OFFICE OF THE SECRETARY OF DEFENSE
1700 DEFENSE PENTAGON
WASHINGTON, DC 20301-1700

OPERATIONAL TEST
AND EVALUATION

SEP 0 3 2013

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Joint Test and Evaluation Program Fiscal Year 2014 (First Cycle) Joint Test Call for Nominations

The Office of the Secretary of Defense-sponsored Joint Test and Evaluation (JT&E) Program is requesting joint test nominations (now a biannual process) for the first cycle of fiscal year 2014 (FY14). The JT&E Program Manager requests the Services, Joint Staff, combatant commands (CCMD), and other Department of Defense (DOD) agencies provide candidate nominations to the JT&E Program Office (JPO) for consideration no later than November 29, 2013. Nomination packages must include the required information listed in the Joint Test Nomination Submittal Outline provided as enclosure 2.

The Director, Operational Test and Evaluation's (DOT&E) JT&E Program Suffolk, Virginia location will be the joint test unit (JTU-Suffolk) to support the first FY14 cycle. The next JT&E Program joint test call for nominations letter will be promulgated in March 2014 for the second cycle of FY14.

JPO will review submitted joint test nomination packages and compare them against the standards outlined in enclosure 2 to determine which nominations will be forwarded to the JT&E Program Planning Committee for consideration as joint tests. Nominations should contain sufficient detail to convince the Planning Committee and JT&E Program Senior Advisory Council (SAC) members that the proposed joint test will significantly improve joint warfighter operations and capabilities. If a nomination package does not contain the required information or sufficient detail, JPO will return the package to the nominator with specific rationale and guidance. JPO will invite the nominator to submit a revised package for consideration during the ongoing joint test nomination cycle. If the nomination package still does not contain all of the required information, JPO will once again return the package to the nominator with specific rationale and guidance, and invite the nominator to submit a new package for consideration during the next joint test nomination cycle.

The Planning Committee will convene on January 29, 2014, in Suffolk, Virginia, to review and prioritize joint test nominations and determine which nominations will be forwarded to the SAC for their February 12, 2014, meeting. Only government or military representatives from the submitting organization are allowed to brief nominations to the Planning Committee and the SAC. DOT&E will direct and fund joint test nominations selected by the SAC to conduct six-month joint feasibility studies (JFS). The results of each JFS will be presented to the SAC at its August 2014 meeting, during which the SAC will recommend one JFS to be chartered as a joint test project.

Nominations must support the DOD National Defense Strategy, joint lessons learned, or a CCMD integrated priority list. Per DOD Directive 5010.41, *Joint Test and Evaluation (JT&E) Program*, a joint test brings two or more military departments or other components together to:

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

Each joint test nomination package must clearly identify a primary purpose that fits within one of the listed areas. Additionally, joint test projects must maintain the test rigor that differentiates the JT&E Program from the Joint Capability Technology Demonstration and Joint Experimentation programs. Nomination packages must include the following:

- A written nomination that follows the enclosed outline
- A briefing for the Planning Committee that follows the enclosed outline
- A signed lead sponsor letter
- A signed operational endorsement letter(s)
- A test product transition letter that accepts the responsibility of transitioning the planned joint test product(s)

Lead sponsor and endorsement letters must be signed at the flag/general officer or DOD civilian equivalent level for the nomination package to be considered complete.

Resource investments from the organization or agency serving as the lead sponsor include a full-time Feasibility Study Director in the grade of O-5 or O-6 (General Schedule [GS]-14 or GS-15 level with prior approval of the Deputy Director, Air Warfare [DD,AW]). The lead sponsor is also responsible for providing subject matter experts as needed to assist in developing the joint test project master plan (PMP) during the JFS and a military or government civilian for day-to-day office management, including finance and contract administration.

If the JFS is subsequently chartered as a joint test, the lead sponsor is responsible for providing a full-time Joint Test Director (JTD) in the military pay grade of O-6 (or GS-15 level with prior approval of the DD,AW). The lead sponsor must also provide the joint test Technical Director (Test Engineer or Operational Research and Systems Analyst [ORSA]). The lead sponsor will provide facilities, resources, and administrative support for personnel not located at the JTU for the duration of the joint test. Refer to enclosure 2 for additional details.

Nominators will submit a joint test nomination package to JPO through the appropriate Service, CCMD, Joint Staff, or DOT&E channels. Complete nomination packages are due no later than close of business on November 29, 2013. Please submit nomination packages to:

JT&E Program Office
Attn: Mr. Wes Griffin
4800 Mark Center Drive
Room 10E12
Alexandria, VA 22350-2200
Telephone: 571-372-3844
NIPRNET: wesley.griffin@osd.mil
SIPRNET: wesley.griffin@osd.smil.mil

JPO will offer joint test and quick reaction test nomination training at the JT&E-Suffolk facility in Suffolk, Virginia, October 2-3, 2013. For those who cannot attend in person, a video-teleconference or Defense Connect Online option will also be available. Participation is strongly encouraged. Please register for this event at http://www.jte.osd.mil/VisitGuide/VisitorsGuide.htm. For further information, please contact Mr. Rickey Williams, JT&E-Suffolk Director, at 757-638-6100 or rickey.williams@jte.osd.mil.

J.H. Thompson
Program Manager
Joint Test and Evaluation

Enclosures:
1. Distribution List
2. Joint Test Nomination Submittal Outline

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JOINT TEST NOMINATION SUBMITTAL OUTLINE

This document provides the format for the submission of joint test nominations to the Director, Operational Test and Evaluation, Joint Test and Evaluation (JT&E) Program Office (JPO). This written nomination outline supersedes all previously promulgated versions. The written nomination will be submitted in Microsoft Word format. The supporting briefing will be submitted in Microsoft PowerPoint. The written nomination, briefing, and any supporting documentation (for example, sponsor letter and endorsement letters) should be synchronized and consistent so that there are no perceived disagreements among the nomination documents. Please use the page quantity recommendations specified in the outline to keep the written nomination succinct. Copies of this call for nomination (with example nomination and endorsement letters) are located at http://www.jte.osd.mil/.

Upfront resource investments from the organization or agency serving as lead sponsor for a joint feasibility study (JFS) and subsequent joint test project include a full-time Feasibility Study Director in the military pay grade of O-5 or O-6 (General Schedule [GS]-14 or GS-15 with prior approval of the Deputy Director, Air Warfare [DD,AW]). The lead sponsor is also responsible for providing subject matter experts, as needed, to assist in developing the joint test project master plan during the JFS and a military or government civilian for day-to-day office management, including finance and contract administration.

If a JFS is subsequently chartered as a joint test, the lead sponsor is responsible for providing a full-time Joint Test Director in the military pay grade of O-6 (GS-15 with prior approval of the DD,AW). The lead sponsor must also provide the joint test Technical Director (Test Engineer or Operational Research and Systems Analyst [ORSA]). The joint test Technical Director may be located either at the hosting joint test unit (JTU) or at the sponsor's location. The lead sponsor will provide facilities, resources, and administrative support for personnel not located at the JTU for the duration of the joint test. Joint test nominations shall include the following, which should be synchronized and consistent such that there are no perceived disagreements between the documents:

1. Written nomination that follows the provided outline
2. Briefing for the JT&E Planning Committee that follows the outline
3. Signed lead sponsor letter
4. Signed operational endorsement letter(s)
5. Test product transition letter that accepts the responsibility of transitioning the planned joint test product(s)

Each letter must be signed at the flag officer or Senior Executive Service level to be considered part of a complete nomination package. JPO strongly recommends that nominating organizations adhere to the following outline for both the nomination write-up and supporting briefing, as this will assist JPO in determining the viability of each nomination. Failure to adhere to the outline and/or provide appropriate content in sufficient detail within each section may result in the return of the nomination by JPO with specific rationale and guidance. JPO will also invite the nominator to submit a revised package for consideration during the ongoing joint test nomination cycle. If the nomination package still does not contain all of the required information, JPO will return the package to the nominator once again with specific rationale and

guidance, and invite the nominator to submit a new package for consideration during the next joint test nomination cycle. The joint test nomination submittal outline follows.

JOINT TEST NAME AND CORRESPONDING ABBREVIATION OR ACRONYM

1. **Title Cover Sheet (one page, one slide)**
   - 1.a. Include the project name and abbreviation or acronym, and indicate the lead sponsor, operational endorser(s), and joint test product transition lead.
   - 1.b. Identify the nominating organization and point of contact (POC), including the POC's rank/title, name, directorate/staff section, e-mail address, and telephone number.

2. **Problem Background and Explanation (four pages or less, four slides)**
   - 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 cannot be done now or what inhibits the warfighter from accomplishing the mission. Specifically identify the extent and impact of the problem and how the problem was identified.
   - 2.c. Specify for whom this is a problem, and identify at what level (for example, strategic, operational, or tactical) and/or which command, agency, or organization is affected. Nominations must support the Department of Defense National Defense Strategy, joint lessons learned, or a combatant command (CCMD) integrated priority list (IPL).
   - 2.d. Address who says this is a problem, and provide a flag officer (or Senior Executive Service [SES] equivalent) statement or lessons learned report stating the specific issue identified by the joint test nomination is a problem.
   - 2.e. Discuss why this is a joint problem. Reference the applicable universal joint task list (UJTL) tasks, published joint or multi-Service doctrine, and/or joint tactics, techniques, and procedures (TTP).

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

Indicate the proposed problem statement, consisting of one or two (at most) sentences, that describes the problem the joint test will solve through testing and test product development. The problem statement must adequately encompass the scope and focus on which the joint test will concentrate during test events. The problem statement should consider what is missing or not working, who is affected, and the operational impact on the warfighter. The problem statement should be self-explanatory.

4. **Scope, Focus, and Limitations (one page or less, two slides)**

Define the scope and focus of the joint test and any expected test limitations.

- 4.a. The test scope represents the specific piece of the larger problem (the extent of testing) or a subset of the total problem that the joint test will solve through testing and test product development. Define how much of the problem will be addressed and to what level of detail.
- 4.b. The test focus represents the specific aspect or thread the joint test will concentrate on during test events.
- 4.c. Identify specific test limitations expected to affect the joint test's ability to plan and execute test events. A test limitation is a known negative fact that influences being able to accomplish a credible evaluation. Examples of test limitations include factors that

affect data collection or the calculation of measures, and may indicate a major test requirement (such as Service participation or a key system) that will not be present in the test.

5. Purpose of the Proposed Test (one page or less)

Explicitly state the purpose(s) of the proposed test. There should be direct, evident traceability between the purpose, scope and/or focus, and the problem statement.

6. Test Article and Development Timeline (two pages or less, two slides)

Describe the proposed test article(s) and estimated timeline for development. A test article is a representative prototype of the proposed joint test solution (such as 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. There should be direct, evident traceability between the test article(s), purpose, scope and/or focus, and the problem statement, and the test article should be able to be developed within six months after project charter.

6.a. Explicitly describe the expected test article(s).

6.b. Explain what resources are needed within the joint feasibility study (JFS) and/or beginning of the joint test to develop the test article(s).

6.c. Provide an initial plan and timeline for development of the test article(s), including proposed meetings and writing groups needed to develop the test article(s).

7. Related Efforts (two pages or less, two slides)

7.a. Identify other organizations that are addressing related efforts, to include current and former joint tests or quick reaction tests (QRT). Discuss relevance to, and synergy with, these efforts and the proposed joint test. If there are no related efforts, so state.

7.b. Explain why the proposed joint test is not duplicative of any other related effort(s).

8. Test Concept (three pages or less, three slides)

Describe the test concept to include identifying test event(s) and potential venues and/or test sites.

8.a. Identify the type of planned test events (for example, field test, laboratory test, or a combination of the two) and the objectives of each test event.

8.b. Indicate potential test venues and why they were chosen.

8.c. Explain how results will be achieved within the scope of the proposed joint test.

9. Test Product(s) (two pages or less, two slides)

Identify the test product(s) intended to be transitioned to the test product owner (for example, the CCMD, Service, or other Department of Defense agency).

9.a. Address the planned test product(s), and specify how these products will solve the identified problem. Test products are those items produced by the joint test based on valid test results.

9.b. Identify the anticipated product owner(s) and users. The product owner is an organization that should have an interest in adopting and institutionalizing the test products through funding, maintenance, and ownership.

9.c. Identify the expected benefit to the joint warfighter customer by addressing what improved operational capability is expected and who would benefit.

10. Government Personnel (one page or less, one slide)

The nomination package must identify the government personnel needed to conduct the JFS.

10.a. Provide the proposed full-time Feasibility Study Director's (FSD) name, current organization, telephone number, and e-mail address.
10.b. Identify the sponsor-provided and/or coordinated government subject matter expertise needed to assist in project master plan (PMP) development.

11. Costs (two pages or less, two slides)
The nomination package must identify in detail the cost estimates to conduct the JFS. Clearly show delineation between the lead sponsor and Director, Operational Test and Evaluation, costs. Provide a detailed cost breakdown that includes:
11.a. Contractor staffing by position with skill sets and hours.
11.b. Separate government and contractor travel.
11.c. Any other anticipated costs.

12. Sponsorship, Endorsement, and Transition Letters (one page plus appended copies of letters signed by a flag officer or SES equivalent)
Nomination packages must have lead sponsor, operational endorser(s), and transition letters signed at the flag officer or equivalent SES level. Sponsorship commits an organization to provide the necessary operations and management support (for example, operational, administrative, and government civilian salary, as well as infrastructure expenses). If more than one sponsor letter is provided, the lead sponsor must be identified and clearly address the upfront resource requirements for the JFS. Operational endorsement commits an organization to provide test assets and/or the necessary subject matter expertise support (for example, personnel who can attend 1 to 2 day Joint Warfighter Advisory Group meetings hosted by the JFS project). Operational endorsement also indicates a willingness to support the subsequently chartered joint test. The test product transition letter will identify the expected test product owner and who will take responsibility for transitioning test products after joint test closedown. A single organization can serve as the lead sponsor and test product transition lead. This organization may be identified in one letter, eliminating the need to submit separate lead sponsor and test product transition letters.
12.a. Include as an attachment a copy of the signed lead sponsor letter, which must:
- Identify a full-time FSD in the military pay grade of O-5 or O-6 (General Schedule [GS]-14 or GS-15 with prior approval of the Deputy Director, Air Warfare [DD,AW])
- A commitment to provide the JFS with necessary subject matter expert (SME) support. These SMEs are needed to assist in developing the joint test PMP during the JFS phase.
- A commitment to provide, if subsequently chartered as a joint test, a full-time Joint Test Director (JTD) in the military pay grade of O-6 (GS-15 with prior approval of the DD,AW).
- A commitment to provide, if subsequently chartered as a joint test, the joint test Technical Director (Test Engineer or Operational Research and Systems Analyst [ORSA]). The lead sponsor will provide facilities, resources, and administrative support for personnel not located at the JTU for the duration of the joint test.

12.b. Include a signed copy of any operational endorsement letter(s).
12.c. Include a signed copy of a test product transition letter.