



**2010 Modern Day Marine
Lejeune Field – Quantico Marine Corps Base
Quantico, VA
September 28-30, 2010**

FREQUENCY APPROVAL PROCESS

*****IMPORTANT INFORMATION FOR EXHIBITORS*****

Exhibiting companies who plan to use frequencies while on Marine Corps Base Quantico (MCBQ) during the 2010 Modern Day Marine Exposition must receive advance approval. All requests and documentation must be submitted no later than **July 9, 2010** to allow adequate time in processing requests. Requesting frequencies does NOT constitute automatic approval. That determination is external to MCBQ and is made based on criterion at the Navy/Marine Corps Spectrum Center/National Telecommunications and Information Administration (NMCSC/NTIA) level. Please keep in mind requests may be denied by NTIA with or without an explanation.

Exhibitors with a FCC license or Part 15 devices, must contact the MCBQ Frequency Manager (contact listed below) immediately to provide additional equipment specifications and documents.

Processing Requirements:

1. Exhibitors must send a detailed request, accompanied by a completed DD 1494 form which is located in the online Exhibitor Service Kit. E-mail requests and documents to: Dennis Holmes, MCBQ Frequency Manager at dennis.holmes@usmc.mil and cc: Brenda Dunlap, MCBQ Command Event Coordinator at brenda.dunlap@usmc.mil and Deb Webb, Modern Day Marine Show Management at deb.webb@nielsen.com.
2. MCBQ Frequency Manager reviews the request for accuracy.
3. Accurate/completed requests are sent to Headquarters Marine Corps (HQMC) Frequency Manager.
4. HQMC reviews and sends request to Navy/Marine Corps Spectrum Office (NMCSO) Norfolk, VA. They will create a Standard Frequency Action Format (SFAF).
5. NMCSO will review and send request to Navy/Marine Corps Spectrum Center (NMCSC) Alexandria, VA.
6. NMCSC will review then forward to the National Telecommunications and Information Administration (NTIA).
7. NTIA will review and give final approval.
8. During this process the approval time for each frequency request is 45-60 business days.

**REQUESTS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.
PLEASE PLAN IN ADVANCE TO SUBMIT A TIMELY SUBMISSION.**

Deadline: July 9, 2010