



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

2400
Ser N6/DMJ
10 Sep 09

MEMORANDUM FOR PROGRAM OFFICES AND ACQUISITION AGENTS

Subj: GUIDANCE IN THE SUBMISSION OF SPECTRUM CERTIFICATION REQUESTS

Ref: (a) CNO N6 Instruction 2400.20F of 19 Jul 07

Encl: (1) Updated Guidance in the submission of DD Form 1494

1. Ref (a) specifies mandatory actions that are prerequisites to obligating or expending funds for Communications-Electronics (C-E) equipment, systems, subsystems, and the procedures for obtaining spectrum certification and frequency assignments. Recommend downloading the instruction (<http://doni.daps.dla.mil/>) and reading it in its entirety.

2. There has been over an 83% increase in spectrum certification requests in FY09 submitted to OPNAV N6F and USMC C4, and subsequently passed to the Navy-Marine Corps Spectrum Center (NMSC) for action. These include DD Form 1494 submissions, requests for modifications to DD Form 1494s (i.e. note-to-holders (NTHs)) and host nation coordination (HNC) actions.

3. Unfortunately, the increase in submissions has not been met with a requisite increase in NMSC engineering personnel to process the requests thereby creating a significant backlog of spectrum certification actions. In order to deal with this significant increase in requests and continue to provide support across the entire Navy and Marine Corps acquisition and development community, OPNAV, in concert with NMSC, provides updated guidance, see enclosure (1).

4. This guidance takes affect upon receipt. My point of contact for this effort is Mr. Scott Hoschar, N6F131, (703) 601-3968, scott.hoschar.ctr@navy.mil.

A handwritten signature in black ink, appearing to read "D. Mark Johnson", is written over the typed name.

D. Mark Johnson
Acting CNO N6F13 Spectrum, E3,
SS and EMP Program and Requirements
202-781-3140 (desk)
202-391-3555 (cell)

Updated Guidance in the submission of DD Form 1494

DISTRIBUTION: PROGRAM OFFICES AND ACQUISITION AGENTS THAT ARE SUBMITTING DD FORM 1494S FOR SPECTRUM CERTIFICATION ACTION

SUBJECT: Guidance regarding processing delays with DD Form 1494s at the Navy-Marine Corps Spectrum Center (NMSC)

BACKGROUND:

OPNAVINST 2400.20F "Electromagnetic Environmental Effects (E3) and Spectrum Supportability (SS) Policy and Procedures" of 19 July 2007 specifies mandatory actions that are prerequisites to obligating or expending funds for Communications-Electronics (C-E) equipment, systems, subsystems, and the procedures for obtaining spectrum certification and frequency assignments. Recommend downloading the instruction and reading it in its entirety.

<http://doni.daps.dla.mil/Directives/02000%20Telecommunications%20and%20Digital%20Systems%20Support/02-400%20Visual%20Information%20Services/2400.20F.pdf>

DISCUSSION AND GUIDANCE:

There has been over a 83% increase in spectrum certification requests in FY09 submitted to OPNAV N6F and USMC C4, and subsequently passed to the Navy-Marine Corps Spectrum Center (NMSC) for action. These include DD Form 1494 submissions, requests for modifications to DD Form 1494s (i.e. note-to-holders (NTHs)) and host nation coordination (HNC) actions.

Unfortunately, the increase in submissions has not been met with a requisite increase in NMSC engineering personnel to process the requests thereby creating a significant backlog of spectrum certification actions. In order to deal with this significant increase in requests and continue to provide support across the entire Navy and Marine Corps acquisition and development community, OPNAV, in concert with NMSC, provides the following guidance to all submitting activities and offices:

1) It is imperative that DD Form 1494s and related spectrum certification actions are complete and accurate when submitted to NMSC. Upon submission to NMSC, DD Form

Updated Guidance in the submission of DD Form 1494

1494s will be reviewed for data completeness and adequacy. Those DD Form 1494s that are neither complete nor ready for subsequent processing to the Military Communications-Electronics Board (MCEB) and/or the National Telecommunications and Information Administration's (NTIA) Spectrum Planning Subcommittee (SPS) will be returned with the shortfalls identified. NMSC initial data adequacy review will be performed and the feedback will be provided to the requisite SYSCOM E3/SS office and to the submitter for action and resolution. No other actions will be taken on incomplete DD Form 1494 submissions, NTHs and/or HNC requests.

2) Program Offices and submitters are requested to ensure that the necessary acquisition timelines/milestones are clearly articulated in the DD Form 1494 submission (DOD Page, block 5) or clearly spelled out in the cover letter submission to OPNAV N6F or USMC C4 and NMSC. The correct dates to enter in the DOD page Block 5, consistent with policy outlined in OPNAVINST 2400.20F are: Stage 2 (MS B Date); Stage 3 (MS C Date); Stage 4 (IOC Date). NMSC works on a first come first serve basis for completing spectrum certification actions, but given the increased submissions and spectrum certification back log, it is becoming increasingly important that the NMSC engineers are made aware of the programmatic acquisition timelines or the next major Milestone review that the requested spectrum certification action is supporting. Those submissions that do not include this data cannot be assessed for priority action.

3) As a near-term solution, the internal NMSC spectrum certification tracking log is being made available to the SYSCOM SS/E3 offices and their immediate support staffs to help with the increasing number of queries on spectrum certification status. This log is used by the NMSC engineering staff to track and maintain status on all spectrum certification actions across the Department of the Navy. The primary SYSCOM E3/SS contact information is listed below. These POCs should be the first people to contact for all requests for spectrum certification status. NMSC should only be contacted when the issues cannot be resolved between the SYSCOMs and the submitting office, or to request status on classified submissions. Expending resources to address spectrum certification status is significantly reducing NMSC's ability to process necessary spectrum certification

actions.

4) The only Department of the Navy offices authorized to directly engage NTIA, and any other Federal agency (e.g. FAA, FCC, etc) on spectrum management related matters, are the DON CIO, CNO N6F, USMC C4 and the NMSC. No other Navy office should attempt to engage these offices outside the DON when trying to obtain information on spectrum certification issues. Please direct all questions to your respective SYSCOM E3/SS office (contact information below).

SPECTRUM CERTIFICATION APPLICATION TOOLS:

The Equipment Location-Certification Information Database (EL-CID) application was developed by the NTIA to provide an automated tool to support electronic processing of spectrum certification requests. NTIA has mandated that all Federal agencies, which includes the Department of the Navy, will migrate to the use of EL-CID for requests for equipment frequency allocation (formally the DD Form 1494) by 1 November 2009. The Navy is finalizing the certification for EL-CID (version 5.1 rev 81) on NMCI Unclassified and Classified networks. In anticipation of obtaining NMCI C&A approval for EL-CID, NMSC is now accepting the submission of requests for equipment frequency allocation via EL-CID. EL-CID has the ability to export a *.pdf* version of its data file. This is the document that should be sent to CNO N6F (or USMC C4) and NMSC for an initial data adequacy review, until such time that EL-CID is available on NMCI networks. If the data adequacy review checks out, then NMSC will request that the EL-CID data file (filename.cid) be sent electronically.

Effective 1 October, 2009, the NMSC will only accept spectrum certification submissions in EL-CID format.

If you are operating on a computer where you have administrative privileges, or have access to a non-NMCI machine, you may obtain a copy of EL-CID Ver 5.1 Rev 81 from the following web site <http://www.ntia.doc.gov/osmhome/elcid/> and begin using it immediately.

Updated Guidance in the submission of DD Form 1494

Please contact Mr. Deems Wiggs or Mr. Paulo Perini (contact info below) for guidance on obtaining a copy of EL-CID on NMCI.

PRIMARY SYSCOM SPECTRUM CERTIFICATION CONTACTS:

Naval Sea Systems Command:	Mr. D. Mark Johnson NAVSEASYSKOM 05H31 202-781-3140 david.m.johnson4@navy.mil
Deputy NAVSEA 05H31 Mr. J. Don Pierce NAVSEASYSKOM 05H31 202-781-4214 james.d.piercel@navy.mil	Primary DD1494 action officer: Will Miles 757- 558-6792 willie.miles@navy.mil
Naval Air Systems Command:	
Mr. Michael Squires NAVAIRSYSKOM 4.1.13 301-342-1660 michael.squires@navy.mil	Primary DD1494 action officer: Mr. Scott Wiley 240-646-3680 swiley@alionscience.com
Space and Naval Warfare Systems Command:	
Mr. Dave Southworth SPAWAR SSC San Diego 619-553-3248 dave.southworth@navy.mil	Primary DD1494 action officer: Dave Hilton (619) 553-2666 david.r.hilton@navy.mil

PRIMARY EL-CID POINTS OF CONTACT:

Mr. Deems Wiggs, NAVNETWARCOM deems.wiggs@navy.mil 757-417-7924	Mr. Paulo Perini pperini@deltaresources.com 540-287-5465
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Thank you. If anyone has any questions about this guidance or information provided above, please contact Mr. Scott Hoschar, N6F131 at 301-672-5455 or shoschar@sentel.com, or myself.

V/r,
D. Mark Johnson
Acting N6F13 Spectrum, E3 and EMP Requirements and Programs
202-781-3140 desk
202-391-3555 cell

Enclosure (1)