

The Joint Test and Evaluation (JT&E) Program has experienced great success in receiving credible nominations that have resulted in projects that have proven beneficial to warfighters. Feedback from the joint leadership, represented by the Senior Advisory Council, and combatant commands indicates we are on track in selecting and executing relevant JT&E projects. Over the past four years, the program has transformed itself by streamlining the Joint Test (JT) process and creating the Quick Reaction Test (QRT) process while still operating within the existing, flat-growth budget.

We recently chartered three new JTs rather than the usual two. One week later we received a budget cut of more than three percent in each year from FY-08 through the projected out years. We are currently managing a record high ten JTs and five QRTs. Assuming that we will start new Joint Feasibility Studies in January 2008 and new QRTs during the first quarter of FY08, we are on track to have up to 20 active JT&E projects ongoing at one time.

The success of any given test project is closely tied to how successful the JT&E Program Office (JPO) is at managing the program budget. As our funding gets tighter, we have to further sharpen our skills in managing our resources so JT&E products are not diminished in quality or quantity. The JPO has identified several business practices that shall be institutionalized throughout the JT&E Program. Our focus is to foster innovation, to obtain the best return on investment, and to develop a heightened and common awareness of our situation.

**Conference and Symposium Attendance:** Nearly all JT&E projects have identified conferences and symposiums relevant to their particular projects, but few have integrated conference and symposium attendance into a strategy for institutionalizing test products. Assuming a strategy is developed that includes such attendance, the JPO encourages conference and symposium participation with the following stipulations:

- The JPO retains the outreach display booth. Any JT&E project may use it when available or share it with the JPO when attending the same event. When using the booth, projects are expected to highlight their accomplishments, as well as, display the marketing material of the other JT&E projects. If possible, use the display monitor with the continuous JT&E Program presentation. The JPO normally staffs the booth with up to two JPO staff members and up to two Service members from a JT. Use this as a guideline for your booth staffing requirements.
- JT&E projects will limit their participation in any given conference or symposium to no more than two individuals per project. JT&E projects may consider additional participants on a case-by-case basis if they are presenting a paper, a member of a panel, or staffing the display booth. Projects should gain a tangible benefit from conference and symposium participation.

**Military Interdepartmental Procurement Request (MIPR):** MIPRs are the primary means of funding support from other government agencies (OGA). OGAs will use JT&E funds to provide labor and/or facilities support for testing from their organizations (government or contractor). Historical records indicate that OGAs provide the requested support, but the billing of this support has not matched up well with the completion of support. The JPO loses significant money each year due to OGAs not billing for the services they provided prior to the funds expiring. Because of this problem, the new business practices for MIPRs are as follows:

- MIPRs will contain a statement requesting all services be billed within 90 days of completion. Final billing for the overall task must be submitted within 90 days after OGA support is completed.
- Joint Test Directors (JTD) will request services from OGAs and request the JPO send the specified funds by MIPR; however, tracking the status of the services provided and billing status is the responsibility of the JTD. The JTD, not the JPO, is responsible for tracking the status of services and billing of MIPRs.
- A JTD will have no more than one MIPR open with any one OGA at any one time. If an OGA is to be used for several support requests, MIPRs will be issued as the support is needed and the funding expensed. An open support request must be completed and billed before the JPO will initiate another MIPR request to that OGA.
- The JTD is responsible for insuring that MIPR-funded OGA support is effectively integrated into the overall technical support.
- Any MIPR request for support that will begin 60 days prior to the end of the fiscal year needs approval from the JT&E Program Manager.

**Subject Matter Expertise (SME):** The JPO defines SME support as expertise provided by a government agency in the form of either government or contractor personnel. There may be occasional instances that require a JT&E project to pay for SME travel support. In those cases, travel funding will be handled through the Vicksburg travel office like all other JT&E government travel. If required, funding for SME labor will be done by MIPR to another government agency. It will not be done through a contractor. Specialized expertise provided by the prime contractor team must be identified by support labor categories. If the prime contractor believes additional labor time is needed for surge support, those hours should be listed in their proposal, similar to extended work week hours, but not as SME hours. Specialized expertise provided by the prime contractor during the JT is considered support identified in the JT&E support labor categories (excluding SME LI and SME LII). If the FSD/JTD thinks additional time is needed for surge support, the requirement should be identified in the PTP and the hours addressed in the CRE, but not as SME hours.

**Sponsorship Definition:** Combatant commands and Services that nominate and support JT&E projects have varying definitions of the term "sponsor". The JT&E Program defines "sponsor" as an organization that provides personnel and/or facilities support to the JT&E project. Organizations that provide test assets or SMEs are termed as supporters of the JT&E project. Verbal and written support for a JT&E project is an endorsement.

A JT&E project may have multiple sponsors; however, one will be identified as the lead sponsor. The designation of lead sponsor has unique responsibilities depending if it is for a Joint Feasibility Study (JFS) or a Joint Test (JT).

- **JFS Lead Sponsor:** A JFS lead sponsor is required to provide a Feasibility Study Director (O-5 or O-6) and a person for day-to-day office management; to include finance and contract support. The finance and contract support primarily consists of Contracting Officer Technical Representative (COTR) duties, managing JFS resources, and developing the Consolidated Resource Estimate (CRE) to support the Program Test Plan (PTP). This person can be military or government civilian. The person should be full time; but if part time, the person must be readily available.
- The Lead Sponsor is also responsible for providing operational facilities to support the team (five or six people) and any SME staff needed to complete the study (full-time, part-time, local or distant).
- **JT Lead Sponsor:** A JT lead sponsor is required to provide or make agreements to provide the following personnel:
  - Test Director (O-6)
  - Technical Director (Operational Research Analyst [ORSA])
  - Resource Manager\*
  - Logistical Support\*
  - Security Manager\*
  - Administrative Support\*
    - \* *These four functions may be combined into two billets.*
  - Facilities Support (Operational facilities to support a test team of approximately 30-35 personnel. This includes all ADP, IT, and security requirements. Facility support also includes resources to maintain office equipment and supplies)

**Government Positions:** The government positions required to be filled by the lead sponsor can be a challenge for most organizations. The Army and Air Force have processes and structures in place to provide these positions to JT projects they sponsor. The Navy, Marine Corps, and combatant commands are not structured to readily provide this level of personnel support.

The non-negotiable government position is the military, O-6, Test Director. However, the Test Director can be active duty, Reserve, or National Guard. All other lead sponsor-required positions can be filled with military, government civilian, or contractor personnel. If the lead sponsor decides to use contractor support, the lead sponsor must fund that support. The lead sponsor can use its own contract or it can modify the existing task awarded under the JPO contract to hire these personnel. If the lead sponsor chooses to use the JPO contract, it must send the JPO a MIPR for the requisite amount to fund the task modifications.

**Washington DC Area Meetings with Flag Officers / General Officers (FO/GO):**

Joint Test Directors routinely schedule meetings in the Washington D.C. area. Meetings in the D.C. area routinely generate a backchannel information flow, sometimes good or bad based on the meeting attendees. The JPO does not want to hinder a JTD from conducting their job, however, the JPO needs to stay informed. JTD's will notify the JPO in advance of meetings scheduled with FO/GO in the DC area. Notification consists of contacting the JT&E Program Manager and the assigned Action Officer. The JPO will then determine if DD, AW or others need to be notified, invited or prebriefed.

  
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