

JOINT TEST NOMINATION SCREENING CHECKLIST

DOD INSTRUCTION 5010.41 COMPLIANCE – Must bring two or more Military Departments or other Components together to accomplish at least of the following seven items:

Required Item(s)	Y	N
Assess Service interoperability in joint operations and explore potential solutions to identified problems.		
Evaluate joint technical and operational concepts, and recommend improvements.		
Increase joint mission capability, using quantitative data for analysis.		
Validate operational testing methodologies that have joint applications.		
Improve modeling and simulation validity with field exercise data.		
Provide feedback to the acquisition and joint operations communities.		
Improve joint tactics, techniques, and procedures.		

JOINT TEST NOMINATION CONTENTS OVERVIEW

Written Nomination Required Items	Y	N
Title Page		
Program Background and Explanation		
Proposed Problem Statement		
Scope, Focus, and Limitations		
Purpose of the Proposed Test		
Test Article and Development Timeline		
Related Efforts		
Test Concept		
Test Product(s)		
Government Personnel		
Costs		
Sponsorship, Endorsement, and Transition Letter (Flag/General Officer or SES Equivalent)		
Lead Sponsorship		
Operational Endorsement Letter		
Product Transition Letter		
Briefing for the JT&E Planning Committee (Minimum Required Items)	Y	N
Title Slide		
Overview		
This is a Joint Problem		
Program Background		
Problem Statement		
Operational Overview		
J-XXX Solution		
Scope		
Related Effort		
Test Concept		
Joint Test Schedule		
Test Products		
Government Personnel		
Sponsorship, Endorsement, and Transition Letter (Flag/General Officer or SES Equivalent)		
Lead Sponsorship		
Operational Endorsement Letter		
Product Transition Letter		
Summary		

JOINT TEST NOMINATION CONTENTS DETAILED

1. Title Page – Limited to One Page	Y	N
Project Name and Abbreviation or Acronym		
Lead Sponsor		
Operational Endorser		
Project Transition Lead		
Nominating Organization		
Point of Contacts (can contain multiple)		
Rank, Title, Name		
Directorate/Staff Section		
E-Mail Address		
Telephone Number		

Comments:

2. Program Background and Explanation – Needs to address the following in four pages or less	Y	N
Indicate the nature and origin of the problem		
Include examples of missions and/or scenarios that demonstrate the need		
Specifically address what cannot be done now and/or what inhibits the warfighter from accomplishing the mission		
Identify the extent and impact of the problem		
Specify for whom this is a problem – Must support DoD National Defense Strategy, Joint lessons learned, or COCOM IPL(s)		
Identify at which level (Strategic, Operational, or Tactical)		
Identify which command, agency, or organization if affected		
Addresses who says this is a problem – FO/GO (or SES) statement or lessons learned report stating the specific issues identified by the joint test nomination is a problem		
Why is this a Joint Problem – Reference UJTL tasks, joint/multi-service doctrine/TTPs		

Comments:

3. Proposed Problem Statement – One page or less	Y	N
Note: Should consist of one or two (at most) sentences, that encapsulates the problem the joint test will solve through testing and test product development		
Does it adequately encompass the scope and focus on which the JT will concentrate during test events		
Does it include:		
What is missing or not working		
Who is affected		
Operational impact on Joint Operations		

Comments:

4. Scope, Focus, and Limitations – One page or less	Y	N
Scope of the JT defined		
Note: The test scope represents the specific piece of the larger problem or subset of the total problem that the JT will solve through testing and test product development		
Focus of the JT defined		
Note: The test focus represents the specific aspect or thread on which the JT will concentrate during the test		
If there are expected test limitations are they defined (examples may include factors that affect data collection, calculations of measures, or major test requirement)		
Define how much of the problem will be addressed and to what level of detail		

Comments:

5. Purpose of the Proposed Test – One page or less	Y	N
Note: There should be direct, evident traceability between the purpose and the problem statement, and the purpose should be achievable within the scope of the proposed test		
Explicitly state the purpose or purposes of the proposed test		
Explain direct, evident traceability between the purpose on the problem statement		
Explain how results will be achieved within the scope of the proposed JT		

Comments:

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6. Test Article and Development Timeline – Two pages or less	Y	N
<p>Note: A test article is a representative prototype of the proposed joint test solution (such as a new TTP, revisions to existing procedures, a new system-of-systems architecture, a new or revised process model, or a new test methodology) designed to obtain, verify, or provide data to evaluate effectiveness.</p> <p>Note: There should be direct, evident traceability between the test article(s) and the problem statement, and the test article should be able to be developed within the first six months of project charter.</p>		
Explicitly describe the expected test article(s)		
Explain what resources are needed within the JFS and/or the beginning of the JT to develop the test article(s)		
Initial Plan and timeline for development of the test article(s)		
Proposed Meetings (ex. JWAGs & TABs)		
Writing Groups (ex. PMP)		

<p>Comments:</p>

7. Related Efforts – Two pages or less	Y	N
Address what other organizations are doing that may be related to this operational issue(s) Include any relevance to and synergy with other JT&E projects		
Address how the proposed JT is not a duplicative effort Identify what specific area(s) may overlap		

<p>Comments:</p>

8. Test Concept – Three pages or less	Y	N
Address the types of testing to be conducted and how they will be sequenced		
Identify the proposed test events (ex. mini, lab, field) and the objectives of each test event		
Indicate potential test sites and or exercises and why they were chosen		
Explain how results will be achieved within the scope of the proposed JT		

<p>Comments:</p>

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9. Test Products – Two pages or less	Y	N
Note: Identify the test product(s) intended to be transitioned to the test product owner (ex. COCOM, Service(s), and/or other DoD agency)		
Address the planned test products Specify how these products will solve the identified problem		
Identify the anticipated product Owner(s) User(s)		
Identify the expected benefit to the Joint Warfighter		
Address what improved operational capability is expected Who will benefit		

Comments:

10. Government Personnel – One page or less	Y	N
Note: Nomination package must identify the government personnel needed to conduct the JFS		
Identify a full-time Feasibility Study Director, must be in the military pay grade of at least O-5 or General Service (GS) equivalent Proposed FSD contact information		
Identify the necessary government SME support needed to assist in JT PMP development		

Comments:

11. Costs – Two pages or less	Y	N
Note: Must identify in detail the cost estimates to conduct the JFS		
Contractor staffing by position, skill set, and hours		
Contractor Travel		
Government Travel		

Any other anticipated costs		
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Comments:

12. Sponsorship Letters – One page plus appended copies of signed letters	Y	N
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Note: Nomination packages must have a Lead Sponsor, Operational Endorsement, and Transition letters signed at the FO/GO or SES level. Lead Sponsor and Test product Transition Sponsor can be the same organization, in which case one letter outlining all the requirements is sufficient.

Lead Sponsorship Letter		
Identify a full-time FSD		
Commitment to provide the JFS with SME support		
Commitment to provide, if chartered as a JT		
A full-time JTD (O-6 or equivalent)		
A JT Technical Director (can be co-located at sponsor’s location)		
Facilities, resources, and admin support for personnel not located at the JTU for the duration of the JT		

Note: Lead Sponsorship commits an organization to provide the necessary operations and management support.

Operational Endorsement Letter		
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Note: Operational Endorsement commits an organization to provide test assets and/or the necessary SME support and willingness to support the subsequently chartered JT

Test Product Transition Letter		
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Note: The test product transition letter will identify the expected test product owner and the organization that will take responsibility for transitioning test products after the JT closedown

Comments:

Overall Recommendations: