO-01 for broadcast. Although the plate hours would be listed as 375 hours at installation, over its broadcast life cycle the database needs to be updated monthly with the current plate hours and filament hours.

After the tube has broadcast for 14,500 plate hours, it goes into a state of low emission due to a decarburized filament condition. Since it seems to still be broadcasting reasonably, it is left in the transmitter to broadcast another 250 plate hours before it is removed at 14,750 plate hours.

The station determines that the tube is still useful and retains it in inventory for future use in a low emission state. Due to a new tube shortage in inventory, the station is forced to reuse this tube as the last new tube failed in the transmitter due to a grid to filament short. The tube is used to broadcast another 1,675 plate hours until another new tube is received. In addition, the tube amplification loss is now much greater than 6dB and is only able to amplify at less than quarter power requirements for broadcast. So it

is decided to send the tube for rebuilding. This decision requires changing the tube location status from transmitter to shipped.

The tube is successfully rebuilt by Econco and returned to the station. Once the tube is received at the station, it is entered into the database as a rebuilt tube with the same serial number. This allows us to track the performance of the tube as a new tube and as a rebuilt tube. The new tube listing information will no longer be listed in the database reports, but the historical data for this tube will be retained in the database, which is useful for statistical purposes.

Note: The brief summary statements made in the Cause_Failure, Location, and Comments sections of this example are the same ones that must be used by all transmitting stations. If additional statements are required in the Comments section, please be sure these are brief, and commonly used between all transmitting stations. Before they can be used, they must be forwarded to T/EOS/N for approval. This process will benefit the statistical aspects of the relational database.

**TSI-412**
**November 27, 2018**

# INFORMATION TECHNOLOGY DISASTER RECOVERY PLAN POLICY FOR THE USAGM TRANSMITTING STATIONS

## 412.1 PURPOSE

This policy provides a framework for the process of planning, developing and implementing Information Technology Disaster Recovery Plans (IT DRPs) for the transmitting stations operated by the U.S. Agency for Global Media (USAGM), which are located in: Botswana; Germany; Greenville, NC; Kuwait; the Philippines; Sao Tome; Thailand; and the Northern Mariana Islands. This type of planning is necessary to ensure that those IT mission-critical systems and sensitive systems that are connected to the IT network at USAGM Headquarters and/or supported by IT Directorate staff at USAGM Headquarters, continue to be operational in the event of major or minor interruptions or a large-scale disaster. This planning does not involve stand-alone computer systems used by the stations to operate and control broadcast systems.

Use of formal IT DRPs will also ensure that each USAGM transmitting station and its staff have effective and efficient recovery solutions for their systems.

IT disaster recovery planning includes activities designed to recover and sustain critical IT services following an emergency. These arrangements fit into a much broader emergency preparedness environment that includes station line-of-business process continuity and recovery capability.

## 412.2 SCOPE

This TSI Directive applies to all USAGM transmitting stations. The proponents for this TSI are USAGM CIO, T/I and T/EOS.

## 412.3. POLICY

All USAGM transmitting stations must develop, test/train/exercise and maintain IT DRPs to cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities. Plans shall address the full range of resources including data processing, data communications links, personal computers, workspace, and documents. The recovery plans must adhere to the standards established for electronic information processing, and the procedures established by the on-site Disaster Management Team. Transmitting station policies and procedure regarding human resources, public relations, customer relations, health and safety, vendor relations, information security and individual privacy must be followed during the development of the recovery plan and any activity associated with the recovery plan execution.

## 412.4 REFERENCE

1. E-Government Act of 2002, Pub. L. No. 107-347, 44 U.S.C. 3531 et seq.[1];

2. Office of Management and Budget (OMB) Circular No. A-130, “Management of Federal Information Resources”, Appendix III; November 2000;

[1] includes Federal Information Security Management Act (FISMA)

3. TSI 404 – Station Emergency Plans

4. Guidelines for Generating USAGM/TSI Transmission Site IT Disaster Recovery Plans For Disaster Planning Activities, October 2014

5. Other Resources:

    a. National Institute of Standards and Technology (NIST) Special Publication 800-34 rev 1, "Contingency Planning Guide for Federal Information Systems"

    b. ISO/IEC 20000-2:2012 Information technology - Service management - Part 2: Guidance on the application of service management systems

    c. ISO/IEC 24762:2008 Information technology -- Security techniques -- Guidelines for information and communications technology disaster recovery services

    d. ISO/IEC 27005:2018 — Information technology — Security techniques — Information security risk management (third edition)ISO/IEC 27006: 2015 – Information technology -- Security techniques -- Requirements for bodies providing audit and certification of information security management systems

    e. ISO 31000:2018, Risk management – GuidelinesBS 25777:2008, Information and communications technology continuity management. Code of practice

## 412.5 ROLES AND RESPONSIBILITIES

**THE CHIEF INFORMATION OFFICER (CIO) WILL:**

1. Provide guidance and strategies to each USAGM transmitting station and staff to assist them in establishing an Information Technology Disaster Recovery program; this includes IT DR planning requirements; and developing, testing, and implementing executable IT DRPs;

2. Review station IT DRPs; track and monitor station compliance with this policy. Provide an assessment report on all IT DRPs to each USAGM Station Administrator;

3. Direct, coordinate, and perform oversight reviews for compliance with this policy, as required;

4. Work closely with the Office of Inspector General for the Department of State and Broadcasting Board of Governors (OIG) to review all plans and provide the OIG assessment findings to each USAGM Station Administrator or designated representative. In addition, provide a specific timeline to complete any necessary revisions to ensure an executable plan;

5. Observe station IT DRP testing, training, exercising, corrective action reporting and planning updates, as required;

6. Evaluate and recommend a specific course of action to remedy deficiencies found during review of plans or tests; and

7. Report non-compliance with policy to the TSI Director for appropriate action.

**THE IT DIRECTORATE WILL:**

1. Provide assistance to each USAGM transmitting station with preparation of the required IT DRP;

2. Ensure that all major systems are identified and prioritized in order of criticality; and

3. Provide each USAGM transmitting station with an on-site file backup capability by way of a Network Attached Storage (NAS) capability that is being included in each "refresh" of the transmitting station's IT systems.

**OPERATIONS AND STATIONS DIVISION DIRECTOR WILL:**

1. Provide oversight of the IT DRP Program, ensuring that each IT DRP is reviewed and approved by the USAGM CIO, and certified with a signature and date of the transmitting station manager.

**TRANSMITTING STATION MANAGER/ IT DRP COORDINATOR WILL:**

1. Either serve as the IT DRP Coordinator or designate a senior station employee to serve in that capacity to manage the station's IT DRP Program;

2. Include in the station's operating budget any special funding requirements for accomplishing IT disaster recovery and resumption activities, such as testing, training, and capability requirements; and report all related costs for IT system disaster recovery planning;

3. Identify and coordinate with internal and external points of contact for each major system to characterize the ways that they depend on or support the IT system. If the station's IT system includes a NAS backup capability, ensure that data backup of critical files or tapes is implemented daily;

4. Identify disruption impacts and allowable outage times. Identify the maximum allowable time that a resource may be denied before it prevents or inhibits the performance of an essential function;

5. Develop and prioritize recovery strategies that station personnel will implement during IT DRP activation. Consider issues such as cost, allowable outage time, security, and integration with other onsite plans.

6. Coordinate with TSI's Operations and Stations Division Director to establish agency response teams and team leaders to carry out damage assessments and recovery needs of station capabilities damaged beyond local capability to recover;

7. Ensure that station IT DRP support staff conduct an annual testing, training and exercise program, document corrective actions in a report, and conduct planning updates, as required; and

8. Ensure that station IT DRP is reviewed and updated biannually. The schedule for the biannual update process will be based on the date on which the station's initial IT DRP is accepted.

## 412.6 STATION IT DRP PREPARATION

Each USAGM transmitting station will work with the IT Directorate to develop the requisite IT DRP(s) in accordance with this section of the policy and as outlined in the IT Disaster Recovery Planning Guidance document. In IT disaster recovery planning, the detailed recovery plan codifies the actions necessary to get the station IT operations up and running following an unplanned outage. That detailed plan is predicated on an IT disaster recovery strategy for the specific station.

## 412.7 TEST, TRAINING & EXERCISE PROGRAM FOR STATION IT DRP

Once detailed IT DRP(s) have been developed, a test, training and exercise (TT&E) program must be carried out to: ensure that the plan works properly; to ensure that each station's IT disaster recovery team knows their roles; and to prepare and deliver awareness and IT disaster recovery training, so that all on-

site employees are prepared to respond as required by the plan. Station Managers/IT DRP Coordinators will develop a TT&E program and conduct quarterly TT&E activities.

## 412.8 CORRECTIVE ACTION AND MAINTENANCE OF STATION IT DRP

Drawing upon the outcomes of the TT&E Program, each station IT DRP will require periodic maintenance and continuous improvement in order to develop a reliable IT disaster recovery program and plan. Station managers/IT DRP Coordinators will document all corrective actions and plan maintenance in accordance with IT Disaster Recovery Planning Guidance document.

## 412.9 AUDIT OF STATION IT DRP

Each USAGM transmitting station manager will conduct yearly internal audits of the IT Disaster Recovery program and plan(s) to ensure their compliance with this policy, the IT Disaster Recovery Planning Guidance document and planning framework. The Department of State OIG may also conduct periodic audits on transmitting sites operations. All findings will be tracked as part of the Corrective Action and Plan Maintenance activities and monitored by USAGM/TSI CIO and Director, Operations and Stations Division (T/EOS).

## 412.10 POLICY EXCEPTION REQUIREMENTS

1. Each USAGM transmitting station will submit all policy exception requests directly to the USAGM CIO.

2. Exceptions to policy will be considered only in terms of implementation time; exceptions will not be granted to the requirement to conform to this policy.

3. Exceptions that are approved will be interim in nature and will require that each station report this policy exception as part of its periodic reporting to USAGM until full compliance is achieved.

## POLICY APPROVAL BY USAGM CIO:

*Terry Balazs* *

Terry Balazs
Chief Information Officer
U.S. Agency for Global Media

11/27/2018
Date

* Original signature on file

Attachment J.4

**Users Manual for the web-EITS Application**

The web-EITS Users Manual will provide the staff at IBB Transmitting Stations with data entry procedures to report Irregularities and provide Monthly Transmitter Hour Statistical data at their broadcast facility.

The web-EITS application is client server application that provides the data entry users at the IBB Transmitting Stations a more user-friendly, convenient, and less labor-intensive tool for reporting Irregularities and Monthly Transmitter Hour Statistical data.

Irregularity data and reports can also be accessed using the on-line system to review outages at a transmitting station. Daily, Monthly and Annual Reports can be accessed using the on-line to gauge station performance. Outage Hours between the Irregularities entered in a month can be compared to the Monthly Transmitter Hours Statistical data entered as a measure of data entry accuracy.

All Irregularity data will be entered locally at the IBB Transmitting Station, which is the client side of the database application. All data sent from the transmitting stations will be sent to the IBB Engineering central database server located at IBB Headquarters in Washington DC.

The daily report provides IBB Engineering Management real time access to the Irregularity and Outage Time events that occurs at the IBB Transmitting Stations all within the web-EITS application. This improvement in data reporting efficiency is one of the primary reasons the web-EITS was developed.

Refer to TSI-401 for detailed instructions regarding entering Irregularities.

A. DATA ENTRY PROCEDURES FOR IRREGULARITY REPORTS

On the day of the irregularity or at the earliest convenience, the web-EITS staff should enter the Irregularity Data into EITS or what is now known as the web-EITS database.

A.1 INPUT CAUSE

a. Open the Internet Explorer browser and enter the following web URL:

   http://152.75.92.136/eits/index.asp

b. When prompted enter your Login and Password then click on LOGIN TO EITS to proceed. The Login script is your IBB e-mail address. The Password for all users is “1” without the quotation marks. Users are supposed to change their password right after their first login. Passwords can be changed by the Local Administrator at the UTILITIES/PASSWORD menu.

c. Select Irregularity/Input Cause from the menu bar. Only users who have CREATE/EDIT rights at the transmitting station can click on IRREGULARITY/INPUT CAUSE and then enter Irregularity data.

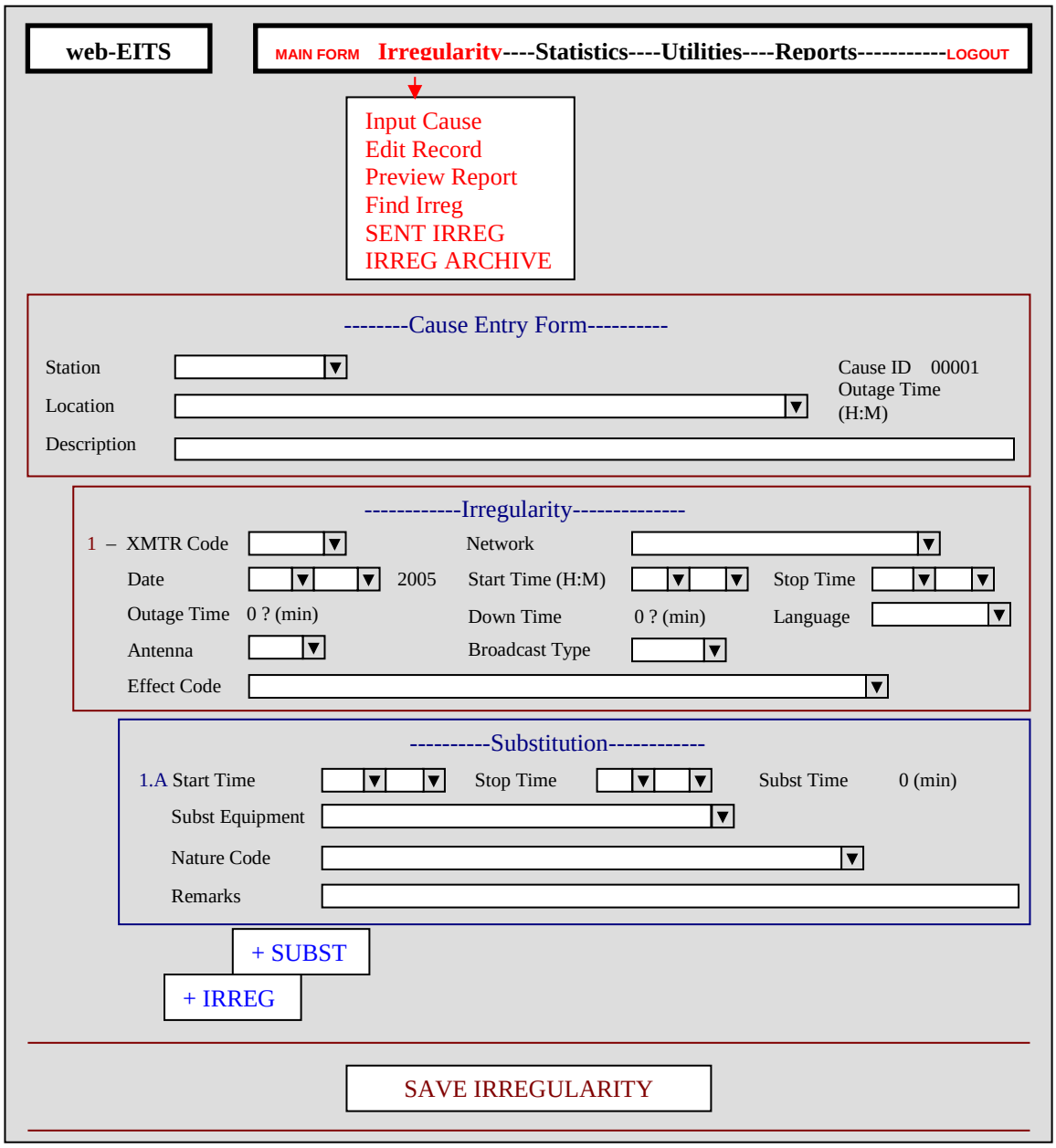



Figure 1. The Irregularity-Input Cause Data Entry Form

d. Enter the data for the Cause, Irregularity and Substitution that are listed on the Input Cause form shown in Figure 1. Remember, outage and down time are

automatically calculated by the system. Start and Stop times must be entered in the format of hhmmss (h=hours, m=minutes, s=seconds).

e. Then click on SAVE IRREGULARITY. If all the mandatory entries are not all listed then web-EITS will prompt you with an error message that states what remaining data needs to be added. All fields in the Cause and Irregularity sections of the data entry form are considered mandatory. If data items are not entered for the given Irregularity, then the record cannot be saved.

f. After clicking on SAVE IRREGULARITY button, the user is taken to a view where he/she can again check on the entries and have the option to either go back and edit the irregularity report (button NOT YET, EDIT DATA) or SEND it to EO (button ALL IS OK, SEND NOW). If user abandons the entry process at this time, the report will be saved but have the status of UNSENT, in which case user can later access it through menu Irregularity -> EDIT REPORT or PREVIEW REPORT and then send it. However, to avoid forgetting to send reports, we advise stations to send the report right after it is entered.

g. Once all data items are entered, the Irregularity Report is now saved to the SQL Server Central database.

A.2 EDIT RECORD

1. Edit Record "Not Yet Sent".

   (a.) If in the process of creating an Irregularity the user did not SEND it to EO, user can retrieve that report for possible editing and then finally send it using menus Irregularity/Edit Record.

   (b.) User can edit all fields except cause id, which will be the same one attributed to the report when it was created. After editing, user has two options represented by the two buttons. Button SAVE CHANGES MADE will incorporate changes into the database but the report is still UNSENT, that is NOT YET SENT to EOT. Button ALL IS OK, SEND NOW will finally send the report to EOT.

2. Delete Record "Not Yet Sent".

   (a.) Users can Delete a Record that is not yet sent to the database. From the Irregularity/Edit Record menu the user views a list of UNSENT reports. The last column has a Delete button.

   (b.) Click on the Delete button and the user is prompted to enter the reason why the report is being deleted. If nothing is entered the DELETE effort is canceled.

(c.) When a report is deleted it is not wiped out of the database. Records are stored in respective tables DELETED_CAUSES, DELETED_IRREGS and DELETED_SUBST, just in case tracking is needed.

3. Edit Record "Already Sent".

(a.) If an Irregularity that have already been Sent to the SQL Server Central database, which requires an EDIT, the Irregularity can be accessed from the database. First select Irregularity/Find Irreg from the menu bar and then enter the Cause ID number.

(b.) A summary of the Cause to be edited is listed. Select the Cause ID number in the Cause summary. The Cause is now ready to be edited. You can retrieve that irregularity by searching for it through menu Irregularity/FIND IRREG and then entering one of the search criteria such as Cause ID number or a few other strings in the report.

(c.) Edit the Cause, then when completed select ADD CHANGES.

4. Edit Record from a list of "All Records Sent".

(a.) If the user wants to edit an Irregularity from a list, which includes all the Irregularities created and sent by the station to the SQL Server Central database, the Irregularity can be accessed and edited from the database list.

(b.) To view all the Irregularities sent to the SQL Server Central database by a station, select Irregularity/Sent Irreg. All of the Irregularities that have been sent to the database from the station will appear and they will be listed by Cause ID. If an edit of any of these Irregularities is required, follow the procedure listed in A.2.3.(b.) and A.2.3.(c.) of this section.

A.3 PREVIEW REPORT

a. After the Irregularity Records have been entered to the local database, the user with CREATE/EDIT rights has a chance to review the Irregularity Report that includes all of the Irregularity Records.

b. To Preview the report that includes Irregularity Records yet to be sent to the SQL Server database, click on Irregularity/Preview Report. A summary of all Irregularities will be listed by Cause_ID.

c. Clicking on any of the Cause_ID's lists the entire Irregularity Records data.

d. Once the user with CREATE/EDIT rights has had a chance to review the Irregularity Report they will select ALL IS OK, SEND NOW.

e. This then sends the Irregularity Record to the SQL Server Central database. At anytime the Irregularity can be recalled from the central database and edited. It can also be Viewed by any user.

f. Users can also Delete a Record that is not yet sent to the database from the Preview Report menu as well. From the Irregularity/Preview Report menu the user views a list of UNSENT reports, where the last column has a Delete button. If the user then chooses to Delete a Record from the Preview Report selection, proceed by following the instructions listed in section A.2.2.(b.) and A.2.2.(c.) of this document.

## B. DATA ENTRY PROCEDURES FOR MONTHLY TRANSMITTER HOUR STATISTICS

On a monthly basis the web-EITS staff will enter the Monthly Transmitter Hour Statistics as listed on each of the station transmitters. In the event that the Monthly Transmitter Hour Statistics were entered incorrectly and sent to the database an edit capability exists. Lastly there exists an error checking routine that verifies the data entered for the Monthly Transmitter Hour Statistics in comparison to the Irregularity data entered during the month. The error checking routing applies to the Enter and Edit of the Monthly Transmitter Hour Statistics

### B.1 ENTER MONTHLY TRANSMITTER HOURS STATISTICS

a. Select the Statistics/Enter Off/On from the web-EITS menu bar.

b. Enter the Scheduled Time, Outage Time and OFF_ONS for each of the transmitters listed for that station (STA) that are shown in Figure 2.

c. Once this monthly data is entered click on SAVE STATS. You are taken to a preview window so that you can check your entries again, and if they are right send the report to EO. You also have the option to EDIT the report.

d. The Monthly Transmitter Hour Statistics are now saved in the SQL Server database.

e. Additional Monthly performance data is then calculated by the on-line application and can be displayed by Selecting Statistics/Find Statistics.

### B.2 EDIT MONTHLY TRANSMITTER HOURS STATISTICS

a. If incorrect Monthly Transmitter Hours data exists in the SQL Server Central database for a station, this data can be edited.

b. Select the Statistics/EDIT Off/On from the web-EITS menu bar.

c. Correct the Scheduled Time, Outage Time and OFF_ONS for each of the transmitters requiring edits, which are listed for that station (STA) as shown in Figure 2.

d. When the editing of the Monthly Transmitter Hours data is complete, select SAVE CHANGES.

e. The updated Monthly Transmitter Hour Statistics are now saved in the SQL Server database.

B.3 ERROR CHECKING ROUTINE

a. An error checking routine that verifies the accuracy of the data entered for the Monthly Transmitter Hour Statistics in comparison to the Irregularity data entered during the month is included.

b. The error checking routine applies to the Enter and Edit of the Monthly Transmitter Hour Statistics.

c. When the Monthly Transmitter Hour Statistics Outage Time is entered for each of the stations transmitters the value entered in the Enter Off/On or EDIT Off/On view must be within a certain tolerance of the total Irregularity Outage Time entered during the month and calculated for each transmitter.

d. After entering the Monthly Transmitter Hour Statistics Outage Time data for a particular transmitter and the SAVE CHANGES is selected, if the value entered is greater than the predetermined tolerance, an error message will appear stating, "OUTAGE TIME FOR TRANSMITTER "STA-##" DOES NOT MATCH PREVIOUSLY ENTERED IRREGULARITIES CLICK TRANSMITTER NAME TO VIEW ALL ITS IRREGULARITY FOR SELECTED MONTH".

e. Click OK. Then select the "STA-##" transmitter that is listed in the error message. This will open the "STA-##" transmitter Irregularities for the month, the Total Outage Time in a HH:MM:SS format, and the Total hours in a decimal format as shown in Figure 3.

f. Select the Back symbol from the Internet Explorer menu. Enter the Total hours (decimal format) for the transmitters Outage Time for the month. Then select SAVE CHANGES. The error message should not appear for that transmitter.

g. If the error message appears for another transmitter, complete the same procedure outlined in B.3.d through B.3.f.

h. If during this error checking process the Irregularity Total Outage Time is determined not to be accurate, then the Irregularity data needs to be edited as described in section A.2.3 or A.2.4.

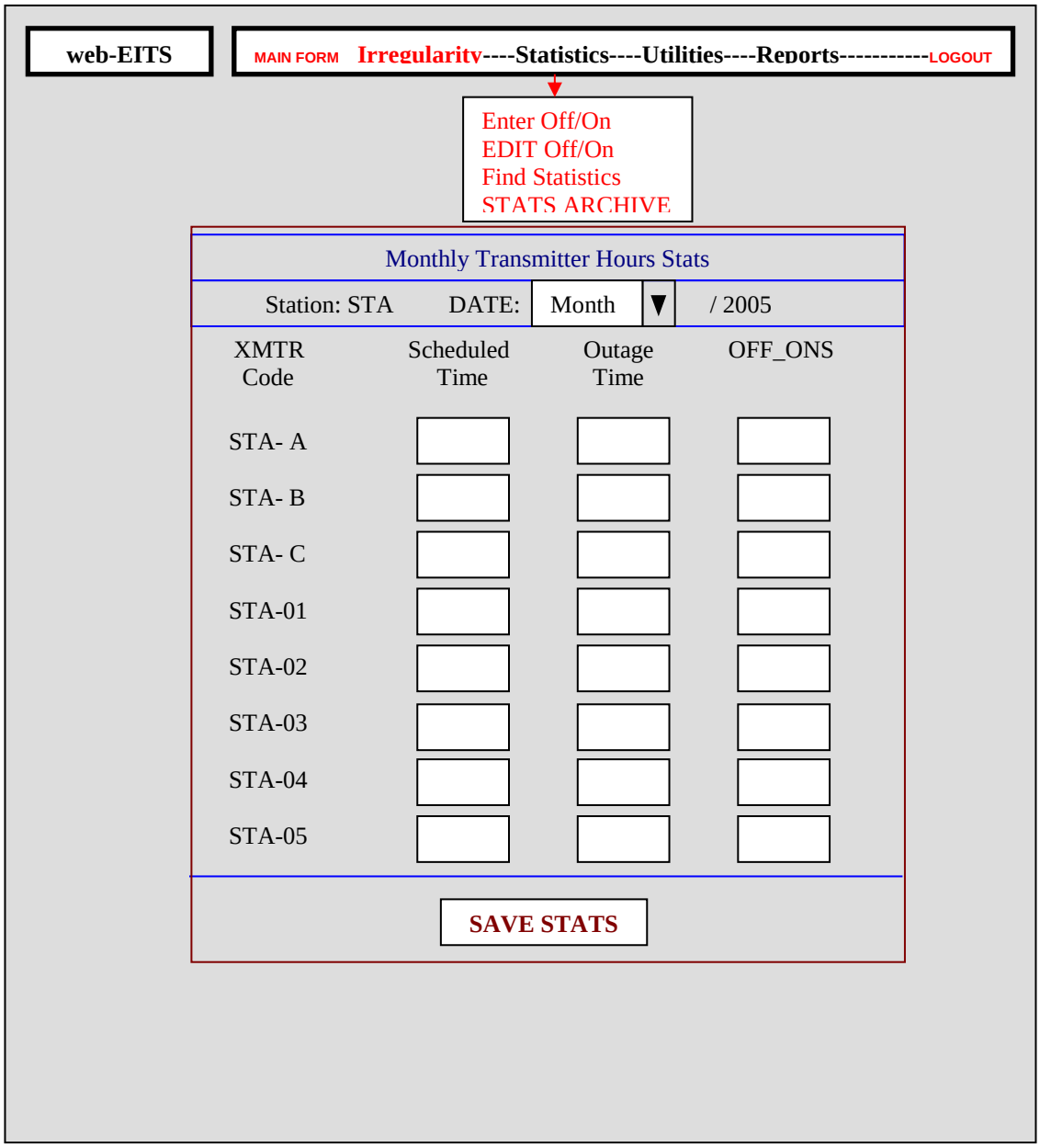



Figure 2. The Monthly Transmitter Hours Statistics Data Entry Form

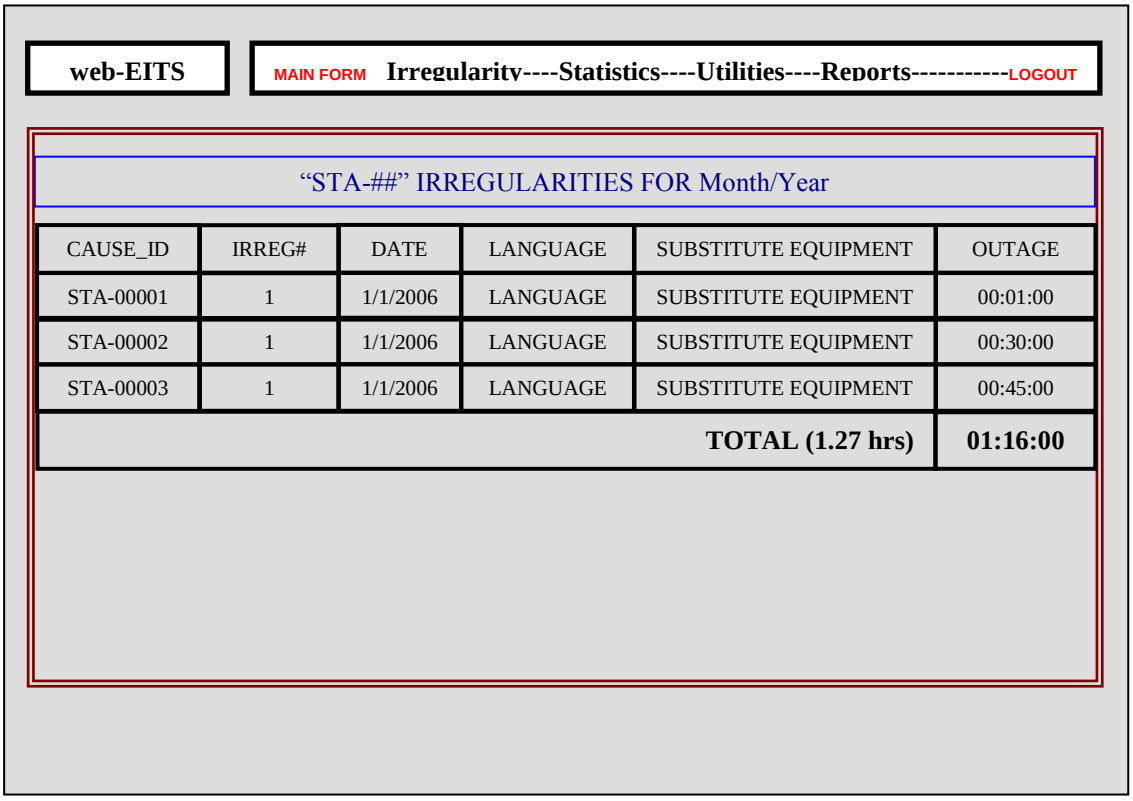



Figure 3. The Station Irregularities Monthly List and Total

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000012389 | UNINTERUPTABLE POWER SUPPLY | TIN-PWR | BEST | N/A | N/A | 03/03/2014 | 05/08/1998 | $30,000.00 |
| IA0000047894 | ENERGY ANALYZER, DRANETZ 8000 | TIN-SHOP | DRANETZ | 8000-2/1/2/3 | 8000MA226(363) | 02/19/2014 | 08/06/2004 | $5,995.00 |
| IA0000051716 | GENERATOR/WELDING MACHINE, 10 KW, CC/C | SPN-WHSE | MILLER | CH205 | 3131305001 | 03/10/2014 | 01/14/2004 | $3,382.00 |
| IA0000051717 | COMPUTER CPU, HP D220 TOWER | SPN-SITE | CHUNTEX ELECT | D220 MT | MXD34008T3 | 03/10/2014 | 09/22/2003 | $787.00 |
| IA0000051719 | COMPUTER MONITOR, 17", LCD CTX | SPN-ENGR | CHUNTEX ELECT | S700 | 05334901236 | 03/10/2014 | 03/11/2004 | $590.00 |
| IA0000051720 | TREADMILL, 95 TI, LIFEPULSE, 4 HP | SPN-DSP2 | LIFE FITNESS-DI | 95TI | TTJ 103080 | 03/10/2014 | 09/18/2003 | $4,422.00 |
| IA0000051721 | COMPUTER MONITOR, 19" LCD CTX | TIN-SHOP | CHUNTEX ELECT | S962A | 07334500595 | 02/19/2014 | 03/17/2004 | $890.00 |
| IA0000051724 | WEB CAM - QUICK CAM PRO 4000 | SPN-LAN | LOGITECH | V-UJ16 | LZA35000254 | 03/06/2014 | 04/17/2004 | $99.00 |
| IA0000051727 | MULTI-FUNCTION PRINTER, LASER, BROTHER | TIN-STOC | BROTHER CORP | MFC-6800 | U56580E3J4324 | 02/13/2014 | 09/22/2003 | $544.00 |
| IA0000051730 | COMMERCIAL SATELLITE RECEIVER, POWER | SPN-MCR | SCIENTIFIC ATL | POWER VU | 926760059997 | 03/05/2014 | 08/21/2004 | $6,000.00 |
| IA0000051737 | AUDIO ROUTING SYSTEM, SAS 16000 | SPN-MCR | SIERRA AUTOMA | SAS16000 | 200009111893 | 03/05/2014 | 08/21/2004 | $1,000.00 |
| IA0000051738 | PLC DISTRIBUTION PANEL | SPN-MCR | N/A | N/A | N/A | 03/05/2014 | 08/21/2004 | $1,000.00 |
| IA0000051740 | AM MODULATION MONITOR, BELAR | SPN-MCR | BELAR | N/A | N/A | 03/05/2014 | 08/21/2004 | $1,000.00 |
| IA0000051741 | COMPUTER CPU, EXONE, IAUTO0000077 | TIN-MCR | EXONE | N/A | N/A | 02/18/2014 | 08/21/2004 | $1,000.00 |
| IA0000051742 | COMPUTER CPU, EXONE, IAUTO0000078 | SPN-LAN | EXONE | N/A | N/A | 03/11/2014 | 08/21/2004 | $1,000.00 |
| IA0000051744 | ADDRESSABLE FIRE ALARM CONTROL SYSTE | SPN-MCR | FIRE ALARM INC. | MS-9600 | N/A | 03/05/2014 | 08/18/2004 | $30,000.00 |
| IA0000051748 | JIG SAW, VARIABLE SPEED, BLACK & DECKER | SPN-WHSE | BLACK & DECKE | JS600 | N/A | 03/10/2014 | 08/21/2004 | $52.29 |
| IA0000051749 | HEAT GUN, MASTER HG-751B | SPN-SHOP | MASTER | HG-751B | N/A | 03/11/2014 | 08/21/2004 | $20.00 |
| IA0000051750 | SOLDERING STATION, WELLER WTCPT | SPN-SHOP | WELLER | PU120T | N/A | 03/05/2014 | 08/21/2004 | $30.00 |
| IA0000051754 | HAND TRUCK, MILWAUKEE, 600 LBS, RED | SPN-WHSE | MILWAUKEE ELE | 40119 | 9191940119 | 03/06/2014 | 08/21/2004 | $109.99 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000051755 | COMET EXTREME 12, MGE UPS SYSTEMS (12K | SPN-WHSE | MGE UPS SYSTE | COMET EXTREM | N/A | 03/10/2014 | 01/30/2003 | $5,106.00 |
| IA0000051756 | COMPUTER CPU, EXONE, IAUTO0000108 | TIN-SHOP | EXONE | N/A | N/A | 02/18/2014 | 01/18/2013 | $1,200.00 |
| IA0000051758 | WELDING MACHINE, 230 AMPERE, CENTURY | SPN-WHSE | CENTURY MFG. | 110-110 | H519499 | 03/10/2014 | 08/21/2004 | $249.00 |
| IA0000051759 | RECIPROCATING SAW, MAKITA JR3000V | SPN-WHSE | MAKITA | JR3000V | 1141471A | 03/10/2014 | 08/21/2004 | $89.99 |
| IA0000051760 | CIRCULAR SAW, 7-1/4", DEWALT DW 359 | SPN-WHSE | DEWALT | DW359 TYPE 2 | 101526 | 03/10/2014 | 08/21/2004 | $139.99 |
| IA0000051761 | DEMOLITION HAMMER, MAKITA HM1201 | SPN-WHSE | MAKITA | HM1201 | 260521 | 03/10/2014 | 08/21/2004 | $300.00 |
| IA0000051762 | 7" ANGLE GRINDER, RYOBI G1850 | SPN-WHSE | RYOBI | G1850 | 05588 | 03/10/2014 | 08/21/2004 | $100.00 |
| IA0000051764 | COLOR COPIER MACHINE, XEROX WORK CEN | SPN-TX3 | XEROX CORPOR | WORK CENTRE | 595032 | 03/06/2014 | 08/05/2004 | $10,650.00 |
| IA0000051766 | 17" LCD COMPUTER MONITOR, FLAT SCREEN | SPN-DSP2 | CTX-CHUNTEX E | S761 | 05H42301333 | 03/10/2014 | 09/23/2004 | $720.00 |
| IA0000051767 | SERVER, HP PROLIANT ML370 | SPN-LAN | HP | PROLIANT ML37 | EA16LDNG38 | 03/06/2014 | 08/27/2004 | $9,745.00 |
| IA0000051768 | AUDIO BROADCAST RECEIVER | TIN-MCR | SCIENTIFIC ATL | D9850 | 514162060102 | 02/18/2014 | 11/30/2005 | $1,200.00 |
| IA0000051771 | AIR COMPRESSOR, 20 GALLONS, DEVILBLISS | TIN-B&G | AIR POWER CO | IRF5020 | 9802004472 | 02/24/2014 | 08/11/2004 | $500.00 |
| IA0000051772 | BATTERY CHARGER, SOLAR 670 | TIN-B&G | SOLAR | KH-288-901 | G089833 | 02/24/2014 | 08/11/2004 | $334.95 |
| IA0000051775 | DRILL BIT SHARPENER, DRILL DOCTOR | TIN-FACL | PROFESSIONAL | DD500 | N/A | 02/25/2014 | 08/11/2004 | $117.95 |
| IA0000051776 | AIR DRILL, 1/2" DRIVE, REVERSIBLE, NAPA | TIN-FACL | NAPA PROFESSI | 6-786 | B010362 | 02/25/2014 | 08/11/2004 | $139.99 |
| IA0000051777 | AIR HAMMER, SHORT BARREL, CAMPBELL HA | TIN-FACL | CAMPBELL HAU | TL1003 | Z0600 | 02/25/2014 | 08/11/2004 | $23.99 |
| IA0000051778 | NEEDLE SCALER, 7" PISTOL GRIP, NAPA | TIN-FACL | NAPA PROFESSI | 6-1050 | 000458 | 02/25/2014 | 08/11/2004 | $59.99 |
| IA0000051780 | AIR RATCHET, 3/8" DRIVE, CAMPBELL HAUSFI | TIN-B&G | CAMPBELL HAU | TL1001 | P020 | 02/24/2014 | 08/11/2004 | $38.99 |
| IA0000051782 | IMPACT WRENCH, 1/2" DRIVE PIN CLUTCH, CA | TIN-B&G | CAMPBELL HAU | PL150297 | BP1100 | 03/03/2014 | 08/11/2004 | $89.00 |
| IA0000051783 | TORQUE WRENCH, 1/2" DRIVE, MICROMETER | TIN-FACL | K-D TOOLS | 2952 | 4020373432 | 02/25/2014 | 08/11/2004 | $169.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000051784 | TRANSMISSION BEARING PULLER, POSI LOCK | TIN-B&G | POSI LOCK | TJ-1 | 349840 | 02/24/2014 | 08/11/2004 | $70.00 |
| IA0000051785 | GEAR & BEARING PULLER, POSI LOCK 206 | TIN-B&G | POSI LOCK | 206 | 416404 | 02/24/2014 | 08/11/2004 | $65.00 |
| IA0000051787 | TUBE CUTTER, 1/4"-2 5/8", YELLOW JACKET | TIN-B&G | YELLOW JACKE | 60139 | N/A | 03/03/2014 | 08/11/2004 | $59.00 |
| IA0000051793 | UPS, CYBERPOWER 1250AVR | TIN-SITE | CYBER POWER | CPS1250AVR | BCA2X1804765 | 03/03/2014 | 06/15/2004 | $249.95 |
| IA0000051794 | UPS, CYBERPOWER 1250AVR | TIN-SHOP | CYBER POWER | CPS1250AVR | BCA2X1804781 | 02/19/2014 | 06/15/2004 | $249.95 |
| IA0000051795 | UPS, CYBERPOWER 1250AVR | TIN-FACL | CYBER POWER | CPS1250AVR | BCA2X1804783 | 02/25/2014 | 06/15/2004 | $249.95 |
| IA0000051796 | UPS, CYBERPOWER 1250AVR | TIN-ADMN | CYBER POWER | CPS1250AVR | BCA2X1804795 | 02/18/2014 | 06/15/2004 | $249.95 |
| IA0000051806 | 17" LCD COMPUTER MONITOR, FLAT SCREEN | TIN-SHOP | CTX-CHUNTEX E | S761 | 05H42301311 | 02/19/2014 | 09/23/2004 | $720.00 |
| IA0000051807 | 17" LCD COMPUTER MONITOR, FLAT SCREEN | TIN-SHOP | CTX-CHUNTEX E | S761 | 05H42301340 | 02/19/2014 | 09/23/2004 | $720.00 |
| IA0000051808 | 2500 WATTS INVERTER/CHARGER, XANTREX P | TIN-SHOP | XANTREX | PROSINE 2.5/12 | 21864678 | 02/25/2014 | 09/24/2004 | $2,218.22 |
| IA0000051809 | CLAMP METER, 400 AMPERE AC/DC CURRENT | TIN-FACL | FLUKE | I410 | 85914242 | 02/25/2014 | 09/14/2004 | $154.00 |
| IA0000051810 | CLAMP METER, 400 AMPERE AC/DC CURRENT | TIN-SHOP | FLUKE | I410 | 85914244 | 02/19/2014 | 09/14/2004 | $154.00 |
| IA0000051811 | HIGH VOLTAGE PROBE, 40 KILOVOLTS, FLUKE | SPN-SHOP | FLUKE | 80K-40 | 87220133 | 03/05/2014 | 09/14/2004 | $129.00 |
| IA0000051812 | HIGH VOLTAGE PROBE, 40 KILOVOLTS, FLUKE | TIN-SHOP | FLUKE | 80K-40 | 87220069 | 02/19/2014 | 09/14/2004 | $129.00 |
| IA0000051813 | COMPUTER CPU, EXONE, MAIN TINIAN SAS, IP | TIN-SHOP | EXTRA | N/A | N/A | 02/26/2014 | 09/13/2004 | $1,261.05 |
| IA0000051814 | COMPUTER CPU, SPARE TINIAN SAS, IP# 152.7 | TIN-MCR | EXTRA | N/A | N/A | 02/18/2014 | 09/13/2004 | $1,261.05 |
| IA0000051815 | BACK PACK BLOWER, SHINDAIWA EB-630 | TIN-B&G | SHINDAIWA | EB-630/EPA | 4044785 | 02/24/2014 | 11/01/2004 | $348.41 |
| IA0000051816 | MULTIMETER, SIMPSON MODEL: 260-8 | TIN-SHOP | SIMPSON | 260-8 | 70-7217-2 | 02/19/2014 | 12/27/2004 | $177.73 |
| IA0000051817 | VACUUM PUMP, REFRIGERATION, JB DV-200N | TIN-B&G | JB INDUSTRIES I | DV-200N | 0902 | 03/12/2014 | 12/07/2004 | $386.28 |
| IA0000051818 | REFRIGERANT GAUGE SET, IMPERIAL 631-CK | TIN-FACL | IMPERIAL | 631 CKP | N/A | 02/25/2014 | 12/07/2004 | $113.11 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000051819 | REFRIGERANT LEAK DETECTOR, TIF XL-1A | TIN-FACL | ADVANCED TES | TIF XL-1A | 070412002122 | 02/25/2014 | 12/07/2004 | $167.85 |
| IA0000051820 | COLOR LASERJET PRINTER, HP 3700DN | TIN-SHOP | HP | Q1323A | CNLBB31308 | 02/19/2014 | 01/12/2005 | $1,941.00 |
| IA0000051821 | WATER DISTILLER, WATERWISE 7022 | TIN-LNGE | WATERWISE INC | A30D/W3616 | 044654324 | 02/13/2014 | 02/02/2005 | $1,826.00 |
| IA0000051822 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | TIN-BLDG | ANSUL | CR-I-A-150-D | WY219095 | 02/13/2014 | 12/22/2004 | $1,241.00 |
| IA0000051823 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | TIN-BLDG | ANSUL | CR-I-A-150-D | WY219096 | 02/13/2014 | 12/22/2004 | $1,241.00 |
| IA0000051824 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | TIN-BLDG | ANSUL | CR-I-A-150-D | WY219097 | 02/13/2014 | 12/22/2004 | $1,241.00 |
| IA0000051825 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | TIN-PWR | ANSUL | CR-I-A-150-D | WY219098 | 02/25/2014 | 12/22/2004 | $1,241.00 |
| IA0000051826 | RESCUE HOOK, FIBERGLASS, INSULATED, 6 F | TIN-BLDG | W.H. SALISBURY | 24401 | N/A | 02/13/2014 | 02/02/2005 | $214.95 |
| IA0000051827 | OSCILLOSCOPE, 2 CHANNEL, 100 MHZ, 1 GS/S, | TIN-SHOP | TEKTRONIX INC. | TDS2012 | C042861 | 02/19/2014 | 04/19/2005 | $1,607.05 |
| IA0000051828 | AIR CONDITIONER, 18,000 BTU, SPLIT TYPE, F | TIN-ADMN | FUJITSU | ASB18 | N/A | 02/18/2014 | 04/19/2005 | $1,360.00 |
| IA0000051829 | CORDLESS DRILL/DRIVER, DEWALT 929 | TIN-FACL | DEWALT | DW929 | 737317 | 02/25/2014 | 05/05/2005 | $404.99 |
| IA0000051830 | IRIDIUM 9505A SATELLITE PORTABLE PHONE | TIN-MCR | IRIDIUM SATELLI | 9505A | 30001400080974 | 02/13/2014 | 04/14/2005 | $1,499.95 |
| IA0000051831 | MULTIMETER, DIGITAL, FLUKE 189 | TIN-SHOP | FLUKE | 189 | 78970608 | 02/26/2014 | 05/10/2005 | $412.00 |
| IA0000051832 | MULTIMETER, DIGITAL, FLUKE 189 | TIN-SHOP | FLUKE | 189 | 78960586 | 02/26/2014 | 05/10/2005 | $412.00 |
| IA0000051833 | MULTI METER, DIGITAL, METERMAN LCR55 | TIN-SHOP | METERMAN | LCR55 | 040508577 | 02/19/2014 | 05/10/2005 | $191.00 |
| IA0000051834 | LCR METER, DIGITAL, METERMAN LCR55 | TIN-FACL | METERMAN | LCR55 | 040508705 | 03/03/2014 | 05/10/2005 | $191.00 |
| IA0000051835 | FRONT LOADER ATTACHMENT FOR JOHN DEE | TIN-B&G | WOODS GANNO | 1027 | 851094 | 02/24/2014 | 09/24/2002 | $7,350.00 |
| IA0000051836 | FREQUENCY SYNTHESIZER, 0.1-40 MHZ, PTS 0 | SPN-STOC | PROGRAMMED T | 040S4T2DX-14 | 1A-36247 | 03/11/2014 | 05/20/2005 | $4,730.00 |
| IA0000051838 | LCD PROJECTOR, EPSON POWERLITE S1+ | TIN-STOC | SEIKO EPSON C | EMP-S1H | FWDG515302F | 02/13/2014 | 04/07/2005 | $1,230.95 |
| IA0000051839 | PANEL COMPUTER, ADVANTECH | TIN-MCR | ADVANTECH TE | PPC-153T | AC37000224 | 02/18/2014 | 05/26/2004 | $1,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000051840 | PANEL COMPUTER, ADVANTECH | TIN-MCR | ADVANTECH TE | PPC-153T | AC37000223 | 02/18/2014 | 05/26/2004 | $1,000.00 |
| IA0000051851 | WORKCENTRE 7120 MULTIFUNCTION PRINTER | SPN-ADMN | XEROX | W7120PC | XMK293121 | 03/10/2014 | 10/04/2012 | $4,745.00 |
| IA0000051852 | AUTOMATED EXTERNAL DEFIBRILLATOR HEA | TIN-BLDG | PHILIPS | Heart Start FRX | B11-L-02282 | 02/13/2014 | 04/20/2012 | $1,765.00 |
| IA0000110817 | TOWER WINCH 8,000 CAP | TIN-B&G | DP MANUFACTU | 3833S1R13 | 02057897R | 03/03/2014 | 04/15/1993 | $20,000.00 |
| IA0000122199 | TRACTOR, DIESEL ENGINE | TIN-B&G | JOHN DEERE | 2155 | LO2155A670506 | 02/24/2014 | 11/13/2000 | $12,645.55 |
| IA0000123531 | MULTIMETER, DIGITAL, FLUKE 73III | TIN-SHOP | FLUKE | 73III | 75171077 | 02/19/2014 | 07/19/2000 | $278.00 |
| IA0000123755 | TRANSMITTER BUILDING | SPN-SITE | N/A | N/A | N/A | 03/10/2014 | 05/01/1998 | $375,000.00 |
| IA0000123758 | POWER PLANT BUILDING | SPN-SITE | N/A | N/A | N/A | 03/10/2014 | 05/01/1998 | $40,000.00 |
| IA0000123760 | TOWER 171' SELF SUPPORTING (TOWER #1) | SPN-TWR1 | TCI | N/A | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123761 | 171' SELF SUPPORTING TOWER | SPN-TWR3 | N/A | N/A | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123762 | TOWER 171' SELF SUPPORTING (TOWER #2) | SPN-TWR2 | TCI | N/A | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123763 | 15'X4'X4' SELF SUPPORTING SLEW BOX\ DELA | SPN-TWR1 | TCI | N/A | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123764 | 15'X4'X4' SELF SUPPORTING SLEW BOX\ DELA | SPN-TWR2 | TCI | N/A | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123765 | 15'X4'X4' SELF SUPPORTING SLEW BOX\ DELA | SPN-TWR3 | TCI | N/A | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123770 | ANTENNA #1 (340M) | SPN-TWR | TCI | 611HR | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123771 | ANTENNA #2 (270M) | SPN-TWR | TCI | 611HR | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123772 | ANTENNA #3 (195M) | SPN-TWR | TCI | 611HR | N/A | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123773 | AM MODULATION MONITOR, BELAR | SPN-MCR | BELAR | N/A | N/A | 03/05/2014 | 05/01/1998 | $1,000.00 |
| IA0000123774 | AM MODULATION MONITOR, BELAR | SPN-MCR | BELAR | N/A | N/A | 03/05/2014 | 05/01/1998 | $1,000.00 |
| IA0000123779 | AUDIO GAIN CONTROLLER, CRL SYSTEMS AG | SPN-HPOT | CRL | AGC-400 | N/A | 03/05/2014 | 05/01/1998 | $1,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000123784 | 100KW HF TRANSMITTER (SAI-01) | SPN-TX1 | CONTINENTAL E | 418-F | N/A | 03/06/2014 | 05/04/1998 | $1,000.00 |
| IA0000123786 | 100KW HF TRANSMITTER (SAI-02) | SPN-TX02 | CONTINENTAL E | 418-F | N/A | 03/06/2014 | 05/04/1998 | $1,000.00 |
| IA0000123788 | UNIT 21 ELECTRICAL DISTRIBUTION SYSTEM | SPN-TX02 | N/A | N/A | N/A | 03/06/2014 | 05/04/1998 | $1,000.00 |
| IA0000123791 | MANUAL ELECTRICAL DISTRIBUTION SYSTEM | SPN-TX3 | NOT AVAILABLE | N/A | N/A | 03/06/2014 | 05/04/1998 | $1,000.00 |
| IA0000123792 | ZENITH AUTOMATIC TRANSFER SWITCH | SPN-TX3 | ZENITH | N/A | N/A | 03/06/2014 | 05/04/1998 | $15,000.00 |
| IA0000123793 | CATERPILLAR DIESEL GENERATOR | SPN-PWR | CATERPILLAR | 3508 | 800KVA | 03/06/2014 | 05/04/1998 | $85,000.00 |
| IA0000123794 | GENERATOR 250 GALLON DAY TANK | SPN-PWR | CATERPILLAR | N/A | N/A | 03/06/2014 | 05/04/1998 | $10,000.00 |
| IA0000123795 | SQUARE D 1600 A 600 V SWITCHBOARD | SPN-PWR | CATERPILLAR | N/A | N/A | 03/06/2014 | 05/04/1998 | $1,000.00 |
| IA0000123796 | 4,000 GALLON SINGLE-WALL DIESEL POWER | SPN-PWR | CATERPILLAR | N/A | N/A | 03/06/2014 | 05/08/1998 | $5,000.00 |
| IA0000123797 | SLAVE WALL CLOCK | SPN-MCR | LEITCH | N/A | N/A | 03/05/2014 | 05/04/1998 | $1,000.00 |
| IA0000123798 | SLAVE WALL CLOCK | SPN-MCR | LEITCH | N/A | N/A | 03/05/2014 | 05/04/1998 | $1,000.00 |
| IA0000123808 | AUDIO MONITOR | SPN-HPOT | VIDEOTEK | APM-8RS | N/A | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123809 | CLOCK SYSTEM DRIVER, LEITCH CSD-5300 | SPN-MCR | LEITCH | CSD-5300 | N/A | 03/05/2014 | 05/08/1998 | $1,000.00 |
| IA0000123813 | CONTROL ROOM AUDIO AMPLIFIER | SPN-MCR | CROWN | D-75 | N/A | 03/05/2014 | 07/16/1999 | $1,000.00 |
| IA0000123814 | CONTROL ROOM AUDIO AMPLIFIER | SPN-MCR | CROWN | D-75 | N/A | 03/05/2014 | 07/16/1999 | $1,000.00 |
| IA0000123815 | STUDIO MONITOR SPEAKER, SENTRY 100A | SPN-MCR | SENTRY | 100A | N/A | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123817 | STUDIO MONITOR SPEAKER, SENTRY 100A | SPN-MCR | SENTRY | 100A | N/A | 03/05/2014 | 07/16/1999 | $1,000.00 |
| IA0000123820 | SATELLITE DISH ANTENNA | SPN-DSP2 | VERTEX | LC850 | LC850V00524 | 03/11/2014 | 05/01/1998 | $1,000.00 |
| IA0000123850 | DIRECT SCREEN INSTANT CAMERA, POLAROI | SPN-ENGR | POLAROID | DS34 | N/A | 03/10/2014 | 05/08/1999 | $1,000.00 |
| IA0000123851 | FREQUENCY COUNTER, BK 1855 | SPN-TX3 | B & K ELECTRON | 1855 | N/A | 03/06/2014 | 05/08/1999 | $1,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| *BARCODE* | *DESCRIPTION* | *LOCATION* | *MFR* | *MODEL* | *SERIAL #* | *INVDATE* | *ACQDATE* | *ACQCOST* |
|---|---|---|---|---|---|---|---|---|
| IA0000123852 | UNIVERSAL COUNTER, HP 5316A | SPN-SHOP | HP | 5316A | 2218A02483 | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123855 | DATA ERROR ANALYZER, FIREBIRD 500A, TTC | SPN-DSP2 | TTC | FIREBID 1500A | N/A | 03/10/2014 | 05/08/1999 | $1,000.00 |
| IA0000123856 | SECTRUM ANALYZER, PORTABLE 0-4200MHZ, | SPN-ENGR | AVCOM | PSA-37D | 10367 | 03/10/2014 | 05/08/1999 | $1,500.00 |
| IA0000123857 | MULTIMETER, SIMPSON 260-8 | SPN-SHOP | SIMPSON | 260-8 | N/A | 03/05/2014 | 05/08/1999 | $198.00 |
| IA0000123858 | MULTIMETER, DIGITAL, FLUKE 27 | SPN-SHOP | FLUKE | FLUKE-27 | 43301977 | 03/05/2014 | 05/08/1999 | $399.00 |
| IA0000123859 | CLAMP METER, FLUKE RS1000 | SPN-SHOP | FLUKE | RS-1000 | N/A | 03/11/2014 | 05/08/1999 | $1,000.00 |
| IA0000123860 | HIGH VOLTAGE PROBE | SPN-SHOP | FLUKE | N/A | N/A | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123862 | AUDIO GENERATOR, POTOMAC AG-51 | SPN-MCR | POTOMAC INST | AG-51 | 1449 | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123863 | AUDIO ANALYZER, POTOMAC AA-51 | SPN-MCR | POTOMAC INST | AA-51 | 1422 | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123864 | TRIPLE OUTPUT DC POWER SUPPLY, BK PRE | SPN-SHOP | BK PRECISION | 1760 | 267-05127 | 03/05/2014 | 08/21/2004 | $300.00 |
| IA0000123865 | MULTIMETER, SIMPSON 260 | SPN-SHOP | SIMPSON | 260 | N/A | 03/05/2014 | 08/21/2004 | $1,000.00 |
| IA0000123866 | CAPACITANCE METER, BK B-20 | SPN-ENGR | B & K ELECTRON | B-20 | 90-14823 | 03/11/2014 | 05/08/1999 | $1,000.00 |
| IA0000123868 | OSCILLOSCOPE, SCOPEMOBILE, 100MHZ, TEK | SPN-SHOP | TEKTRONIX | K-212 | B26901 | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123869 | 5 KW GENERATOR, DAYTON 25818-6 | SPN-PWR | DAYTON | 25818-6 | N/A | 03/06/2014 | 05/08/1998 | $1,000.00 |
| IA0000123871 | BUSH HOG | SPN-VHCL | N/A | RCR-60 | 56401258 | 03/11/2014 | 05/08/1998 | $1,500.00 |
| IA0000123872 | WATER DISTILLER, BARNSTEAD | SPN-TX1 | BARNSTEAD | N/A | N/A | 03/06/2014 | 06/21/1998 | $2,500.00 |
| IA0000123875 | TRANSFORMER, CLASS A, 11KV TO 230V, 60KV | TIN-B&G | BASLER ELECTR | 9 3451 00 100 | 125 | 03/03/2014 | 06/21/1998 | $27,000.00 |
| IA0000123879 | NARDALERT PERSONAL RADIATION MONITOR | TIN-STOC | NARDA | 8844C-0.5 | 02003 | 02/13/2014 | 06/21/1998 | $50.00 |
| IA0000123880 | NARDALERT PERSONAL RADIATION MONITOR | TIN-STOC | NARDA | 8844C-0.5 | 02001 | 02/13/2014 | 06/21/1998 | $50.00 |
| IA0000123882 | CAMERA, POLAROID SUM AUTO FOCUS 660 | SPN-ENGR | NOT KNOWN | N/A | N/A | 03/10/2014 | 07/08/1999 | $200.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000123883 | CHEVROLET FIRE TRUCK, RED - IBB0017 | TIN-VHCL | CHEVROLET | 3500 | 1GBJK34F8TE26 | 02/25/2014 | 10/14/1998 | $35,000.00 |
| IA0000123884 | SWITCH GEAR #3 | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 07/08/1998 | $5,000.00 |
| IA0000123885 | SYNCHROSCOPE | TIN-PWR | NOT AVAILABLE | N/A | N/A | 03/03/2014 | 07/08/1999 | $1,500.00 |
| IA0000123886 | DRY TYPE POTENTIAL TRANSFORMER ASSEM | TIN-PWR | TOSHIBA | 2PTS Tiltout Tunni | BK63909-010 | 02/25/2014 | 07/08/1999 | $75,000.00 |
| IA0000123887 | FUEL OIL DAY TANK 150 GALLONS (GEN#3) | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 07/08/1998 | $5,000.00 |
| IA0000123888 | FUEL OIL DAY TANK 150 GALLONS (GEN#2) | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 07/08/1998 | $5,000.00 |
| IA0000123889 | FUEL OIL DAY TANK 150 GALLONS (GEN#1) | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 07/08/1998 | $5,000.00 |
| IA0000123894 | OVERFLOW RETURN TANK | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 07/22/1998 | $5,000.00 |
| IA0000123895 | 1575 KVA DIESEL GENERATOR #1 | TIN-PWR | CATERPILLAR | 3516 | 73Z00800 | 02/25/2014 | 07/22/1998 | $375,000.00 |
| IA0000123896 | 1575 KVA DIESEL GENERATOR #2 | TIN-PWR | CATERPILLAR | 3516 | 73Z00801 | 02/25/2014 | 07/08/1999 | $375,000.00 |
| IA0000123897 | 531.25 KVA DIESEL GENERATOR #3 | TIN-PWR | CATERPILLAR | 3412 | 81Z21129 | 02/25/2014 | 07/08/1999 | $195,000.00 |
| IA0000123899 | CAPACITANCE METER, BK PRECISION 830 | SPN-SHOP | BK | PRECISION 830 | 72-40181 | 03/05/2014 | 05/08/1999 | $1,000.00 |
| IA0000123900 | COMPUTER PRINTER, HP LASERJET 6P | TIN-FACL | HP | C3980A | USDH067053 | 02/25/2014 | 07/08/1999 | $300.00 |
| IA0000123901 | COMPUTER PRINTER, LASERJET 6P | SPN-ENGR | HP | 3980A | USDH067058 | 03/10/2014 | 07/08/1999 | $300.00 |
| IA0000123903 | FORD FLATBED TRUCK, WHITE - IBB0013 | TIN-VHCL | FORD | F470 | 1FDLF47G5VEC | 02/25/2014 | 07/20/1999 | $10,000.00 |
| IA0000123937 | COMPUTER MONITOR, 15", GATEWAY 2000 | TIN-SHOP | GATEWAY | YEO711-01 | MH54H6034150 | 02/19/2014 | 07/08/1999 | $300.00 |
| IA0000123939 | COMPUTER PRINTER, HP LASERJET 6P | SPN-MCR | HP | 3980A | USBB344035 | 03/10/2014 | 11/18/2003 | $300.00 |
| IA0000123942 | COMPUTER PRINTER, HP LASERJET 6P | TIN-STOC | HP | 3980A | N/A | 02/13/2014 | 11/18/2003 | $300.00 |
| IA0000123943 | COMPUTER MONITOR, 17", GATEWAY 2000 | TIN-STOC | GATEWAY | 2000 | 17004AO63951 | 02/13/2014 | 04/21/2000 | $500.00 |
| IA0000123948 | COMPUTER PRINTER, HP LASER JET 5L | SPN-DSP2 | HP | C394IA | JPCD155973 | 03/10/2014 | 06/21/1998 | $562.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000123954 | ELECTRIC TYPEWRITER, BROTHER ML100 | TIN-STOC | BROTHER | ML100 | C8D880708 | 02/13/2014 | 07/08/1999 | $170.00 |
| IA0000123955 | 8MM VIDEO CAMERA, SONY CCD-TRV82 | TIN-ADMN | SONY | CCD-TRV82 | 17718 | 02/18/2014 | 07/08/1999 | $1,685.00 |
| IA0000123956 | 35MM CAMERA, PENTAX ESPIO 115 | TIN-ADMN | PENTAX | ESPIO 115 | 3318622 | 02/18/2014 | 06/21/1998 | $380.00 |
| IA0000123960 | COMPUTER PRINTER, HP LASERJET 6P | TIN-SHOP | HP | C3980A | USBB220800 | 02/19/2014 | 04/21/2000 | $300.00 |
| IA0000123979 | VIDEO CASSETTE PLAYER, SONY SLV-KH3PS | TIN-STOC | SONY | SLV-KH3PS | 10341 | 02/13/2014 | 06/22/1998 | $590.00 |
| IA0000123981 | NISSAN PATHFINDER, 4X4, GREEN - IBB0008 | SPN-VHCL | NISSAN | PATHFINDER | JN8AR05Y0VW1 | 03/11/2014 | 04/23/1998 | $20,000.00 |
| IA0000123989 | MICROWAVE OVEN, SHARP CAROUSEL | TIN-LNGE | SHARP | R-3A68 | 122998 | 02/13/2014 | 06/21/1998 | $296.00 |
| IA0000123997 | TELEPHONE SYSTEM | TIN-STOC | INTER-TEL | N/A | N/A | 02/13/2014 | 07/08/1999 | $6,000.00 |
| IA0000123999 | MINI OTSR, HP E6000A | TIN-SHOP | HP | HP-E6000 | DE37601233 | 02/19/2014 | 07/19/1999 | $4,882.00 |
| IA0000124000 | CALIBRATION KIT TYPE P, HP 85032B | TIN-SHOP | HP | HP85032B | 3217A10876 | 02/19/2014 | 07/19/1999 | $2,030.00 |
| IA0000124002 | COAXIAL RESISTOR/ DUMMY LOAD | TIN-SHOP | BIRD ELECTRON | 818 | 5709 | 02/19/2014 | 05/01/1999 | $1,000.00 |
| IA0000124003 | AIR CONDITIONER, 24,000 BTU, WINDOW TYPE | TIN-DISP | CARRIER | YCB243D | 3396B41374 | 03/13/2014 | 07/08/1999 | $1,000.00 |
| IA0000124007 | TRANSMISSION LINE DEHYDRATOR | TIN-MTRX | DIELECTRIC | 5000S | 113 | 02/18/2014 | 07/08/1998 | $1,000.00 |
| IA0000124008 | TRANSMISSION LINE DEHYDRATOR | TIN-MTRX | DIELECTRIC | 5000R | 144 | 02/18/2014 | 07/08/1998 | $1,000.00 |
| IA0000124014 | SPARE RELAY AC PANEL | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 06/21/1998 | $5,000.00 |
| IA0000124015 | FEEDER 1, CABINET | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 06/21/1998 | $5,000.00 |
| IA0000124017 | FEEDER 3, CABINET | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 06/21/1998 | $5,000.00 |
| IA0000124018 | FEEDER 4 & 5 CABINET | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 06/21/1998 | $5,000.00 |
| IA0000124019 | FEEDER PANEL CABINET, BUS A&B | TIN-PWR | CATERPILLAR | N/A | N/A | 02/25/2014 | 07/08/1999 | $1,000.00 |
| IA0000124020 | SWITCH GEAR #1 | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 06/21/1998 | $5,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124021 | SWITCH GEAR #2 | TIN-PWR | NOT AVAILABLE | N/A | N/A | 02/25/2014 | 06/21/1998 | $5,000.00 |
| IA0000124023 | MULTIMETER, FLUKE 87111 | SPN-SHOP | FLUKE | 87111 | N/A | 03/05/2014 | 02/18/2000 | $1,000.00 |
| IA0000124024 | DIGITAL TIME DELAY | TIN-SHOP | KLARK-TEKNIK | DN716 | DN71613613 | 02/19/2014 | 08/27/2001 | $1,000.00 |
| IA0000124025 | POWERED STUDIO MONITOR, SENTRY 100EL | TIN-MCR | SENTRY | 100EL | 170270355 | 02/18/2014 | 07/08/1999 | $1,000.00 |
| IA0000124026 | BROADCAST POWER AMPLIFIER | TIN-STOC | BGW SYSTEMS | 85 | 85E | 02/13/2014 | 07/08/1999 | $1,000.00 |
| IA0000124032 | SIGNAL GENERATOR, NTP ELEKTRONIK | TIN-MCR | NTP ELEKTRONI | N/A | N/A | 02/18/2014 | 07/08/1999 | $1,000.00 |
| IA0000124033 | 3 DRAWER TOOL CHEST | TIN-B&G | ACE | N/A | N/A | 02/24/2014 | 01/13/1999 | $300.00 |
| IA0000124034 | 6 DRAWER TOOL CHEST ON WHEELS | TIN-B&G | ACE | N/A | N/A | 02/24/2014 | 01/13/1999 | $500.00 |
| IA0000124035 | TRANSFORMER | TIN-PWR | CATERPILLAR | N/A | N/A | 02/25/2014 | 03/29/1999 | $6,500.00 |
| IA0000124038 | 11.0 HP PRESSURE WASHER | TIN-B&G | MT-T-M CORP. | CW-3004-3MGH | 324638 | 02/24/2014 | 07/08/1999 | $109.99 |
| IA0000124039 | AUDIO DELAY | TIN-MCR | KLARK TEKNIK | DN7103 | 1284 | 02/18/2014 | 07/08/1999 | $1,000.00 |
| IA0000124041 | AUDIO DELAY | TIN-MCR | KLARK TEKNIK | DN7103 | 1328 | 02/18/2014 | 07/08/1999 | $1,000.00 |
| IA0000124042 | POWERED STUDIO MONITOR, VIDEOTEK APM- | TIN-SIS | VIDEO TEK INC. | APM-800 | 02980620 | 02/18/2014 | 03/30/1999 | $1,000.00 |
| IA0000124043 | AUDIO DELAY | TIN-MCR | KLARK TEKNIK | DN7103 | 1337 | 02/18/2014 | 07/08/1999 | $1,000.00 |
| IA0000124044 | GPS MASTER CLOCK WITH SIX (6) ANALOG W | TIN-MCR | ESE | ES-185A | N/A | 02/18/2014 | 05/01/2001 | $225.00 |
| IA0000124048 | SATELLITE TRACKING RECEIVER, VERTEX TR | TIN-SIS | VERTEX | TRC-14 TRACKIN | VC 5802 | 02/18/2014 | 03/30/1999 | $1,000.00 |
| IA0000124051 | PATCH PANEL, 24 PORT, ADC | TIN-SIS | ADC TELECOMM | PPA3-18MKIIN0 | 1628 | 02/18/2014 | 03/30/1999 | $1,000.00 |
| IA0000124053 | PATCH PANEL, 24 PORT, ADC | TIN-STOC | ADC TELECOMM | PPA3-18MKIIN0 | 1655 | 02/13/2014 | 03/30/1999 | $1,000.00 |
| IA0000124058 | 14" DISPLAY TERMINAL, WYSE WY-35 | TIN-SIS | WYSE ELECTRO | WY-35 | 0Q715201713 | 02/18/2014 | 03/29/1999 | $350.00 |
| IA0000124059 | SATELLITE 1:1 REDUNDANCY CONTROLLER, M | TIN-SIS | MAXTECH INC. | LRC-1100 | A477001 | 02/18/2014 | 03/30/1999 | $1,000.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124062 | SATELLITE RF SWITCH, CPI | TIN-SIS | CPI | N/A | 01022805-01 RE | 02/18/2014 | 03/30/1999 | $1,000.00 |
| IA0000124064 | WATTMETER, BIRD 4304A | TIN-SHOP | BIRD ELECTRON | 4304A | 579 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124066 | SATELLITE COMPACT LOW POWER AMPLIFIER | TIN-HOLD | CPI | VZC-6962E2 | 1604 | 03/10/2014 | 03/30/1999 | $1,000.00 |
| IA0000124067 | WATT METER, BIRD 4410A | TIN-SHOP | BIRD ELECTRON | 4410A | 4782 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124069 | RF NOTCH FILTER, CONTINENTAL 144300-1 | TIN-SHOP | CONTINENTAL E | 144300-1 | N/A | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124070 | LCR METER, DIGITAL, TENMA 72-370 | TIN-SHOP | TENMA | 72-370 | 807116237 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124071 | FUNCTION GENERATOR, 0.1 HZ-2MHZ, PHILLIP | TIN-SHOP | PHILLIPS MEDIC | PM-5131 | L0520010 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124072 | IMPEDENCE ANALYZER, SENCORE LC101 | TIN-SHOP | SENCORE | LC101 | 6056818M | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124073 | LCR METER, HP 4261A | TIN-SHOP | HP | 426IA | 2830J10726 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124074 | ISOLATION TRANSFORMER, STACO L1010 | TIN-SHOP | STACO | L1010 | 606818M | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124075 | R-C CIRCUIT BOX, TENMA WC-412A | TIN-SHOP | TENMA | WC-412A | N/A | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124076 | SECONDARY CURRENT INJECTION TEST SET, | TIN-SHOP | AVO | SCITS50D | 9806311052 | 02/19/2014 | 10/08/1999 | $1,000.00 |
| IA0000124078 | OIL TEST SET, AVO OTS60SX | TIN-SHOP | AVO | OTS60SX | 9803181110 | 02/19/2014 | 10/08/1999 | $1,000.00 |
| IA0000124079 | FREQUENCY SELECTIVE LEVEL METER, CUSH | TIN-SHOP | CUSHMAN | CE24A | 1728 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124081 | LEAK DETECTOR, ANSONICS 110M | TIN-SHOP | ANSONICS | 110M | N/A | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124082 | TRIPLE OUTPUT DC POWER SUPPLY, HP E363 | TIN-SHOP | HP | E3630A | N/A | 02/19/2014 | 09/30/1999 | $525.00 |
| IA0000124083 | COUNTER/POWER METER, 10 HZ-20 GHZ, HP 5 | TIN-SHOP | HP | 5347A | 3009A01425 | 02/19/2014 | 09/30/1999 | $9,350.00 |
| IA0000124085 | PROBE KIT, HP 4193A | TIN-STOC | HP | 4193A | N/A | 02/13/2014 | 09/30/1999 | $1,000.00 |
| IA0000124086 | TEST LEAD SET, HP 16338A | TIN-SHOP | HP | HP16338A | N/A | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124087 | INSULATION TESTER, AVO MEGGER BM25 | TIN-SHOP | AVO | BM25 | 98039211208 | 02/19/2014 | 10/08/1999 | $1,000.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124089 | MULTIMETER, HP 34401A | TIN-SHOP | HP | 34401A | US36051913 | 02/19/2014 | 09/22/1999 | $1,000.00 |
| IA0000124091 | AUDIO ANALYZER, HP 8903B | TIN-SHOP | HP | HP8903B | 3011A09356 | 02/19/2014 | 05/01/1999 | $7,710.00 |
| IA0000124092 | CLAMP METER, FLUKE 33 | TIN-SHOP | FLUKE | 33 | 71818454 | 02/19/2014 | 09/30/1999 | $101.00 |
| IA0000124095 | AUDIO TEST SET | TIN-MCR | MC CURDY | ATS-100 | 990681 | 02/18/2014 | 07/08/1999 | $1,000.00 |
| IA0000124096 | BRUSHCUTTER, SHINDAIWA B450 | TIN-B&G | SHINDAIWA | S450/EPA | 4016319 | 02/24/2014 | 08/20/2004 | $438.42 |
| IA0000124097 | DRY TYPE DISTRIBUTION TRANSFORMER CLA | TIN-MTRX | CATERPILLAR | N/A | N/A | 02/18/2014 | 07/08/1998 | $3,500.00 |
| IA0000124101 | AIR CONDITIONER, 20 TONS, DUCTED TYPE | TIN-BLDG | CARRIER | 39TH13GA-C7-CE | 3397F89209 | 02/13/2014 | 11/26/2003 | $1,000.00 |
| IA0000124104 | DRY TYPE CLASS AA, TRANSFORMER | TIN-ELEC | FPT | 36B | T4745 | 02/13/2014 | 10/15/1999 | $7,500.00 |
| IA0000124111 | AIR COMPRESSOR, 2 GALLON, CAMPBELL HA | TIN-SHOP | CAMPBELL HAU | FP204000AV | 00040612 | 02/19/2014 | 09/29/2004 | $209.99 |
| IA0000124115 | UPS, BACK-UPS PRO 420 | TIN-SHOP | APC | BP420S | FB9844028505 | 02/19/2014 | 12/17/1998 | $334.00 |
| IA0000124124 | DRY TYPE CLASS AA, TRANSFORMER | TIN-MCR | STACO | PLC-42WCSX075 | N/A | 02/18/2014 | 07/08/1999 | $7,500.00 |
| IA0000124125 | CHAINSAW, SHINDAIWA 757 | TIN-B&G | SHINDAIWA | 757 | 3064719 | 02/24/2014 | 08/30/2004 | $883.00 |
| IA0000124127 | POWER LINE CONDITIONER | TIN-MCR | STACO | PLC-42CSX075 | N/A | 02/18/2014 | 01/15/1999 | $1,000.00 |
| IA0000124131 | HEAT EXCHANGER FOR DUMMY LOAD | TIN-SITE | JAGGI BERN | 83.0.90.0995 | N/A | 02/20/2014 | 07/08/1999 | $1,000.00 |
| IA0000124134 | AM MODULATION ANALYZER, DIGITAL | TIN-STOC | BELAR | AMMA-1 | 510148 | 02/13/2014 | 07/08/1999 | $6,825.00 |
| IA0000124135 | AM MODULATION ANALYZER, DIGITAL | TIN-STOC | BELAR | AMMA-1 | 510149 | 02/13/2014 | 07/08/1999 | $6,825.00 |
| IA0000124136 | AM MODULATION ANALYZER, DIGITAL | TIN-STOC | BELAR | AMMA-1 | 510150 | 02/13/2014 | 07/08/1999 | $6,825.94 |
| IA0000124137 | AM MODULATION ANALYZER, DIGITAL | TIN-STOC | BELAR | AMMA-1 | 510147 | 02/13/2014 | 07/08/1999 | $6,825.00 |
| IA0000124138 | AM MODULATION ANALYZER, DIGITAL | TIN-STOC | BELAR | AMMA-1 | 510146 | 02/13/2014 | 07/08/1999 | $6,825.00 |
| IA0000124139 | AM DIGITAL MODULATION MONITOR | SPN-STOC | BELAR | AMMA-1 | 510145 | 03/06/2014 | 07/08/1999 | $6,825.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124144 | NISSAN PATHFINDER, 4X4, BLUE - IBB0009 | TIN-VHCL | NISSAN | PATHFINDER | JN8AR05Y8VW1 | 02/25/2014 | 04/23/2001 | $20,000.00 |
| IA0000124145 | RED TOOL BOX | TIN-B&G | GRAINGER | N/A | N/A | 02/24/2014 | 09/14/1999 | $500.00 |
| IA0000124153 | DIESEL PUMP BUILDING | TIN-SITE | N/A | N/A | 2487-1 | 02/20/2014 | 05/01/1998 | $18,000.00 |
| IA0000124154 | 20' PAINT STORAGE LOCKER | TIN-SITE | NOT KNOWN | N/A | N/A | 02/20/2014 | 07/08/1998 | $2,000.00 |
| IA0000124156 | ANTENNA TOWER #2 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/19/2014 | 06/03/1999 | $255,000.00 |
| IA0000124157 | ANTENNA TOWER #3 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/26/2014 | 06/03/1999 | $190,000.00 |
| IA0000124158 | ANTENNA TOWER #4 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/26/2014 | 06/03/1999 | $255,000.00 |
| IA0000124159 | ANTENNA TOWER #5 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/19/2014 | 06/03/1999 | $195,000.00 |
| IA0000124160 | ANTENNA TOWER #7 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/19/2014 | 06/03/1999 | $185,000.00 |
| IA0000124161 | ANTENNA TOWER #6 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/19/2014 | 06/03/1999 | $185,000.00 |
| IA0000124162 | ANTENNA TOWER #8 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/19/2014 | 06/03/1999 | $170,000.00 |
| IA0000124163 | ANTENNA TOWER #1 | TIN-TWR | TCI ELECTRONI | N/A | N/A | 02/19/2014 | 06/03/1999 | $190,000.00 |
| IA0000124164 | BOBCAT | TIN-B&G | MELROSE | 6576759 | 509323638 | 02/24/2014 | 07/20/1999 | $10,000.00 |
| IA0000124165 | WIRE ROPE TROLLEY | TIN-B&G | OEC ENGINEERI | CAGE:020B4 | LW004 | 02/24/2014 | 09/14/1999 | $500.00 |
| IA0000124167 | FREQUENCY SYNTHESIZER FOR ABB TRANSM | TIN-SHOP | SCHOMANDL | N/A | 10318 | 02/26/2014 | 03/30/1999 | $1,000.00 |
| IA0000124172 | FM TRANCEIVER | TIN-STOC | KENWOOD | UBZ-LF14 | N/A | 02/13/2014 | 07/08/1989 | $139.00 |
| IA0000124175 | ENGINE EAR | TIN-FACL | STEELMAN | N/A | N/A | 02/25/2014 | 09/30/1999 | $100.00 |
| IA0000124176 | SATELLITE COMPACT LOW POWER AMPLIFIER | TIN-SIS | CPI | VZC-6962E2 | 1885 | 02/18/2014 | 03/30/1999 | $1,000.00 |
| IA0000124181 | FIBER OPTIC MULTIPLEXER | TIN-HOLD | OPTELECOM | 7104 | 9900006 | 03/03/2014 | 08/14/1998 | $1,100.00 |
| IA0000124182 | ROUTER, CISCO 2500 SERIES | TIN-STOC | CISCO SYSTEMS | 2501 | 25927712 | 02/13/2014 | 01/29/2001 | $5,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124183 | SLAVE FIRE ALARM CONTROL | TIN-MCR | EDWARDS SYST | 6604 | 31156 | 02/26/2014 | 07/08/1999 | $1,000.00 |
| IA0000124187 | WIRE ROPE TROLLEY | TIN-B&G | OEC ENGINEERI | CAGE:020B4 | LW005 | 02/24/2014 | 09/14/1999 | $500.00 |
| IA0000124188 | 3/8" DRIVE DIAL TORQUE WRENCH, PROTO 61 | TIN-FACL | STANLEY-PROT | 6177A | 8F99 | 02/25/2014 | 09/23/1999 | $100.00 |
| IA0000124189 | CHALLENGER WRENCH SET (RED BOX) | TIN-B&G | CHALLENGER | N/A | N/A | 03/03/2014 | 07/08/1999 | $100.00 |
| IA0000124192 | TELEPHONE TEST SET, PROGRESSIVE 390 | TIN-SHOP | PROGRESSIVE E | 390 | 990585 | 02/19/2014 | 09/22/1999 | $1,000.00 |
| IA0000124193 | MEWNET RS232C LINK UNIT | TIN-STOC | MATSUSHITA EL | AFP8760 | 50214 | 02/13/2014 | 09/24/1999 | $100.00 |
| IA0000124195 | UTILITY CART, RUBBERMAID D70-4500 | TIN-SHOP | RUBBERMAID | D 70-4500 | N/A | 02/19/2014 | 09/25/1999 | $179.99 |
| IA0000124197 | AC CURRENT PROBE, FLUKE 80I-400 | TIN-FACL | FLUKE | 801-400 | 730613096 | 02/25/2014 | 09/22/1999 | $1,000.00 |
| IA0000124199 | JACK STAND | TIN-B&G | PETERSON | 30-1070 | N/A | 03/03/2014 | 07/08/1999 | $100.00 |
| IA0000124201 | 40 KV HIGH VOLTAGE PROBE HV40B | TIN-SHOP | FLUKE | HP34300A | 97-7224 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124214 | AUDIO AMPLIFIER, VIDEOTEK APM-8RS | SPN-MCR | VIDEOTEK | APM-8RS | 10880129 | 03/05/2014 | 08/21/2004 | $3,000.00 |
| IA0000124215 | PATCH PANEL, ADC | SPN-MCR | ADC TELECOMM | N/A | N/A | 03/05/2014 | 08/21/2004 | $1,000.00 |
| IA0000124216 | PATCH PANEL, ADC | SPN-MCR | ADC TELECOMM | N/A | N/A | 03/05/2014 | 08/21/2004 | $1,000.00 |
| IA0000124222 | COMPUTER PRINTER, HP LASERJET 4000N | SPN-DSP2 | HP | C4120A | N/A | 03/10/2014 | 12/17/1998 | $1,967.00 |
| IA0000124227 | SERVER, GATEWAY 2000 NS-8000 | SPN-LAN | GATEWAY | NS-8000 | N/A | 03/06/2014 | 11/18/2003 | $9,547.00 |
| IA0000124236 | INTERNATIONAL REACH-ALL BUCKET TRUCK, | SPN-VHCL | INTERNATIONAL | 5912-A960MHG | 1HTSEPCN6PH5 | 03/11/2014 | 10/20/1999 | $22,000.00 |
| IA0000124240 | PLOTTER, HP 7475A | TIN-SHOP | HP | 7475A | 3005L61379 | 02/19/2014 | 09/17/1999 | $300.00 |
| IA0000124241 | TELEPHONE FILTER PROBE & TRACER, PROG | TIN-SHOP | PROGRESSIVE | 200 FP & 77HP/6 | N/A | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124242 | 8" BENCH GRINDER | TIN-B&G | DELTA | 23-880 | N/A | 02/24/2014 | 09/23/1999 | $149.00 |
| IA0000124244 | QUADRALINK MICROWAVE RADIO TRANSMITT | TIN-HOLD | HARRIS-FARINO | 98730 | N92044-A1-01 | 03/03/2014 | 09/23/1999 | $1,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124245 | FIBER OPTIC MULTIPLEXER | TIN-HOLD | OPTELECOM | 7104 | 9900005 | 03/03/2014 | 09/23/1999 | $1,000.00 |
| IA0000124246 | AIR DEHYDRATOR/COMPRESSOR | TIN-MCR | DIELECTRIC | 200-D | 136 | 02/18/2014 | 09/23/1999 | $1,000.00 |
| IA0000124247 | JACK STAND | TIN-B&G | PETERSON | 301070 | N/A | 03/03/2014 | 07/08/1999 | $100.00 |
| IA0000124249 | SIGNAL GENERATOR, HP 8656A | TIN-SHOP | N/A | HP8656A | 2135A01743 | 02/19/2014 | 09/30/1999 | $9,995.00 |
| IA0000124250 | POWER SENSOR, HP 8481A | TIN-SHOP | HP | HP8481A | 3318A87811 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124251 | 16099A TEST FIXTURE ADAPTER KIT FOR IA00 | TIN-STOC | HP | 16099A | N/A | 02/13/2014 | 09/30/1999 | $1,000.00 |
| IA0000124253 | AMMETER, PROTOTYPE 6K001 | TIN-SHOP | N/A | 6K001 | N/A | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124254 | DIELECTRIC TEST SET, BIDDLE 220070 | TIN-SHOP | BIDDLE | 220070 | 22081 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000124257 | AIR COMPRESSOR, INGERSOLL-RAND 185 | TIN-B&G | INGERSOLL RAN | 185 | 2914265 | 02/24/2014 | 07/08/1999 | $17,000.00 |
| IA0000124261 | MULTIMETER, VOLTCRAFT NM-4650B | TIN-SHOP | VOLCRAFT | NM-4650 B | MI-1318 | 02/26/2014 | 05/08/1998 | $10.00 |
| IA0000124263 | MULTIMETER, FLUKE 189 | TIN-FACL | FLUKE | 189 | 87910118 | 02/25/2014 | 12/21/2004 | $412.91 |
| IA0000124267 | HAND TRUCK, 600 LBS, MILWAUKEE | TIN-B&G | MILWAUKEE ELE | M40119 | R1395 | 02/24/2014 | 09/30/1999 | $100.00 |
| IA0000124268 | CORDLESS DRILL 9.6V | TIN-SHOP | BLACK & DECKE | PS3300K | N/A | 02/19/2014 | 09/30/1999 | $100.00 |
| IA0000124269 | FORK ATTACHMENT FOR BOBCAT | TIN-B&G | N/A | N/A | N/A | 02/24/2014 | 09/30/1999 | $500.00 |
| IA0000124272 | RITCHIE FULL RANGE FLARING KITS 60240 & 6 | TIN-B&G | BLACK & DECKE | WORKMATE 350 | N/A | 03/03/2014 | 09/30/1999 | $100.00 |
| IA0000124273 | WOOD PLANER, 3-1/4", REVERSABLE BLADES, | TIN-B&G | BLACK & DECKE | 7696 | N/A | 02/24/2014 | 09/30/1999 | $100.00 |
| IA0000124274 | LUBRICATING OIL SMART TANK (GEN #2) | TIN-PWR | POWER PLUS C | FTED 3500SQ | 1198-001245 | 02/25/2014 | 07/08/1999 | $1,000.00 |
| IA0000124279 | LUBRICATING OIL SMART TANK (GEN#3) | TIN-PWR | POWER PLUS C | FTED 3500SQ | 1198-00124 | 02/25/2014 | 07/08/1999 | $1,000.00 |
| IA0000124282 | CREEPER | TIN-B&G | NAPA | BK815-6226 | N/A | 03/03/2014 | 09/30/1999 | $100.00 |
| IA0000124283 | BLACK & DECKER ,VARIABLE SPEED JIGSAW | TIN-B&G | BLACK & DECKE | 7548 | M/A | 02/24/2014 | 09/30/1999 | $100.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124284 | LUBRICATING OIL SMART TANK (GENSET #1) | TIN-PWR | POWER PLUS C | FTED 3500SQ | 00134 | 02/25/2014 | 07/08/1999 | $1,000.00 |
| IA0000124287 | CIRCULAR SAW 7-1/4" | TIN-B&G | SKILSAW | 5175 | H8651123 | 02/24/2014 | 09/30/1999 | $100.00 |
| IA0000124288 | FINISHING SANDER 1/4 SHEET | TIN-B&G | BLACK & DECKE | 7441 | N/A | 02/24/2014 | 09/30/1999 | $100.00 |
| IA0000124289 | HEAVY DUTY RECIPROCATING SAW KIT | TIN-B&G | DEWALT | DW305K | N/A | 02/24/2014 | 09/30/1999 | $100.00 |
| IA0000124295 | JANUS BARCODE READER | SPN-ADMN | INTERMEC | D2020 | 95080700837 | 03/11/2014 | 07/08/1999 | $995.00 |
| IA0000124297 | FORKLIFT, MITSUBISHI | TIN-B&G | MITSUBISHI | FD20 | F18B-1607 | 02/24/2014 | 09/30/1999 | $5,000.00 |
| IA0000124298 | SLAVE FIRE ALARM CONTROL | TIN-PWR | MOP PRO-TECH | W-1005 | N/A | 03/03/2014 | 07/08/1999 | $1,000.00 |
| IA0000124299 | MASTER FIRE ALARM CONTROL | TIN-BLDG | EDWARDS SYST | 6616 | 11690 | 02/13/2014 | 07/08/1999 | $1,000.00 |
| IA0000124332 | IBB/NMITS TINIAN SITE | TIN-SITE | N/A | N/A | N/A | 02/20/2014 | 05/01/1998 | $1.00 |
| IA0000124336 | COMPUTER MONITOR, 14", GATEWAY EV500 | TIN-SITE | GATEWAY | 500-069EV | 15009A884699 | 02/20/2014 | 12/17/1998 | $340.00 |
| IA0000124337 | TRANSMITTER/ ADMINISTRATION BUILDING | TIN-SITE | N/A | N/A | N/A | 02/20/2014 | 05/01/1998 | $550,000.00 |
| IA0000124338 | POWER PLANT BUILDING | TIN-SITE | N/A | N/A | N/A | 02/20/2014 | 05/01/1998 | $225,000.00 |
| IA0000124339 | WATER PUMP BUILDING | TIN-SITE | N/A | N/A | N/A | 02/20/2014 | 05/01/1998 | $55,000.00 |
| IA0000124340 | FUEL STORAGE TANK | TIN-SITE | N/A | N/A | N/A | 02/20/2014 | 07/08/1999 | $1,000.00 |
| IA0000124341 | SEWAGE TREATMENT TANK | TIN-SITE | N/A | N/A | N/A | 02/20/2014 | 07/08/1999 | $1,000.00 |
| IA0000124342 | WATER STORAGE TANK | TIN-SITE | N/A | N/A | N/A | 02/20/2014 | 07/08/1999 | $1,000.00 |
| IA0000124343 | TRAILBLAZER WELDING MACHINE | TIN-B&G | MILLER | 300D NT | N/A | 02/24/2014 | 07/26/1999 | $7,209.00 |
| IA0000124344 | HIGH FREQUENCY UNIT, 115V | TIN-B&G | MILLER | HF-251 D-1 | T4745 | 02/24/2014 | 07/26/1999 | $1,000.00 |
| IA0000124346 | COMPUTER CPU, DELL PRECISION 210 | SPN-DSP2 | DELL | PRECISION | US1YF | 03/10/2014 | 07/08/1999 | $1,200.00 |
| IA0000124347 | MICROWAVE POWER CONTROL | SPN-DSP2 | N/A | N/A | N/A | 03/10/2014 | 10/29/1999 | $100.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124349 | QUADRALINK MICROWAVE RADIO TRANSMITT | SPN-DSP2 | HARRIS-FARINO | 98730 | 9V92044B11-01 | 03/10/2014 | 10/29/1999 | $1,000.00 |
| IA0000124350 | HAND HYDRAULIC PALLET TRUCK | TIN-BLDG | DAYTON | 3KR84 | B8T599 | 02/13/2014 | 10/26/1999 | $1,100.00 |
| IA0000124351 | COOLMATE (WELDING) | TIN-B&G | MILLER | COOLMATE3 | KK220496 | 02/24/2014 | 11/30/2001 | $726.00 |
| IA0000124352 | 100KW HF TRANSMITTER (SAI-03) | SPN-TX3 | CONTINENTAL E | 418F | 026 | 03/06/2014 | 10/29/1999 | $1,000.00 |
| IA0000124356 | TRAILER, PRONOVOST, 5 TONS | TIN-B&G | PRONOVOST | P-115-60 | 6411 | 02/24/2014 | 09/30/1999 | $1,000.00 |
| IA0000124362 | COMPUTER MONITOR, 12", WYSE | SPN-DSP2 | WYSE COMPUTE | WY35 | 00715201717 | 03/10/2014 | 10/29/1999 | $100.00 |
| IA0000124363 | SATELLITE MODEM | TIN-STOC | RAYDNE CORP | DMD 4500 | 406495 | 02/13/2014 | 10/29/1999 | $500.00 |
| IA0000124375 | 11 DRAWER TOOL CHEST | SPN-TX02 | WATERLOO | N/A | N/A | 03/06/2014 | 07/08/1999 | $500.00 |
| IA0000124378 | FREQUENCY SYNTHESIZER, SYNTEST SI-105 | SPN-SHOP | SYNTEST ELECT | SI-105 | 10-4195 | 03/05/2014 | 08/21/2004 | $800.00 |
| IA0000124385 | UPS, BACK-UPS PRO 420 | TIN-STOC | APC | BP420S | FB9749000593 | 02/13/2014 | 07/08/1999 | $334.00 |
| IA0000124401 | TOOL CABINET WITH ROLLER, 5 DRAWERS, BL | TIN-SHOP | NAPA | N/A | N/A | 02/19/2014 | 05/09/2001 | $469.31 |
| IA0000124402 | TOOL CABINET WITH ROLLER, 1 DRAWER, RE | TIN-SHOP | NAPA | T-603 | N/A | 02/19/2014 | 05/09/2000 | $518.11 |
| IA0000124403 | COMPUTER CPU, TTI | TIN-STOC | TTI | N/A | N/A | 02/13/2014 | 07/08/1999 | $500.00 |
| IA0000124404 | COMPUTER MONITOR, 13" SMART INTERNATIO | TIN-STOC | SMART INTERNA | CAWRU7171135 | N/A | 02/13/2014 | 07/08/1999 | $500.00 |
| IA0000124413 | VIDEO CASSETTE PLAYER, QUASAR VHQ-40M | TIN-STOC | MATSUSHITA EL | VHQ-40M | L9ID91716 | 02/13/2014 | 06/01/2000 | $500.00 |
| IA0000124416 | COMPUTER PRINTER, HP LASERJET 1100 | TIN-STOC | HP | MC4224A | USHN049944-20 | 02/13/2014 | 06/01/2000 | $500.00 |
| IA0000124418 | TOOL STORAGE FOR FULL SIZE TRUCK - IBB0 | TIN-B&G | COSTCO | N/A | N/A | 02/24/2014 | 06/02/2000 | $365.00 |
| IA0000124419 | CRIMPING TOOL, DIELESS, GREENLEE HK06FT | TIN-B&G | GREENLEE | HK06FT | N/A | 02/24/2014 | 11/23/1999 | $200.00 |
| IA0000124423 | ANALYZER, FIREBIRD 6000 | SPN-MCR | TELECOMMUNIC | FIREBERD 6000 | AJHJ14190039 | 03/05/2014 | 05/31/2000 | $5,000.00 |
| IA0000124424 | RS 449 DTE/DCE INTF ADAPTOR | SPN-MCR | NOT AVAILABLE | 40200 | N/A | 03/11/2014 | 05/31/2000 | $1,000.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124428 | SPECTRUM ANALYZER, 9KHZ-26.5GHZ, HP 856 | SPN--ENG | HP | 8563E | 3846A10476 | 03/13/2014 | 05/31/2000 | $26,000.00 |
| IA0000124432 | 313H ANTENNA #9 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124433 | 313L ANTENNA #10 | TIN-SITE | TELEFUNKEN | N/ | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124434 | 295M ANTENNA #11 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124435 | 280H ANTENNA #5 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124436 | 333H ANTENNA #1 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124437 | 333L ANTENNA #2 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124438 | 295L ANTENNA #3 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124439 | 295H ANTENNA #4 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124440 | 267H ANTENNA #7 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124441 | 267L ANTENNA #8 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124445 | PERMANENT PLAYBACK | TIN-STOC | 360 SYSTEMS | CF-2000 | N/A | 03/03/2014 | 05/04/1998 | $1,000.00 |
| IA0000124446 | 280L ANTENNA #6 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $1,000.00 |
| IA0000124447 | PATCH PANEL | TIN-B&G | ADC TELECOMM | N/A | N/A | 03/03/2014 | 11/07/2000 | $1,000.00 |
| IA0000124448 | PATCH PANEL | TIN-B&G | ADC TELECOMM | N/A | N/A | 03/03/2014 | 11/07/2000 | $1,000.00 |
| IA0000124449 | ANTENNA TOWER #9 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 01/31/2000 | $150,000.00 |
| IA0000124450 | ANTENNA  TOWER #10 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 06/03/1999 | $155,000.00 |
| IA0000124451 | ANTENNA TOWER #11 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 01/31/2000 | $155,000.00 |
| IA0000124452 | ANTENNA TOWER #12 | TIN-SITE | TELEFUNKEN | N/A | N/A | 02/20/2014 | 01/31/2000 | $195,000.00 |
| IA0000124453 | ANTENNA TOWER #13 | TIN-SITE | TELEFUNKEN | N/ | N/A | 02/20/2014 | 01/31/2000 | $195,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124456 | TRANSMISSION/ REFLECTION TEST SET | TIN-SHOP | HP | M85044B | 2542A00434 | 02/19/2014 | 10/05/2001 | $1,000.00 |
| IA0000124457 | TRANSMISSION/REFLECTION TEST SET, 300 K | TIN-SHOP | HP | 85044B | 2542A00434 | 02/19/2014 | 10/05/2000 | $1,000.00 |
| IA0000124459 | THERMOMETER, FLUKE 52K/J | TIN-SHOP | FLUKE | 52K/J | 730-8003 | 02/19/2014 | 10/11/2000 | $1,000.00 |
| IA0000124460 | GEAR & BEARING PULLER, POSI LOCK HP-2 | TIN-B&G | POSI LOCK | 104 | 231209 | 02/24/2014 | 08/11/2004 | $57.99 |
| IA0000124461 | IMPEDANCE TEST KIT, HP 41951A | TIN-SHOP | HP | 41951A | GB302 | 02/19/2014 | 10/02/2000 | $1,000.00 |
| IA0000124462 | BRUSHCUTTER, SHINDAIWA 450 | TIN-DISP | SHINDAIWA | 450 | N/A | 03/04/2014 | 09/30/1999 | $189.00 |
| IA0000124471 | CRIMPER W/ COLOR DIES | TIN-B&G | THOMAS & BETT | CATNO.TBM5-S | N/A | 03/03/2014 | 11/23/1999 | $150.00 |
| IA0000124477 | TOOL CABINET WITH ROLLER, 5 DRAWER, RE | TIN-MCR | NAPA | N/A | N/A | 02/18/2014 | 05/09/2002 | $469.00 |
| IA0000124478 | TOOL CABINET WITH ROLLER, 5 DRAWER, RE | TIN-SHOP | NAPA | N/A | N/A | 02/19/2014 | 05/09/2002 | $469.31 |
| IA0000124480 | SOLDERING STATION, WELLER EC2002M | SPN-SHOP | WELLER | EC2002M | 0800 | 03/05/2014 | 08/21/2004 | $100.00 |
| IA0000124485 | AUDIO DELAY | TIN-MCR | KLARK TEKNIK | DN7453 | 0024010102 | 02/18/2014 | 05/10/2001 | $1,000.00 |
| IA0000124493 | VIDEO CASSETTE RECORDER/PLAYER, QUAS | SPN-ADMN | MATSUSHITA EL | QUASAR VHQ-40 | L9ID91726 | 03/10/2014 | 06/12/1999 | $199.00 |
| IA0000124505 | POWER SUPPLY, TIMEPLEX | TIN-HOLD | ASCOM TIMEPLE | RP-63934-11 | C09WF23744 | 03/03/2014 | 04/02/2012 | $1.00 |
| IA0000124507 | ROTARY TOOL, VARIABLE SPEED, DREMEL 39 | TIN-B&G | DREMEL TOOLS | 395 TYPE 5 | N/A | 02/24/2014 | 08/11/2004 | $54.95 |
| IA0000124509 | PANEL COMPUTER, ADVANTECH | TIN-STOC | ADVANTECH TE | PPC-153T | PP0002980 | 02/13/2014 | 05/08/2000 | $1,000.00 |
| IA0000124510 | PANEL COMPUTER, ADVANTECH | TIN-MCR | ADVANTECH TE | PPC-153T | PP0002976 | 02/13/2014 | 05/08/2000 | $1,000.00 |
| IA0000124512 | HEAT GUN | TIN-FACL | ACE | 1220 | N/A | 02/25/2014 | 02/24/2001 | $65.00 |
| IA0000124515 | EXTERNAL MODEM, 56K, V90 | TIN-STOC | TRENDWARE IN | TFM-560X | 044-05500106 | 02/13/2014 | 03/08/2001 | $100.00 |
| IA0000124519 | NICKEL-METAL HYDRIDE BATTERY #1 | TIN-STOC | MOTOROLA | NTN7394B | 828LK1 | 02/13/2014 | 11/29/2001 | $100.00 |
| IA0000124520 | VISAR HANDIE-TALKIE FM RADIO #2 | TIN-STOC | MOTOROLA | H05KDD9AA4DN | 720AXQ4549 Z | 02/13/2014 | 03/01/2001 | $800.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124521 | VISAR HANDIE-TALKIE FM RADIO #3 | TIN-STOC | MOTOROLA | H05KDD9AA4DN | 720TAL0501 Z | 02/13/2014 | 03/01/2001 | $800.00 |
| IA0000124523 | VISAR HANDIE-TALKIE FM RADIO #1 | TIN-STOC | MOTOROLA | H05KDD9AA4DN | 720AXW5576 Z | 02/13/2014 | 03/01/2001 | $800.00 |
| IA0000124524 | DESK TOP CHARGER FOR VISAR FM RADIO #1 | TIN-STOC | MOTOROLA | AA16742 | 1312096534 | 02/13/2014 | 03/01/2001 | $100.00 |
| IA0000124526 | DESK TOP CHARGER FOR VISAR FM RADIO #3 | TIN-STOC | MOTOROLA | AA16742 | 1312146113 | 02/13/2014 | 03/01/2001 | $100.00 |
| IA0000124527 | DESK TOP CHARGER FOR VISAR FM RADIO #2 | TIN-STOC | MOTOROLA | AA16742 | 1312314630 | 02/13/2014 | 03/01/2001 | $100.00 |
| IA0000124528 | NICKEL-METAL HYDRIDE BATTERY #1 | TIN-STOC | MOTOROLA | NTN7394B | 828LK1 | 02/13/2014 | 03/01/2001 | $100.00 |
| IA0000124529 | NICKEL-METAL HYDRIDE BATTERY #2 | TIN-STOC | MOTOROLA | NTN7394C | 038LK1 | 02/13/2014 | 11/29/2001 | $100.00 |
| IA0000124530 | NICKEL-METAL HYDRIDE BATTERY #2 | TIN-STOC | MOTOROLA | NTN7394B | 828LK1 | 02/13/2014 | 11/29/2001 | $100.00 |
| IA0000124531 | NICKEL-METAL HYDRIDE BATTERY #3 | TIN-STOC | MOTOROLA | NTN7394B | 828LK1 | 02/13/2014 | 11/29/2001 | $100.00 |
| IA0000124532 | NICKEL-METAL HYDRIDE BATTERY #3 | TIN-STOC | MOTOROLA | NTN7394B | 844LK1 | 02/13/2014 | 11/29/2001 | $100.00 |
| IA0000124536 | FM BASE MOBILE RADIO - IBB0013 | TIN-VHCL | MOTOROLA | M01MX+523W | 632AAQ0221 | 02/25/2014 | 03/12/2001 | $700.00 |
| IA0000124539 | FM BASE MOBILE RADIO - IBB0011 | TIN-VHCL | MOTOROLA | M01MX+523W | 623AAQ0222 | 02/25/2014 | 03/12/2001 | $700.00 |
| IA0000124544 | FM BASE MOBILE RADIO - IBB0009 | TIN-VHCL | MOTOROLA | M01MX+T523W | 632AAQ0225 | 02/25/2014 | 03/12/2001 | $700.00 |
| IA0000124545 | MOBILE BASE VHF RADIO - IBB0010 | TIN-SHOP | MOTOROLA | M01MX+523W | 632AAQ0224 | 02/25/2014 | 03/12/2001 | $700.00 |
| IA0000124546 | FM BASE MOBILE RADIO, MOTOROLA MCS 200 | SPN-VHCL | MOTOROLA | M01MX+523W | 623AAQ0226 | 03/11/2014 | 08/21/2001 | $700.00 |
| IA0000124547 | FM BASE MOBILE RADIO, MOTOROLA MCS 200 | TIN-SIS | MOTOROLA | M01MX+523W | 623AAQ0234 | 03/04/2014 | 08/21/2001 | $700.00 |
| IA0000124548 | BROADCAST AUDIO PROCESSOR | TIN-MCR | ORBAN | 9208/U | 012209-017A | 02/18/2014 | 03/12/2001 | $2,500.00 |
| IA0000124549 | BROADCAST AUDIO PROCESSOR | TIN-MCR | ORBAN | 9208/U | 012209-014A | 02/18/2014 | 03/12/2001 | $2,500.00 |
| IA0000124550 | BROADCAST AUDIO PROCESSOR | TIN-MCR | ORBAN | 9208/U | 012209-009A | 02/18/2014 | 03/12/2001 | $2,500.00 |
| IA0000124551 | BROADCAST AUDIO PROCESSOR | TIN-MCR | ORBAN | 9208/U | 012209-013A | 02/18/2014 | 03/12/2001 | $2,500.00 |

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|---|---|---|---|---|---|---|---|---|
| IA0000124552 | BROADCAST AUDIO PROCESSOR | TIN-MCR | ORBAN | 9208/U | 012209-011A | 02/18/2014 | 03/12/2001 | $2,500.00 |
| IA0000124553 | BROADCAST AUDIO PROCESSOR, ORBAN 920 | SPN-MCR | ORBAN | 9208/U | 012209-007A | 03/05/2014 | 03/12/2001 | $2,500.00 |
| IA0000124554 | BROADCAST AUDIO PROCESSOR | TIN-MCR | ORBAN | 9208/U | 012209-010A | 02/18/2014 | 03/12/2001 | $2,500.00 |
| IA0000124555 | BROADCAST AUDIO PROCESSOR | TIN-MCR | ORBAN | 9208/U | 012209-006A | 02/18/2014 | 04/12/2001 | $2,500.00 |
| IA0000124556 | BROADCAST AUDIO PROCESSOR, ORBAN 920 | TIN-MCR | ORBAN | 9200/6 | 012209-016A | 02/18/2014 | 03/12/2001 | $2,500.00 |
| IA0000124557 | BROADCAST AUDIO PROCESSOR, ORBAN 920 | TIN-STOC | ORBAN | 9208/U | 012209-015A | 02/13/2014 | 04/12/2001 | $2,500.00 |
| IA0000124558 | BROADCAST AUDIO PROCESSOR, ORBAN 920 | TIN-STOC | ORBAN | 9208/U | 012209-035A | 02/13/2014 | 04/12/2001 | $2,500.00 |
| IA0000124559 | BROADCAST AUDIO PROCESSOR | SPN-SHOP | ORBAN | 9208/U | 012209-005A | 03/05/2014 | 04/12/2001 | $2,500.00 |
| IA0000124560 | BROADCAST AUDIO PROCESSOR, ORBAN 920 | SPN-MCR | ORBAN | 9200/U | 012209-012A | 03/05/2014 | 04/12/2001 | $2,500.00 |
| IA0000124561 | AUDIO PROCESSOR | SPN-MCR | ORBAN | 9208/U | 012209-008A | 03/05/2014 | 04/26/2001 | $2,500.00 |
| IA0000124562 | TELEPHONE LINE INTERFACE | TIN-STOC | TELOS | TELOS ONE | N/A | 02/13/2014 | 04/04/2001 | $1,000.00 |
| IA0000124563 | TELEPHONE LINE INTERFACE | TIN-STOC | TELOS | TELOS ONE | N/A | 02/13/2014 | 04/04/2001 | $1,000.00 |
| IA0000124564 | TELEPHONE LINE INTERFACE | TIN-STOC | TELOS | TELOS ONE | 120XAK3534 | 02/13/2014 | 04/04/2001 | $1,000.00 |
| IA0000124565 | TELEPHONE LINE INTERFACE | TIN-STOC | TELOS | TELOS ONE | 120XAK3557 | 02/13/2014 | 04/04/2001 | $1,000.00 |
| IA0000124566 | LASER THERMOMETER, RAYTEK RAYNER ST | TIN-MCR | RAYTEK CORPO | RAYST20XXUS | 2897750101-000 | 02/18/2014 | 04/11/2001 | $189.00 |
| IA0000124567 | LASER THERMOMETER, RAYNGER ST | SPN-SHOP | RAYTEK | RAYNGER ST | N/A | 03/05/2014 | 04/11/2001 | $189.00 |
| IA0000124569 | DIGITAL CAMERA, SONY FD MAVICA | SPN-WHSE | SONY | MCV-F075 | 1097762 | 03/06/2014 | 11/16/1999 | $189.00 |
| IA0000124570 | AIR OPERATED GREASE GUN | TIN-B&G | CAMBELL HAUS | TL037 | N/A | 02/24/2014 | 04/23/2001 | $44.00 |
| IA0000124571 | AIR OPERATED GREASE GUN | TIN-B&G | CAMBELL HAUS | TL037 | N/A | 03/03/2014 | 04/23/2001 | $44.00 |
| IA0000124572 | 3/8" CLOSE QUARTER DRILL, MILWAUKEE | TIN-SHOP | MILWAUKEE ELE | 0375-6 | 611B900 42783 | 02/19/2014 | 04/23/2001 | $279.00 |

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| *BARCODE* | *DESCRIPTION* | *LOCATION* | *MFR* | *MODEL* | *SERIAL #* | *INVDATE* | *ACQDATE* | *ACQCOST* |
|---|---|---|---|---|---|---|---|---|
| IA0000124573 | DRILL PRESS | TIN-B&G | WILTON USG | 2035 | 30712 | 02/24/2014 | 04/25/2001 | $6,210.00 |
| IA0000124574 | AUDIO DELAY | TIN-MCR | KLARK TEKNIK | DN7453 | 0019010061 | 02/18/2014 | 05/10/2001 | $1,000.00 |
| IA0000124576 | COMPUTER CPU | TIN-STOC | INTER-TEL | AXXENT | LR109742 | 02/13/2014 | 05/29/2001 | $1,000.00 |
| IA0000124577 | HAMMER DRILL | TIN-B&G | MAKITA | HP2030 | 131884G | 02/24/2014 | 05/30/2001 | $289.00 |
| IA0000124578 | QUANTAR FM RADIO BASE STATION | TIN-BLDG | MOTOROLA | T5365A | 448CAP0085 | 02/13/2014 | 05/14/2001 | $7,141.00 |
| IA0000124579 | COMTEGRA CONTROL UNIT FOR BASE STATIO | SPN-MCR | MOTOROLA | L1927A | 322CAN0018 | 03/05/2014 | 05/14/2001 | $3,162.00 |
| IA0000124580 | QUANTAR FM RADIO BASE STATION | SPN-TX3 | MOTOROLA | T5365A | 448CAP0086 | 03/06/2014 | 05/14/2001 | $7,141.00 |
| IA0000124581 | SPOTTING SCOPE, TASCO 28TZB | TIN-B&G | TASCO | 287ZB | N/A | 02/24/2014 | 06/04/2001 | $102.00 |
| IA0000124583 | ROUTER, CISCO 2600 SERIES | SPN-LAN | CISCO SYSTEMS | 2621 | JAB04408BEP | 03/06/2014 | 01/05/2001 | $5,000.00 |
| IA0000124584 | ROUTER | SPN-LAN | CISCO SYSTEMS | 2621 | JAB04408BES | 03/06/2014 | 01/05/2001 | $5,000.00 |
| IA0000124586 | ROTARY MOWER ATTACHMENT FOR JOHN DE | TIN-B&G | JOHN DEERE | 609 | W00609C64479 | 02/24/2014 | 09/30/1999 | $1,500.00 |
| IA0000124587 | HAND PALLET TRUCK | TIN-B&G | LIFT RITE | LR50MU-4WEAY | N/A | 02/24/2014 | 07/05/2001 | $1,019.00 |
| IA0000124588 | INDUSTRIAL COMPLIANCE METER, NARDA 851 | TIN-STOC | NARDA MICROW | 8511 | 08051 | 02/26/2014 | 04/26/2001 | $3,950.00 |
| IA0000124589 | DIELECTRIC TEST SET, BIDDLE 70 KILOVOLT D | SPN-HPOT | AVO | N/A | 25064 | 03/05/2014 | 12/18/2001 | $6,905.00 |
| IA0000124591 | NARDALERT XT PERSONAL RADIATION MONIT | TIN-STOC | NARDA | B8862 | 01010 | 02/13/2014 | 04/26/2001 | $1,235.00 |
| IA0000124592 | NARDALERT XT PERSONAL RADIATION MONIT | TIN-SHOP | NARDA | B8862 | 01016 | 02/19/2014 | 04/26/2001 | $1,235.00 |
| IA0000124593 | NARDALERT XT PERSONAL RADIATION MONIT | SPN-MCR | NARDA | B8862 | 01014 | 03/12/2014 | 04/26/2001 | $1,235.00 |
| IA0000124594 | FREQUENCY SYNTHESIZER FOR CONTINENTA | SPN-STOC | PROGRAMMED T | 040 M5010 | 1A-37238 | 03/11/2014 | 09/18/2001 | $5,050.00 |
| IA0000124596 | COMPUTER PRINTER, HP COLORJET 4550N | TINIAN | HP | 4550N | N/A | 03/03/2014 | 08/24/2001 | $1,000.00 |
| IA0000124597 | NARDALERT XT PERSONAL RADIATION MONIT | TIN-STOC | NARDA | B8862 | 01013 | 02/13/2014 | 04/26/2001 | $1,235.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124598 | NARDALERT XT PERSONAL RADIATION MONIT | TIN-STOC | NARDA | B8862 | 01005 | 02/13/2014 | 04/26/2001 | $1,235.00 |
| IA0000124600 | NARDALERT XT PERSONAL RADIATION MONIT | TIN-STOC | NARDA | B8862 | 01006 | 02/26/2014 | 04/26/2001 | $1,235.00 |
| IA0000124601 | OSCILLOSCOPE, 100 MHZ, 4-CHANNEL, TEKTR | TIN-SHOP | TEKTRONIX | TDS3014 | B020009 | 02/19/2014 | 09/27/2001 | $7,780.00 |
| IA0000124602 | AIR TOOL SET 42PC. | TIN-B&G | NORTHERN IND | N/A | N/A | 02/24/2014 | 09/20/2001 | $210.00 |
| IA0000124604 | ELECTRIC DRILL, 3/8", MAKITA 6406 | TIN-SHOP | MAKITA | 6406 | 370276A | 02/19/2014 | 10/01/2001 | $109.00 |
| IA0000124614 | METER PANEL, REMOTE ANALOG | TIN-MCR | BELAR | MP-14 | N/A | 02/18/2014 | 12/13/1999 | $1,000.00 |
| IA0000124615 | UPS, BEST POWER | TIN-ADMN | BEST POWER | 610 | RS232 | 02/18/2014 | 12/17/1998 | $334.00 |
| IA0000124617 | UPS, BACK-UPS PRO 420 | TIN-STOC | APC | BP420S | N/A | 02/13/2014 | 12/17/1998 | $334.00 |
| IA0000124622 | TROLLEY 1200 LBS | TIN-B&G | NOT KNOWN | N/A | N/A | 02/24/2014 | 11/13/2001 | $500.00 |
| IA0000124623 | TROLLEY 1200LBS | TIN-B&G | NOT KNOWN | N/A | N/A | 02/24/2014 | 11/13/2001 | $500.00 |
| IA0000124624 | FREQUENCY SYNTHESIZER FOR ABB TRANSM | TIN-SHOP | SCHOMANDL | 86122-ESB | 10-286 | 02/19/2014 | 11/26/2001 | $18,825.00 |
| IA0000124628 | COMPUTER CPU, MICRON | TIN-SHOP | MICRON | M55HIPLUS-P166 | 692799-0006 | 02/19/2014 | 11/23/2001 | $400.00 |
| IA0000124629 | AUDIO DELAY | TIN-MCR | KLARK TEKNIK | DN7453 | 00150059 | 02/18/2014 | 05/08/1998 | $1,000.00 |
| IA0000124630 | AUDIO DELAY | TIN-MCR | KLARK TEKNIK | DN7453 | 0007010019 | 02/18/2014 | 05/08/1998 | $1,000.00 |
| IA0000124634 | COMMERCIAL SATELLITE RECEIVER | TIN-SHOP | SCIENTIFIC ATL | POWER VU | 2276071-5 | 02/19/2014 | 09/13/2000 | $6,000.00 |
| IA0000124637 | NARDALERT PERSONAL RADIATION MONITOR | TIN-BLDG | NARDA | 8844D-0.5 | WORN OFF | 02/13/2014 | 06/21/1998 | $50.00 |
| IA0000124638 | MAINTENANCE & STORAGE BUILDING (B&G BU | TIN-SITE | BUTLER MANUF | N/A | N/A | 02/20/2014 | 10/31/2001 | $288,996.92 |
| IA0000124640 | 500KW SHORTWAVE TRANSMITTER (TIN-4) | TIN-BLDG | ABB | SK55 C3-2P | HE 602816 | 02/13/2014 | 03/04/2000 | $1,591,975.00 |
| IA0000124641 | 500KW SHORTWAVE TRANSMITTER (TIN-5) | TIN-BLDG | ABB | SK55 C3-2P | HE 602815 | 02/13/2014 | 03/04/2000 | $1,591,975.00 |
| IA0000124642 | 500KW SHORTWAVE TRANSMITTER (TIN-6) | TIN-BLDG | ABB | SK55 C3-2P | HE 602814 | 02/13/2014 | 03/04/2000 | $1,591,975.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124643 | 250KW HF TRANSMITTER (TIN-7) | TIN-BLDG | CONTINENTAL E | 419F-2/SSM | 013 | 02/13/2014 | 09/30/2001 | $1,250,000.00 |
| IA0000124644 | 250KW HF TRANSMITTER (TIN-8) | TIN-BLDG | CONTINENTAL E | 419F-2/SSM | 017 | 02/13/2014 | 09/30/2001 | $1,250,000.00 |
| IA0000124645 | PATCH PANEL, 24 PORT, ADC | TIN-SIS | ADC TELECOMM | PPA3-14MKIIN0 | 5617 | 02/18/2014 | 11/07/2000 | $1,000.00 |
| IA0000124646 | PORTABLE HOIST FOR CQK650 VACUUM TUBE | TIN-SHOP | MEILI HEBEZEU | M3-8506 | 290-108 | 02/19/2014 | 07/08/1999 | $500.00 |
| IA0000124647 | 10" CONTRACTOR TABLE SAW | TIN-FACL | DELTA | CAT-36-465 | 99F95564 | 02/18/2014 | 06/29/2001 | $1,049.99 |
| IA0000124648 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | TIN-PWR | ANSUL | CR-I-K-150-D | SP862223 | 02/25/2014 | 01/04/2002 | $1,111.00 |
| IA0000124649 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | TIN-FUEL | ANSUL | CR-I-K-150-D | SP862221 | 02/24/2014 | 01/04/2002 | $1,111.00 |
| IA0000124650 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | TIN-FUEL | ANSUL | CR-I-K-150-D | SP862220 | 02/24/2014 | 01/04/2002 | $1,111.00 |
| IA0000124651 | WHEELED FIRE EXTINGUISHER, DRY CHEMIC | SPN-WHSE | ANSUL | CR-I-K-150-D | SP86222 | 03/11/2014 | 01/04/2002 | $1,111.00 |
| IA0000124652 | PATCH PANEL | SPN-MCR | ADC TELECOMM | N/A | 5618 | 03/05/2014 | 11/07/2000 | $1,000.00 |
| IA0000124653 | OSCILLOSCOPE, 100MHZ, LEADER LS8105A | SPN-MCR | LEADER | LS8105A | 3447374 | 03/05/2014 | 01/15/2002 | $8,427.00 |
| IA0000124654 | WEATHER STATION | TIN-SITE | COASTAL ENVIR | WEATHER PAK 2 | 1274 | 02/20/2014 | 01/15/2002 | $8,427.00 |
| IA0000124655 | AM MODULATION ANALYZER, DIGITAL | TIN-MCR | BELAR | AMMA-2 | 510252 | 02/13/2014 | 02/12/2002 | $6,000.00 |
| IA0000124656 | AM MODULATION ANALYZER, DIGITAL | TIN-MCR | BELAR | AMMA-2 | 510251 | 02/13/2014 | 02/12/2002 | $6,000.00 |
| IA0000124663 | BATTERY TESTER, DIGITAL, KAL EQUIP 8300 | TIN-FACL | KAL EQUIP | 8300 | 23886 | 02/25/2014 | 05/06/2002 | $193.00 |
| IA0000124664 | VOLTAGE DETECTOR, SALISBURY 4744 | TIN-SHOP | SAF-T-GARD | 4744 | N/A | 02/19/2014 | 04/16/2002 | $436.45 |
| IA0000124665 | GROUNDING WIRE SET, 4 WAY WITH C-CLAMP | TIN-B&G | WH SALISBURY | 24308 | N/A | 03/03/2014 | 04/16/2002 | $362.10 |
| IA0000124666 | HOT SWITCH STICKS, UNIVERSAL HEAD | TIN-SHOP | WH SALISBURY | 4215 | N/A | 02/19/2014 | 04/16/2002 | $97.25 |
| IA0000124667 | TRI-STAND CHAIN VISE, RIGID 460 | TIN-B&G | RIGID | 460 | N/A | 03/03/2014 | 05/24/2002 | $349.00 |
| IA0000124673 | BRUSHCUTTER, SHINDAIWA B450 | SPN-WHSE | SHINDAIWA | S450/EPA | 0092847 | 03/11/2014 | 07/26/2002 | $657.00 |

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|---|---|---|---|---|---|---|---|---|
| IA0000124675 | COMPUTER CPU, HP VECTRA VL420 MT | TIN-MCR | HP | VECTRA VL420M | US21001637 | 02/19/2014 | 07/28/2002 | $1,279.00 |
| IA0000124677 | TORQUE WRENCH, MICROMETER TYPE, K-D T | TIN-FACL | K-D TOOLS | 2953 | 011141047 | 02/25/2014 | 08/01/2002 | $555.51 |
| IA0000124678 | 40' SHIPPING CONTAINER 145274 9 | TIN-B&G | HYUNDAI PRECI | N/A | N/A | 02/24/2014 | 07/08/1998 | $2,000.00 |
| IA0000124679 | SAFETY STORAGE CABINET (BLUE) | TIN-BLDG | A&A SHEETMET | N/A | N/A | 02/13/2014 | 06/10/2002 | $467.24 |
| IA0000124680 | TOOL CABINET WITH ROLLER, 5 DRAWER, RE | TIN-SHOP | NAPA | N/A | N/A | 02/19/2014 | 09/09/2002 | $469.30 |
| IA0000124682 | FREQUENCY COUNTER, 175 MHZ, TENMA 72-4 | SPN-TX02 | TENMA | 72-4095C | 7021004 | 03/06/2014 | 08/19/2002 | $1,000.00 |
| IA0000124690 | SERVER, E-MAIL | SPN-DSP2 | SUN MICROSYS | NETRA T1 | HF21755812 | 03/10/2014 | 09/18/2001 | $9,547.13 |
| IA0000124694 | FIBER OPTICS TERMINATION KIT | SPN-SHOP | TECRA TOOLS | BASIC | 84855 | 02/19/2014 | 10/22/2002 | $697.50 |
| IA0000124695 | COMPUTER MONITOR, 16", SAMSUNG SAMTR | TIN-SITE | SAMSUNG | SAMRON 77V | 3892D895 | 03/03/2014 | 09/30/2002 | $107.30 |
| IA0000124696 | WAREHOUSE BUILDING | SPN-SITE | MARTINEZ CONS | N/A | N/A | 03/10/2014 | 10/30/2001 | $150,000.00 |
| IA0000124697 | ADMINISTRATION BUILDING | SPN-SITE | MARTINEZ CONS | N/A | N/A | 03/10/2014 | 11/09/2001 | $200,000.00 |
| IA0000124699 | CHAIN LINK FENCE | SPN-SITE | MARTINEZ CONS | N/A | N/A | 03/10/2014 | 04/05/2002 | $100,000.00 |
| IA0000124700 | CHAIN LINK FENCE | TIN-SITE | MARTINEZ CONS | N/A | N/A | 02/20/2014 | 04/05/2002 | $150,000.00 |
| IA0000124703 | COMPUTER MONITOR, 21", SONY | TIN-SHOP | SONY | CPD-G520 | 8046663 | 02/19/2014 | 11/07/2002 | $706.69 |
| IA0000124704 | COMPUTER MONITOR, 21", SONY | TIN-SHOP | SONY | CPD-G520 | 8046660 | 02/19/2014 | 11/07/2002 | $706.69 |
| IA0000124705 | FAX MACHINE, CANON CLASS 1060P | TIN-MCR | CANON | CLASS 1060P | UEW16084 | 02/18/2014 | 09/26/2002 | $995.00 |
| IA0000124706 | COMPUTER CPU, HP | TIN-STOC | HP | VL400 SERIE | US11700957 | 02/13/2014 | 04/17/2002 | $1,279.00 |
| IA0000124709 | COMPUTER CPU, MEGABYTE | SPN-ADMN | MEGABYTE | AMD-DURON800 | 0104-3004 | 03/10/2014 | 08/21/2001 | $1,300.00 |
| IA0000124710 | COMPUTER PRINTER, HP LASERJET 2200D | SPN-DSP2 | HP | C7058A | USBGJ11195 | 03/10/2014 | 11/28/2001 | $1,200.00 |
| IA0000124711 | COMPUTER MONITOR, 15", HP MULTISYNC | SPN-DSP2 | HP | N0701 | 1322462NA | 03/10/2014 | 04/17/2002 | $800.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124713 | COMPUTER MONITOR, 19", SCEPTRE | SPN-DSP2 | SCEPTRE | V999 | 030FEWA200084 | 03/10/2014 | 04/21/2000 | $500.00 |
| IA0000124714 | COMPUTER MONITOR, 15", NEC | TIN-STOC | MULTISYNC FE 7 | N0701 | 1322445NA | 02/13/2014 | 04/17/2002 | $800.00 |
| IA0000124717 | COMPUTER PRINTER, HP DESKJET | SPN-LAN | HP | 890C | SG84R1G07S | 03/06/2014 | 12/17/1998 | $562.00 |
| IA0000124718 | SCANNER, FLATBED, HP SCAN JET 6300C | TIN-ADMN | HP | 6300C | SG84R1G07S | 02/18/2014 | 12/17/1998 | $260.00 |
| IA0000124719 | SOCKET SET, 3/4" DRIVE, 12 POINT | TIN-B&G | SNAP ON TOOLS | 434HDB | N/A | 02/24/2014 | 08/11/2004 | $2,488.10 |
| IA0000124720 | COMPUTER MONITOR, 17", HANSOL 710P | TIN-SITE | HANSOL | 710P | A0042134771 | 02/20/2014 | 10/18/2001 | $2,390.00 |
| IA0000124722 | COMPUTER MONITOR, 20", TOUCHSCREEN | SPN-DSP2 | GRECO | FDX1507/F/09000 | 67639 | 03/10/2014 | 04/15/2001 | $400.00 |
| IA0000124723 | COMPUTER CPU, EXONE | SPN-LAN | EXONE | PIII | N/A | 03/06/2014 | 04/15/2003 | $1,200.00 |
| IA0000124724 | COMPUTER MONITOR, 20", TOUCHSCREEN | SPN-DSP2 | GRECO | FDX1507/F/09000 | N/A | 03/10/2014 | 04/15/2001 | $400.00 |
| IA0000124725 | COMPUTER CPU, EXONE, IAUTO0000110 | SPN-MCR | EXONE | N/A | N/A | 03/05/2014 | 04/15/2001 | $1,200.00 |
| IA0000124726 | COMPUTER MONITOR, HANSOL | SPN-DSP2 | HANSOL | K00041009014 | 000000110 | 03/10/2014 | 04/15/2001 | $400.00 |
| IA0000124732 | AUTOMATED EXTERNAL DEFIBRILLATOR FR2+ | TIN-BLDG | PHILLIPS MEDIC | M3860A | 1002073884 | 02/13/2014 | 02/25/2003 | $3,937.00 |
| IA0000124733 | HANDHELD GPS | TIN-MCR | THE GPS STORE | GPS72 | 82201944 | 02/18/2014 | 03/26/2003 | $199.00 |
| IA0000124734 | FORKLIFT, ELECTRIC, NARROW AISLE, YALE | TIN-B&G | YALE | NR035AENL36TE | C815N03030A | 02/24/2014 | 09/24/2003 | $24,939.00 |
| IA0000124737 | DIESEL TRACTOR, MASSEY FERGUSON 1428V | SPN-VHCL | MASSEY FERGU | 1428V | L-P0807 | 03/11/2014 | 12/24/2002 | $17,352.00 |
| IA0000124738 | BUSH HOG FRONT LOADER W/QUICK ATTACH | SPN-VHCL | MASSEY FERGU | 1846QT | 12-0468 | 03/11/2014 | 12/24/2002 | $4,621.00 |
| IA0000124739 | RHINO MOWER ATTACHMENT | SPN-VHCL | MASSEY FERGU | LTS | 10956 | 03/11/2014 | 12/24/2002 | $2,421.00 |
| IA0000124744 | AIR CONDITIONER, 6.25 TONS, DUCTED TYPE | TIN-BLDG | CARRIER | 40RR008530 | 0291F45183 | 02/13/2014 | 11/26/2003 | $1,000.00 |
| IA0000124745 | AIR CONDITIONER, 5 TONS, DUCTED TYPE | TIN-DISP | HEIL | CA5560VHD2 | L974970094 | 03/12/2014 | 11/26/2003 | $1,000.00 |
| IA0000124746 | AIR CONDITIONER, 15 TONS, PACKAGED TYPE | TIN-BLDG | CARRIER | 50TJ016670YA | 4599F62013 | 02/13/2014 | 11/26/2003 | $1,000.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124747 | AIR CONDITIONER, 18,000 BTU, SPLIT TYPE | TIN-FACL | CARRIER | 38KNL018303 | 4299Y80216 | 02/25/2014 | 11/26/2003 | $3,000.00 |
| IA0000124748 | AIR CONDITIONER, 18,000 BTU, SPLIT TYPE | TIN-FACL | CARRIER | 38KNL018303 | 4299Y80235 | 02/25/2014 | 11/26/2003 | $3,000.00 |
| IA0000124756 | MICROWAVE, SHARP CAROUSEL | TIN-B&G | SHARP | R-3A68 | 122368 | 02/24/2014 | 09/30/1999 | $370.00 |
| IA0000124759 | LAPTOP DESKNOTE | TIN-SHOP | ELITEGROUP CO | A900 | GAYL22501485 | 02/19/2014 | 07/12/2002 | $1,200.00 |
| IA0000124765 | COMPUTER MONITOR, FLATSCREEN, 17", VISI | SPN-LAN | VISION | EZ117B | ZAS4301C01050 | 03/06/2014 | 07/12/2003 | $350.00 |
| IA0000124766 | INTERNATIONAL RIGGING TRUCK, 10 WHEELE | TIN-VHCL | ALTEC | A77T-E93 | 1HTWGAAT53J0 | 02/25/2014 | 08/19/2003 | $236,934.00 |
| IA0000124767 | COMPUTER CPU, MEGABYTE | SPN-DSP2 | MEGABYTE | NONE | 03070801 | 03/10/2014 | 07/11/2003 | $1,249.00 |
| IA0000124773 | COMPUTER MONITOR, 17", FLATSCREEN | TIN-STOC | MEGABYTE | EZ17B | ZAS4301C01045 | 02/13/2014 | 07/15/2003 | $350.00 |
| IA0000124779 | SECURITY ALARM SYSTEM W/TWO SMOKE DE | SPN-MCR | PACIFIC SECURI | N/A | N/A | 03/05/2014 | 02/26/2001 | $3,051.60 |
| IA0000124781 | SECURITY CABINET 1 | TIN-ADMN | PANASONIC | NONE | NONE | 02/18/2014 | 09/18/2003 | $1,500.00 |
| IA0000124783 | SECURITY CABINET 4 | SPN-MCR | PANASONIC | NONE | NONE | 03/05/2014 | 05/19/2003 | $1,500.00 |
| IA0000124784 | IONIC BREEZE QUADRA SILENT AIR PURIFIER | SPN-ADMN | THE SHARPER I | S1637 | S1637 GBX | 03/10/2014 | 07/24/2003 | $349.95 |
| IA0000124785 | IONIC BREEZE QUADRA SILENT AIR PURIFIER | SPN-ADMN | THE SHARPER I | S1637 | S1637 GBX | 03/10/2014 | 07/24/2003 | $174.97 |
| IA0000124789 | NARDALERT XT PERSONAL RADIATION MONIT | TIN-STOC | NARDA | B8862 | 01008 | 02/13/2014 | 04/26/2001 | $1,235.00 |
| IA0000124790 | NARDALERT XT PERSONAL RADIATION MONIT | TIN-MCR | NARDA | B8862 | 01004 | 02/26/2014 | 04/26/2001 | $1,235.00 |
| IA0000124791 | AUTOMATED EXTERNAL DEFIBRILLATOR FR2+ | SPN-TX02 | PHILLIPS MEDIC | M3860A | 0903101368 | 03/06/2014 | 08/12/2003 | $3,837.00 |
| IA0000124793 | MEWNET RS232C LINK UNIT | SPN-STA | MATSUSHITA EL | AFP8760 | N/A | 02/18/2014 | 09/24/1999 | $100.00 |
| IA0000124794 | LAMINATING MACHINE, GBC EAGLE 65 | TIN-SHOP | GBC FILM PROD | EAGLE 65 | KFG9759 | 02/19/2014 | 11/15/2003 | $1,695.00 |
| IA0000124796 | COMPUTER CPU, INTER-TEL | TIN-STOC | INTER-TEL | AXXENT | 520.1000 | 02/13/2014 | 11/15/2003 | $500.00 |
| IA0000124798 | COMPUTER PRINTER, HP LASERJET 2300D | SPN-ADMN | HP | BOISB-0206-00 | CNBDF17038 | 03/10/2014 | 09/25/2003 | $742.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124800 | FAX MACHINE, XEROX WORKCENTRE PRO 575 | SPN-MCR | XEROX CORPOR | WORK CENTRE | PE4-982028 | 03/05/2014 | 09/10/2003 | $1,400.00 |
| IA0000124802 | FAX MACHINE, XEROX WORK CENTRE PRO 57 | SPN-ADMN | XEROX CORPOR | WORK CENTRE | PE4-982027 | 03/10/2014 | 09/09/2003 | $175.00 |
| IA0000124803 | SECURITY CABINET 5 | SPN-ADMN | PANASONIC | NONE | NONE | 03/10/2014 | 05/23/2003 | $1,500.00 |
| IA0000124804 | COMTEGRA CONTROL UNIT FOR BASE STATIO | TIN-MCR | MOTOROLA | L1927A | 322CYN0258 | 02/18/2014 | 05/14/2001 | $3,162.00 |
| IA0000124805 | HEAT EXCHANGER FOR TIN-01 | TIN-SITE | HANS GUNTNER | S-GFH101A/2N-4 | 100/108182.2 | 02/20/2014 | 07/10/2001 | $8,669.33 |
| IA0000124806 | HEAT EXCHANGER FOR TIN-02 | TIN-SITE | HANS GUNTNER | S-GFH101A/2N | 100/131396.2 | 02/20/2014 | 07/10/2001 | $8,669.33 |
| IA0000124807 | HEAT EXCHANGER FOR TIN-03 | TIN-SITE | HANS GUNTNER | S-GFH101A/2N | 100/131396.1 | 02/20/2014 | 07/10/2001 | $8,669.33 |
| IA0000124808 | HEAT EXCHANGER FOR TIN-04 | TIN-SITE | HANS GUNTNER | S-GFH101A/2N | 100/131396.3 | 02/20/2014 | 01/24/2003 | $8,160.05 |
| IA0000124809 | HEAT EXCHANGER FOR TIN-05 | TIN-SITE | HANS GUNTNER | S-GFH101A/2N | 100/146627.3 | 02/20/2014 | 01/24/2003 | $8,160.05 |
| IA0000124810 | HEAT EXCHANGER FOR TIN-06 | TIN-SITE | HANS GUNTNER | S-GFH101A/2N | 100/146627.2 | 02/20/2014 | 01/24/2003 | $8,160.05 |
| IA0000124811 | HEAT EXCHANGER FOR TIN-07 | TIN-SITE | N/A | DDNT310Y16S23 | 0024C32521 | 02/20/2014 | 11/25/2003 | $1,000.00 |
| IA0000124812 | HEAT EXCHANGER FOR TIN-08 | TIN-SITE | N/A | DDNT310Y16S23 | 0024C32520 | 02/20/2014 | 11/25/2003 | $1,000.00 |
| IA0000124814 | COMPUTER MONITOR, 15", HP 5500 | TIN-DISP | HP | PE1156 | CN333XY778 | 03/03/2014 | 09/22/2003 | $139.00 |
| IA0000124815 | COMPUTER MONITOR, 15", HP 5500 | SPN-DSP2 | COMPAQ | PE1155 | CN333YB915 | 03/10/2014 | 09/22/2003 | $139.00 |
| IA0000124816 | COMPUTER MONITOR, 15", HP 5500 | SPN-DSP2 | COMPAQ | PE1156 | CN333XY820 | 03/10/2014 | 09/22/2003 | $139.00 |
| IA0000124817 | COMPUTER CPU, HP CPQ D220, TOWER CASE | TIN-FACL | COMPAQ | D220 MT | MXD34008W5 | 02/25/2014 | 09/22/2003 | $787.98 |
| IA0000124818 | DIGITAL CAMERA, COMPACT, MINOLTA DIMAG | SPN-ADMN | MINOLTA | DIMAGE G500 | 19314974 | 03/10/2014 | 01/23/2004 | $481.53 |
| IA0000124819 | SERVER, HP PROLIANT DL380 | TIN-LNGE | HP | PROLIANT DL380 | EACWLDN429 | 02/13/2014 | 03/19/2004 | $12,684.62 |
| IA0000124820 | AIR CONDITIONER, 24,000 BTU, WINDOW TYPE | TIN-DISP | CARRIER | APXRE240BB | 018000242 | 03/13/2014 | 04/23/2004 | $699.00 |
| IA0000124822 | OSCILLOSCOPE, 50 MHZ, DUAL TRACE, TENM | SPN-MCR | TENMA TEST EQ | 72-6815 | 0400401 | 03/05/2014 | 03/03/2004 | $748.25 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124823 | OSCILLOSCOPE, 50 MHZ, DUAL TRACE, TENM | SPN-MCR | TENMA TEST EQ | 72-6815 | 0400416 | 03/05/2014 | 03/03/2004 | $748.25 |
| IA0000124824 | 4" ISC GRINDER, MAKITA N9514B | TIN-SHOP | MAKITA | N9514B | 1631588A | 02/19/2014 | 09/16/2003 | $109.99 |
| IA0000124827 | POWER PLANER, MAKITA N9100B | TIN-B&G | MAKITA CORPO | N1900B | 491780A | 02/24/2014 | 08/03/2004 | $279.99 |
| IA0000124828 | JIG SAW, VARIABLE SPEED, DEWALT DW318 | TIN-B&G | DEWALT | DW318 | 938341 | 02/24/2014 | 08/03/2004 | $209.99 |
| IA0000124829 | 5" SANDER, RANDOM ORBITAL, MAKITA BO501 | TIN-B&G | MAKITA CORPO | BO5010 | 378504A | 02/24/2014 | 08/03/2004 | $159.99 |
| IA0000124830 | PAINT SPRAYER, SHARPE, NAPA EVERCRAFT | TIN-B&G | NAPA | SHARPE | N/A | 02/24/2014 | 08/11/2004 | $305.00 |
| IA0000124833 | TWO FIELD SWITCHES | SPN-SITE | TCI | N/A | N/A | 03/11/2014 | 10/29/1999 | $2,000.00 |
| IA0000124834 | 9MHZ/11MHZ ANTENNA DIPLEXER/ COMBINER | SPN-SITE | N/A | N/A | N/A | 03/11/2014 | 10/29/1999 | $1,000.00 |
| IA0000124835 | 6FT. MICROWAVE DISH | SPN-WHSE | N/A | N/A | N/A | 03/10/2014 | 10/29/1999 | $1,000.00 |
| IA0000124837 | IBB/NMITS SAIPAN SITE 7.8 ACRES | SPN-SITE | N/A | N/A | N/A | 03/11/2014 | 05/01/1998 | $15,000.00 |
| IA0000124838 | TIMING TOOLS, CAT CASE 6V-3072 | TIN-FACL | CATERPILLAR | N/A | N/A | 02/25/2014 | 11/03/1999 | $200.00 |
| IA0000124840 | DIESEL TRACTOR, JOHN DEERE 5410 | TIN-B&G | JOHN DEERE | 5410 | LVS4105243119 | 02/24/2014 | 11/03/1999 | $36,800.00 |
| IA0000124841 | BATWING MOWER ATTACHMENT FOR JOHN D | TIN-B&G | JOHN DEERE | 1518 | W01518E009041 | 02/24/2014 | 10/20/1999 | $10,500.00 |
| IA0000124842 | CALIPER, DIGITAL, GENERAL 143 | TIN-SHOP | GENERAL | 143 | UPC22064 | 02/19/2014 | 11/09/1999 | $1,000.00 |
| IA0000124846 | PROFESSIONAL TOOLBOX (RED) | TIN-B&G | ACE | N/A | N/A | 02/24/2014 | 11/11/1999 | $100.00 |
| IA0000124848 | FIBRE OPTIC REPAIR KIT | TIN-SHOP | FIS | 7W23D | 419-0113-080 | 02/19/2014 | 11/15/1999 | $1,860.00 |
| IA0000124849 | WELDING HELMET W/LIFT | TIN-B&G | HUNTSMAN | 930PP | N/A | 02/24/2014 | 11/11/1999 | $42.00 |
| IA0000124850 | 5" VARIABLE SPEED GRINDER, BOSCH 1703AE | TIN-B&G | BOSCH | 1703AEVS | 77000865 | 03/03/2014 | 11/11/1999 | $179.00 |
| IA0000124856 | SOLDERING STATION W/TEMP CONTROL | TIN-SHOP | WELLER | WTCP-50W/24V | 0290 | 02/19/2014 | 11/16/1999 | $500.00 |
| IA0000124862 | ELECTRICIAN TOOL BOX | TIN-B&G | MCMASTER CAR | N/A | 8583T39 | 02/24/2014 | 12/02/1999 | $350.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124863 | AM MODULATION ANALYZER, DIGITAL | TIN-STOC | BELAR | AMMA-1 | 510164 | 02/13/2014 | 11/30/1999 | $3,135.00 |
| IA0000124864 | AM MODULATION ANALYZER, DIGITAL | TIN-STOC | BELAR | AMMA-1 | 510162 | 02/13/2014 | 11/30/1999 | $3,135.00 |
| IA0000124866 | 14" CUTOFF SAW | TIN-HOLD | BOSCH | 3814 | 86716-007895 | 03/10/2014 | 12/17/1999 | $285.00 |
| IA0000124867 | HYDRAULIC WIRE ROPE CUTTER | TIN-B&G | MCMASTER CAR | N/A | N/A | 02/24/2014 | 12/02/1999 | $574.00 |
| IA0000124868 | OIL VESSEL, CYLINDERICAL ELECTRODES | TIN-STOC | AVO | N/A | PART#6320-235 | 02/13/2014 | 12/17/1999 | $1,000.00 |
| IA0000124869 | OIL VESSEL: MOTORISED MUSHROOM ELECT | TIN-STOC | AVO | N/A | PART#6320-237 | 02/13/2014 | 12/17/1999 | $1,000.00 |
| IA0000124870 | HOT SWITCH STICK SHOTGUN | TIN-B&G | WH SALISBURR | N/A | N/A | 02/24/2014 | 04/16/2002 | $191.50 |
| IA0000124876 | COMPUTER CPU, INDUSTRIAL PC-610 | SPN-DSP2 | PC-BUS INDUST | IC-610 | I94A1286 | 03/10/2014 | 05/08/1998 | $1,000.00 |
| IA0000124877 | COMPUTER CPU, INDUSTRIAL COMPUTER | SPN-DSP2 | INDUSTRIAL CO | 7000-8MB | E-2866700009 | 03/10/2014 | 05/08/1998 | $1,000.00 |
| IA0000124881 | PLC DISTRIBUTION TO SAS | TIN-MCR | NOT KNOWN | N/A | N/A | 02/18/2014 | 05/08/1998 | $1,000.00 |
| IA0000124882 | 77'X20' ANTENNA TOWER (8 SMALL TOWERS) | SPN-SITE | N/A | N/A | N/A | 03/11/2014 | 10/29/1999 | $5,000.00 |
| IA0000124885 | 18" HEDGE TRIMMER | TIN-B&G | BLACK & DECKE | N/A | N/A | 02/24/2014 | 04/25/2001 | $40.00 |
| IA0000124886 | BRUSHCUTTER, SHINDAIWA B450 | TIN-B&G | SHINDAIWA | S450/EPA | 4016313 | 02/24/2014 | 08/20/2004 | $438.42 |
| IA0000124890 | COMMERCIAL SATELLITE RECEIVER | TIN-SHOP | SCIENTIFIC ATL | POWER VU | 1993088-6 | 02/19/2014 | 09/13/2000 | $6,000.00 |
| IA0000124898 | MULTIMETER, FLUKE 73 III | SPN-SHOP | FLUKE | 73III | 75171102 | 03/11/2014 | 08/21/2004 | $139.00 |
| IA0000124899 | MULTIMETER, FLUKE 73III | SPN-SHOP | FLUKE | 73III | 75171046 | 03/05/2014 | 02/18/2000 | $139.00 |
| IA0000124900 | COAX ADAPTER CONNECTOR KIT | TIN-SHOP | TEST PROBES I | TPI-3000A | N/A | 02/19/2014 | 02/22/2001 | $1,000.00 |
| IA0000124901 | SOIC CLIP KIT | TIN-SHOP | POMONA ELECT | 5514 | N/A | 02/19/2014 | 02/24/2000 | $1,000.00 |
| IA0000124904 | DIGITAL CAMERA, SONY MVC-FD71 | TIN-STOC | SONY | MVC-FD71 | 39875 | 02/19/2014 | 07/08/1998 | $560.00 |
| IA0000124906 | DISK ATTACHMENT FOR JOHN DEERE 5410 | TIN-B&G | JOHN DEERE | HT20022 | 102599008 | 02/24/2014 | 03/17/2000 | $2,500.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000124908 | ROTARY TOOL, BLACK & DECKER WIZARD | TIN-FACL | BLACK & DECKE | RT550 TYPE 2 | 992452 | 03/03/2014 | 03/17/2001 | $62.99 |
| IA0000124909 | TOYOTA PICK-UP TRUCK, 4X4, EXTENDED CAB | TIN-VHCL | TOYOTA | T-100 | JT4UN22D3W00 | 02/25/2014 | 09/17/1998 | $10,000.00 |
| IA0000124910 | PORTABLE HOIST FOR CONTINENTAL PA TUB | TIN-BLDG | MEILI HEBEZEU | M3-850 | 265-235 | 02/13/2014 | 07/08/1999 | $500.00 |
| IA0000124914 | HAND TRUCK, MILWAUKEE, 600 LBS, RED | SPN-TX3 | MILWAUKEE ELE | 47118 | 9191947118 | 03/06/2014 | 08/21/2004 | $109.99 |
| IA0000126913 | DOWN CONVERTER | TIN-SIS | COMTECH EF DA | SFC4200A-9 | 112529258 | 02/18/2014 | 09/15/2011 | $13,300.00 |
| IA0000126915 | DOWN CONVERTER | SPN-SIS | COMTECH EF DA | SFC4200A-9 | 112529261 | 03/05/2014 | 09/15/2011 | $13,300.00 |
| IA0000126916 | DOWN CONVERTER | SAIPAN | COMTECH EF DA | SFC4200A-9 | 112529264 | 03/05/2014 | 09/15/2011 | $13,300.00 |
| IA0000126920 | UP CONVERTER | SAIPAN | COMTECH EF DA | SFC6400A0-10 | 112528161 | 03/05/2014 | 09/15/2011 | $13,300.00 |
| IA0000130292 | MULTIMETER, SIMPSON 260 | TIN-SHOP | SIMPSON | 260 | 2182-0025 | 02/19/2014 | 05/01/1999 | $1,000.00 |
| IA0000130437 | LATHE | TIN-FACL | DOALL | DOALL 13 | NONE | 03/03/2014 | 06/01/1995 | $9,967.00 |
| IA0000130445 | MILLING MACHINE | TIN-FACL | HURCO | SM1 | SD-8011036 | 03/03/2014 | 06/01/1995 | $9,168.00 |
| IA0000130903 | FORK LIFT, DIESEL | TIN-B&G | HYSTER COMPA | H60XL-MIL | B177G4325M | 03/03/2014 | 03/20/1993 | $6,500.00 |
| IA0000139675 | MASTER CABINET, TELEPHONE SWITCH | TIN-LNGE | IBM-ROLM | | 49B018308 | 02/13/2014 | 02/01/1989 | $62,959.00 |
| IA0000141022 | HIGH VOLTAGE VOLTMETER J-1005 W/TUBES, | TIN-SHOP | JENNINGS | J-1005 | NONE | 02/19/2014 | 05/01/1999 | $1,000.00 |
| IA0000141027 | TRANSISTOR & FET TESTER, SUPER CRICKET | TIN-SHOP | SUPER CRICKET | TF-46 | 551012M | 02/19/2014 | 05/01/1999 | $1,000.00 |
| IA0000141712 | SATELLITE MODEM, RADYNE DMD-4500 | TIN-STOC | RADYNE CORP. | DMD 4500 | 309189 | 02/26/2014 | 05/08/1999 | $300.00 |
| IA0000154744 | COMMUNICATIONS ANALYZER, FIREBIRD 6000 | TIN-SHOP | TTC | FIREBERD 6000A | 9649 | 02/19/2014 | 07/19/1999 | $1,000.00 |
| IA0000154745 | RS-449/ MIL INTERFACE, TTC 41400 | TIN-SHOP | TTC | 41400 | AJBR-L3360054 | 02/19/2014 | 09/30/1999 | $1,000.00 |
| IA0000155034 | COMPUTER CPU, EXONE | TIN-LNGE | EXONE-MAINTEN | N/A | IAUT00000109 | 02/13/2014 | 12/18/2001 | $1,000.00 |
| IA0000155037 | CD CART PLAYER | TIN-MCR | DENON | DN-951FA | 7071506276 | 02/18/2014 | 11/15/2003 | $1,228.50 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000155231 | FREQUENCY COUNTER, 225 MHZ, HP 53181A | TIN-SHOP | HP | 53181A | 3736A03943 | 02/19/2014 | 05/01/1999 | $1,575.00 |
| IA0000155232 | CURRENT PROBE, FLUKE 80I-400 | TIN-FACL | FLUKE | 801-400 AC | 71818175 | 02/24/2014 | 09/22/1999 | $1,000.00 |
| IA0000155233 | OHMETER, HP 4338B | TIN-SHOP | HP | 4338B | JPIKD00894 | 02/19/2014 | 05/01/1999 | $4,585.00 |
| IA0000155234 | SPECTRUM ANALYZER, 9 KHZ-1.5 GHZ, ESA-L1 | TIN-SHOP | HP | E4411A | US38061630 | 02/19/2014 | 05/01/1999 | $7,300.00 |
| IA0000155235 | NETWORK ANALYZER, 30KHZ-3GHZ, HP 8753E | TIN-SHOP | HP | 8753E | US38160886 | 02/19/2014 | 05/01/1999 | $32,250.00 |
| IA0000155244 | COMPUTER MONITOR, 17", AMPTRON ES17 | SPN-DSP2 | AMPTRON ELEC | ES17 | A0107112D-0080 | 03/10/2014 | 08/21/2004 | $500.00 |
| IA0000155253 | VECTOR IMPEDANCE METER, 0.4-110MHZ, HP | TIN-SHOP | HP | 4193A | 2830J02746 | 02/19/2014 | 07/19/1999 | $1,000.00 |
| IA0000155269 | COMPUTER CPU, INDUSTRIAL COMPUTER 610 | SPN-DSP2 | ADVANTECH TE | E180881 | 11D8L0048024 | 03/10/2014 | 08/21/2004 | $1,000.00 |
| IA0000155528 | SATELLITE DISH KU | SPN-SITE | VERTEX | 4.6 MTR | NONE | 03/11/2014 | 11/13/2000 | $100,000.00 |
| IA0000155973 | SPECTRUM ANALYZER | SPN-SHOP | HP | 8563E | 3846A10456 | 03/05/2014 | 07/17/2000 | $38,000.00 |
| IA0000156039 | VIDEO MONITOR | TIN-SHOP | SONY | PVM-8045Q | 2005335 | 02/19/2014 | 12/22/2000 | $1,500.00 |
| IA0000156043 | VIDEO MONITOR | TIN-SIS | SONY | PVM-8045Q | 2005301 | 02/18/2014 | 12/22/2000 | $1,500.00 |
| IA0000156167 | SATELLITE MODEM | TIN-STOC | RAYDNE COMST | DMD15 | 3169 | 02/13/2014 | 05/08/1999 | $300.00 |
| IA0000156245 | SATELLITE DOWN CONVERTER, LNR | TIN-STOC | LNR | 017452 | 1014 | 02/13/2014 | 05/16/2001 | $1,000.00 |
| IA0000163292 | REDWOOD IBM 9720 BUSINESS COMMUNICATI | SPN-DSP2 | IBM | 9722 | PHT-04-90038-2 | 03/10/2014 | 02/07/1990 | $25,000.00 |
| IA0000166339 | BROADBAND AMPLIFIER | TIN-SHOP | INTECH | COM 500 B | 418 | 02/19/2014 | 11/19/1996 | $3,075.00 |
| IA0000166353 | POWER SUPPLY, BROADBAND AMPLIFIER (TIN | TIN-4 | INTECH | PS 148 | 513 | 03/03/2014 | 11/19/1996 | $3,075.00 |
| IA0000166358 | 500KW SHORTWAVE TRANSMITTER (TIN-3) | TIN-BLDG | ABB | SK55 C3-2P | HE 602817 | 02/13/2014 | 11/19/1997 | $1,591,975.00 |
| IA0000166359 | 500KW SHORTWAVE TRANSMITTER (TIN-2) | TIN-BLDG | ABB | SK55 C3-2P | HE 603336 | 02/13/2014 | 08/19/1997 | $1,591,975.00 |
| IA0000166360 | 500KW SHORTWAVE TRANSMITTER (TIN-1) | TIN-BLDG | ABB | SK55 C3-2P | HE 603337 | 02/13/2014 | 08/19/1997 | $1,591,975.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000166368 | FREQUENCY COUNTER, HP5384A | TIN-MCR | HP | HP-5384A | 2730A04689 | 02/26/2014 | 05/01/1999 | $1,000.00 |
| IA0000166369 | MANUAL AUDIO SWITCHER | TIN-MCR | DATATEK | D2050A | 9008056 | 02/18/2014 | 05/08/1998 | $1,000.00 |
| IA0000166371 | MULTI CHANNEL LEVEL INDICATOR | TIN-MCR | NTP ELEKTRONI | 377-200 | 315 | 02/18/2014 | 07/08/1999 | $1,000.00 |
| IA0000166375 | ROUTING SWITCHER | TIN-MCR | NOT AVAILBLE | N/A | N/A | 02/26/2014 | 07/08/1999 | $17,910.00 |
| IA0000166376 | AUDIO CARD FOR ROUTING SWITCHER | TIN-STOC | DATATEK | D-2455 | 9008057 | 02/26/2014 | 05/08/1998 | $500.00 |
| IA0000166378 | FREQUENCY SYNTHESIZER FOR ABB TRANSM | TIN-STOC | SCHMANDL | 86122-ESB | 10-302 | 02/13/2014 | 11/09/1999 | $18,825.00 |
| IA0000166455 | DUMMY LOAD | TIN-MTRX | ABB | N/A | N/A | 02/18/2014 | 08/19/1997 | $1,000.00 |
| IA0000166457 | MC CURDY EXTENDED RANGE AUDIO LEVEL M | TIN-STOC | MC CURDY | SA14023A | 56786 | 02/13/2014 | 08/09/2004 | $1,000.00 |
| IA0000166458 | FREQUENCY SYNTHESIZER FOR ABB TRANSM | TIN-STOC | SCHOMANDL | 86122-ESB | 10-316 | 02/19/2014 | 07/08/1999 | $1,000.00 |
| IA0000166467 | 40' SHIPPING CONTAINER OIL STORAGE | TIN-B&G | HYUNDAI PRECI | N/A | HDHP84-403844 | 02/24/2014 | 07/08/1998 | $2,000.00 |
| IA0000166554 | FREQUENCY SYNTHESIZER, PTS 040 | SPN-ENGR | PROGRAM TEST | 040M5010 | IA-3341 | 03/13/2014 | 05/04/1998 | $5,000.00 |
| IA0000166585 | HV-75 TEST UNIT, COMET 75-1 | TIN-SHOP | COMET | 75-1 | 33435123 | 02/19/2014 | 07/19/1999 | $1,000.00 |
| IA0000168430 | METER, DIGITAL, RF SURVEY, WITH ACCESSO | SAIPAN | NARDA MICROW | 8718 | 05020 | 02/20/2014 | 08/02/1999 | $14,645.00 |
| IA0000173940 | WINCH, MANRIDING, TOWER ERECTION, 1500 | TIN-B&G | NIM GROUP LTD | MR22 | 06-2357 | 03/03/2014 | 02/11/1993 | $4,000.00 |
| IA0000177332 | HYDRAULIC CUTTER TOOL | TIN-B&G | WILWAKEE | C-3209 | 941049 | 02/24/2014 | 05/20/1999 | $1,032.41 |
| IA0000179411 | TOWER #14 | TIN-SITE | N/A | | | 02/20/2014 | 03/31/2005 | $415,616.66 |
| IA0000179412 | TOWER #15 | TIN-SITE | N/A | | | 02/20/2014 | 03/31/2005 | $415,616.66 |
| IA0000179413 | TOWER #16 | TIN-SITE | N/A | NA | | 02/20/2014 | 03/31/2005 | $415,616.66 |
| IA0000179414 | 270L ANTENNA# 14A | TIN-SITE | N/A | NA | | 02/20/2014 | 03/31/2005 | $508,200.00 |
| IA0000179415 | 305L ANTENNA# 15A | TIN-SITE | N/A | NA | | 02/20/2014 | 03/31/2005 | $508,200.00 |

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## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000179440 | HUNTRON TRACKER 2700S TROUBLE SHOOTE | TIN-SHOP | HUNTRON | 2700S | DB2-01113 | 02/19/2014 | 09/01/2005 | $3,040.96 |
| IA0000179442 | FM BASE MOBILE RADIO - IBB0016 | TIN-VHCL | MOTOROLA | N/A | N/A | 02/25/2014 | 12/08/2010 | $700.00 |
| IA0000179443 | FM BASE MOBILE RADIO, MOTOROLA MCS 200 | SPN-VHCL | MOTOROLA | M01MX+523W | 623CFP0518 | 03/11/2014 | 08/21/2001 | $700.00 |
| IA0000179444 | RF RADIATION MONITOR | TIN-STOC | L3 COMMUNICAT | A8862 | 43076 | 02/13/2014 | 12/23/2005 | $1,525.00 |
| IA0000179446 | RF RADIATION MONITOR | TIN-B&G | L3 COMMUNICAT | A8862 | 43077 | 02/28/2014 | 12/23/2005 | $1,525.00 |
| IA0000179447 | RF RADIATION MONITOR | TIN-STOC | NARDA | A8862 | 43078 | 02/13/2014 | 12/23/2005 | $1,525.00 |
| IA0000179448 | RF RADIATION MONITOR | SPN-MCR | L3 COMMUNICAT | A8862 | 43080 | 03/11/2014 | 12/23/2005 | $1,525.00 |
| IA0000179451 | ICOM VF/VHF ALL MODE TRANSCEIVER | TIN-MCR | ICOM INC. | IC-746 PRO | 0206004 | 02/18/2014 | 11/17/2005 | $2,405.50 |
| IA0000179454 | JIGSAW, BOSCH 1587AVS | TIN-SHOP | BOSCH | 1587 AVS | 586002590 | 02/19/2014 | 08/16/2005 | $132.34 |
| IA0000179455 | RIDING MOWER, NEW HOLLAND MC28 | TIN-B&G | NEW HOLLAND | MC 28 | TE 20212 | 02/24/2014 | 08/25/2005 | $16,290.00 |
| IA0000179458 | CAPSTAN ELECTRIC POWER HOIST 3000 115V | TIN-B&G | N/A | C308-1370 | 06066 | 02/24/2014 | 04/21/2006 | $1,850.00 |
| IA0000179461 | CONTRACTOR TRANSIT WITH LAZER PLUMB | TIN-FACL | CRAFTSMAN | 39349 | 2989 | 02/25/2014 | 10/24/2006 | $709.99 |
| IA0000179464 | FLUKE POWER QUALITY ANALYZER | TIN-SHOP | FLUKES CORPO | FLUKE-434/003 | DM9130065 | 02/19/2014 | 05/22/2006 | $3,682.52 |
| IA0000179467 | QUANTAR FM RADIO BASE STATION | TIN-SIS | MOTOROLA | T5365A | 448CFB0086 | 03/04/2014 | 09/11/2006 | $7,141.00 |
| IA0000179468 | AIR CONDITIONER , 7.5 TONS , SPLIT YTPE | TIN-B&G | GOODMAN MAN | CKL 090-3L | 0511750361 | 03/03/2014 | 09/11/2006 | $3,750.00 |
| IA0000179469 | AIR CONDITIONER, 9000 BTU, SPLIT TYPE | TIN-SITE | WEATHERCRAF | VA 900 SPGI | AIF05601001381 | 02/20/2014 | 05/10/2006 | $572.00 |
| IA0000179470 | ELECTRIC EEL DRUM STYLE | TIN-B&G | ELECTRIC EEL M | D - 5 | 1207 | 02/24/2014 | 09/25/2007 | $1,890.50 |
| IA0000179474 | AUDIO BROADCAST RECEIVER | TIN-MCR | SCIENTIFIC ATL | D9850 | 435102032443 | 02/18/2014 | 11/30/2005 | $1,200.00 |
| IA0000179475 | MICROWAVE OVEN, SHARP CAROUSEL | TIN-SHOP | SHARP | R-310JW-F | 08610 | 02/19/2014 | 01/31/2006 | $143.99 |
| IA0000179478 | CONTRACTOR TRANSIT WITH LAZER PLUMB | TIN-STOC | CRAFTSMAN | 39349 | 2927 | 02/13/2014 | 10/24/2006 | $709.99 |

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## 525 MARIANAS TRANSMITTING STATION

| *BARCODE* | *DESCRIPTION* | *LOCATION* | *MFR* | *MODEL* | *SERIAL #* | *INVDATE* | *ACQDATE* | *ACQCOST* |
|---|---|---|---|---|---|---|---|---|
| IA0000179479 | 13.0 HP PRESSURE WASHER | TIN-B&G | NORTH STAR | M157310D | 0906 1520 | 02/24/2014 | 11/20/2006 | $3,399.99 |
| IA0000179480 | BATWING MOWER ATTACHMENT FOR JOHN D | TIN-B&G | ALAMO INDUSTR | EGL 15 | 0190 | 02/24/2014 | 11/20/2006 | $11,975.00 |
| IA0000179481 | SYNTHESIZER TYPE 50KHZ-30 MHZ | TIN-STOC | THOMSON | TXW 5321 | N/A | 02/26/2014 | 12/07/2006 | $18,400.00 |
| IA0000179482 | FAX MACHINE, XEROX F116 | TIN-STOC | XEROX | 4127SGM | 188409827 | 02/13/2014 | 10/12/2006 | $1,120.00 |
| IA0000179483 | WIZARD AM MODULATION MONITOR/ANALYZE | SPN-STOC | BELAR | AMMA-2 | 510490 | 03/06/2014 | 09/26/2006 | $3,201.00 |
| IA0000179484 | ELECTRO-MECHANICAL JENSEN TOOL KIT | TIN-SHOP | JENSEN | JTK-88 | N/A | 02/19/2014 | 11/20/2006 | $530.40 |
| IA0000179485 | GATOR UTILITY VEHICLE 8 HP GASOLINE | TIN-B&G | JOHN DEERE | GATOR CS 0126 | M00OSRA04088 | 02/24/2014 | 11/20/2006 | $3,635.01 |
| IA0000179486 | HEAT EXCHANGER FOR TIN-08 | TIN-SITE | SOCCO | DAFC-3732 | 10373 | 02/24/2014 | 11/29/2006 | $10,287.00 |
| IA0000179487 | 4 T1 FIBER MULTIPLEXER | TIN-STOC | RAD DATA COM | OP-4T1/ST85L | 737006277 | 02/13/2014 | 11/16/2007 | $1,272.00 |
| IA0000179488 | 4 T1 FIBER MULTIPLEXER | TIN-STOC | RAD DATA COM | OP-4T1/ST85L | 738000915 | 02/13/2014 | 11/16/2007 | $1,272.00 |
| IA0000179489 | 4 T1 FIBER MULTIPLEXER | TIN-STOC | RAD DATA COM | OP-4T1/ST85L | 738000914 | 02/13/2014 | 11/16/2007 | $1,272.00 |
| IA0000179490 | CAPSTAN ELECTRIC POWER HOIST 3000 115V | TIN-B&G | N/A | C308-1370 | 06066 | 02/24/2014 | 04/21/2006 | $1,850.00 |
| IA0000179491 | FOUR POST VEHICLE LIFT 25,000 LBS. | TIN-B&G | WORTH EQUIPM | 25000 | 035266100G | 02/24/2014 | 12/07/2006 | $7,999.99 |
| IA0000179492 | WATTMETER, BIRD 43N | TIN-SHOP | BIRD ELECTRON | 43-UHF | 071400012 | 02/19/2014 | 09/18/2007 | $314.95 |
| IA0000179493 | DIGITAL CAMERA, CANON POWERSHOT SD100 | TIN-ADMN | CANON | POWERSHOT SD | 5223626532 | 02/18/2014 | 01/28/2008 | $355.35 |
| IA0000179494 | SYNTHESIZER TYPE 50KHZ-30 MHZ | TIN-3 | THOMSON | TXW 5321 | 8001670 0640/1 | 03/03/2014 | 12/13/2007 | $16,400.00 |
| IA0000179495 | CAPSTAN ELECTRIC POWER HOIST 3000 115V | TIN-B&G | N/A | C308-1370 | 06066 | 02/24/2014 | 04/21/2006 | $1,850.00 |
| IA0000179498 | AUTOMATED EXTERNAL DEFIBRILLATOR FR2 | TIN-STOC | PHILLIPS MEDIC | M3861A | 0907254886 | 02/13/2014 | 02/01/2008 | $1,732.25 |
| IA0000179499 | UP CONVERTER, L3 COMMUNICATION | TIN-SIS | L3 COMMUNICAT | UC6M2-410A000 | 4288 | 02/18/2014 | 06/27/2007 | $6,480.00 |
| IA0000179500 | FREQUENCY SYNTHESIZER, PTS 040 | TIN-SHOP | PROGRAMMED T | 040S4030 | 1A42223 | 02/13/2014 | 12/13/2007 | $4,789.00 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000179502 | IRIDIUM 9505A SATELLITE PORTABLE PHONE | SPN-MCR | IRIDIUM SATELLI | APKT0401 | 30001400080157 | 03/05/2014 | 04/14/2005 | $1,499.00 |
| IA0000179509 | VEHICLE, F-150 PICKUP TRUCK-IBB0012 | SPN-VHCL | FORD | W124 (F-150) | 1FTRW12W15K | 03/11/2014 | 08/01/2005 | $19,893.97 |
| IA0000179513 | WIZARD AM MODULATION MONITOR/ANALYZE | SPN-STOC | BELAR | AMMA-2 | 510486 | 03/06/2014 | 09/16/2005 | $3,150.00 |
| IA0000179514 | WIZARD AM MODULATION MONITOR/ANALYZ | SPN-SHOP | BELAR | AMMA-2 | 510487 | 03/05/2014 | 09/16/2005 | $3,150.00 |
| IA0000179515 | WIZARD AM MODULATION MONITOR/ ANALYZ | SPN-SHOP | BELAR | AMMA-2 | 510488 | 03/05/2014 | 09/16/2005 | $3,150.00 |
| IA0000179517 | OSCILLOSCOPE, 2 CHANNEL, 100 MHZ, 1 GS | SPN-SHOP | TEKTRONIX | TDS2012 | CO43318 | 03/05/2014 | 03/27/2005 | $1,607.00 |
| IA0000179518 | HUNTRON TRACKER 2700S TROUBLE SHOO | SPN-SHOP | HUNTRON | 2700S | DB 2-01117 | 03/05/2014 | 09/01/2005 | $3,018.00 |
| IA0000179519 | ICOM VF/VHF ALL MODE TRANSCEIVER | SPN-MCR | ICOM | IC-746 PRO | 0204019 | 03/05/2014 | 11/17/2005 | $2,405.00 |
| IA0000179521 | COMPUTER CPU, PENTIUM 4 | SPN-LAN | MEGABYTE | P4 3.0GHZ | 05090902 | 03/10/2014 | 09/06/2005 | $1,209.00 |
| IA0000179522 | COMPUTER CPU, PENTIUM 4 | SPN-LAN | MEGABYTE | P4 3.0GHZ | N/A | 03/06/2014 | 09/06/2005 | $1,159.00 |
| IA0000179523 | RADYNE COM STREAM REDUNDANCY 11-SWIT | SPN-MCR | RADYNE COM S | RCS-11 | 2011 | 03/05/2014 | 02/27/2006 | $3,600.00 |
| IA0000179524 | SATELLITE REDUNDANCY SWITCH, RADYNE C | TIN-SIS | RADYNE COM S | RCS 11 | 2010 | 02/18/2014 | 03/20/2006 | $3,600.00 |
| IA0000179526 | AUDIO BROADCAST RECEIVERS | SPN-STOC | SCIENTIFIC ATL | D9850 | 536162066402 | 03/06/2014 | 11/30/2005 | $1,200.00 |
| IA0000179527 | AUDIO BROADCAST RECEIVER | SPN-ENGR | SCIENTIFIC ATL | D9850 | 436102034149 | 03/10/2014 | 11/30/2005 | $1,200.00 |
| IA0000179528 | DIGITAL SENDER | SPN-LAN | HP | Q5916A | CN 11022506 | 03/06/2014 | 09/29/2005 | $3,002.00 |
| IA0000179534 | 17" FLAT SCREEN MONITOR | TIN-SHOP | SAMSUNG | SyncMaster 740 N | HA17HCHA1017 | 02/19/2014 | 12/08/2010 | $1.00 |
| IA0000179536 | AUDIO BROADCAST RECEIVERS | SPN-STOC | SCIENTIFIC ATL | D9850 | 419162022023 | 03/06/2014 | 11/30/2005 | $1,200.00 |
| IA0000179537 | AUDIO BROADCAST RECEIVERS | TIN-MCR | SCIENTIFIC ATL | D9850 | | 02/18/2014 | 11/30/2005 | $1,200.00 |
| IA0000179538 | AUDIO BROADCAST RECEIVER | SPN-STOC | SCIENTIFIC ATL | D9850 | 333102007089 | 03/06/2014 | 11/30/2005 | $1,200.00 |
| IA0000179539 | TOPCON DIGITAL THEODOLITE DT-209 | TIN-FACL | TOPCON | DT-209 | 095619 | 03/10/2014 | 09/27/2006 | $1,957.07 |

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| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000179540 | CARRIER ULTRA HIGH EFFICIENCY AIRCONDIT | SPN-SITE | CARRIER | CENTURION 50 P | 060G10027 | 03/10/2014 | 11/15/2005 | $23,915.00 |
| IA0000179541 | JTK-93WW TOOL KIT INCLUDING ROTO-RUGG | SPN-SHOP | Contact East Jens | JTK-93 WW | N/A | 03/05/2014 | 05/02/2006 | $905.00 |
| IA0000179542 | JTK-2100 WM ATTACHE MONACO W/TEST | SPN-HPOT | CONTACT EAST | JTK-2100 WM | N/A | 03/05/2014 | 05/02/2006 | $546.00 |
| IA0000179546 | SERVER, HP PROLIANTDL360 | TIN-LNGE | HP | PROLIANT DL380 | USE628N63F | 02/13/2014 | 10/11/2006 | $1,952.00 |
| IA0000179549 | NEW HOLLAND MC28 TRACTOR WITH MOWER | TIN-VHCL | NEW HOLLAND | New Holland MC2 | TE20346 | 05/14/2014 | 09/20/2006 | $18,335.81 |
| IA0000179550 | LG CELLULAR PHONE | SPN-ADMN | LG | VX3200 | 506CYDG465215 | 03/11/2014 | 10/31/2006 | $104.00 |
| IA0000179552 | TWINHEAD DURABOOK D14R1 NOTEBOOK CO | SPN-SHOP | Twinhead | Twinhead Durabo | Sy6301602762 | 03/05/2014 | 03/02/2007 | $1,454.76 |
| IA0000179553 | TOSHIBA 1600 EP SERIES UPS W/BATTERY CA | SPN-LAN | TOSHIBA | UE3G2L180C61T | 06120132 | 03/06/2014 | 05/11/2007 | $16,168.60 |
| IA0000179560 | KAWASAKI MULE 3010 TRANS 4X4 DIESEL | SPN-VHCL | KAWASAKI | KAF95OD | JK1AFDD108B50 | 03/11/2014 | 01/12/2008 | $11,672.95 |
| IA0000179561 | TOYOTA FORKLIFT (HEAVY DUTY) | SPN-WHSE | TOYOTA | 8FGU25 | 12793 | 03/06/2014 | 10/27/2007 | $24,178.00 |
| IA0000179562 | SUNBELT PAD TRANSFORMER 1000 KVA | SPN-SITE | SUNBelt | | 5427884907 | 03/10/2014 | 02/29/2008 | $31,620.00 |
| IA0000179565 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621111 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179566 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | UA 5197692-7 | 02/18/2014 | 12/08/2010 | $1.00 |
| IA0000179567 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621111 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179568 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621110 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179569 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621111 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179570 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621111 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179571 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621111 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179572 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621111 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179573 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621110 | 03/05/2014 | 09/23/2009 | $1,000.00 |

# PRINT BY AO

## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000179574 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621111 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179575 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7221621110 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IA0000179576 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-STOC | SCIENTIFIC ATL | D9850 | UA 5196011-7 | 02/13/2014 | 12/08/2010 | $1.00 |
| IA0000179577 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111117 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179578 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111060 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179579 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111056 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179580 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111107 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179581 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111128 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179582 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111073 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179583 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111058 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179584 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111075 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179585 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111085 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179586 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111076 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179587 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111122 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179588 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 722162111103 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA0000179589 | HP DIGITAL SENDER 9250C | TIN-MCR | HEWLETT PACK | CB472A | SGCJ9880BR | 02/18/2014 | 12/14/2009 | $2,880.00 |
| IA0000179590 | HP DIGITAL SENDER 9250C | SPN-ADMN | HEWLETT PACK | CB472A | SGCJ9B80CN | 03/10/2014 | 12/14/2009 | $2,880.00 |
| IA0000182528 | 2960 SWITCH | SPN-LAN | CISCO SYSTEMS | Cisco 2960 | FOC1131W51G | 03/06/2014 | 09/18/2007 | $754.58 |
| IA0000182620 | FLUKE OPTIFIBER PRO QUAD OTDR | TIN-ENG | FLUKE | OFP-100 Q1 | 2076128 | 02/26/2014 | 08/22/2012 | $16,797.00 |
| IA0000183731 | SATELLITE UP CONVERTER, L3 COMMUNICATI | TIN-SIS | L3 COMMUNICAT | UC6M2-410A000 | 4343 REV A | 02/18/2014 | 05/05/2008 | $1,000.00 |

# PRINT BY AO

## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IA0000183736 | UPS, POWERWARE 1250 VA | TIN-ADMN | EATON | PW 9125 | TB193S0001 | 02/18/2014 | 05/30/2008 | $723.65 |
| IA0000183737 | 4 1/2" 18V CORDLESS ANGLE GRINDER | TIN-STOC | NORTHERN IND | N/A | 334115 | 02/13/2014 | 09/19/2008 | $139.99 |
| IA0000183738 | 41/2" 18V CORDLESS ANGLE GRINDER | TIN-B&G | NORTHERN IND | N/A | 334115 | 02/24/2014 | 09/19/2008 | $139.99 |
| IA0000183739 | 14" METAL SAW DRY CUT | TIN-B&G | NORTHERN IND | 332814 | 070900090 | 02/24/2014 | 12/19/2007 | $299.99 |
| IA0000183740 | 1/2" 14.4 VOLT CORDLESS DRILL/DRIVER KIT | TIN-SHOP | CABLE PORTER | 8723 | 2007 50 RE 03 | 02/19/2014 | 06/06/2008 | $201.00 |
| IA0000183741 | PHOTOCOPYING MACHINE, XEROX PHASER 3 | TIN-ADMN | XEROX CORPOR | PHASER 3636MF | LBP242724 | 02/18/2014 | 10/03/2008 | $2,498.00 |
| IA0000183744 | E4407B, ESA-E 9KHZ-26.5 GHZ SPECTRUM AN | TIN-SIS | AGILENT | E4407B | SG45103109 | 02/18/2014 | 06/22/2009 | $30,391.12 |
| IA0000183748 | AUTOMATED EXTERNAL DEFIBRILLATOR FR2+ | TIN-STOC | PHILLIPS MEDIC | M3861A | B10C-01165 | 02/13/2014 | 06/03/2010 | $1,600.00 |
| IA0000183749 | KAWASAKI MULE UTILITY VEHICLE 600, 2X4 G | TIN-B&G | KAWASAKI MOT | KAF400B | JK1AFEB12AB52 | 02/24/2014 | 06/03/2010 | $5,441.09 |
| IA0000183750 | POLYCOM VSX 7000 NTSC-VIDEO CONFERENC | TIN-LNGE | POLYCOM | VSX 7000 | 8210170BA035A | 02/13/2014 | 08/05/2010 | $7,613.49 |
| IA0000183757 | VOIP TELEPHONE SYSTEM | TIN-LNGE | Cisco Systems | | | 02/13/2014 | 12/26/2013 | $7,165.74 |
| IA0000183758 | PHASING VOLTMETER 9-36KV WITH HOT STIC | TIN-ENG | STB Electrical Tes | 936 | 18430 | 02/18/2014 | 12/26/2013 | $2,500.00 |
| IA0000183759 | TRACTOR MOWER WITH DELUXE CAB | SPN-WHSE | KUBOTA | F3680 | 16042 | 03/06/2014 | 01/16/2014 | $20,512.95 |
| IA0000183760 | 100 KHZ-5GHZ ANALOG SIGNAL GENERATOR | TIN-MCR | AGILENT | N5181A | SG50140176 | 02/03/2014 | 10/16/2013 | $16,365.89 |
| IA0000183763 | 80 KVA UNINTERRUPTIBLE POWER SYSEM | TIIN-UPS | EATON | 9390-80/80 | EG402CBC10 | 02/03/2014 | 10/21/2013 | $78,674.09 |
| IA0000183764 | 20 TON HVAC UNIT | B&G | CARRIER | 50HC-D24A6F6A0 | 3012U33735 | 01/31/2014 | 01/31/2014 | $24,716.36 |
| IA0000183765 | WIRELESS, VIDEO BORESCOPE, 0.35 INCH PR | SPN-SHOP | GENERAL | DCS400-09 | 20130101231 | 03/05/2014 | 06/05/2013 | $324.94 |
| IA0000183995 | MODEM | TIN-SIS | COMTECH RADY | DMD-200 | 102468044 | 02/18/2014 | 04/01/2010 | $5,100.00 |
| IA0000183998 | MODEM | TIN-SIS | COMTECH RADY | DMD-200 | 102468049 | 02/18/2014 | 04/01/2010 | $5,100.00 |
| IA0000183999 | SATELLITE MODEM, RADYNE | SPN-STOC | COMTECH RADY | DMD-20 | 102468045 | 03/05/2014 | 04/01/2010 | $5,100.00 |

# *PRINT BY AO*

## 525 MARIANAS TRANSMITTING STATION

| *BARCODE* | *DESCRIPTION* | *LOCATION* | *MFR* | *MODEL* | *SERIAL #* | *INVDATE* | *ACQDATE* | *ACQCOST* |
|---|---|---|---|---|---|---|---|---|
| IA0000184000 | SATELLITE MODEM, RADYNE | SPN-MCR | COMTECH RADY | DMD-20 | 102468039 | 03/05/2014 | 04/01/2010 | $5,100.00 |
| IA0000502675 | TRANSFORMER | TIN-B&G | CONTINENTAL E | 662-6241-020 | IA0000502675 | 03/07/2014 | 02/19/2013 | $96,044.31 |
| IA0000504775 | SPECTRUM ANALYZER E4408 | SPN-MCR | AGILENT | E4408B ATO-285 | SG50140213 | 03/05/2014 | 11/06/2013 | $35,208.76 |
| IA0000504901 | TRANSFORMER | SAIPAN | CONTINENTAL E | 662-6202-010 | IA0000504901 | 03/31/2014 | 02/14/2014 | $63,594.73 |
| IA1000001443 | SATELLITE DOWN CONVERTER, L3 COMMUNIC | TIN-SIS | L3 COMMUNICA | DC4M2-610M020 | 1014 | 02/18/2014 | 12/07/2010 | $1,000.00 |
| IA1000001444 | SATELLITE PROGRAM RECEIVER, POWERVU | TIN-SIS | SCIENTIFIC ATL | D9850 | 514162060103 | 02/18/2014 | 12/07/2010 | $1.00 |
| IA1000001445 | MULTI SERVICE ACCESS MULTIPLEXER, RAD | TIN-SIS | RAD DATA COM | MP2104/115/R1/2 | 1038002412 | 02/18/2014 | 12/07/2010 | $1,848.00 |
| IA1000001446 | UNINTERRUPTIBLE POWER SUPPLY, APC 5KV | TIN-SIS | APC | SUA5000RMT5U | JS1030003921 | 03/04/2014 | 12/08/2010 | $1.00 |
| IA1000001447 | MICROWAVE RADIO, AIR MUX-400 INDOOR & O | TIN-SITE | RAD DATA COM | AIRMUX-400 1D | 7C041000500004 | 02/20/2014 | 12/08/2010 | $1.00 |
| IA1000001448 | MICROWAVE RADIO, ADTRAN TRACER 6410 | TIN-SIS | ADTRAN | ADTRAN Tracer 6 | 12806410L2A | 03/04/2014 | 12/08/2010 | $1.00 |
| IA1000001449 | T1 NETWORK TERMINATION UNIT, RAD RICI-T1 | TIN-SIS | RAD DATA COM | RICi-T1 (B) | 835002448 | 02/18/2014 | 12/09/2010 | $1.00 |
| IA1000001450 | FIBER MULTIPLEXER, RAD OP-106 | TIN-SIS | RAD DATA COM | OP-106/ST/85 L ( | 937004331 | 02/18/2014 | 12/09/2010 | $1.00 |
| IA1000001451 | FIBER MULTIPLEXER, RAD OP-106 | TIN-SIS | RAD DATA COM | OP-106/ST/85 L ( | 937004333 | 03/04/2014 | 12/09/2010 | $1.00 |
| IA1000001452 | FORD F250, 4X2 CREW CAB SS SRW (WHITE) P | TIN-VHCL | FORD | FORD F250 | 1FT7w2a68bea9 | 02/25/2014 | 01/10/2011 | $46,271.64 |
| IA1000001453 | ALL-TEST PRO PROFESSIONAL SYSTEM IV PR | TIN-SHOP | All Test Pro, LLC | | 3325 | 02/19/2014 | 04/20/2012 | $12,047.90 |
| IA1000001454 | ALL-TEST PRO 31 UNIT | TIN-SHOP | All Test Pro, LLC | | 3900 | 02/19/2014 | 04/20/2012 | $1,795.50 |
| IA1000001455 | PIPEHORN 800 SERIES PIPE AND CABLE LOCA | TIN-SHOP | Pipehorn locating t | 800-HL | 8406400 | 03/03/2014 | 05/25/2012 | $1,464.24 |
| IA1000001463 | CISCO 2824 ROUTER | TIN-SIS | CISCO SYSTEMS | CISCO 2821 | FTX1415ah14 | 02/18/2014 | 02/07/2011 | $10,000.00 |
| IA3700000072 | LAPTOP COMPUTER | SPN-LAN | TOSHIBA | TECRA | 24044404PU | 03/06/2014 | 04/22/2004 | $900.00 |
| IA3700000102 | DIGITAL AUDIO NETWORK SYSTEM | TINIAN | SIERRA AUTOMA | SAS 32 KD | 200510246100 | 04/04/2014 | 11/30/2005 | $43,151.50 |

# PRINT BY AO

## 525 MARIANAS TRANSMITTING STATION

| BARCODE | DESCRIPTION | LOCATION | MFR | MODEL | SERIAL # | INVDATE | ACQDATE | ACQCOST |
|---|---|---|---|---|---|---|---|---|
| IABBG0900310 | 5.8GHZ MICROWAVE RADIO IDU/4TDM | SPN-MCR | RAD COMMUNIC | MEGAPLEX 2104 | 1038002413 | 03/05/2014 | 11/15/2010 | $1,848.00 |
| IABBG0900357 | NARDALERT XL | TIN-B&G | NARDA SAFETY | B8862 | 22015 | 03/03/2014 | 03/09/2010 | $1,599.00 |
| IABBG0900358 | NARDALERT XL | SPN-ENGR | NARDA SAFETY | B8862 | 22016 | 03/11/2014 | 03/09/2010 | $1,599.00 |
| IABBG0900360 | CISCO CATALYST 3750-E | SPN-LAN | CISCO SYSTEMS | Cisco Catalyst 37 | FD012390AJ6 | 03/06/2014 | 09/15/2009 | $7,716.57 |
| IABBG0900361 | RF VECTOR, IMPEDANCE METER | SPN-HPOT | HPC | HPC 4815A | 1038A01503 | 03/05/2014 | 08/26/2009 | $1,600.00 |
| IABBG0900362 | EX-500 VHF PORTABLE RADIO (HAND HELD) | SPN-MCR | MOTOROLA | AAH38KDC9AA3 | 004THYH180 | 03/11/2014 | 08/10/2009 | $585.00 |
| IABBG0900363 | EX-500 VHF PORTABLE RADIO (HAND HELD) | SPN-MCR | MOTOROLA | AAH38KDC9AA3 | 004THN9305 | 03/11/2014 | 08/10/2009 | $585.00 |
| IABBG0900364 | EX-500 VHF PORTABLE RADIO (HAND HELD) | SPN-SITE | MOTOROLA | AAH38KDC9AA3 | 004THL9840 | 03/10/2014 | 08/10/2009 | $585.00 |
| IABBG0900365 | HPA SATELLITE UPLINK | SPN-MCR | CPI | VZC6962E2 | | 03/05/2014 | 12/16/2010 | $1.00 |
| IABBG0900366 | DOWN CONVERTER | SPN-MCR | L3 COMMUNICA | DC4M2 | 1025 | 03/11/2014 | 11/15/2010 | $1,000.00 |
| IABBG0900367 | UP CONVERTER | SPN-STOC | L3 COMMUNICA | UC6M2 | 4289 | 03/06/2014 | 11/15/2010 | $1,000.00 |
| IABBG0900369 | POWER VU PROGRAM RECEIVER | SPN-MCR | SCIENTIFIC ATL | D9850 | TID: 7391621189 | 03/05/2014 | 09/23/2009 | $1,000.00 |
| IABBG0900371 | 5.8GHZ MICROWAVE RADIO IDU/4TDM | SPN-MCR | RAD COMMUNIC | AIRMUX 400 | 7C041000500041 | 03/05/2014 | 11/15/2010 | $1,000.00 |
| IABBG0900372 | 2.4GHZ MICROWAVE RADIO | TIN-MTRX | ADTRAN | TRACER 6410 | L0ADTN0716AA1 | 02/18/2014 | 09/23/2009 | $1,000.00 |
| IABBG0900373 | HPA SATELLITE UPLINK | SPN-MCR | CPI | VZC6962E2 | 1442 | 03/05/2014 | 12/16/2010 | $1.00 |
| IABBG0900375 | FORD EXPLORER,100A 4X2 SUV (OXFORDWHI | SPN-VHCL | FORD | explorer | 1fmeu6de7aua82 | 03/11/2014 | 01/11/2011 | $37,781.04 |
| IABBG0900377 | CISCO 2821 ROUTER | SPN-MCR | CISCO SYSTEMS | CISCO 2821 | FTX1331AJ4B | 03/05/2014 | 02/07/2011 | $10,000.00 |
| IABBG0900378 | POLYCOM VSX 7000 NTSC-VIDEO CONFERENC | SPN-ADMN | POLYCOM | VSX 7000 | 0B9F69 2010041 | 03/10/2014 | 06/28/2010 | $7,623.49 |
| IABBG0900380 | AIRMUX 400 MICROWAVE RADIO SYSTEM | TIN-SIS | RAD Communica | Airmux 400 | P0190E005A000 | 03/04/2014 | 09/19/2011 | $3,995.60 |
| IABBG0900381 | HAND HELD SPECTRUM ANALYZER | TIN-SHOP | AGILENT TECHN | N9342CN | SG05310033 | 02/19/2014 | 08/16/2011 | $3,970.00 |

# *PRINT BY AO*

## 525 MARIANAS TRANSMITTING STATION

| *BARCODE* | *DESCRIPTION* | *LOCATION* | *MFR* | *MODEL* | *SERIAL #* | *INVDATE* | *ACQDATE* | *ACQCOST* |
|---|---|---|---|---|---|---|---|---|
| IABBG0900382 | HAND HELD SPECTRUM ANALYZER | SPN-MCR | AGILENT TECHN | N9342CN | SG05310035 | 03/05/2014 | 08/16/2011 | $3,970.00 |
| IABBG0900390 | EX-500 VHF PORTABLE RADIO (HAND HELD) | TIN-B&G | MOTOROLA | EX 500 | 004HES1529 | 03/03/2014 | 04/20/2012 | $700.00 |
| IABBG0900391 | EX-500 VHF PORTABLE RADIO (HAND HELD) | TIN-B&G | MOTOROLA | EX 500 | 004HES1541 | 03/03/2014 | 04/20/2012 | $700.00 |
| IABBG0900392 | EX-500 VHF PORTABLE RADIO (HAND HELD) | TIN-B&G | MOTOROLA | EX 500 | 004HES1555 | 03/03/2014 | 04/20/2012 | $700.00 |
| IABBG0900393 | EX-500 VHF PORTABLE RADIO (HAND HELD) | TIN-B&G | MOTOROLA | EX 500 | 004HES1559 | 03/03/2014 | 04/20/2012 | $700.00 |
| IABBG0900638 | SYNOLOGY SERVER | TIN-LNGE | SYNOLOGY | NAS DS1010+ | A6GAN00228 | 02/13/2014 | 11/23/2010 | $1,600.94 |
| IABBG0900693 | CHILLER, WATER, AIRCOOLED SCROLL PKG, 5 | SAIPAN | TRANE | CGAM052F | U10L19256 | 02/24/2014 | 04/01/2013 | $24,000.00 |

***NUMBER OF RECORDS:*** **827** ***TOTAL ACQUSITION COST:*** **$23,019,665.16**

***I accept accountability for all property listed on this report. I certify that, to the best of my knowledge, the content of the report represents all accountable property in my custodial area, is an accurate representation of this property in the PCO's central database, and has been properly inventoried, according to required procedures.***

***Items marked with an (*) have been asked to be disposed.***

***Items marked with an (**), a lost/stolen report has been filed.***

MARIANAS TRANSMITTING STATION 525 **Date**

# BROADCASTING BOARD OF GOVERNORS
# INTERNATIONAL BROADCASTING BUREAU

## Robert E. Kamosa Transmitting Station - SAIPAN

## DAILY OPERATIONS LOG

## *Wednesday, January 21, 2015*

| BEGINNING OF RADIO DAY STATUS | |
|---|---|
| ACTIVE DATABASE | B14 Saipan Sched B14-009.MDB |
| TRANSMITTERS | All transmitters operational in PLC automation mode |
| ANTENNA & SLEW | All antenna and slew switches operational |
| REMARKS | |
| PENDING WORK ORDERS | |

| Time Start | Time End | Description of Events |
|---|---|---|
| **00:00** | | **Beginning of Broadcast Day**<br>**On-Duty: Mgr. EWilliams, GSolis, JDavid, TVirrey, CGatharngeg, JDiaz** |
| 00:00 | | SAI-01 OFF-Air No Broadcast Schedule. |
| 00:00 | 01:00 | SAI-02 On Air (PLC Auto Mode) @ 15690 kHz, 270M/270°, RFA3-LAO. |
| 00:00 | | SAI-03 OFF-Air No Broadcast Schedule. |
| 00:01 | | Removed Antenna 340M interlock key from Unit 21 and attached grounding stick thru the feedline. |
| 00:10 | 01:00 | Conducted SAI-01 weekly Modulator Unit preventive maintenance and re-aligned ground microswitch lever. |
| 01:00 | | Removed Antenna 270M interlock key from Unit 21 and attached grounding stick thru the feedline. |
| 02:40 | | Removed Antennas 195M, 270M and 340M grounding sticks from the feedlines and returned interlock keys to Unit 21. |
| 03:00 | 07:00 | SAI-02 On-Air (PLC Auto Mode) @ 15665 kHz, 270M/300°, RFA1-MAND. |
| 03:00 | 07:00 | SAI-03 On-Air (PLC Auto Mode) @ 17690 kHz, 340M/325°, RFA1-MAND. |
| 05:12 | | CSpencer arrived on site. |
| 05:20 | | ETadios arrived on site. |
| 05:43 | | MRahman arrived on site. |
| **06:00** | | **Evening Shift Starts – Beginning of Shift Status**<br>**On Duty: CSpencer & ETadios**<br>**Security Personnel: MRahman** |
| 06:05 | | GSolis departed site. |
| 06:20 | | JDavid departed site. |
| 07:05 | | Informed APingul at Tinang MCR that we will assume OpCon for maintenance. |
| 07:20 | | Conducted weekly maintenance on SAI-02 Modulator Unit. |
| 09:15 | 09:33 | Tested transmitters per upcoming broadcast schedule. |

| Time Start | Time End | Decription of Event |
|---|---|---|
| 09:35 | | Transferred OpCon to JManalad at Tinang MCR. |
| 11:00 | 12:00 | SAI-01 On Air (PLC Auto Mode) @ 13685 kHz, 270M/270°, RFA3-LAO. |
| 11:00 | 12:00 | SAI-03 On Air (PLC Auto Mode) @ 9825 kHz, 340M/325°, R-CHIN. |
| 12:00 | 14:00 | SAI-03 On Air (PLC Auto Mode) @ 9825 kHz, 340M/310°, R-CHIN. |
| 12:30 | 13:30 | SAI-01 On Air (PLC Auto Mode) @ 11750 kHz, 270M/270°, RFA3-KHME. |
| 12:30 | 13:30 | SAI-02 On Air (PLC Auto Mode) @ 12105 kHz, 340M/310°, RFA2-BURM. |
| 13:30 | 14:00 | SAI-01 On Air (PLC Auto Mode) @ 11795 kHz, 270M/270°, RFA3-BURM. |
| 13:30 | 14:30 | SAI-02 On Air (PLC Auto Mode) @ 12105 kHz, 340M/310°, RFA3-BURM. |
| 13:34 | | ABasher arrived on site. |
| **14:00** | | **Midnight Shift Starts – Beginning of Shift Status**<br>**On Duty: Unmanned**<br>**Security Personnel: ABasher** |
| 14:00 | 15:00 | SAI-01 On Air (PLC Auto Mode) @ 11890 kHz, 270M/270°, RFA2-VIET. |
| 14:00 | 15:00 | SAI-03 On Air (PLC Auto Mode) @ 9910 kHz, 340M/310°, RL-1 RU. |
| 14:05 | | Informed JManalad at Tinang MCR that midnight shift is unmanned. Forwarded phone to Security Guard House. |
| 14:03 | | MRahman departed site. |
| 14:07 | | ETadios departed site. |
| 14:07 | | CSpencer departed site. |
| 21:19 | | ELabios arrived on site. |
| 21:37 | | JDavid arrived on site. |
| 21:22 | | Inquired from Nelson of Tinang MCR regarding midnight shift operations. He reported that 9355 khz didn't go on air transfer the broadcast in SAI-02, with 4 minutes loss time. |
| **22:00** | | **Day Shift Starts – Beginning of Shift Status**<br>**On-Duty: Mgr. EWilliams, AGruspe, ELabios, JDavid, TVirrey, CGatharngeg, JDiaz** |
| 22:00 | 23:00 | SAI-02 On Air (PLC Auto Mode) @ 9720 kHz, 270M/285°, RFA1-CANT. Swapped from SAI-01 due to IPA power supply trouble-shooting. |
| 22:01 | | ABasher departed site. |
| 23:00 | 24:00 | SAI-03 On Air (PLC Auto Mode) @ 9585 kHz, 340M/310°, RFA1-MAND. |
| **24:00** | | **End of Broadcast Day** |

| TRANSMITTER POWER, FILAMENT & PLATE METER READINGS | | | | |
|---|---|---|---|---|
| Transmitter | Power | Filament | Plate | CUC Power |
| SAI-01 | 3506537.3 | 22:44 | 6:02 | 2801 |
| SAI-02 | 01059863 | 24:00 | 13:58 | CUC Water |
| SAI-03 | 01585801 | 24:00 | 16:09 | 262623.5 |

| Time Start | Time End | Decription of Event |
|---|---|---|

| OFF/ONS ENCOUNTERED | | | | |
|---|---|---|---|---|
| Transmitter | Day Shift | Swing Shift | Mid Shift | Daily Total |
| SAI-01 | 0 | 0 | 1 | 1 |
| SAI-02 | 0 | 0 | 0 | 0 |
| SAI-03 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 1 | 1 |

| SCHEDULED HOURS, OUTAGES & RELIABILITY | | | | |
|---|---|---|---|---|
| Transmitter | Schedule Hrs | Off/On's | Outage Minutes | % Reliability |
| SAI-01 | 11.50 | 1 | 0.04 | 99.42 |
| SAI-02 | 8.00 | 0 | 0.00 | 100.00 |
| SAI-03 | 16.00 | 0 | 0.00 | 100.00 |
| TOTAL | 35.50 | 1 | 0.04 | 99.81 |

AUTOMATION INTERVENTION LOG

Enter OFF-ON's, Substitutions and Loss Times Here

17:05 – 17:09 Off air due to PLC Error indication according to Tinang MCR.

17:09 – 22:00 SAI-01, 9355 kHz, 270M/300°, RFA1-MAND was swapped to SAI-02 due to IPA breaker trip-off, ***4 minutes loss time.*** (Tinang MCR initiated)

22:00 - 23:00 SAI-01, 9720 kHz, 270M/285°, RFA1-CANT was swapped to SAI-02 due to IPA power supply troubleshooting.

# BROADCASTING BOARD OF GOVERNORS
# INTERNATIONAL BROADCASTING BUREAU

**Robert E. Kamosa Transmitting Station - Tinian**

## DAILY OPERATIONS LOG

**Wednesday, January 21, 2015.**

| UTC TIME | LOG ENTRY | B14 BROADCAST SEASON |
|---|---|---|
| 00:00:00 UTC | START OF RADIO DAY | |

| ON DUTY PERSONNEL | CONTINUATION OF DAY SHIFT DUTY |
|---|---|
| Manny Sencio (MS), Edgard Acollador (EA), Edmund Degamo (edj), Ryan Diaz (RD) | |

**BEGINNING OF RADIO DAY STATUS**

| | |
|---|---|
| **ACTIVE DATABASE** | **C:\schedule\B14-038.mdb** |
| **TRANSMITTERS** | All are operating properly. |
| **ANTENNA & SLEW** | All are operating properly. |
| **TOWER LIGHTS** | All are working properly. |
| **REMARKS** | MCR operators please upate Automation Intervention at the end of the log, if you have performed any manual operations.<br>*Check for broadcast that needs to set frequency synthesizer to local mode.*<br>**Please note: When contacting anyone that needs to be informed/updated, it is advisable to fully identify yourself, and explain the nature of your call.** |
| **PENDING WORK ORDERS** | |

**00:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-02, on air @ 11695, 270L/270, NET RFA2 VIET.
Verified all frequencies and program output. RD

0023 Radioed RF to check if they are cleared from 267H. He informs they are cleared from the area and will be waiting for my call if it is locked out again.
0027 267H key returned to interlock panel.
0028 Reconfirmed 267H is cleared from RM.

**00:30:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, on air @ 15700, 267H/279, NET RFA2 BURM.
TIN-02, on air @ 17510, 280H/280, NET RFA2 BURM.
Verified all frequencies and program output. RD

**01:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, TIN-02, no changes.
0100-0200 TIN-07, subbed to 295H/295 @ 15105, 295M/295, NET RFA4 TIBE., due to 295M is locked out.
0100-0200 TIN-08, subbed to 333H/317 @ 17535, 313H/313, NET RFA3 UYGH., due to 313H is locked out.
Verified all frequencies and program output. RD

| Time Start | Time End | Decription of Event |
|---|---|---|

**01:30:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, TIN-02, off air.
TIN-07, TIN-08, no changes.

0132 267H antenna key secured. RF was informed.

**02:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-08, off air.

0200-0300 TIN-07, subbed to 295H/295 @ 15520, 295M/295, NET RFA4 TIBE., due to 295M is locked out.

Verified all frequencies and program output. RD

**03:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-05, on air @ 21700, 333H/309, NET RFA1 MAND.
TIN-07, off air.
TIN-08, on air @ 11980, 295L/295, NET RFA1 MAND.
Verified all frequencies and program output. RD

0318 MS/edj schedules LOTO for 270L and 305L for verification of slew commands.
0320 MS/edj heads to phase 3 antenna field.
0329 TIN-05, off-on OVLD: Stages >N Defect indicated.

**04:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, on air @ 21560, 295H/303, NET VR1 CHIN.
TIN-05, no changes.
Verified all frequencies and program output. RD

**04:30:00 Next Scheduled Broadcast Change**

**INITIAL**

0430 TIN-01, off air.
0450 RF returns 267H, 267L, and 280L.
0452 Emailed Tinang status of 267H, 267L, and 280L.
0459 RM returns 313H, 313L, and 295M.
0513 Emailed Tinang status of 313H, 313L, and 295M.
0520 MS/edj returned from phase 3 antenna field.

| **05:30:00 UTC - TRANSFER OVER OPERATIONS TO EVE SHIFT** | |
|---|---|
| **ENDING STATUS** | **Remains the same.** |

| **06:00:00 UTC - EVE SHIFT COMMENCE DUTY** | |
|---|---|
| **Off Duty Personnel** | **Manny Sencio (MS), Edgard Acollador (EA), Edmund Degamo (edj), Ryan Diaz (RD)** |
| **On Duty Personnel** | **Brian Hom (BH), Jeff Chant (JC), Iqbal Syed (IS)** |
| **BEGINNING STATUS** | **C:\schedule\B14-038.mdb** |

| Time Start | Time End | Decription of Event | |
|---|---|---|---|

**06:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, on air @ 21480, 267H/279, NET RFA4 TIBE.
TIN-07, on air @ 15150, 280H/304, NET RFA1 MAND.
TIN-08, no changes.
Verified all frequencies and program output. JC

**07:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, TIN-05, TIN-07, off air.
Routine check of all transmitters.
0800 Phase 3 AC check OK @ 76 deg.
0930 TIN-03: Weekly, Quarterly SMP completed.

**12:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-02, on air @ 12055, 295M/295, NET RFA4 TIBE.
TIN-07, on air @ 05890, 333L/325 , NET T1 KORE.
Verified all frequencies and program output. JC

**12:30:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, on air @ 11795, 280H/280, NET RFA2 BURM.
TIN-04, on air @ 13735, 313H/289, NET RFA2 BURM.
TIN-02, TIN-07, no change.
Verified all frequencies and program output. JC

**13:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-02, on air @ 12050, 295M/295, NET RFA4 BURM.
TIN-08, on air @ 09360, 305L/329, NET RL-1 RU.
TIN-01,TIN-04,TIN-07, no change.
Verified all frequencies and program output. JC

**13:15:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-05, on air @ 15470, 295H/271, NET VR2 VIET.
TIN-01,TIN-02,TIN-04,TIN-06,TIN-07, no change.
Verified all frequencies and program output. JC

**13:30:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-04, on air @ 13735, 313H/289, NET RFA3 BURM.
TIN-02,TIN-05,TIN-07,TIN-08, no change.
TIN-01, off air.
Verified all frequencies and program output. JC

**14:00:00 UTC - REMOTE/UNMANNED OPERATION**

| | |
|---|---|
| **Off Duty Personnel** | **Brian Hom (BH), Jeff Chant (JC), Iqbal Syed (IS)** |
| **On Duty Personnel** | **Ambrose Ayuyu (AA)** |
| **BEGINNING STATUS** | **C:\schedule\B14-038.mdb** |

**14:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, on air @ 12045, 280H/296, NET R CHIN.
TIN-02, on air @ 13655, 295M/287, NET RFA1 CANT.
TIN-05, on air @ 13870, 295H/271, NET RFA2 VIET.
TIN-08, @ 07235, 305L/329, NET T1 KORE.
TIN-07, no change.
TIN-04, off air.
Verified all frequencies and program output. JC

1403 Called Tinang/Jordan techs off duty, leaving site.

**15:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, on air @ 06020, 280L/280, NET RFA1 MAND.
TIN-02, on air @ 09940, 295L/295, NET RFA4 TIBE.
TIN-04, on air @ 07210, 305L/329, NET RFA2 KORE.
TIN-07, on air @ 05855, 333L/333, NET RFA2 KORE.
TIN-08, on air @ 11985, 313L/321, NET RFA2 KORE.
TIN-05, off air.

1524 TIN-02, tripped off with UV DET. EXT. indication @ 9940, 295L/295, NET RFA4 TIBE. Immediately subbed to 270L.

1526-1600 TIN-02, subbed to 270L/294 @ 9940, 295L/295, NET RFA4 TIBE. 2 minutes lost time.

**16:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-02, on air @ 07415, 295L/303, NET RFA1 MAND.
TIN-04, TIN-07, TIN-08, no change.

**16:30:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-05, on air @ 09940, 270L/278, NET RFA4 BURM.
TIN-02, TIN-03,TIN-04,TIN-07, no change.

**17:00:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-01, on air @ 06020, 280L/296, NET RFA1 MAND.
TIN-02,on air @ 5415, 295L/303,
TIN-05,TIN-07,no change.
TIN-04, TIN-08, off air.

**17:30:00 Next Scheduled Broadcast Change**

**INITIAL**

TIN-05, off air.

TIN-01,TIN-02,TIN-07, no change.

**18:00:00 Next Scheduled Broadcast Change**
**INITIAL**

TIN-01, on air @ 6020, 280L/288, NET RFA1 MAND.
TIN-02, TIN-07, no change.

**18:00:00 Next Scheduled Broadcast Change**
**INITIAL**

TIN-01, on air @ 6020, 280L/288, NET RFA1 MAND.
TIN-02, TIN-07, no change.

**19:00:00 Next Scheduled Broadcast Change**
**INITIAL**

TIN-01, no change
TIN-02, off air.
TIN-07, on air @ 07415, 333L/317, NET RFA1 MAND.
TIN-08, on air @ 6095, 295L/303, NET RFA1 MAND.

**20:00:00 Next Scheduled Broadcast Change**
**INITIAL**

TIN-01, TIN-07, TIN-08, no changes.
TIN-05, on air @ 7495, 270L/278, NET RFA1 MAND.

**21:00:00 Next Scheduled Broadcast Change**
**INITIAL**

TIN-01, on air @ 11995, 333L/325, NET RFA2 KORE.
TIN-05, no changes.
TIN-07, on air @ 9690, 313L/329, NET RFA2 KORE.
TIN-08, on air @ 6020, 295L/303, NET RFA1 MAND.

2145 Ruben request for 305L/270L LOTO for 305L Vertical (sub) Slew Sw. P.M.

| **22:00:00 UTC - DAY SHIFT COMMENCE DUTY** | |
|---|---|
| **Off Duty Personnel** | **Ambrose Ayuyu (AA)** |
| **On Duty Personnel** | **Manny Sencio (MS), Edgar Acollador (EA), Ryan Diaz (RD), Edmund Degamo Jr (EDJ), Jess Domingo (JD)** |
| **BEGINNING STATUS** | **C:\schedule\B14-038.mdb** |

**22:00:00 Next Scheduled Broadcast Change**
**INITIAL**

TIN-01, TIN-05, TIN-08, off air.
TIN-07, on air @ 15470, 333H//309, NET VR1 CHIN.
Verified all frequencies and program output. JD

2203 305L/270L locked out for B&G
2211 Called up TINANG/Nelson re. midshift status. He report TIN-02 IR at 1524UTC.
Took over control for Antenna LOTO
2213-2225 Prepare and activate “C:\Schedule\B14-038-Jan22.mdb:
2230 TIN-07, off air

| Time Start | Time End | Decription of Event |
|---|---|---|

2245 Prepare and sent email to TINANG re. antenna LOTO for today

**23:00:00 Next Scheduled Broadcast Change INITIAL**

TIN-01, off air.
TIN-07, on air @ 9825, 313L/305, NET RFA1 MAND.
2300-0000 TIN-08, sub to 333L/325 @ 11775, 305L/329, NET RFA1 MAND. 305L on LOTO
Verified all frequencies and program output. JD

**23:15:00 Next Scheduled Broadcast Change INITIAL**

TIN-04, on air @ 15470, 295H/271, NET VR2 VIET.
TIN-07, TIN-08, no changes.
Verified all frequencies and program output. JD

**23:30:00 Next Scheduled Broadcast Change INITIAL**

2330-0000 TIN-02, sub to 280L/272 @ 11695, 270L/270, NET RFA2 VIET. 270L is on LOTO
TIN-04, TIN-07, TIN-08, no changes.
Verified all frequencies and program output. JD

**23:59:59 End of Radio Day**

| TRANSMITTER POWER, FILAMENT & PLATE METER READINGS | | | | |
|---|---|---|---|---|
| **Transmitter** | **Power** | **Filament** | **Plate** | **OTHERS** |
| **TIN-01** | 10588620 | 27468.9 | 11717.7 | **SWITCHGEAR:** |
| **TIN-02** | 10530237 | 49459.02 | 60476.46 | 09162 |
| **TIN-03** | 04861646 | 20743.81 | 15474.15 | **CUC Meter:** |
| **TIN-04** | 02003378 | 37355.85 | 60499.57 | 7780 |
| **TIN-05** | 10393346 | 27339.40 | 11785.30 | **LOAD TAP:** |
| **TIN-06** | 4536074 | 27794.1 | 10532.50 | 279080 |
| **TIN-07** | 03058231 | 1504.8 | 6092.1 | **LT REPS:** |
| **TIN-08** | 2694711 | 12267.9 | 4610.1 | 28 |
| **FEEDER3** | 00225268 | **FEEDER4** | 00056973 | |

| DAILY TRANSMITTER BROADCAST AVAILABILITY | | | |
|---|---|---|---|
| **Transmitter** | **Scheduled Broadcast Hours** | **Lost Time (mins)** | **Availability** |
| **TIN-01** | 10.500 | 0 | 100% |
| **TIN-02** | 9.000 | 2 | 99.63% |
| **TIN-03** | 0 | 0 | 100% |
| **TIN-04** | 4.250 | 0 | 100% |
| **TIN-05** | 8.750 | 0 | 100% |
| **TIN-06** | 0 | 0 | 100% |
| **TIN-07** | 14.500 | 0 | 100% |
| **TIN-08** | 13.000 | 0 | 100% |
| **DAILY TOTAL** | **56.000** | **2** | 99.944% |

| Time Start | Time End | Decription of Event |
|---|---|---|

| DAILY OFF/ON REPORT | | | | |
|---|---|---|---|---|
| **Transmitter** | **Day Shift** | **Eve Shift** | **Mid Shift** | **Daily Total** |
| **TIN-01** | | | | |
| **TIN-02** | | | | |
| **TIN-03** | | | | |
| **TIN-04** | | | | |
| **TIN-05** | | | | |
| **TIN-06** | | | | |
| **TIN-07** | | | | |
| **TIN-08** | | | | |
| **DAILY TOTAL** | **0** | **0** | **0** | **000** |

**AUTOMATION INTERVENTION LOG**

| | |
|---|---|
| 0023 | Radioed RF to check if they are cleared from 267H. He informs they are cleared from the area and will be waiting for my call if it is locked out again. |
| 0027 | 267H key returned to interlock panel. |
| 0028 | Reconfirmed 267H is cleared from RM. |
| 0100-0200 | TIN-07, subbed to 295H/295 @ 15105, 295M/295, NET RFA4 TIBE., due to 295M is locked out. |
| 0100-0200 | TIN-08, subbed to 333H/317 @ 17535, 313H/313, NET RFA3 UYGH., due to 313H is locked out. |
| 0132 | 267H antenna key secured. RF was informed. |
| 0200-0300 | TIN-07, subbed to 295H/295 @ 15520, 295M/295, NET RFA4 TIBE., due to 295M is locked out. |
| 0318 | MS/edj schedules LOTO for 270L and 305L for verification of slew commands. |
| 0320 | MS/edj heads to phase 3 antenna field. |
| 0329 | TIN-05, off-on OVLD: Stages >N Defect indicated. |
| 0450 | RF returns 267H, 267L, and 280L. |
| 0452 | Emailed Tinang status of 267H, 267L, and 280L. |
| 0459 | RM returns 313H, 313L, and 295M. |
| 0513 | Emailed Tinang status of 313H, 313L, and 295M. |
| 0520 | MS/edj returned from phase 3 antenna field. |
| 0800 | Phase 3 AC check OK @ 76 deg. |
| 0930 | TIN-03: Weekly, Quarterly SMP completed. |
| 1524 | TIN-02, tripped off with UV DET. EXT. indication @ 9940, 295L/295, NET RFA4 TIBE. Immediately subbed to 270L. |
| 1526-1600 | TIN-02, subbed to 270L/294 @ 9940, 295L/295, NET RFA4 TIBE. 2 minutes lost time. |
| 2203 | 305L/270L locked out for B&G |
| 2211 | Called up TINANG/Nelson re. midshift status. He report TIN-02 IR at 1524UTC. Took over control for Antenna LOTO |
| 2213-2225 | Prepare and activate “C:\Schedule\B14-038-Jan22.mdb: |
| 2230 | TIN-07, off air |
| 2245 | Prepare and sent email to TINANG re. antenna LOTO for today |
| 2300-0000 | TIN-08, sub to 333L/325 @ 11775, 305L/329, NET RFA1 MAND. 305L on LOTO |
| 2330-0000 | TIN-02, sub to 280L/272 @ 11695, 270L/270, NET RFA2 VIET. 270L is on LOTO |

**Attachment J.7 - Saipan & Tinian O&M Services - Cost Summary Breakdown**

| B.2 Base and Option Period Pricing: | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Labor Categories | Number required | Rate/Hour Base | Base Hrs (9 Mo) | Labor - Base (B.2.1) (9 Months) | Rate/Hour Opt 1 | Opt 1 Hrs (12 Mo) | Labor - Option 1 (B.2.2) (12 Mo) | Rate/Hour Opt 2 | Opt 2 Hrs (12 Mo) | Labor - Option 2 (B.2.3) (12 Mo) | Rate/Hour Opt 3 | Opt 3 Hrs (12 Mo) | Labor - Option 3 (B.2.4) (12 Mo) | Rate/Hour Opt 4 | Opt 4 Hrs (12 Mo) | Labor - Option 4 (B.2.5) (12 Mo) |
| | | | | | | | | | | | | | | | | |
| **Saipan:** | | | | | | | | | | | | | | | | |
| Program Manager (Saipan & Tinian) | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Site Supervisor (Saipan) | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| IT Technicians | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Supply Technician (Saipan) | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Tx. Tech Supervisor (Saipan) | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Transmitter Technicians | 6 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Riggers | 2 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Security Guards | 4 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| General Mainenance Technicians | 4 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Total Number of Staff Saipan | 21 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| **Tinian:** | | | | | | | | | | | | | | | | |
| Site Supervisor (Tinian) | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| IT Technicians | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Supply Technician (Tinian) | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Tx. Tech Supervisor (Tinian) | 1 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Transmitter Technicians | 8 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Riggers | 3 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Security Guards | 4 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| General Mainenance Technicians | 6 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Total Number of Staff Tinian | 25 | | | | | | | | | | | | | | | |
| Grand Total Staffing | 46 | | | | | | | | | | | | | | | |
| **Total Labor** | | | | **$0.00** | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| | | | | | | | | | | | | | | | | |
| Labor Categories | Number required | Rate/Hour Base | Daily Rate | Labor - Base (B.2.1) (60 days) | Rate/Hour Opt 1 | Daily Rate | Labor - Option 1 (B.2.2) (60 days) | Rate/Hour Opt 2 | Daily Rate | Labor - Option 2 (B.2.3) (60 days) | Rate/Hour Opt 3 | Daily Rate | Labor - Option 3 (B.2.4) (60 days) | Rate/Hour Opt 4 | Daily Rate | Labor - Option 4 (B.2.5) (60 days) |
| **60 days Emergency Services (NTE)** | | | | | | | | | | | | | | | | |
| General Maintenance Technicians | 3 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| Transmitter Technicians | 3 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |
| **Not to Exceed Total 60 days Overtime** | | | | **$0.00** | | | **$0.00** | | | **$0.00** | | | **$0.00** | | | **$0.00** |
| | | | | | | | | | | | | | | | | |
| **Grand Totals, Labor Hours** | | | | **$0.00** | | | $0.00 | | | $0.00 | | | $0.00 | | | $0.00 |

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
| WASHINGTON D.C. 20210
|
|
|
| Wage Determination No.: 2015-5693
Daniel W. Simms Division of | Revision No.: 12
Director Wage Determinations| Date Of Last Revision: 12/21/2020

Note: Under Executive Order (EO) 13658 an hourly minimum wage of $10.95 for calendar year 2021 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least $10.95 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2021. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: Guam Northern Marianas Wake Island

Area: Guam Statewide

Northern Marianas Statewide

Wake Island Statewide

**Fringe Benefits Required Follow the Occupational Listing**

| OCCUPATION CODE - TITLE | FOOTNOTE | RATE |
|---|---|---|
| 01000 - Administrative Support And Clerical Occupations | | |
| 01011 - Accounting Clerk I | | 13.57 |
| 01012 - Accounting Clerk II | | 15.23 |
| 01013 - Accounting Clerk III | | 17.04 |
| 01020 - Administrative Assistant | | 21.43 |
| 01035 - Court Reporter | | 17.40 |
| 01041 - Customer Service Representative I | | 11.51 |
| 01042 - Customer Service Representative II | | 12.94 |
| 01043 - Customer Service Representative III | | 14.12 |
| 01051 - Data Entry Operator I | | 12.15 |
| 01052 - Data Entry Operator II | | 13.25 |
| 01060 - Dispatcher Motor Vehicle | | 15.81 |
| 01070 - Document Preparation Clerk | | 13.85 |
| 01090 - Duplicating Machine Operator | | 13.85 |
| 01111 - General Clerk I | | 10.35 |

01112 - General Clerk II 11.29
01113 - General Clerk III 12.68
01120 - Housing Referral Assistant 19.39
01141 - Messenger Courier 11.37
01191 - Order Clerk I 12.57
01192 - Order Clerk II 13.71
01261 - Personnel Assistant (Employment) I 15.95
01262 - Personnel Assistant (Employment) II 17.85
01263 - Personnel Assistant (Employment) III 19.89
01270 - Production Control Clerk 21.78
01290 - Rental Clerk 11.10
01300 - Scheduler Maintenance 15.55
01311 - Secretary I 15.55
01312 - Secretary II 17.40
01313 - Secretary III 19.39
01320 - Service Order Dispatcher 14.00
01410 - Supply Technician 21.43
01420 - Survey Worker 16.79
01460 - Switchboard Operator/Receptionist 9.67
01531 - Travel Clerk I 13.01
01532 - Travel Clerk II 14.12
01533 - Travel Clerk III 15.09
01611 - Word Processor I 14.53
01612 - Word Processor II 16.31
01613 - Word Processor III 18.26
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer Fiberglass 14.82
05010 - Automotive Electrician 13.92
05040 - Automotive Glass Installer 13.02
05070 - Automotive Worker 13.02
05110 - Mobile Equipment Servicer 11.16
05130 - Motor Equipment Metal Mechanic 14.82
05160 - Motor Equipment Metal Worker 13.02
05190 - Motor Vehicle Mechanic 14.82
05220 - Motor Vehicle Mechanic Helper 10.22
05250 - Motor Vehicle Upholstery Worker 12.11
05280 - Motor Vehicle Wrecker 13.02
05310 - Painter Automotive 13.92
05340 - Radiator Repair Specialist 13.02
05370 - Tire Repairer 12.34
05400 - Transmission Repair Specialist 14.82
07000 - Food Preparation And Service Occupations
07010 - Baker 10.47
07041 - Cook I 12.05
07042 - Cook II 14.05
07070 - Dishwasher 9.28
07130 - Food Service Worker 9.34
07210 - Meat Cutter 11.86
07260 - Waiter/Waitress 9.23
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter 18.04
09040 - Furniture Handler 10.95
09080 - Furniture Refinisher 18.04
09090 - Furniture Refinisher Helper 13.27

09110 - Furniture Repairer Minor 15.70
09130 - Upholsterer 18.04
11000 - General Services And Support Occupations
11030 - Cleaner Vehicles 9.35
11060 - Elevator Operator 9.35
11090 - Gardener 13.00
11122 - Housekeeping Aide 9.44
11150 - Janitor 9.44
11210 - Laborer Grounds Maintenance 9.82
11240 - Maid or Houseman 9.26
11260 - Pruner 8.79
11270 - Tractor Operator 11.90
11330 - Trail Maintenance Worker 9.82
11360 - Window Cleaner 10.54
12000 - Health Occupations
12010 - Ambulance Driver 17.77
12011 - Breath Alcohol Technician 17.77
12012 - Certified Occupational Therapist Assistant 24.38
12015 - Certified Physical Therapist Assistant 24.38
12020 - Dental Assistant 15.02
12025 - Dental Hygienist 32.84
12030 - EKG Technician 25.99
12035 - Electroneurodiagnostic Technologist 25.99
12040 - Emergency Medical Technician 17.77
12071 - Licensed Practical Nurse I 15.88
12072 - Licensed Practical Nurse II 17.77
12073 - Licensed Practical Nurse III 19.81
12100 - Medical Assistant 12.26
12130 - Medical Laboratory Technician 18.82
12160 - Medical Record Clerk 13.61
12190 - Medical Record Technician 17.77
12195 - Medical Transcriptionist 15.88
12210 - Nuclear Medicine Technologist 39.04
12221 - Nursing Assistant I 11.34
12222 - Nursing Assistant II 12.75
12223 - Nursing Assistant III 13.91
12224 - Nursing Assistant IV 15.61
12235 - Optical Dispenser 17.77
12236 - Optical Technician 15.88
12250 - Pharmacy Technician 15.49
12280 - Phlebotomist 15.33
12305 - Radiologic Technologist 23.03
12311 - Registered Nurse I 22.53
12312 - Registered Nurse II 27.56
12313 - Registered Nurse II Specialist 27.56
12314 - Registered Nurse III 33.34
12315 - Registered Nurse III Anesthetist 33.34
12316 - Registered Nurse IV 39.96
12317 - Scheduler (Drug and Alcohol Testing) 22.01
12320 - Substance Abuse Treatment Counselor 22.01
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I 20.35
13012 - Exhibits Specialist II 25.20
13013 - Exhibits Specialist III 30.83

13041 - Illustrator I 20.35
13042 - Illustrator II 25.20
13043 - Illustrator III 30.83
13047 - Librarian 27.91
13050 - Library Aide/Clerk 16.20
13054 - Library Information Technology Systems Administrator 25.20
13058 - Library Technician 16.64
13061 - Media Specialist I 18.18
13062 - Media Specialist II 20.35
13063 - Media Specialist III 22.68
13071 - Photographer I 18.18
13072 - Photographer II 20.35
13073 - Photographer III 25.20
13074 - Photographer IV 30.83
13075 - Photographer V 37.30
13090 - Technical Order Library Clerk 20.35
13110 - Video Teleconference Technician 17.38
14000 - Information Technology Occupations
14041 - Computer Operator I 15.71
14042 - Computer Operator II 17.22
14043 - Computer Operator III 19.19
14044 - Computer Operator IV 21.33
14045 - Computer Operator V 23.62
14071 - Computer Programmer I (see 1) 15.73
14072 - Computer Programmer II (see 1) 19.50
14073 - Computer Programmer III (see 1) 23.84
14074 - Computer Programmer IV (see 1)
14101 - Computer Systems Analyst I (see 1) 24.23
14102 - Computer Systems Analyst II (see 1)
14103 - Computer Systems Analyst III (see 1)
14150 - Peripheral Equipment Operator 15.71
14160 - Personal Computer Support Technician 21.33
14170 - System Support Specialist 21.24
15000 - Instructional Occupations
15010 - Aircrew Training Devices Instructor (Non-Rated) 24.23
15020 - Aircrew Training Devices Instructor (Rated) 29.32
15030 - Air Crew Training Devices Instructor (Pilot) 34.91
15050 - Computer Based Training Specialist / Instructor 24.23
15060 - Educational Technologist 27.61
15070 - Flight Instructor (Pilot) 34.91
15080 - Graphic Artist 20.47
15085 - Maintenance Test Pilot Fixed Jet/Prop 34.91
15086 - Maintenance Test Pilot Rotary Wing 34.91
15088 - Non-Maintenance Test/Co-Pilot 34.91
15090 - Technical Instructor 17.67
15095 - Technical Instructor/Course Developer 21.62
15110 - Test Proctor 14.27
15120 - Tutor 14.27
16000 - Laundry Dry-Cleaning Pressing And Related Occupations
16010 - Assembler 9.88
16030 - Counter Attendant 9.88
16040 - Dry Cleaner 11.30
16070 - Finisher Flatwork Machine 9.88

16090 - Presser Hand 9.88
16110 - Presser Machine Drycleaning 9.88
16130 - Presser Machine Shirts 9.88
16160 - Presser Machine Wearing Apparel Laundry 9.88
16190 - Sewing Machine Operator 11.94
16220 - Tailor 12.44
16250 - Washer Machine 10.36
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room) 18.04
19040 - Tool And Die Maker 22.67
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator 13.96
21030 - Material Coordinator 21.78
21040 - Material Expediter 21.78
21050 - Material Handling Laborer 11.37
21071 - Order Filler 9.66
21080 - Production Line Worker (Food Processing) 13.96
21110 - Shipping Packer 15.92
21130 - Shipping/Receiving Clerk 15.92
21140 - Store Worker I 14.76
21150 - Stock Clerk 20.75
21210 - Tools And Parts Attendant 13.96
21410 - Warehouse Specialist 13.96
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder 22.76
23019 - Aircraft Logs and Records Technician 17.70
23021 - Aircraft Mechanic I 21.67
23022 - Aircraft Mechanic II 22.76
23023 - Aircraft Mechanic III 23.91
23040 - Aircraft Mechanic Helper 15.07
23050 - Aircraft Painter 20.35
23060 - Aircraft Servicer 17.70
23070 - Aircraft Survival Flight Equipment Technician 20.35
23080 - Aircraft Worker 19.12
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I 19.12
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II 21.67
23110 - Appliance Mechanic 18.04
23120 - Bicycle Repairer 14.49
23125 - Cable Splicer 19.59
23130 - Carpenter Maintenance 16.07
23140 - Carpet Layer 16.86
23160 - Electrician Maintenance 18.05
23181 - Electronics Technician Maintenance I 16.86
23182 - Electronics Technician Maintenance II 18.04
23183 - Electronics Technician Maintenance III 19.55
23260 - Fabric Worker 15.70
23290 - Fire Alarm System Mechanic 15.43
23310 - Fire Extinguisher Repairer 14.49
23311 - Fuel Distribution System Mechanic 19.21
23312 - Fuel Distribution System Operator 14.49
23370 - General Maintenance Worker 11.96
23380 - Ground Support Equipment Mechanic 21.67

23381 - Ground Support Equipment Servicer 17.70
23382 - Ground Support Equipment Worker 19.12
23391 - Gunsmith I 14.49
23392 - Gunsmith II 16.86
23393 - Gunsmith III 19.21
23410 - Heating Ventilation And Air-Conditioning Mechanic 17.16
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility) 18.25
23430 - Heavy Equipment Mechanic 18.35
23440 - Heavy Equipment Operator 17.12
23460 - Instrument Mechanic 19.21
23465 - Laboratory/Shelter Mechanic 18.04
23470 - Laborer 11.37
23510 - Locksmith 18.04
23530 - Machinery Maintenance Mechanic 23.13
23550 - Machinist Maintenance 19.21
23580 - Maintenance Trades Helper 10.67
23591 - Metrology Technician I 19.21
23592 - Metrology Technician II 20.42
23593 - Metrology Technician III 21.63
23640 - Millwright 19.21
23710 - Office Appliance Repairer 18.04
23760 - Painter Maintenance 13.95
23790 - Pipefitter Maintenance 18.39
23810 - Plumber Maintenance 17.27
23820 - Pneudraulic Systems Mechanic 19.21
23850 - Rigger 19.21
23870 - Scale Mechanic 16.86
23890 - Sheet-Metal Worker Maintenance 16.09
23910 - Small Engine Mechanic 16.86
23931 - Telecommunications Mechanic I 19.01
23932 - Telecommunications Mechanic II 19.91
23950 - Telephone Lineman 18.24
23960 - Welder Combination Maintenance 17.95
23965 - Well Driller 19.21
23970 - Woodcraft Worker 19.21
23980 - Woodworker 14.49
24000 - Personal Needs Occupations
24550 - Case Manager 14.72
24570 - Child Care Attendant 10.09
24580 - Child Care Center Clerk 13.25
24610 - Chore Aide 11.62
24620 - Family Readiness And Support Services Coordinator 14.72
24630 - Homemaker 16.12
25000 - Plant And System Operations Occupations
25010 - Boiler Tender 19.21
25040 - Sewage Plant Operator 21.59
25070 - Stationary Engineer 19.21
25190 - Ventilation Equipment Tender 13.27
25210 - Water Treatment Plant Operator 21.59
27000 - Protective Service Occupations
27004 - Alarm Monitor 10.90

27007 - Baggage Inspector 9.40
27008 - Corrections Officer 12.05
27010 - Court Security Officer 12.05
27030 - Detection Dog Handler 10.90
27040 - Detention Officer 12.05
27070 - Firefighter 12.05
27101 - Guard I 9.40
27102 - Guard II 10.90
27131 - Police Officer I 12.05
27132 - Police Officer II 13.40
28000 - Recreation Occupations
28041 - Carnival Equipment Operator 12.79
28042 - Carnival Equipment Repairer 13.97
28043 - Carnival Worker 9.45
28210 - Gate Attendant/Gate Tender 13.18
28310 - Lifeguard 11.01
28350 - Park Attendant (Aide) 14.74
28510 - Recreation Aide/Health Facility Attendant 11.84
28515 - Recreation Specialist 18.26
28630 - Sports Official 11.74
28690 - Swimming Pool Operator 17.71
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer 23.62
29020 - Hatch Tender 23.62
29030 - Line Handler 23.62
29041 - Stevedore I 21.98
29042 - Stevedore II 25.26
30000 - Technical Occupations
30010 - Air Traffic Control Specialist Center (HFO) (see 2) 39.89
30011 - Air Traffic Control Specialist Station (HFO) (see 2) 27.50
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2) 30.29
30021 - Archeological Technician I 17.49
30022 - Archeological Technician II 19.56
30023 - Archeological Technician III 24.21
30030 - Cartographic Technician 23.18
30040 - Civil Engineering Technician 23.08
30051 - Cryogenic Technician I 25.57
30052 - Cryogenic Technician II 28.24
30061 - Drafter/CAD Operator I 17.49
30062 - Drafter/CAD Operator II 19.56
30063 - Drafter/CAD Operator III 20.77
30064 - Drafter/CAD Operator IV 25.57
30081 - Engineering Technician I 14.84
30082 - Engineering Technician II 16.66
30083 - Engineering Technician III 18.64
30084 - Engineering Technician IV 23.08
30085 - Engineering Technician V 28.24
30086 - Engineering Technician VI 34.16
30090 - Environmental Technician 23.08
30095 - Evidence Control Specialist 23.08
30210 - Laboratory Technician 20.77
30221 - Latent Fingerprint Technician I 25.57
30222 - Latent Fingerprint Technician II 28.24
30240 - Mathematical Technician 23.34

30361 - Paralegal/Legal Assistant I 19.44
30362 - Paralegal/Legal Assistant II 23.94
30363 - Paralegal/Legal Assistant III 29.29
30364 - Paralegal/Legal Assistant IV 35.44
30375 - Petroleum Supply Specialist 28.24
30390 - Photo-Optics Technician 21.93
30395 - Radiation Control Technician 28.24
30461 - Technical Writer I 23.08
30462 - Technical Writer II 28.24
30463 - Technical Writer III 34.16
30491 - Unexploded Ordnance (UXO) Technician I 25.35
30492 - Unexploded Ordnance (UXO) Technician II 30.67
30493 - Unexploded Ordnance (UXO) Technician III 36.76
30494 - Unexploded (UXO) Safety Escort 25.35
30495 - Unexploded (UXO) Sweep Personnel 25.35
30501 - Weather Forecaster I 25.57
30502 - Weather Forecaster II 31.09
30620 - Weather Observer Combined Upper Air Or Surface Programs (see 2) 20.77
30621 - Weather Observer Senior (see 2) 23.08
31000 - Transportation/Mobile Equipment Operation Occupations
31010 - Airplane Pilot 30.67
31020 - Bus Aide 8.15
31030 - Bus Driver 9.69
31043 - Driver Courier 9.69
31260 - Parking and Lot Attendant 9.91
31290 - Shuttle Bus Driver 10.59
31310 - Taxi Driver 10.37
31361 - Truckdriver Light 10.59
31362 - Truckdriver Medium 11.61
31363 - Truckdriver Heavy 13.92
31364 - Truckdriver Tractor-Trailer 13.92
99000 - Miscellaneous Occupations
99020 - Cabin Safety Specialist 14.95
99030 - Cashier 9.48
99050 - Desk Clerk 9.70
99095 - Embalmer 25.35
99130 - Flight Follower 25.35
99251 - Laboratory Animal Caretaker I 22.67
99252 - Laboratory Animal Caretaker II 24.77
99260 - Marketing Analyst 21.54
99310 - Mortician 25.35
99410 - Pest Controller 14.61
99510 - Photofinishing Worker 13.32
99710 - Recycling Laborer 15.75
99711 - Recycling Specialist 21.66
99730 - Refuse Collector 14.91
99810 - Sales Clerk 9.66
99820 - School Crossing Guard 16.75
99830 - Survey Party Chief 22.02
99831 - Surveying Aide 12.52
99832 - Surveying Technician 16.27
99840 - Vending Machine Attendant 22.67
99841 - Vending Machine Repairer 28.88

99842 - Vending Machine Repairer Helper 22.67

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Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $4.54 per hour up to 40 hours per week or $181.60 per week or $786.93 per month

HEALTH & WELFARE EO 13706: $4.22 per hour up to 40 hours per week or $168.80 per week or $731.47 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds $27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or

local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of $3.35 per week (or $.67 cents per day). However in those instances where the uniforms furnished are made of ""wash and wear"" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the ""Service Contract Act Directory of Occupations"" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which

shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."