



# Preparing a JT&E Quick Reaction Test Nomination Packet



**Army JTE QRT Team**

Aberdeen Proving Ground, Maryland

*...By Warriors, for Warriors!*

*Army Proven  
Battle Ready*



# JT&E Nomination Preparation

## This presentation covers Quick Reaction Test (QRT) 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 QRTs?



### *Reference Source:*

*Call for Nominations for the Joint Test and Evaluation Program, Fiscal Year 2013 & Chapter 4 and Annex N, JT&E Handbook*



# What Should I Consider?

- **Key elements of a Nomination**
  - Joint issue or problem
  - Resource commitment from lead sponsor
  - Operational endorsement(s)
  - Operational Test Agency (OTA)
  - Transition plan for the test product(s)
- **Is the proposed QRT *necessary*?**
  - Can the problem be better addressed elsewhere?
  - Does the QRT warrant the expenditure of required resources?
  - Are the Services/COCOMS likely to implement or use the QRT results?
- **Is the proposed QRT *feasible*?**
  - Can the QRT be completed in 1 Year or less?
  - Can a solution be found?
  - Is QRT testing the most effective way to resolve the issue(s)?

**\*\*\*Solving World Hunger Is Necessary...Solving World Hunger May Not Be Feasible \*\*\***

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# 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

## 1. A Written Nomination:

- ✓ Title Cover Sheet
- ✓ Problem Background and Explanation
- ✓ Flag / General Officer Statement
- ✓ Proposed Problem Statement
- ✓ Scope and Limitations
- ✓ Purpose of the Proposed Test
- ✓ Test Products
- ✓ Test Schedule
- ✓ Related Efforts
- ✓ QRT Logistics
- ✓ QRT Cost
- ✓ Sponsorship, Endorsement and Transition Letters
- ✓ Coalition Participation

## 2. A Supporting Briefing covering same elements as Written Nomination

## 3. At least THREE supporting letters:

- ✓ A Lead Sponsor Letter
- ✓ An Operational Endorsement Letter(s)
- ✓ A Supporting Operational Test Agency (OTA) Letter. (If agreed upon prior to QRT Working Group Meeting)



# Title or Cover Page

One Page Cover Sheet; One Slide

Must Contain...

- The project name with its acronym or abbreviation
  - For example, the acronym for a QRT named “Joint Fires Coordination Measures” was “JFCM”; for the “Joint Analytical Network Analysis”, the acronym was “JANA”
- Identify the lead sponsoring resource organization or agency, operational endorser(s), and the planned or identified OTA
- 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 QRT Working Group.*



# Problem Background & Explanation

Four Pages or Less; Four Slides of Less

Must Contain...

- 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 service members 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.



# Problem Background & Explanation

Four Pages or Less; Four Slides of Less

Must Contain Continued...

- 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)



# Flag Officer / GO Statement

One Page or Less; One Slide

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



# Proposed Problem Statement

One Page or Less; One Slide

- A one or two sentence statement that tells exactly what problem the QRT proposes to solve through testing and test product development. **Scoped to the problem that must be addressed.**
- 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).
- 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 service member concerns (what is missing or not working, who is affected, and the impact on the service member)
  - Majority of service member population agrees with statement



# Scope and Limitations

Two Pages or Less; Two Slides or Less

Must Contain...

- Definition of the Scope.

- 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)**

- Identification of any specific test limitations expected to affect QRT's ability to plan/execute test events (e.g., key system).



# Purpose of the Proposed Test

One Page; Two Slides or Less

The Purpose Section 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 service member 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*



# Test Products

Three Pages or Less; Two Slides or Less

Test Products Section must...

- Describe the anticipated QRT test products\*, and specify how these products will solve the identified problem.
- Identify the anticipated product owners and user(s). 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..
- Identify the expected benefit to the Joint service member customer(s). Address what improved operational capability is expected and who would benefit. This section should help to further explain the purpose of the QRT

Note: \* = "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 service member.



# Example Test Products

## Example Test Products...

- Test products result in direct service member, near-term benefit: non-materiel solutions to specific problems, for example:
  - 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



# Test Schedule

One Page; One Slide

Test Schedule must...

- Illustrate the planned QRT test schedule
- Depict planned test events and milestones using a Gantt type figure.
- Include completion dates, key meeting dates, and deliverable due dates (For example; for the QRT Project Plan, Test Plan, And Final Report).



# Related Efforts

Two Pages or Less; Two Slides or Less

Related Efforts Must...

- 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 QRTs. If none, so state.
- Address how the proposed QRT 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.



# QRT Logistics

One Page; Two Slides or Less

Must Contain...

- 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.
- Identify where the QRT office will be located and what organization and/or agency will provide necessary office space and administrative, automated data processing (ADP), network, and communications support.



# QRT Cost

One Page; One Slide

Must Contain...

- 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 cost
  - Other direct costs related to QRT execution (for example, unique range costs)
- Identify anticipated lead sponsor contributions to the QRT. Break out as follows:
  - Government personnel (military and/or government civilian) by number and grade
  - Facilities and/or office space to support QRT team members (government and contractor)
- 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.



# Sponsorship and Operational Endorsements

One Page; Two Slides or Less

Must Contain...

- Nomination packages must have: a) a signed **lead sponsor letter**, b) an **operational endorsement(s)**, and c) if at all possible, an **OTA support letter**. The lead sponsor and operational endorsement(s) letters must be signed by a flag/general officer, or equivalent SES level, as part of a complete nomination package
- The Lead sponsor commits an organization to provide:
  - A full-time QRT Test Director in the military pay grade of O-5/6 (a government civilian; GS-14/15, may be considered as an FSD with prior approval of the Deputy Director, Air Warfare [DD,AW]).
  - Indicate a commitment to provide required QRT facilities and administrative support, ADP, network, and communications support.
  - 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.



# Sponsorship and Operational Endorsements

One Page; Two Slides or Less

Must Contain...

- Operational endorsement must be:
  - Be from a 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).
- 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 in the grade of O-5/6 (GS-14/15 level with prior approval of the DD,AW).*
    - *Indicate a commitment to provide required QRT office space, and administrative, ADP, network, and communications support.*
    - *Signed by O-6 or above.*



# Coalition Participation

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:

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



# 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**