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MEMORANDUM FOR DISTRIBUTION

11 January 2017

SUBJECT: Spectrum Supportability Risk Assessment Process Using the Spectrum Supportability Integrated Process Portal

- Ref: (a) SECNAV Instruction 2400.1A, "Electromagnetic Spectrum Policy and Management," of 19 DEC 2014
(b) DoD Instruction 4650.01, "Policy and Procedures for Management and Use of the Electromagnetic Spectrum," of 9 JAN 2009
(c) DoD Instruction 5000.02, "Operation of the Defense Acquisition System," of 7 JAN 2015
(d) SECNAV Instruction 5000.2E, "Department of the Navy Implementation of the Defense Acquisition System and the Joint Capabilities Integration and Development System," of 1 SEP 2011
(e) ASN (RDA)/DON CIO Memorandum, "Establishment of DON Spectrum Supportability Integrated Product Team (IPT)," of 30 APR 2014

Encl: (1) Spectrum Supportability Risk Assessment (SSRA) Business Process Description

This memorandum establishes the process for the approval and subsequent programmatic requirements of Department of the Navy (DON) Spectrum Supportability Risk Assessments (SSRAs) using the Spectrum Supportability Integrated Process Portal (SSIPP). This process shall apply to all DON SSRAs up to and including SECRET and SECRET NOFORN. Reference (a) instructs program offices and/or procuring organizations to submit SSRA documentation per reference (b), using the DON SSIPP process.

SSRAs currently in coordination shall be migrated into the SSIPP as soon as possible, but no later than 180 days from the publication of this memorandum. All future SSRAs shall be initiated within the SSIPP, with sufficient lead time to avoid impacting Defense Acquisition Decision Points. This process supports current Department of Defense and DON acquisition policies (references (c) and (d)). Enclosure (1) provides recommended lead times and identifies the role of the DON Spectrum Supportability Integrated Product Team within the submission process, per reference (e). Information regarding minimum lead times for submitting SSRAs is available on the SSIPP.

The SSIPP shall serve as the authoritative data source for all DON SSRAs up to and including SECRET/ SECRET NOFORN levels. SSRAs maintained within the SSIPP shall be considered an official record appropriate for Milestone decisions. Any program reaching a Milestone decision point without an approved SSRA in the SSIPP shall be considered deficient. Program Offices must also submit via the SSIPP any SSRAs not accompanying a Milestone decision, such as those associated with Post-Initial Operational Capability (IOC), engineering change proposals (ECPs), or other changes or additions to a spectrum-dependent (S-D) system.

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Signatories on SSRAs within the SSIPP shall use electronic signature. Signed and scanned hard copy signature pages will not be accepted, except when the designated signatory is incapable of using electronic signature. In those cases only, an addendum scanned signature page shall be added to the SSRA.

The SSIPP resides on the SIPRNET. SSRAs that are classified above SECRET will be handled on a case by case basis, and shall not be processed in the SSIPP. Otherwise, SSRAs shall be submitted as follows:

- SSRAs classified up to and including SECRET and NOFORN:
<https://cfft.fleetforces.navy.smil.mil/navifor-nf/nmsc/ssra/sitepages/main.aspx>.
- SSRAs classified up to and including SECRET, but are not NOFORN:
<https://cfft.fleetforces.navy.smil.mil/navifor/nmsc/ssra/sitepages/home.aspx>.

This memorandum shall be incorporated into future versions of reference (a).



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Spectrum Supportability Risk Assessment (SSRA) Business Process Description

The minimum requirement for submission of a SSRA is no less than 60 days prior to a required Defense Acquisition Decision Point. However, this timeframe does not take into account time for modification of inadequate SSRAs. It is strongly advised that programs required to submit an SSRA allow up to 180 days for those that are considered complex in nature or when it is anticipated that additional guidance/assistance is required.

PHASE 1. SSRA SS IPT SSRA DRAFT DEVELOPMENT / REVIEW BOARD PHASE

This forum's function is to review the content of a Program Manager (PM) developed SSRA. The intent is for the PM to address issues, concerns, or address technical clarifications that the SYSCOM or SS IPT have identified. There is no required timeframe for this phase; planning should accommodate the applicable Defense Acquisition Decision Point or other deadline requirement.

1.1 PM submits an unsigned Draft SSRA (in MS Word) into the SSIPP for Applicable SYSCOM review.

1.2 Organizational SYSCOM reviews submission.

- Based on organizational policy: NAVSEA, NAVAIR, SPAWAR, or MCSC conducts internal review; any issues found are documented in comment resolution matrices (CRMs) and discussed with the PM.
- Following review and issue resolution, SYSCOM prepares the package for SS IPT review.

◆ SYSCOM forwards the unsigned final Draft SSRA and associated CRMs to the SS IPT.

- When considered not suitable, return CRM to PM (1.1).

1.3 SS IPT members review submission, collaborating with PM/SYSCOM.

- Members review and identify any concerns/recommendations, using CRMs.
- This collaborative process continues until the SSRA is deemed satisfactory for the formal approval process or until the PM/SYSCOM decides the SSRA can go forward to Phase 2.
- Discussions that are considered unresolved by the SS IPT will be noted as final comments.
- After adjudication of comments by the PM/SYSCOM, the option to close out this review phase is at the discretion of the SS IPT Chair.

◆ SS IPT Chair decides SSRA can proceed to formal approval phase.

- SS IPT comments included as SSRA moves into Phase 2.

1.4 SSIPP assigns tracking number to the SSRA.

- A tracking number will be assigned by the SSIPP and used during Phase 2, the official concurrence/approval process.

PHASE 2. OFFICIAL CONCURRENCE/APPROVAL PROCESS: SSRA TRACKER PHASE

This process remains unchanged and supports current policies in place (DoDI 4650.01 and DoDI 5000.02). All organizations (NMSC, SYSCOMs, PEOs, and PMs) should have staffed the SSRA under the SS IPT SSRA Review Board. There should be no new information introduced and this process should be more of a formality supporting routing of the SSRA to the appropriate Service CIO. **In order to meet expectations and manage a reasonable timeline, this approval process should take no more than 30 calendar days to inform the acquisition authority.**

2.1 PM submits a digitally signed PDF of SSRA in the SSIPP.

- PDF naming convention should contain tracking number assigned in phase 1 by the SS IPT for reference. Example: MCSC ELMR SSRA: MCSC_15001_ELMR_MSC. (Number schema represents year and series up to 999. MSC represents Milestone of the program (Milestone C in this case).)

2.2 Organizational SYSCOM reviews SSRA: concurs/nonconcur with comments within 7 working days.

2.3 NMSC reviews and concurs/nonconcur with comments within 7 working days.

- NMSC should be part of the SS IPT review board, so no information should be new or require additional staffing.

2.4 Appropriate Service CIO reviews/approves SSRA within 14 working days.

2.5 Service CIO forwards ACAT 1/1A SSRAs to DON CIO. For all other SSRAs, informs Acquisition Executive of Service CIO decision.

2.6 DON CIO reviews ACAT 1 and 1A SSRAs.

2.7 DON CIO informs Acquisition Executive of decision within 2 working days.

