



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 2400.1A
6/ITSD
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USNA INSTRUCTION 2400.1A

From: Superintendent, U.S. Naval Academy

Subj: ELECTROMAGNETIC SPECTRUM POLICY AND MANAGEMENT

Ref: (a) DoD Directive 4650 .1
(b) U.S. Department of Commerce, National Telecommunications Information Administration (NTIA), Manual of Regulations and Procedures for Federal Radio Frequency Management (NOTAL)
(c) DoD Directive 3222.3
(d) DOD Directive 5100.35
(e) DoDINST 5000.2
(f) SECNAVINST 2400.1A
(g) USNAINST 5231. 1C

1. Purpose. To publish and implement the electromagnetic spectrum policy and management for the U.S. Naval Academy (USNA) in those activities under the Superintendent's management control per references (a) through (f).

2. Cancellation. USNAINST 2400.1 dated 14 Nov 2016.

3. Scope and Applicability. The provisions of this instruction apply to all USNA Unit Identification Codes including the Naval Academy Preparatory School and Naval Support Activity, Annapolis. No program or activity shall be exempt from the requirements of this instruction, regardless of sensitivity or classification.

4. Background. Enabling access to the electromagnetic spectrum for USNA is a complex, perpetual challenge requiring coordinated actions throughout the entire USNA complex. The proliferation of wireless technologies continues to dramatically reduce the available spectrum to support USNA's mission. This trend is particularly acute for systems that operate in the radio frequency portion of the electromagnetic spectrum. This instruction establishes and aligns USNA's electromagnetic spectrum management with Department of the Navy (DON) guidance.

5. Policy

(a) USNA spectrum policy and management functions shall be in consonance with DON policy. Specifically, USNA spectrum policy and spectrum management shall be guided by the following principles:

- (1) Ensure that sufficient spectrum is available to accomplish USNA's mission.
- (2) Continually strive for efficient spectrum use.

(3) Promote investment in spectrum-efficient technologies and coordinate with other public and private sector interests to effectively manage spectrum resources.

(4) Establish spectrum requirements on current and projected operational requirements.

(5) Seek spectrum supportability determinations from the Configuration Control Board (CCB) prior to acquiring spectrum-dependent systems.

(6) Ensure that the available spectrum is efficiently utilized to provide the greatest benefit to the overall mission.

(7) Apply sound engineering and administrative practices throughout USNA to effectively and prudently use the electromagnetic spectrum.

(8) Work within existing federal regulatory procedures and processes to share the spectrum with other federal agencies and commercial spectrum users.

6. Responsibilities

a. The Deputy for Information Technology (IT) shall:

(1) Serve as the Milestone Decision Authority (MDA) for all spectrum-dependent acquisitions.

(2) Manage life-cycle, spectrum-dependent systems as IT systems.

(3) Ensure that acquired spectrum-dependent equipment and systems adhere to the spectrum guidance within this instruction and DON and USNA spectrum related acquisition guidance, policies, and instructions.

(4) Maintain and manage current spectrum usage.

(5) Maintain awareness of emerging technologies to support spectrum opportunities that keep pace with commercial developments for potential adoption into long-range strategic planning and acquisition programs.

(6) Ensure that USNA spectrum policy supports U.S. Government and DON spectrum policies.

(7) Disseminate direction and guidance relative to specific spectrum management mandates required by DON policies and procedures.

(8) Serve as representative for spectrum issues external to USNA.

- (9) Ensure USNA implements applicable provisions per references (a) through (g).
- (10) Ensure that the CCB provides spectrum oversight for spectrum related matters.
- (11) Ensure activities, installations, commands, and units report their use of the electromagnetic spectrum and are in compliance with USNA spectrum policy, initiatives, and objectives.
- (12) Coordinate with DON on spectrum management related matters.
- (13) Grant frequency allocation approval based on frequency certification by the National Telecommunications Information Administration.
- (14) Advise USNA entities on operational spectrum matters within their respective areas. Provide representatives to spectrum related forums, as directed.

b. All USNA activities and customers shall:

- (1) Document their spectrum dependent need and proposed solution in the Abbreviated Systems Decision Plan (ASDP) per reference (g).
- (2) Submit the proposed spectrum dependent solution to the Deputy for IT for approval.
- (3) Annually report electromagnetic spectrum use to the Deputy for IT.
- (4) Maintain compliance with USNA spectrum policy, initiatives, and objectives.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. The Information Technology Services Division will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five year anniversary date, or an extension has been granted.


W. E. CARTER, JR.

Releaseability and Distribution:

This instruction is cleared for public release and is available electronically only via the USNA intranet website, <http://www.usna.edu/AdminSupport/INST/USNAINST2400.1A/>