

From: The Joint Test and Evaluation Program Office
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Subj: Joint Test and Evaluation Program (JT&E) Analyst's Reference Handbook

1. The JT&E Analyst's Reference Handbook provides a ready reference to the new Joint Feasibility Study (JFS) and Joint Test and Evaluation Analyst who is responsible for the development of the Analysis Plan for Assessment (APA) and the Program Test Plan (PTP). The contents of this binder are in addition to the Joint Test and Evaluation Nomination Handbook, Joint Feasibility Study Handbook, and the Joint Test and Evaluation Handbook. The documents contained in this binder are as follows:

- a. "Developing a Test Data Requirements Matrix" Briefing
- b. "Using the Nominal Group Technique Effectively" Excerpt
- c. "Failure Definition/Scoring Criteria and Scoring Conferences" Service Document
- d. "The Measurement of Effectiveness" and "Reliability, Availability, and Maintainability (RAM) Measures of Effectiveness (MOE) for Independent Evaluation Reports" Service Documents
- e. "Design of Valid Operational Tests" Document
- f. "Questionnaire Construction Manual", "Useability Questionnaire Analysis" Sample, "Human Factors in Operational System Testing: A Manual of Procedures", and "On Constructing Interval Scales Using Data Resulting From Categorical Judgments" Documentation
- g. "Verification, Validation, and Accreditation (VV&A) Recommended Practices Guide"

These documents, supplemented with Non-parametric Statistics, Parametric Statistics, Probability Models, and other related textbook references, provides the JFS and JT&E analysts some of the basic tools required to develop the APA and JT&E PTP. Each section within the binder contains a short overview that addresses the application of the section contents.

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