



24-1904

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and wishes to announce a change with the Department's processing of radio frequency requests for official visits by foreign dignitaries to the United States.

Beginning September 3, 2024, the Department's Office of Foreign Missions (OFM) will transition to using the Department's eGov program to accept requests from foreign missions for the temporary use of radio frequencies for high-level visits. Foreign missions must now submit requests at least five (5) business days in advance of such visits through eGov to include all applicable information such as:

- the visiting official's full title and name;
- the date(s) and location(s) of the visit;
- the equipment being utilized; and,
- the frequency bandwidths that are being requested.

The enclosed training document provides step-by-step instructions for submitting radio frequency requests using eGov.

Any questions concerning radio frequencies should be directed to OFMTravelServices@state.gov.

Enclosure:

As stated.

Department of State,

Washington, August 28, 2024.

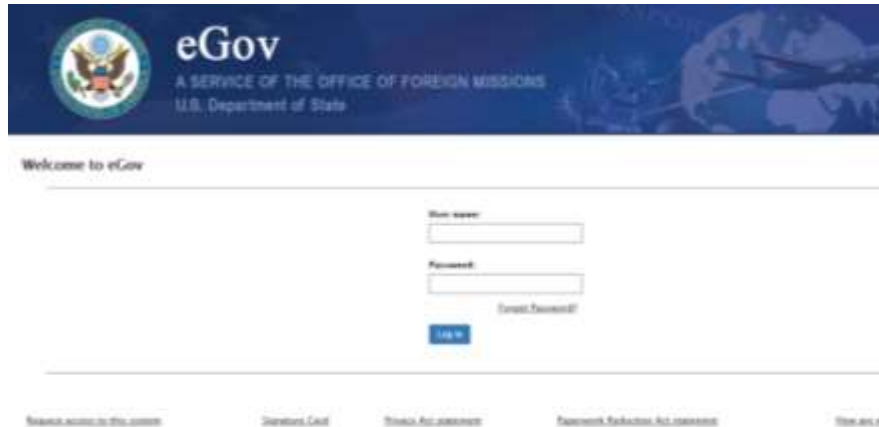
A handwritten signature in black ink, appearing to be 'RG' with a stylized flourish.

Enclosure

This document provides a high-level overview of the submission of radio frequency requests via the Department's eGov program.

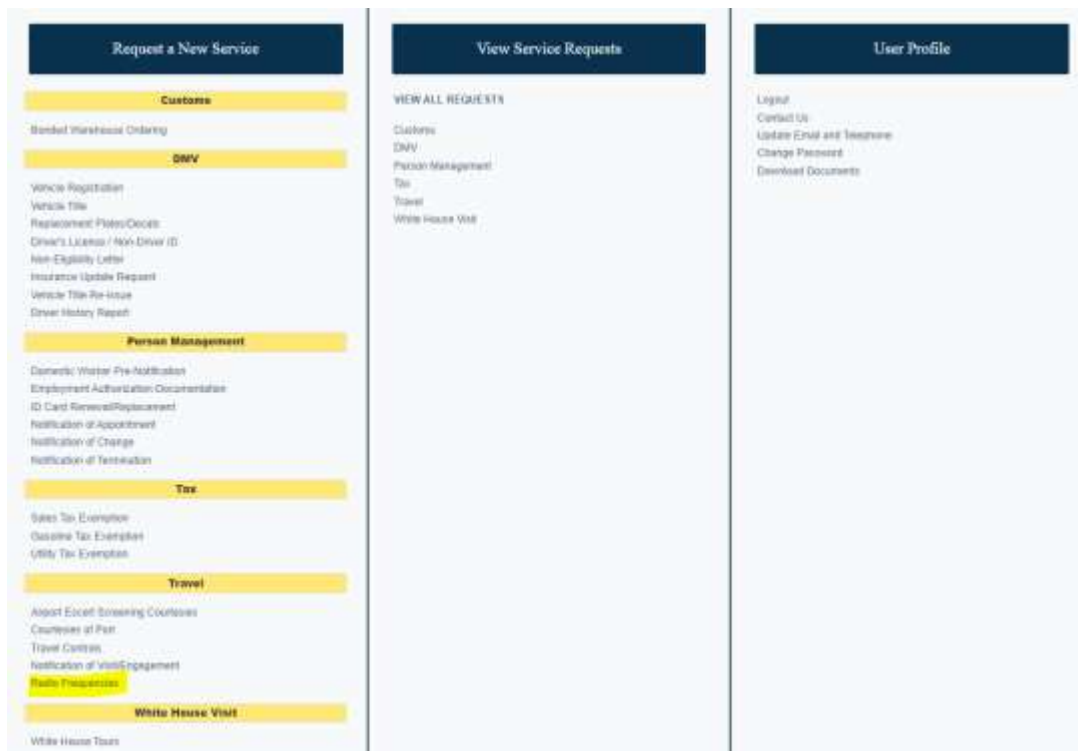
Step 1: Login to eGov

Begin by accessing the eGov login page at <https://egov.ofm.state.gov/>:



Step 2: Select “Radio Frequencies” on the eGov Home Page

Under the “Travel” section, select the “Radio Frequencies” option:



Step 3: Fill Out Mission and POC Information

Select the appropriate Mission name and fill out the contact information for the requester. The approved frequencies will be sent directly to the email provided, so please ensure accuracy:

This screenshot shows the 'Requesting Mission' and 'Requester Point of Contact Information' sections of a web form. At the top, a yellow banner contains a warning: 'Radio Frequency requests should be submitted at least one (1) week in advance'. The 'Requesting Mission' section has a dropdown menu labeled 'Mission' with the text '--SELECT ONE--'. The 'Requester Point of Contact Information' section contains several input fields: 'PO' (with a red asterisk), 'Surname', 'Given Name', 'Date of Birth' (format MM/DD/YYYY), 'Email' (with a red asterisk), and 'Phone'. A red 'Cancel' button is on the left, and a blue 'Next >' button is on the right.

Step 4: Fill Out Specific Radio Frequency Request

Fill out all information below. The items with the red asterisk are required:

This screenshot shows the 'Request Specific Radio Frequency' section of the web form. A blue banner at the top states: '(One (1) Request is required for each existing Official Frequency Block)'. The form includes several sections: 'Waiting Official Title and Name' with a text input field; 'Inventory' with a text input field and an '+ Add Inventory' button; a yellow warning banner: 'No info specified. Please add new Inventory(s) click "Add Inventory" button'; 'Request Frequency Info' with four input fields: '* Requested Frequency (MHz/MHz)', '* Alternate Frequency (MHz/MHz)', 'Frequency Operating Range', and 'Request Frequency Modulation (in MHz)'; 'Equipment Types' with a text input field and an '+ Add Type of Equipment' button; another yellow warning banner: 'No info specified. Please add new Equipment(s) click "Add Type of Equipment" button'; 'System Configuration' with a dropdown menu labeled 'SELECT ONE --'; and a table with four columns: 'Emission Designator', 'Bandwidth', 'Emission Classification', and 'Extensive Geographic Service Area'. The 'Bandwidth' and 'Emission Classification' columns have example text below them. At the bottom, there is a blue 'Back' button on the left and a blue 'Next >' button on the right.

Step 5 (OPTIONAL): Upload Attachments

If applicable, the Mission may upload supplementary document(s) for the request:

Radio Frequencies Request : Attachments

Three documents are optional, unless specifically requested by the Department of State

0 of 3 optional documents uploaded

Description	File	
Supplementary Document 1		Upload 1

1 Done 2 Cancel 3 Submit

Step 6: Review Confirmation Page and Submit

Review to confirm that all information is accurate on the confirmation page and then select “Submit” at the bottom of the page.

Step 7: Approval

If all information is accurate and the radio frequencies requested are available, OFM will provide an approval letter via email and the status of the request will be approved in eGov.