



# Navy Equipment Spectrum Certification (ESC) Process Manager

Using the ESC Process Manager to collaborate  
with the Navy-Marine Corps Spectrum Center

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## **EQUIPMENT SPECTRUM CERTIFICATION (ESC) PROCESS MANAGER**

The ESC Process Manager is a Defense Knowledge Online (DKO)-based system that enables Systems Commands (SYSCOMs) and others to electronically submit and track progress of spectrum certification and host nation coordination requests. It also provides the ability to update information about your request(s) such as testing dates, operation deadlines, and points of contact for use by your Spectrum Management Office (SMO) (e.g., the Navy-Marine Corps Spectrum Center (NMSC)). This document describes the process to submit and track requests using the ESC Process Manager, which is located at <https://www.us.army.mil/suite/page/650104>.

The ESC Process Manager is an unclassified system. Only unclassified data may be entered, and only unclassified documents may be uploaded. If your request is classified, please email it to NMSC at [navy.spectrum@navy.smil.mil](mailto:navy.spectrum@navy.smil.mil) on the Secret Internet Protocol Router Network (SIPRNET).

Access to the system requires a DKO account and registration with NMSC. Select the "How do I register for an AKO/DKO Account?" link at <https://www.us.army.mil> to obtain a DKO account. Contact [navyspectrum.fct@navy.mil](mailto:navyspectrum.fct@navy.mil) to register your DKO account with NMSC. For more information, contact the help desk at [stepstone-helpdesk@alionscience.com](mailto:stepstone-helpdesk@alionscience.com) or (240) 646-3543.

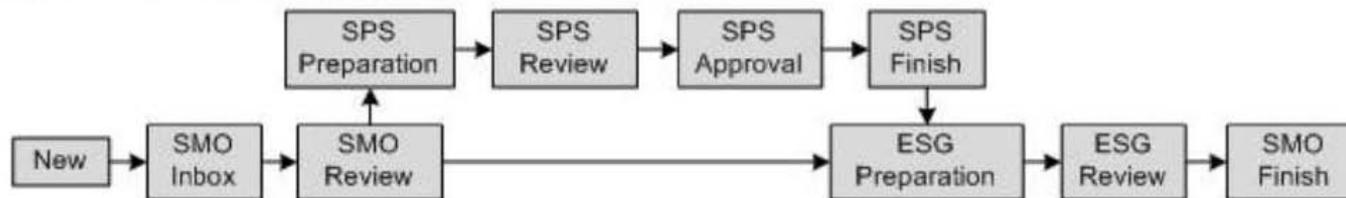


## MONITORING YOUR REQUEST

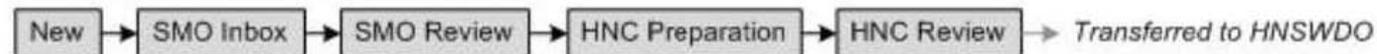
When you start a request, you identify the person responsible for answering questions about the request. This person, the primary point of contact (POC), will be contacted by NMSC about the request. The primary POC is responsible for checking his/her email or the ESC Process Manager home page for instructions from NMSC. Failure to respond will delay processing the request.

The status of your request(s) is available through the system. To check the status of your request, visit your Process Manager home page at <https://www.us.army.mil/suite/page/650104>, find the request in the My Requests table, and look in the Current Status column. The following diagrams show the statuses that will be displayed in that column for spectrum certification and host nation coordination requests.

### Spectrum Certification Process



### Host Nation Coordination Process





# Stepstone Statuses

<i>Status</i>	<i>Description</i>	<i>Applies To</i>
<b>New</b>	The request has been started.	All requests
<b>SMO Inbox</b>	The Spectrum Management Office (SMO) (i.e., NMSC) has accepted the request for processing but has not yet begun detailed analysis.	
<b>SMO Review</b>	The request undergoes a detailed review. Issues are coordinated with the specified point of contact(s).	
<b>SPS Preparation</b>	The SMO prepares the request for review by the Spectrum Planning Subcommittee (SPS).	Requests requiring coordination with Federal authorities
<b>SPS Review</b>	The SPS analyzes and coordinates the request.	
<b>SPS Approval</b>	The SPS has approved the request. The certification letter remains to be signed.	
<b>SPS Finish</b>	The SMO processes the signed certification letter.	
<b>ESG Preparation</b>	The SMO prepares the request for review by the Military Communications-Electronics Board (MCEB) Equipment Spectrum Guidance Permanent Working Group (ESG PWG).	All spectrum certification requests
<b>ESG Review</b>	The ESG PWG reviews the request.	
<b>SMO Finish</b>	The SMO notifies appropriate points of contact of the certification.	
<b>HNC Preparation</b>	The SMO gathers necessary foreign disclosure releases and prepares the application for review by the MCEB ESG PWG.	Requests for host nation coordination
<b>HNC Review</b>	The ESG PWG reviews the request in preparation for host nation coordination. After this step, the request is transferred to the Host Nation Spectrum Worldwide Database Online (HNSWDO) system. After transfer, HNSWDO is used to track the request.	
<b>Cancelled</b>	The SMO has stopped processing the request for reasons such as <ul style="list-style-type: none"> <li>• a certification already exists,</li> <li>• the issues in the request have been addressed by the SMO, or</li> <li>• the equipment could not be certified.</li> </ul>	All requests



**QUESTIONS ?**