

# QUICK REACTION TEST (QRT) NOMINATION SUBMITTAL OUTLINE

## INTRODUCTION

The Quick Reaction Test (QRT) Nomination Submittal Outline provides the format for submitting QRT nominations to the Joint Test and Evaluation (JT&E) Program Office (JPO) under the Office of the Director, Operational Test and Evaluation (DOT&E). Nomination developers must submit all nominations in Microsoft (MS) Word and all briefings in MS PowerPoint in the exact order in which they are specified in the following outline. Complete nomination packages must include a written nomination, a briefing, a lead sponsor letter, and at least one operational endorsement letter signed by a flag officer/general officer (or senior executive service [SES] equivalent). It is highly recommended that a QRT nomination also has a support commitment from one of the DOT&E-approved operational test agencies (OTA) prior to the nominator briefing the QRT Working Group. If not, an OTA will be designated at the QRT Working Group meeting. If an OTA is already coordinated prior to the QRT Working Group meeting, a signed OTA support letter should be included in the QRT nomination package.

The written nomination, the briefing, and all other supporting documentation (for example, signed sponsor, operational endorsement, and OTA support letters) should be synchronized and consistent such that there are no perceived disagreements between the documents. Please use the recommended number of pages (for the written nomination) and number of slides (for the briefing) as specified in the following outline to keep the nomination succinct.

## OUTLINE

JPO strongly recommends that nominating organizations adhere to the following outline for both the nomination write-up and briefing, as this will assist in determining the viability of each nomination. Failure to adhere to the outline may result in rejection of a nomination due to the lack of required content.

### 1. Title Cover Sheet (one page cover sheet, one slide)

- 1.a. Include the full project name and abbreviation; identify the supporting lead sponsor<sup>1</sup>, operational endorsers<sup>2</sup>, and supporting OTA (if one has been coordinated prior to the QRT Working Group meeting).
- 1.b. Identify the nominating organization's name and point of contact (POC), including the POC's e-mail address(es) (Non-Secure Internet Protocol Router Network [NIPRNET] and Secret Internet Protocol Router Network [SIPRNET]), telephone number, and mailing address.

### 2. Problem Background and Explanation (four pages or less, four slides or less)

- 2.a. Indicate the nature and origin of the problem; include examples of missions and scenarios that demonstrate the need.
- 2.b. Specifically address what the user cannot do now or what inhibits the user from accomplishing the mission. Specifically identify the extent and impact of the problem and how the problem was identified.
- 2.c. Specify for whom the issue is a problem. Identify at what level (for example, strategic, operational, or tactical) and/or at which command, agency, or organization the problem exists.

2.d. Discuss why this is a “joint” problem. Reference the applicable Integrated Priority List (IPL); Universal Joint Task List (UJTL) tasks; joint publications; published joint and Service doctrine; Service or multi-Service tactics, techniques, and procedures (TTP); and/or joint training syllabi.

**3. Flag Officer/General Officer Statement (one page or less, one slide)**

Include at least one flag officer/general officer statement that addresses the specific issue or problem addressed by the QRT nomination.

**4. Proposed Problem Statement (one page or less, one slide)**

The proposed problem statement is a one or two sentence statement that describes what problem the QRT proposes to solve. The problem statement should adequately encompass the scope of the QRT. The problem statement should consider what is missing or not working, who is affected, and the impact on the warfighter. The problem statement should be self-explanatory.

**5. Scope and Limitations (two pages or less, two slides or less)**

5.a. Define the scope of the QRT. The test scope represents the specific piece of the larger problem the QRT will test. Indicate if the QRT will solve the total problem or a subset of the problem.

5.b. A test limitation is a known negative fact that influences being able to accomplish a credible evaluation. (Answer the test issues and draw conclusions concerning operational effectiveness.)

5.c. Specify the planned test article to be assessed during the QRT (for example, TTP, handbook, checklist, and so on). Typically, the test article is used to help develop and assess the planned QRT test product(s).

**6. Purpose of the Proposed Test (one page, two slides or less)**

Explicitly state the purpose(s) of the proposed QRT. There should be direct, evident traceability between the test purpose, the problem statement, and the planned test product(s).

**7. Test Products (three pages or less, two slides or less)**

7.a. Describe the anticipated QRT test product(s) (expand from paragraph 5.c.), and specify how the product(s) will solve the identified problem. Test products are those items planned to be produced by the QRT based upon valid test results. Differentiate if “other” products are also planned to be developed by the QRT. Other products are improvements resulting from the overall test that, while not tested or validated based on the test results, can still provide a secondary benefit to the warfighter.

7.b. Identify the anticipated product owner(s) and users. The product owner is an organization having an interest in accepting the transition and institutionalizing the test product(s) through funding, maintenance, and final ownership.

7.c. Identify the expected benefit to the joint warfighter customer(s). Address what improved operational capability is expected and who will benefit. This section should help to further explain the purpose of the QRT. (Refer to section 6.)

**8. Test Schedule (one page, one slide)**

Illustrate the planned QRT test schedule. Use a Gantt type figure to show the test article development activities (for example, test planning working group meetings, Joint Warfighter Advisory Group [JWAG] meetings, TTP writing meetings, and so on), test events, and closedown date.

**9. Related Efforts (two pages or less, two slides or less)**

- 9.a. Identify other organizations addressing related efforts to include current and former JT&E joint test or QRT projects. Discuss relevance to, and synergy with, these efforts and the proposed QRT. If none, so state.
- 9.b. Address how and/or why the proposed QRT is not duplicative of any of the other efforts.

**10. QRT Logistics (one page, two slides or less)**

The nomination must identify the resources needed to conduct the QRT.

- 10.a. Provide the proposed full-time QRT Test Director's name and all contact information. Identify the organization and/or agency providing the QRT Test Director.
- 10.b. Identify where the QRT office will be located and what organization and/or agency will provide the necessary office space and administrative, automated data processing (ADP), network, and communications support.

**11. QRT Cost (one page, one slide)**

11.a. Identify anticipated DOT&E costs required to execute the QRT. Break out costs as follows:

- Contractor labor cost by skill set and labor hours
- Government and contractor travel costs
- Other direct costs related to QRT execution (for example, unique range costs)

11.b. Identify anticipated lead sponsor contributions to the QRT. Break out as follows:

- Government personnel (military and/or government civilian) by quantity and grade
- Facilities and/or office space to support QRT team members (government and contractor)

11.c. Identify required test resources, assets, or venues required to execute the QRT. These are usually provided by the lead sponsor or operational endorser(s). Examples include friendly assets such as aircraft, ships, systems, and system operators; threats and/or threat surrogates; models and simulations; and so on.

**12. Sponsorship, Operational Endorsement, and OTA Support Letters (two slides or less)**

Nomination packages must have a signed lead sponsor letter and operational endorsement letter(s) signed by a flag officer/general officer (or SES equivalent). If multiple sponsors are expected, specify which is the lead sponsor and what each sponsor will be providing to the QRT. Operational endorsement commits an organization to provide test assets and/or the necessary subject matter expert (SME) support (for example, personnel who can participate in JWAG meetings conducted by the QRT, assigned OTA, or sponsor). An OTA may serve as the lead sponsor; however, the OTA should submit a letter indicating roles as both the lead sponsor and supporting OTA. Lead sponsorship commits an organization to support the QRT by providing a full-time QRT Test Director in the grade of O-5 or O-6 (or General

Schedule [GS]-14 or GS-15 equivalent level), QRT office space, and administrative, ADP, network, and communications support. If the QRT already has a designated OTA, include a signed OTA support letter.

- 12.a. Include a signed copy of the operational endorsement letter(s), which must:
  - Be from a combatant command (CCMD) or Service component (for example, Pacific Air Forces). The endorsement may be from the same CCMD as the lead sponsor, but must be from a different directorate.
  - Indicate commitment to provide the specific capabilities needed to support the QRT project (for example, SMEs, test assets, and so on).
  - Signed by a flag officer/general officer (or SES equivalent).
- 12.b. Include a signed copy of the lead sponsor letter, which must:
  - Indicate a commitment to provide a full-time QRT Test Director.
  - Indicate a commitment to provide required QRT facilities and administrative support.
  - Be signed by a flag officer/general officer (or SES equivalent).
- 12.c. Include a signed copy of the OTA support letter (if the supporting OTA has been identified). If the OTA will also serve as the lead sponsor, the letter must:
  - Indicate a commitment to provide a full-time QRT Test Director (if applicable).
  - Indicate a commitment to provide required QRT office space and administrative, ADP, network, and communications support.
  - Be signed by an O-6 or above.

### **13. Coalition Participation (one page, two slides or less [only if applicable])**

The lead sponsor is responsible for coordinating disclosure authorization for any classified or unclassified JT&E project-developed information to be released to foreign governments or international organizations. If there will be no coalition participation, so state. If release of JT&E project-developed information to foreign governments or international organizations is expected, then accomplish the following:

- 13.a. Indicate to which foreign government(s) or international organization(s) this information needs to be released.
- 13.b. Indicate the classification level of data or information that will be exchanged.
- 13.c. Indicate what agreements are required to support this exchange of information. Provide a copy of any agreements already in place.
- 13.d. Discuss whether QRT personnel will require access to foreign government or international organization controlled information in order to execute the QRT.

**IMPORTANT NOTE: AS PART OF THE QRT NOMINATION SUBMITTAL PACKAGE, THE QRT NOMINATION BRIEFING MUST FOLLOW THE FORMAT AS OUTLINED IN THIS ENCLOSURE. NOMINATING ORGANIZATIONS CAN INCLUDE ADDITIONAL SLIDES IF CLARIFICATION IS NEEDED. HOWEVER, IF THE FORMAT IS NOT FOLLOWED AND THE REQUIRED INFORMATION IS NOT INCLUDED AS OUTLINED, THE NOMINATION PACKAGE MAY BE RETURNED TO THE NOMINATING ORGANIZATION FOR FURTHER CLARIFICATION OR FOR REWORK AND RESUBMITTAL.**

Please submit QRT nomination packages via NIPRNET or SIPRNET e-mail, as applicable, to both of the following individuals:

Mr. Melvin Walton, JT&E Program QRT Director

NIPRNET: mel.walton@jte.osd.mil

SIPRNET: mel.walton@jte.osd.smil.mil

-and-

Mr. Dave Treat, JT&E Program QRT Coordinator

NIPRNET: david.treat.ctr@hurlburt.af.mil

SIPRNET: david.treat.ctr@afsoc.af.smil.mil

If you have any questions, please contact Mr. Walton at 757-638-6137 or Mr. Treat at 850-884-5697.

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<sup>1</sup> Lead sponsorship commits an organization to provide the necessary operation and management support (for example, the QRT Test Director, operational SME, and administrative, facility, ADP, network, and communications support).

<sup>2</sup> Operational endorsement commits an organization to provide the necessary SME support.