



# Preparing a Joint Test Nomination Briefing

**ATEC**

*Army Test and Evaluation Command*



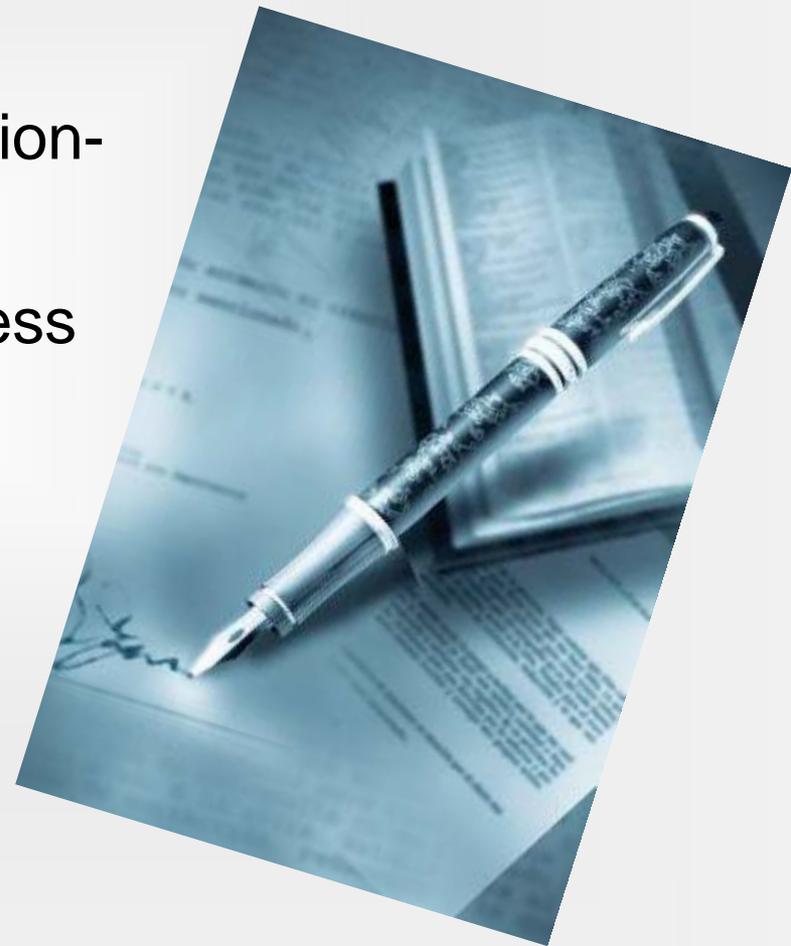
**Army Proven**  
**Battle Ready**



# JT&E Nomination Primer

**This JT&E Primer covers Joint Test (JT) nominations:**

- Getting ready to write a Nomination-  
What should I consider?
- What must my Nomination address  
in order to qualify?
- What elements should my  
Nomination cover, and to what  
level of detail should it be written?
- What are the JT&E Nomination  
processes for JTs?





# What Should I Consider?

- **Key elements of a Nomination**
  - Joint issue or problem
  - Resource commitment from sponsor
  - Operational endorsement(s)
  - Transition plan for the test product(s)
- **Is the proposed JT *necessary*?**
  - Can the problem be better addressed elsewhere?
  - Does the JT warrant the expenditure of required resources?
  - Are the Services/COCOMS likely to implement or use the JT results?
- **Is the proposed JT *feasible*?**
  - Can the JT be completed in 2 Years or less?
  - Can a solution be found?
  - Is joint testing the most effective way to resolve the issue(s)?

*Solving World Hunger Is Necessary*

*Solving World Hunger May Not Be Feasible*



# What Are The Standards?

- **Nominations must support the DOD National Defense Strategy, joint lessons learned, or a COCOM integrated priority list (IPL). The lead sponsor can submit a JT nomination that addresses:**
  - **Joint operational issues affecting combat operations and capabilities (typically, a nomination derives these operational issues from on-going combat operations and recurring Joint Staff ... issues and lessons learned conferences).**
  - **Joint transformational issues raised through the Joint Staff ...**
  - **Joint issues identified from COCOM field assessments and tactical operations”**

Source: Call for Nominations for the Joint Test and Evaluation Program, Fiscal Year 2013

Chapter 2 JT&E Handbook, p. 2-3 [www.jte.osd.mil](http://www.jte.osd.mil)



# What Are The Standards?

- **Nomination package should focus on the following:**
  - A concise description of the operational problem and a draft problem statement.
  - An operational explanation of what requirements are not getting done, the military limitation, and what the JT&E project will address.
  - The purpose and expected operational benefits of the proposed JT&E project.
  - The expected improvements to operational capabilities and expected results and products.
  - An initial test concept addressing the scope and limitations of the effort.
  - Any endorsements and support of Joint and multi-Service advocates....”

Source: Call for Nominations for the Joint Test and Evaluation Program, Fiscal Year 2013

Chapter 2 JT&E Handbook, p. 2-3 [www.jte.osd.mil](http://www.jte.osd.mil)



# What *Must* a Nomination Address in order to Qualify?

**A nomination must satisfy at least one of the following:**

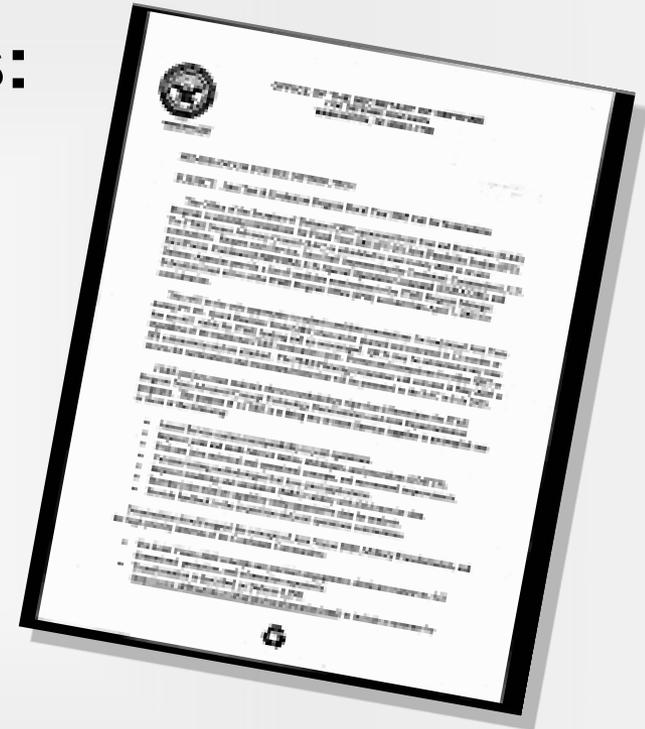
- ❑ Assess Service **interoperability** in joint operations and explore potential solutions to identified problems.
- ❑ Evaluate joint **technical and operational concepts**, and recommend improvements.
- ❑ Increase joint mission capability, using **quantitative data for analysis**.
- ❑ Validate **operational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



# What Elements should be in a Nomination package?

## ❑ A Written Nomination contains:

- ✓ Title Cover Sheet
- ✓ Problem Background and Explanation
- ✓ Proposed Problem Statement
- ✓ Scope, Focus and Limitations
- ✓ Purpose of Proposed Test
- ✓ Test Article and Development Timeline
- ✓ Related Efforts
- ✓ Test Concept
- ✓ Test Products
- ✓ Government Personnel
- ✓ Costs
- ✓ Sponsorship, Endorsement and Transition Letters





# What Elements should be in a Nomination package?

- ❑ **A Supporting Briefing covering same elements**
  
- ❑ **At least THREE supporting letters:**
  - ✓ A Lead Sponsor Letter
  - ✓ An Operational Endorsement Letter(s)
  - ✓ A Test Product Transition Letter (which accepts the responsibility of transitioning the planned JT test products)



# 1. Title or Cover Page

**The title or cover page (*one page*) must include:**

- a. The **project name** with its acronym or abbreviation
  - For example, the acronym for a JT named “Joint Fires Coordination Measures” was “JFCM”; for the “Joint Analytical Network Analysis”, the acronym was “JANA”
  - Indicate the **lead sponsoring** resource organization or agency, **operational endorser(s)**, and the JT test **product transition lead sponsor**
    - More details on Joint Tests (JT) resource sponsorship and operational endorsers will be provided shortly
- b. Identify Nominating Organization’s point of contact (rank/title, name, code), e-mail address, and telephone number. Note: POC is usually the **briefer** at the PC.



## 2. Problem Background and Explanation

The background section (four pages or less) must:

- Indicate the nature and origin of the problem. Include **examples of missions and scenarios that demonstrate the need.**
- Specifically, address what cannot be done now or what inhibits the warfighter from accomplishing the mission. Identify the extent and impact of the problem. **(Be specific as possible)**
- 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 DoD National Defense Strategy, Joint Lessons Learned, or a Combatant Command (COCOM) Integrated Priority List.



## 2. Problem Background and Explanation

- Address **who** says that this is a problem; provide a Flag Officer statement, lessons learned, and so forth. (Name names, be specific)
- **Discuss** why this is a **joint** problem.
- ❖ The following resources may be useful in the development of the problem background and explanation section:
  - Universal Joint Task List
  - National Military Strategy
  - Joint Lessons Learned (SIPR Site)
  - Current JUONs, IPL Issues, and JCAs (SIPR Site)



# 3. Problem Statement

The Nomination's Problem Statement should be:

*A one or two sentence statement that tells exactly what problem the Joint Test proposes to solve through testing and test product development*

• Example: *"The Joint Force Commander's ability to engage aircraft is significantly degraded by the Advanced Electronic Attack threat. Joint tactics, techniques, and procedures do not exist for airborne fighters to use cooperative targeting, tactics, and off-board sensor data to counter the Advanced Electronic Attack environment."*

• A strong problem statement will be inclusive, yet focused, and will clearly scope the effort proposed while avoiding the tendency to be too vague (consider what is missing or not working, who is affected, and the operational impact).

*A picture often helps...*

# Example: Picture of the Problem

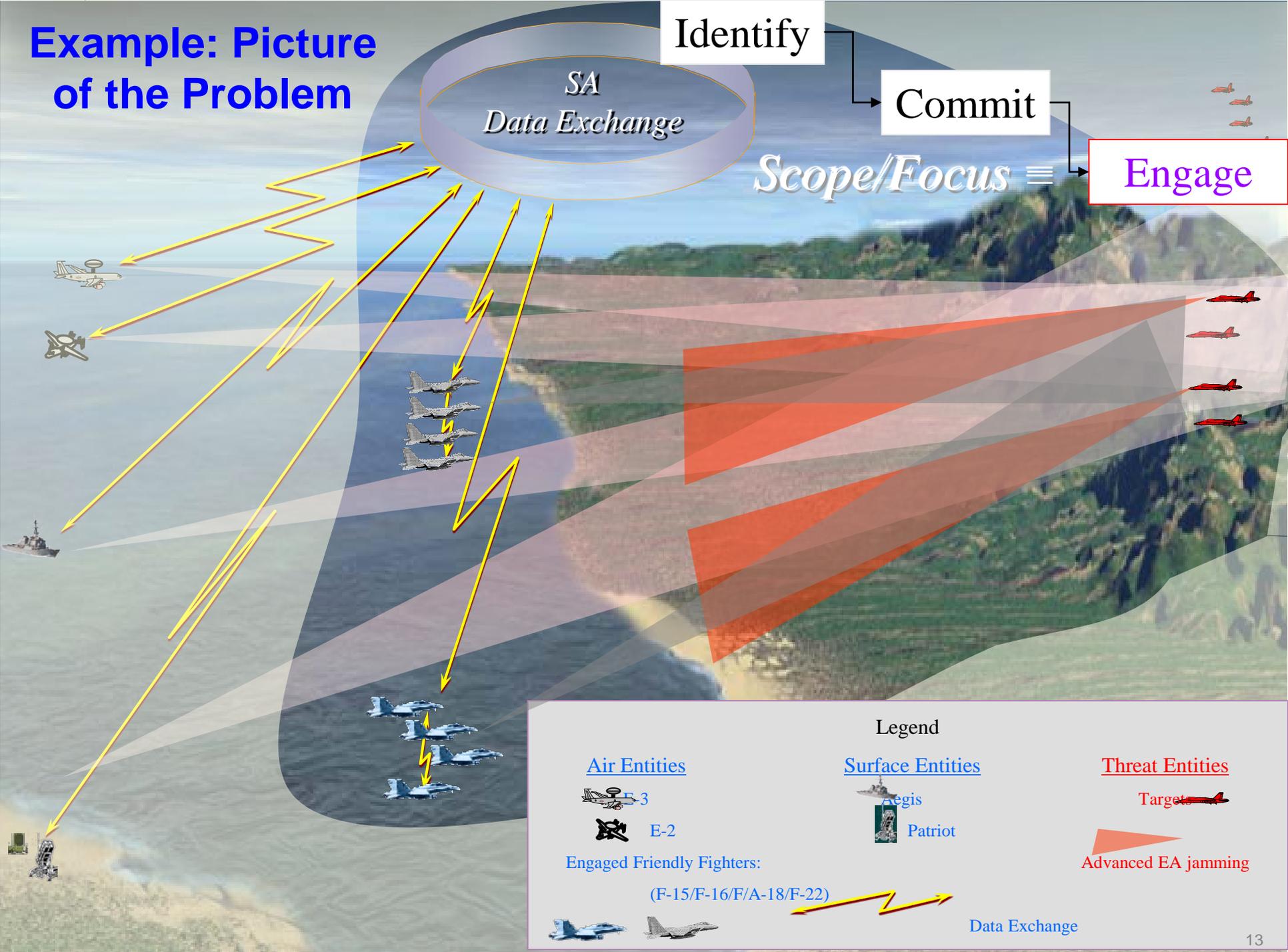
Identify

Commit

Scope/Focus ≡

Engage

SA  
Data Exchange



Legend

Air Entities



E-3



E-2

Engaged Friendly Fighters:

(F-15/F-16/F/A-18/F-22)



Surface Entities



Aegis



Patriot

Threat Entities

Target

Advanced EA jamming

Data Exchange



# 3. Problem Statement

Stated another way, a Problem Statement is:

- Clear and concise (one to two sentences)
  - Uses unambiguous terminology
  - Words carefully chosen to preserve meaning and intent
  - Pitfalls: Ambiguous words that have no distinct meaning
- Focused on issues in need of resolution
  - Captures warfighter concerns (what is missing or not working, who is affected, and the impact on the warfighter)
  - Majority of warfighter population agrees with statement
- Scoped to the problem that must be addressed



## 4. Scope, Focus, and Limitations

The scope, focus, and limitations section (*two pages or less*) must:

- Define the **Scope** and any expected test limitations.
  - Indicate if the project will solve the total problem or a subset of the problem through testing and test product development. (**Scope is very important**)
- The Test's **Focus** is how much of the problem will be addressed and tested.
  - Define the specific aspect, or thread, the joint test will concentrate on during test events.
- Identify any specific **test limitations** expected to affect JT's ability to plan/execute test events (e.g., key system)



# 5. Purpose of Proposed Test

The purpose section (*one page or less*) of the Nomination will:

- Explicitly state the purpose(s) of the proposed test. There should be direct, evident traceability between the purpose and the problem statement – **but don't simply restate!**
- Explain how the results will be achieved within the scope of the proposed joint test.
- Identify **specific** expected benefits to the joint warfighter customer:
  - What is the improved operational capability?
  - Who will benefit?

**Common pitfalls:**

**Stating a purpose that is unrelated to the problem statement**

**Only listing expected results or benefits**



## 6. Test Article and Development Timeline

Test Article and Development timeline (two pages or less) section must:

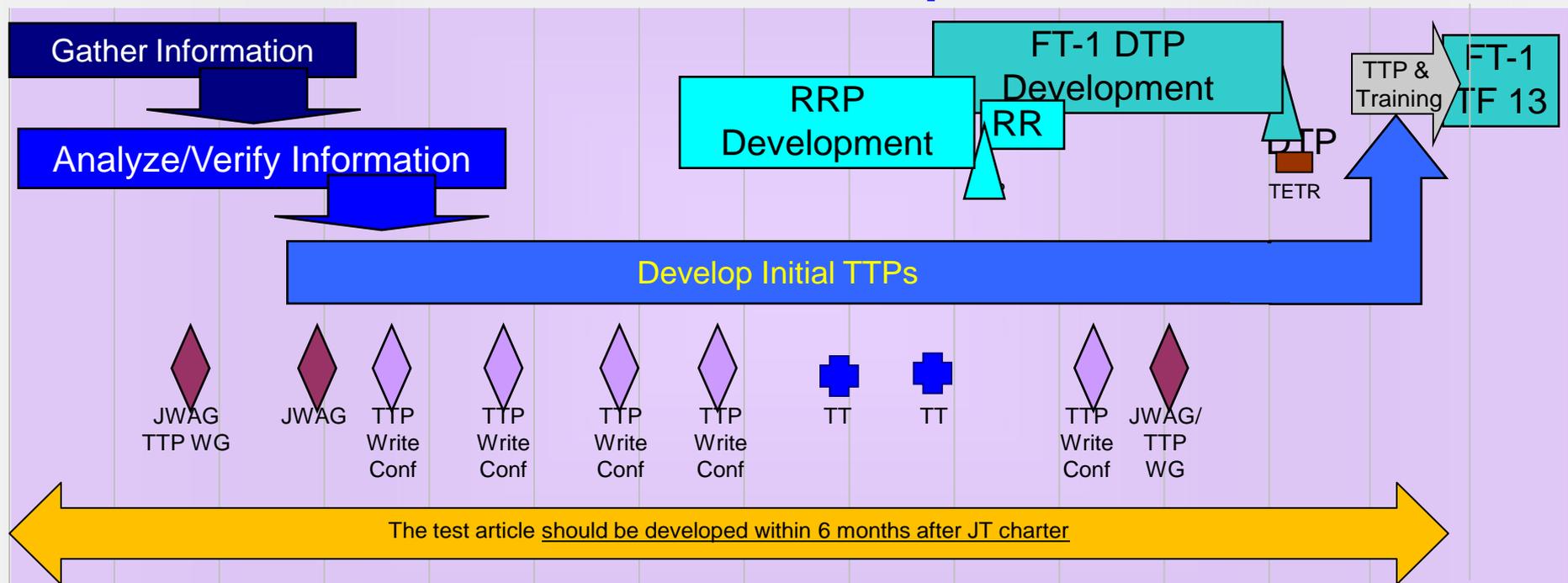
- Explicitly describe the proposed test article(s) .
  - A **test article** is a representative prototype of the proposed JT solution (such as a new TTP, revisions to existing procedures, etc.) that should be developed within 6 months after JT charter.
- Explain what resources are needed within the JFS and/or beginning of the JT to develop the test article(s).
- Provide an initial plan and timeline for development of the test article(s).
  - Include proposed meetings and writing/development groups needed to develop the test article.

*There should be direct, evident traceability between the test article(s) and the problem statement*



# 6. Test Article and Development Timeline

## Notional Example:



DTP = Detailed Test Plan JWAG = Joint Warfighter Advisory Group PMP = Project Management Plan RR = Risk Reduction	RRP = Risk Reduction Plan SAC = Senior Advisory Council TETR = Test Event Technical Review TF = Terminal Fury	TT = Table Top TTP = Tactics, Techniques and Procedures WG = Working Group
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*The test article is a representative prototype of the proposed JT solution (such as a new TTP, revisions to existing procedures, etc.). If the JT requires more than six months after charter to develop the test article, then the MJT may be limited to a single test event.*



# 7. Related Efforts

The related efforts section (*two pages or less*) must address:

- Address what other organizations are doing that may be related to the operational issue(s) being focused upon by the proposed test.
  - Include any relevance to, and synergy with, other JTs. If none, so state.
- Address how the proposed JT is **not duplicative** of any other efforts or identify what specific area may have an overlap.
  - Others may be looking at the same, or similar, problem as a separate effort, but their focus may be on a technical hardware solution.



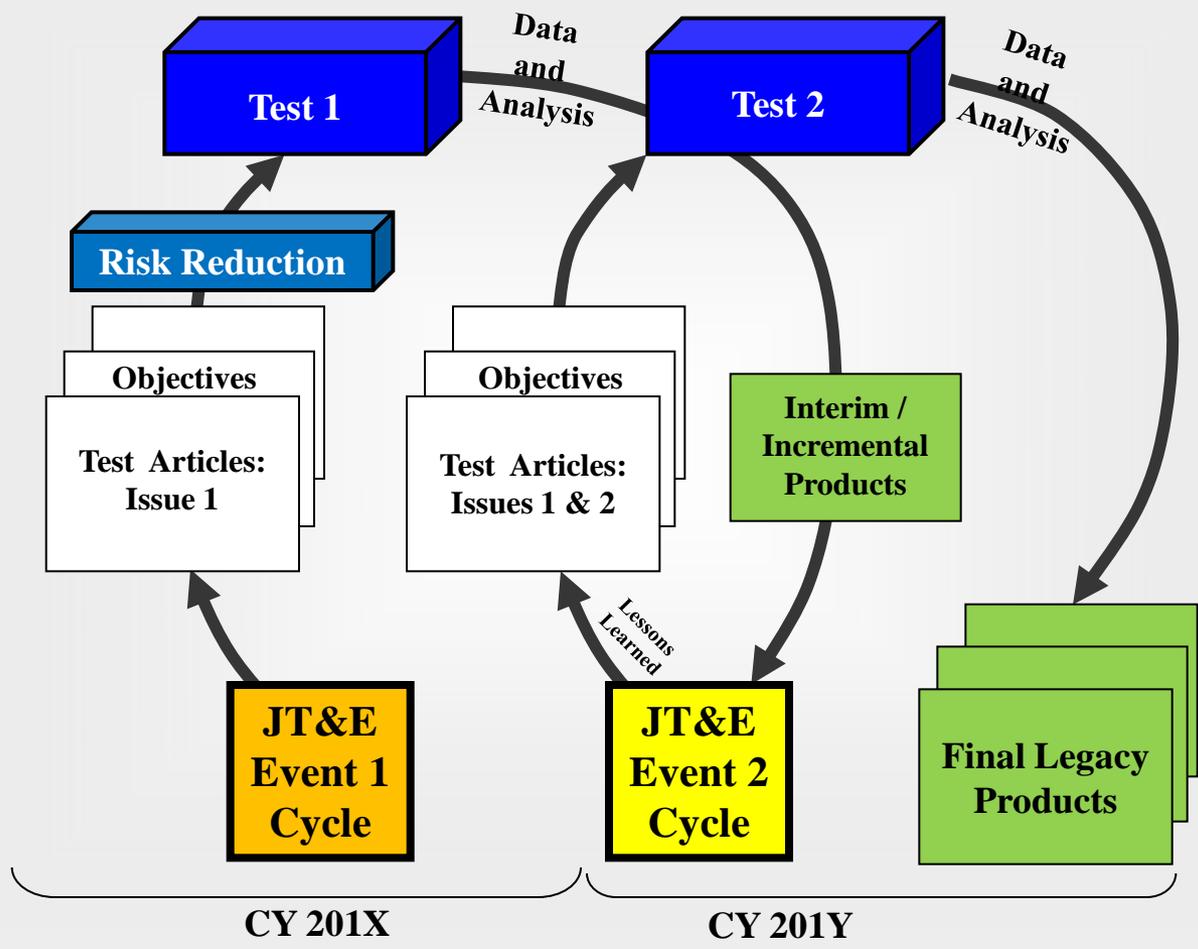
# 8. Test Concept

The test concept section (*three pages or less*) must include:

- Address the **type of testing** to be conducted (for example, independent or comparison tests) and how they will be sequenced.
- Identify **proposed test events** to be conducted (mini-test, laboratory test, or field test) and the objectives of each test event.
- Indicate **potential test sites or exercises** and why they were chosen.



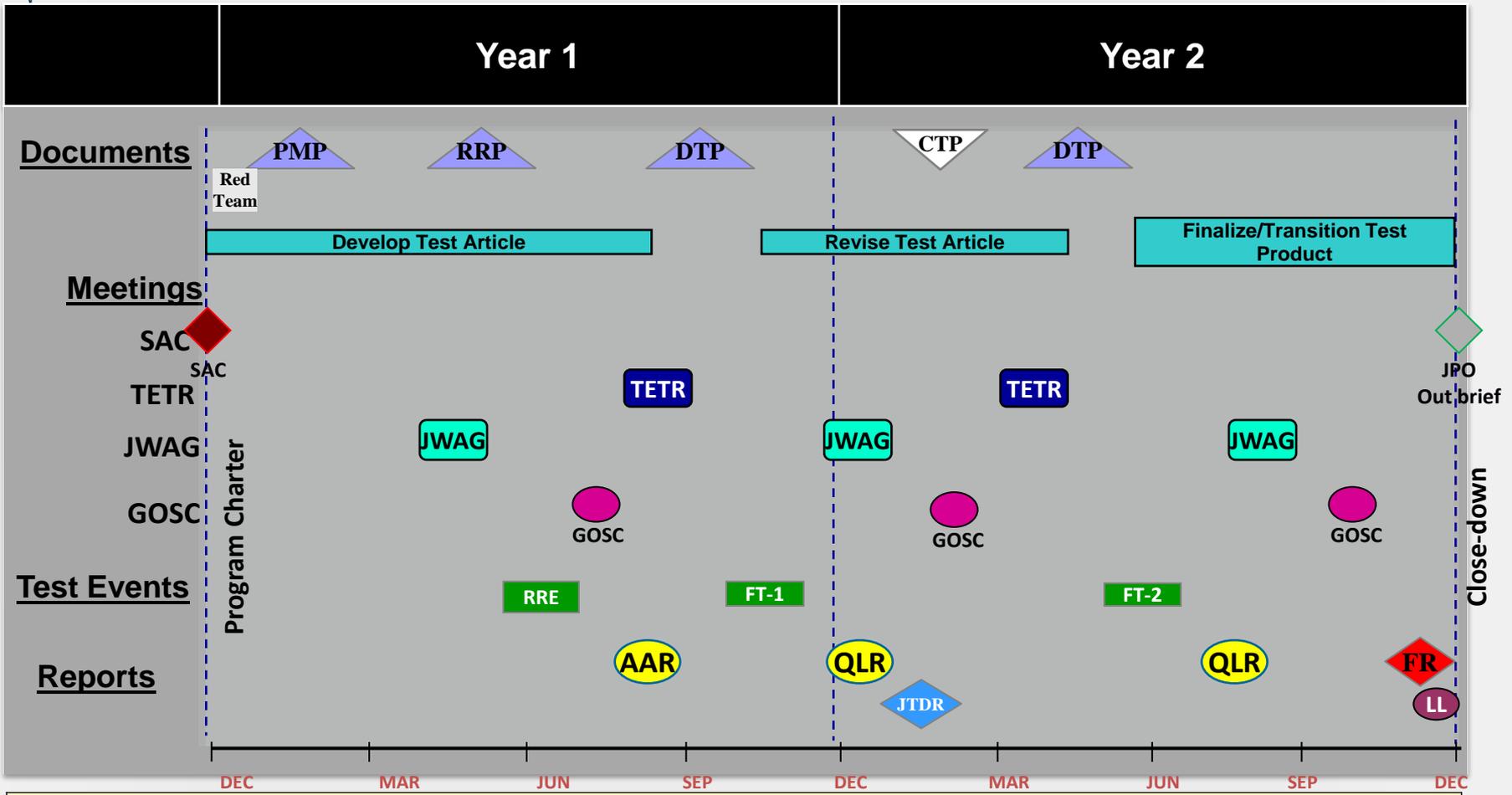
# Example: Test-Fix-Test Concept



**Test Concepts also identify test event(s) and potential venues/test sites**



# Notional JT Schedule (w/ 2 Field Tests)

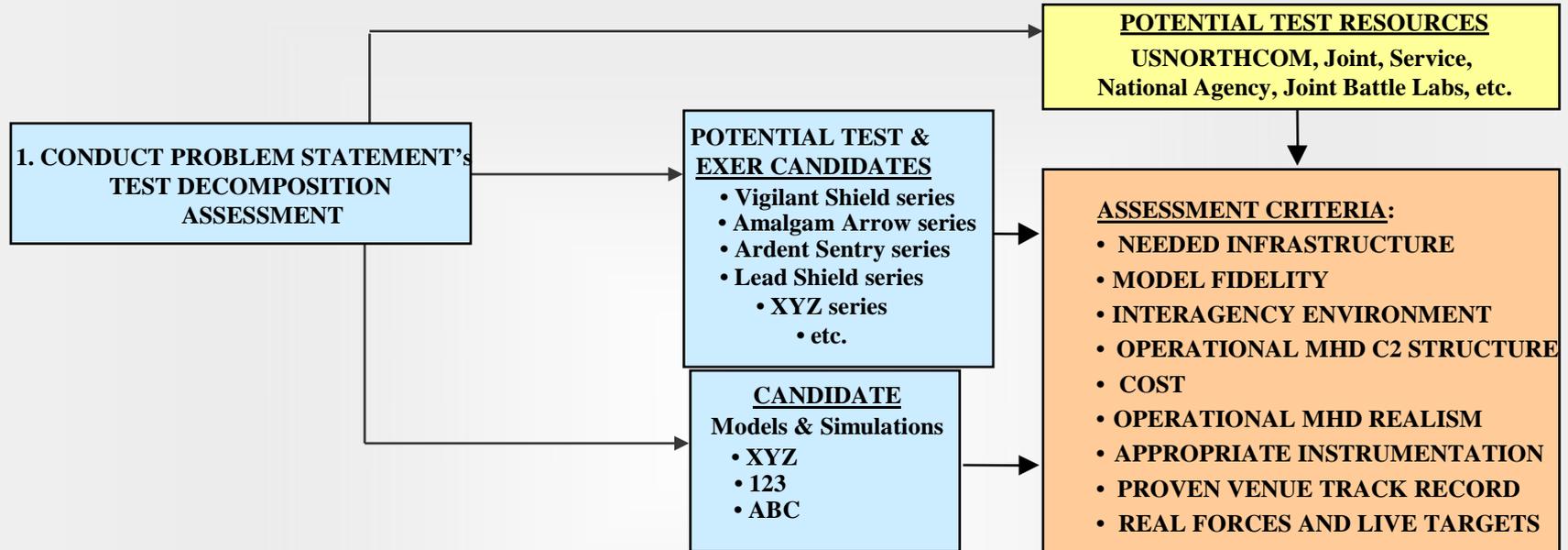


AAR = After Action Report	JWAG = Joint Warfighter Advisory Group	QL = Quick-Look Report
CTP = Closedown & Transition Plan	JTDR = JPO TD Review	RRE = Risk Reduction Event
DTP = Detailed Test Plan	LL = Lessons Learned Report	RRP = Risk Reduction Plan
FR = Final Report	MT = Mini-Test	SAC = Senior Advisory Council
FT = Field Test	PMP = Project Master Plan	TETR = Test Event Technical Review
GOSC = General Officer Steering Committee		



# Notional JT Test Concept

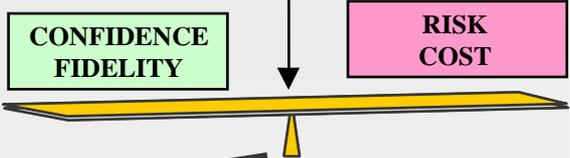
## Venue Selection



### DENDRITIC STRUCTURE BREAKDOWN

Issue	Sub-Issues	Objectives	Measures	Data Elements	* Data Source			
					A	B	C	D
1	1.1	1.1.1	1.1.1.1	1.1.1.1.1	X		X	
				1.1.1.1.2			X	X
				1.1.1.1.3	X	X	X	

**\* POTENTIAL DATA SOURCES:**  
 A = Venue #1    B = Venue #2  
 C = Venue #3    D = M&S Model 123



**VENUE SELECTION:**  
 HIGHEST CONFIDENCE, ACCEPTABLE, AND AFFORDABLE



# 9. Test Products

**The test products section (*three pages or less*) must identify the test product(s) that is intended to be transitioned to the test product owner:**

- Address the planned test product(s) and specify how these products will solve the identified problem.
- Identify the anticipated product owner(s) and users (e.g., COCOM, Service, or other Department of Defense agency)
- Identify the expected benefit to the joint warfighter customer.
- Address what improved operational capability is expected and who specifically would benefit.

**Definition of products:**

Test products – principal objective of the JT

Other products – useful, but incidental to JT execution

**Test Products:**

The results of a JT&E project, based on valid test results.

Each test product must have a clearly identified owner.

**Other JT Products:**

Not the primary focus of the JT

Not held to same standards for analytic rigor & joint test validity





# Example: Test Products

- Test products result in direct warfighter, near-term benefit: non-materiel solutions to specific problems, for examples
  - Tactics, techniques, and procedures (TTP)
  - Concept of operations (CONOPS)
  - Service and joint doctrine updates
  - Handbooks/operator checklist
- Other products may include:
  - Training syllabus
  - Process maps
  - Inputs to Service publications
  - Training materials

***Each Nomination must identify  
A Test Product Transition  
Sponsor***





# 10. Government Personnel

The government personnel (one page or less) section must identify the government personnel needed for the JFS.

- Provide the proposed full-time Feasibility Study Director's (FSD) name, including the applicable contact information
- Identify necessary government subject matter expert support needed to assist in the Joint Test PMP (Project Master Plan) development.



# 11. Costs

Cost section (two pages or less)

- Must identify **in detail** the cost estimates to conduct the **JFS**. Clearly show delineation between **Lead Sponsor** and **DOT&E** costs.

Provide detailed cost breakdown that includes:

- Contractor staffing by position with skill sets and hours
- Separate government and contractor travel
- Any other anticipated costs.
  - Be ready to discuss what the sponsor can provide. If there has been coordination this issue – it is a big plus.
  - (Caution on oversized travel budgets!)



# Notional Example: Overall Costs

Example of cost sections of a Nomination ...

<b>Contractors :</b>	Senior Analyst / Engr (Level - III), Analyst / Engr (Level -II), ORSA MODSIM Analyst		
	Sub Total		<b><u>\$400,505.65.</u></b>
<b>Travel:</b>	Government travel		<b>\$34,019.60</b>
	Contractor travel		<b>\$ 65,474.75.</b>
	Sub Total		<b><u>\$99,494.35.</u></b>
<b>TOTAL COST:</b>			<b>\$ 500,000</b>



# Notional Example: Travel Costs

Location	Travelers	Days	Airfare	Local Mileage	Lodging	PerDiem	Car+Misc	Total
<b>Contractor (Total)</b>								<b>\$34,019.60</b>
Omaha, NE	4	12	\$1,600.00	\$163.20	\$4,488.00	\$2,806.00	\$1,100.00	\$10,157.20
DISA PAC	4	12	\$3,600.00	\$163.20	\$7,788.00	\$5,336.00	\$1,100.00	\$17,987.20
Stafford, VA	4	12	\$0.00	\$2,937.60	\$0.00	\$0.00	\$0.00	\$2,937.60
WGs	4	12	\$0.00	\$2,937.60	\$0.00	\$0.00	\$0.00	\$2,937.60
<b>Government (total)</b>								<b>\$65,474.75</b>
Government								\$64,005.95
Omaha, NE	5	12	\$2,575.00	\$267.75	\$5,610.00	\$3,507.50	\$1,100.00	\$13,060.25
DISA PAC	6	12	\$5,400.00	\$321.30	\$11,682.00	\$8,004.00	\$1,550.00	\$26,957.30
Stafford, VA	4	12	\$1,775.00	\$1,978.80	\$3,872.00	\$2,576.00	\$1,850.00	\$12,051.80
WGs	4	12	\$4,200.00	\$948.60	\$2,112.00	\$2,576.00	\$2,100.00	\$11,936.60
<b>Government (Local)</b>								<b>\$1,468.80</b>
Stafford, VA	1	12	\$0.00	\$734.40	\$0.00	\$0.00	\$0.00	\$734.40
WGs	1	12	\$0.00	\$734.40	\$0.00	\$0.00	\$0.00	\$734.40
<b>Total TVL</b>								<b>\$99,494.35</b>



# 12. Sponsorship, Endorsement, and Transition Lead

The resource sponsor section must include:

- Nominations must include (a) a **Lead Sponsoring letter**, (b) an **Operational Endorsement letter**, and (c) a **Test Product Transition letter** (which accepts the responsibility of transitioning the planned JT test products) each signed by a Flag Officer as part of a complete nomination package.
- The upfront resource investments to the organization or agency proposing the effort.
  - **For the JFS:** A full-time FSD in the military pay grade of O-5 or O-6 (GS14 or GS-15, may be considered with prior approval).
  - A commitment to provide JFS with SMEs support as needed to assist in developing the joint test PMP during the JFS phase.
  - **For the JT:** A full-time JTD in the military pay grade of O-6 (GS15 with prior approval).
  - A commitment to provide JT with SMEs support as needed to assist in developing, testing and validating the test article to be developed by the Joint Test.



# The Army JTE is Ready to Help!

**Army JTE Official Office Email:**

**[usarmy.APG.atec.mbx.jte@mail.mil](mailto:usarmy.APG.atec.mbx.jte@mail.mil)**

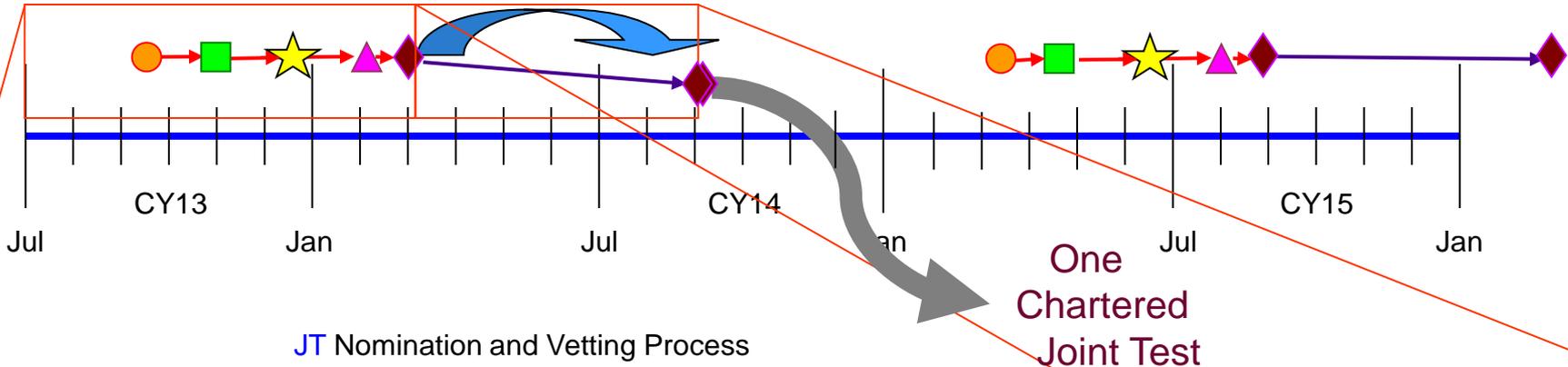
**JTE Official Mailing Address:  
314 Longs Corner Road  
Aberdeen Proving Ground,  
MD 21005-5055**



# JT Nomination Receipt & Vetting Process

Shortened & Beefed Up JT Nomination and Vetting Process

Two Joint Feasibility Studies (JFS)



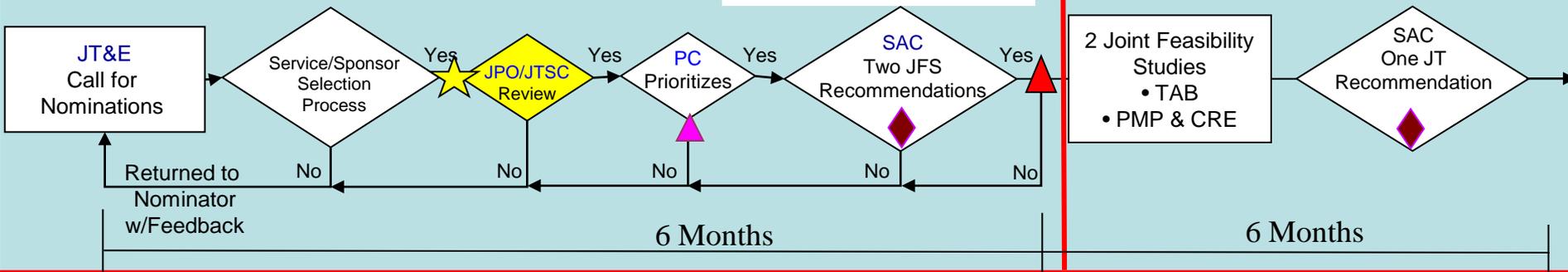
## Nomination

## Vetting

## Joint Feasibility Study

21 Sep

DOT&E Directs JFS = ▲



○ = Call for JT Noms

■ = Service Selection Boards

★ = Noms Due to JPO

▲ = PC

◆ = SAC