



DEPARTMENT OF THE NAVY
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AND
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WASHINGTON, DC 20350-1000

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MEMORANDUM FOR DISTRIBUTION

Subj: ESTABLISHMENT OF THE DEPARTMENT OF THE NAVY SPECTRUM
SUPPORTABILITY INTEGRATED PRODUCT TEAM (IPT)

- Ref: (a) DoDI 4650.01 Policy and Procedures for Management and Use of the Electromagnetic Spectrum
(b) SECNAVINST 2400.1 Electromagnetic Spectrum Policy and Management
(c) SECNAVINST 2400.2 Electromagnetic Environment Policy and Management
(d) SECNAVINST 5000.2E Department of the Navy Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System
(e) OPNAVINST 2400.20G Electromagnetic Environmental Effects and Spectrum Supportability Policy and Procedures
(f) MCO 2400.1 Marine Corps Management and Use of the Electromagnetic Spectrum
(g) VCNO Memorandum Resource and Requirements Review Board (R3B) Charter
(h) VCNO Memorandum Naval Capabilities Board (NCB) Charter

- Encl: (1) Spectrum Supportability IPT Objectives
(2) Spectrum Supportability IPT Member Roles and Responsibilities

1. This memorandum establishes the Department of the Navy (DON) Spectrum Supportability (SS) Integrated Product Team (IPT) to improve lifecycle continuity and integration of all SS processes in accordance with references (a) through (h). The objectives of this IPT are summarized in enclosure (1).
2. The DON SS IPT will be implemented from existing Spectrum Management (SM) and Electromagnetic Environmental Effects (E3) stakeholder resources. Day-to-day functions of the IPT will be performed at the GS-15/O-6 level and below. No new resources will be allocated for its creation or operation.
3. The guidance contained in this memorandum applies to the Office of the Secretary of the Navy, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all Navy and Marine Corps commands, units, installations, organizations and activities.
4. SM/E3 stakeholders will be responsible for implementing, leveraging, maintaining, and funding the DON SS IPT, including all aspects addressed by this memorandum. IPT member responsibilities, summarized in enclosure (2), will be incorporated in future updates of SECNAVINST 2400.1.

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Spectrum Supportability IPT Objectives

The Department of the Navy (DON) Spectrum Supportability (SS) IPT shall function in accordance with applicable international, national, Federal, Department of Defense, Joint and DON policies, and shall:

- Identify and address SS in order to enhance warfighting readiness
- Mitigate SS risks that impact DON capabilities
- Leverage best practices of public and commercial SS processes
- Achieve SS for all spectrum-dependent systems (SDS), subsystems, and equipment developed, acquired, and operated by the Navy and the Marine Corps
- Advocate SDS awareness through engineering, acquisition, and administrative best practices to improve DON electromagnetic spectrum agility
- Advocate process driven SS; reduce costly remediation

Spectrum Supportability IPT Member Roles and Responsibilities

Background: In August 2013, the Navy Marine Corps Spectrum Center (NMSC) and subject matter experts (SMEs) from the Department of the Navy (DON) Spectrum Management (SM) and Electromagnetic Environmental Effects (E3) communities recognized the need to integrate and standardize processes to extract common data from current SM/E3 "legacy" business processes. To meet this need, it was agreed that a DON Spectrum Supportability (SS) Integrated Product Team (IPT) would be established. The IPT will use a centralized database site to support IPT efforts, collect and share SS/E3 data, and host the creation, submission and tracking of Spectrum Supportability Risk Assessment (SSRA) documents as they move through the acquisition and SS business processes. The core representation will consist of senior representatives from the NMSC, SYSCOM E3/Spectrum Offices, SYSCOM E3/Spectrum Technical Authorities and their technical pyramids. Representation will vary, based on the nature and amount of work presented to the IPT at any point in time, but these core representatives will be the minimum for a quorum.

IPT member roles and responsibilities are summarized below.

1. DON SS IPT Members will:

- a. Maintain a business process to ensure SS is integrated into a "one stop shop" available to all DON spectrum stakeholders
- b. Maintain a database site to:
 - Enable Program Managers and DON SS IPT members to collaborate on, draft, track and process SSRAs throughout the approval process
 - Provide automatic notification of pending action required prior to SSRA submission to support a minimum of 60 days lead time for SSRA submissions
 - Host applicable SS and legacy data to support SSRA submissions. Legacy SS approval process data includes:
 - DD-1494, Application for Equipment Frequency Allocation
 - Host Nation Coordination
 - Technical Component
 - Operational Component
 - E3 Assessment
 - Frequency Assignments (Temporary and Permanent)
- c. Ensure SSRA and legacy SS processes are integrated into a single SSRA checklist to validate compliance with legacy SS and acquisition timelines
- d. Provide SMEs to support the DON CIO and ASN(RD&A) in DoD, Federal, national, international and commercial forums addressing SS matters
- e. Provide SME review of DITPR-DON electromagnetic spectrum artifacts

2. DON CIO will:

- a. Designate a co-chair for the DON SS IPT with ASN(RD&A)
- b. Promote investment in SS associated technologies

Enclosure (2)

- c. In coordination with ASN(RD&A), represent the DON in DoD, Federal, national, international and commercial spectrum forums addressing SS matters
 - d. Leverage DON SS IPT SMEs to support DON efforts in DoD, Federal, national, international and commercial SS related forums
3. ASN(RD&A) will:
- a. Designate a co-chair for the DON SS IPT with DON CIO
 - b. Review DoD/DON SS policy prior to implementation to ensure the ability of acquisition programs to comply
 - c. Address and include SS in acquisition policy
 - d. Oversee acquisition program compliance of SS policy
 - e. Facilitate information/data exchange between the acquisition community and the DON SS IPT
 - f. In coordination with DON CIO, represent the DON in DoD, Federal, national, international and commercial acquisition forums addressing SS matters
 - g. Ensure SSRA issues and concerns are incorporated into the acquisition approval processes of the Naval Capabilities Board (NCB), Gate Review, and Resources and Requirements Review Board (R3B)
4. The Chief of Naval Research will:
- a. Encourage and promote the inclusion of SS in research actions
 - b. Consider SS for technologies being considered for immediate acquisition or for imminent ship integration
 - c. Provide representation to the IPT
5. DON Deputy CIO (DDCIO) Navy and DDCIO Marine Corps will:
- a. Ensure all applicable functional areas of their respective services consider and address SS related requirements and actions
 - b. Formalize and recognize the DON SS IPT and SM/E3 database site
 - c. Direct SS issues to the DON SS IPT
 - d. Ensure SS is addressed in Joint Capabilities Integration and Development System (JCIDS) requirements and documents
 - e. Ensure SSRA issues and concerns are identified to the Naval Capabilities Board (NCB), Gate Review, and Resources and Requirements Review Board (R3B)
 - f. Ensure SS IPT roles and responsibilities are incorporated in DDCIO Navy and DDCIO/Marine Corps SS policy and guidance
 - g. Provide representation to the IPT