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MEMORANDUM FOR DEPARTMENT OF THE NAVY DEPUTY CHIEF INFORMATION OFFICER (NAVY)  
DEPARTMENT OF THE NAVY DEPUTY CHIEF INFORMATION OFFICER (MARINE CORPS)  
ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT AND ACQUISITION)  
ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT AND COMPTROLLER)  
ASSISTANT SECRETARY OF THE NAVY (ENERGY, INSTALLATIONS AND ENVIRONMENT)  
CHIEF OF NAVAL RESEARCH

Subj: DEPARTMENT OF THE NAVY GUIDANCE FOR THE SPECTRUM RELOCATION FUND

Encl: (1) Spectrum Relocation Fund Frequently Asked Questions (FAQs)

This memorandum provides information concerning execution of the Spectrum Relocation Fund (SRF) and guidance to organizations participating in the reallocation or sharing of the 1755-1780 MHz and 1695-1710 MHz bands resulting from the Advance Wireless Services 3 (AWS-3) auction. The Department of the Navy Chief Information Officer (DON CIO) and OPNAV N2/N6F15 are responsible for coordination and guidance of the DON's SRF execution. Enclosure (1), which answers frequently asked questions (FAQs), will be maintained and updated on the DON CIO website (<http://www.doncio.navy.mil/Main.aspx>).

The SRF funding available to the DON for relocation from or sharing of the AWS-3 auctioned frequency bands is based on the fact that the following actions were successfully completed: (1) the DON's submission of a transition plan; (2) National Telecommunications and Information Agency (NTIA) Technical Panel approval of the plan; (3) publication of the plan on the NTIA website; and (4) certification and congressional notification of the SRF transfer by the Director of the Office of Management and Budget (OMB).

The DON CIO must report periodically to Congress via the NTIA that the DON's expenditure of SRF funding adheres to the approved transition plan. This reporting must be substantiated with execution data and other requested information. An organization that is uncertain whether SRF is appropriate for an expenditure should contact its SRF representative.

Additional questions on the SRF may be directed to the DON CIO SRF Lead, Guenever Aldrich at (703) 695-1741, [Guenever.aldrich@navy.mil](mailto:Guenever.aldrich@navy.mil) or the OPNAV N2/N6 SRF Lead, Wilfredo López-Morales at (571) 256-8218, [wilfredo.lopezmorale@navy.mil](mailto:wilfredo.lopezmorale@navy.mil).

  
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## Frequently Asked Questions

### 1. *What can Spectrum Reallocation Fund (SRF) money be used for?*

The fund is designated by law to facilitate Federal systems' relocation from or sharing of the 1755-1780 MHz and 1695-1710 MHz bands affected by the Advanced Wireless Services 3 (AWS-3) auction. Per the Middle Class Tax Relief and Job Creation Act (Public Law 112-96), the funding can only be used for efforts relating to a system described in the National Telecommunications and Information Agency (NTIA) approved transition plan as relocating from or sharing the auctioned frequency band. Additionally, SRF funds may be used for, but are not limited to: Civilian labor (CIVPAY), travel, training, supplies, equipment, contract support services, and advisory & assistance services.

All statutory and regulatory requirements of Treasury accounts apply with two significant exceptions: (1) SRF funds remain available for obligation until expended (commonly referred to as "no-year" funds), and (2) SRF funds may only be expended on systems and activities covered by the NTIA transition plan. Accounts established to receive SRF transfers must be reapportioned at the start of each fiscal year until transition plan activities are completed. Systems or activities will return any unused funds to the SRF at the completion of relocation and/or implementation of a sharing capability.

SRF funds may only be expended on the systems and activities included in the NTIA approved DON transition plan, and must be executed in strict accordance with the appropriation assigned.

### 2. *How will the funding get to my program?*

OMB manages the SRF account. SRF funding is requested and apportioned to Treasury accounts, such as 17x1319 Research, Development, Testing & Evaluation Navy (RDTEN) via the OSD Comptroller. The Comptroller allocates funds to ASN (FM&C), which sub-allocates funds to the appropriate Budget Submitting Office (BSO) comptrollers. ASN (FM&C) has created lines of accounting in the PBIS database for this purpose. Only the Program Elements (PE) and Line Items (LI) created for SRF shall be used for execution of SRF funding. SRF funding will be distributed at least once each fiscal year, according to the appropriations identified in the NTIA approved plan.

### 3. *What about Continuing Resolutions, Furloughs, or Government Shut downs?*

SRF funds are not affected by a continuing resolution, but the people administering the funds might be impacted. Employees not funded by SRF are liable to furlough during a government shutdown.

### 4. *Are these funds subject to "taxes" or budget reductions?*

By law, the DON cannot "tax," divert, or use SRF money for any purpose other than the direct costs of relocating or sharing spectrum for systems in the NTIA approved DON transition plan. Any other use of the money is a misappropriation of funds. Note that in accordance with the Balanced Budget Deficit Enforcement Control Act of 1985 as amended through Public Law 113-93, section 255, any unobligated balances of budget authority carried over from prior fiscal years is subject to reduction. This reduction will be executed by the Office of the Under Secretary of Defense (Comptroller) as part of the annual reapportionment process and the amount of the reduction will be returned to the Treasury.

**5. *Are there annual carryover limits on the SRF?***

Per OSD, the SRF funds are not subject to annual carryover limits.

**6. *What about tracking SRF Funds?***

There will be a lot of scrutiny of SRF execution, and tracking these funds will require significant effort. If SRF funds are placed on contracts with other funds, it is recommended that specific SRF CLINS or task orders be established to enable tracking. For larger programs, there is a high likelihood of OSD Cost Assessment and Program Evaluation (CAPE) or Naval Center for Cost Analysis (NCCA) reviews, so transparency, documentation, and traceability are paramount. Also, see the following questions on documenting and reporting of SRF funds.

**7. *What is required for documenting the execution of SRF funds?***

The DON is required to clearly document the efforts that will be supported with these funds. Annual audits on these funds are expected. Reporting requirements and templates will be sent to all organizations executing SRF funds to facilitate their monthly reporting.

**8. *Are there specific reporting requirements?***

The DON will report the allocation and execution of SRF funds to OSD through the SNaP-SRF system. Reporting is required at the system level, as defined in the NTIA approved transition plan. Reporting includes the allocation and reallocation of funds; obligation data including detailed contracting information; and expenditures. This information must be updated at least monthly and will be reviewed by the DoD CIO led SRF Resources Oversight Group. The information will also support apportionment and annual congressional reports. Monthly reports will be routed via OPNAVN2/N6 to DON CIO for submission to OSD.

**9. *How will this work impact current office staffing?***

The 'typical' work that an office completes is normally funded by annually appropriated funds, or the normal operating budget. SRF work is over and above the normal office work-load; thus, additional staffing will be needed to manage the increased workload. The SRF effort will be of limited duration (10 years), and capacity to administer the program is needed now, so it is not expected that the Government will be able to add enough civilians to the workforce to meet the need. Therefore, SRF cost estimates were directed to include contractor support. SRF support contractors shall not count against Contractor Support Services/Civilian (CSS/CIV) headcounts or percentages.

If a program's transition timeline allows, it may pursue hiring civilians or term civilians for the period of the transition. Any such employees kept onboard after the transition is complete must be financed with appropriate command personnel funds.

**10. *Where can I find more information about the AWS-3 auction?***

The NTIA website contains a great deal of auction information; the address is:

<http://www.ntia.doc.gov/federal-register-notice/2013/spectrum-relocation-final-rule-html>

The approved transition plans were published by the NTIA 10 September 2014 and are located on its website at: <http://www.ntia.doc.gov/other-publication/2014/transition-plans-and-transition-data-1755-1780-mhz-band>. Alternatively, contact the DON SRF points of contact listed below.

**11. *Who do I call if I have additional questions?***

There are two primary points of contact for DON SRF questions.

- Mrs. Guenever Aldrich, Department of the Navy Spectrum Reallocation Lead, who can be reached at [guenever.aldrich@navy.mil](mailto:guenever.aldrich@navy.mil) or (703) 695-1741 (Office).
- Mr. Wilfredo "Wil" López-Morales, OPNAV N2/N6F15 Deputy Branch Head for Electromagnetic Environmental Effects (E3), who can be reached at [wilfredo.lopezmorale@navy.mil](mailto:wilfredo.lopezmorale@navy.mil) or (571) 256-8218 (DSN 312-260-8218).