

## QUICK REACTION TEST (QRT) NOMINATION SCREENING CHECKLIST

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

<b>Required Item(s) – At a minimum, must meet one of the below items</b>	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.		

### QUICK REACTION TEST NOMINATION CONTENTS OVERVIEW

<b>Written Nomination Required Items</b>	Y	N
Title Page		
Program Background and Explanation		
Proposed Problem Statement		
Flag Officer/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 Letter (Flag/General Officer or SES Equivalent)		
Lead Sponsorship		
Operational Endorsement Letter		
Coalition Participation (if applicable)		
<b>Briefing for the JT&amp;E QRT Working Group (Minimum Required Items)</b>	Y	N
Title Page		
Program Background and Explanation		
Proposed Problem Statement		
Flag Officer/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 Letter (Flag/General Officer or SES Equivalent)		
Lead Sponsorship		
Operational Endorsement Letter		
Coalition Participation (if applicable)		

**QUICK REACTION TEST NOMINATION CONTENTS DETAILED**

<b>1. Title Page – Cover sheet, one page, one slide</b>	Y	N
Project Name and Abbreviation or Acronym		
Lead Sponsor		
Operational Endorser		
Designated/Planned OTA		
Nominating Organization		
Point of Contacts (can contain multiple)		
Rank, Title, Name		
Directorate/Staff Section		
E-Mail Address		
Telephone Number		

Comments:

<b>2. Program Background and Explanation – Four pages or less, maximum of four slides</b>	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 and how problem was identified		
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		
Identify why the issue is a high priority Joint Warfighter need		
Addresses who says this is a problem – FO/GO (or SES) statement or lessons learned		
Why is this a Joint Problem – Reference UJTL tasks, joint/multi-service doctrine/TTPs		

Comments:

<b>3. Flag Officer/General Officer Statement – One page or less, one slide</b>	Y	N
Inserted at least one flag officer/general officer statement that addresses the specific issue or problem		

Comments:

<b>4. Proposed Problem Statement – One page or less, one slide</b>	Y	N
<i>Note:</i> 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. Include sub-bullets as required. The problem statement should be self-explanatory		
Does it include:		
What is missing or not working		
Who is affected		
Impact on the Warfighter		

Comments:

<b>5. Scope and Limitations – Two pages or less, two slides</b>	Y	N
Define the scope of the QRT, and include any expected test limitations		
Specify what will be tested during the QRT		
Indicate if the QRT will solve the total problem or a subset of the problem		
Define how much of the problem will be addressed and to what level of detail		

Comments:

<b>6. Purpose of the Proposed Test – One page, two slides</b>	Y	N
<i>Note:</i> There should be direct, evident traceability between the purpose and the problem statement, and the results should be achievable within the scope of the proposed QRT		
Explicitly state the purpose or purpose(s) 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 QRT		

Comments:

<b>7. Test Products – Three pages or less, two slides</b>	Y	N
Address QRT test products, and specify how these products will solve the identified problem		
Explain the expected results and products if this effort becomes a QRT project. Also identify the anticipated product owners and users		
Identify the expected benefit to the joint Warfighter customer. Address what improved operational capability is expected and who would benefit.		

Comments:

<b>8. Test schedule – One pages, one slides</b>	Y	N
Depict planned test events and milestones using a Gantt type figure		
Include completion dates, key meeting dates, and deliverable due dates (that is, for the QRT project plan, test plan, and final report)		

Comments:

<b>9. Related Efforts – Two pages or less, two slides</b>	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, if none, so state		
Address how the proposed JT is not a duplicative effort. If not, so state Identify what specific area(s) may overlap		

Comments:

--

<b>10. QRT Logistics – One page, maximum two slides</b>	Y	N
The nomination must identify the resources needed to conduct the QRT.		
Provide the proposed full-time QRT Director’s name and the Project Lead’s name (if applicable), including the associated contact information		
Identify the agency providing the Test Director billet		
Identify where the QRT office will be located and what agency will provide necessary office space, administrative support, automated data processing, and so forth		

Comments:
-----------

<b>11. QRT Cost – one pages, one slide</b>	Y	N
Insert cost by specific category		
Identify what required resources are anticipated to execute the QRT		
Clearly define Office of the Secretary of Defense required resources, and provide a detailed breakdown (by category) that includes contractor labor, government and contractor travel, and any other expected costs.		

Comments:
-----------

<b>12. Sponsorship, Endorsement, OTA Letters – One page, two slides, plus appended copies of signed letters</b>	Y	N
<p><b>Note:</b> Nomination packages must have a Lead Sponsor and Operational Endorsement signed at the FO/GO or SES level. If multiple sponsors are expected, specify which is the lead sponsor and what each sponsor will be supplying. Operational endorsement commits an organization to provide test assets and/or the necessary subject matter expertise support (for example, personnel who can attend one to two day Joint Warfighter Advisory Group [JWAG] meetings hosted 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 designated OTA. Lead sponsorship commits an organization to support the QRT by providing a full-time QRT Director in the grade of O-5 or O-6 (GS-14 or GS-15 level with prior approval of the Deputy Director, Air Warfare [DD,AW]), QRT facilities, and administrative support. If the QRT already has a designated OTA, include a signed OTA support letter</p>		

<b>Lead Sponsor Letter</b>		
Include a signed copy of the lead sponsor letter		
Indicate a commitment to provide a full-time QRT Director in the grade of O-5 or O-6 (GS-14 or GS-15 level with prior approval of the DD,AW)		
Indicate a commitment to provide required QRT facilities and administrative support		
<b>Operational Endorsement Letter(s)</b>		
<i>Note:</i> Operational Endorsement commits an organization to provide test assets and/or the necessary SME support and willingness to support the subsequently chartered JT		
Include a signed copy of the operational endorsement letter(s)		
<b>Operational Test Agency (OTA) Letter</b>		
Include a signed copy of the designated OTA letter, and indicate if the OTA will serve as the lead sponsor.		
<i>Note:</i> If the OTA will serve as the lead sponsor, the letter must:		
• Indicate a commitment to provide a full-time QRT Director in the grade of O-5 or O-6 (GS-14 or GS-15 level with prior approval of the DD,AW).		
• Indicate a commitment to provide required QRT facilities and administrative support		
<b>Transition Partner/Plan</b>		
Identified or designated transition partner		
Transition plan identified or created		

Comments:

**Overall Army Joint Test Element Recommendation:**