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MEMORANDUM OF AGREEMENT  
ON  
MULTISERVICE OPERATIONAL TEST AND EVALUATION (MOT&E)  
AND  
JOINT TEST AND EVALUATION (JT&E)  
AUGUST 2000

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## 1. INTRODUCTION

a. Purpose. This Memorandum of Agreement (MOA) provides a basic framework for T&E conducted by two or more Operational Test Agencies (OTAs) in accordance with DoD Regulation 5000.2-R, with change 4, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs, 11 May 99.

b. Policy. This memorandum provides guidelines for planning, conducting, evaluating, and reporting T&E involving two or more OTAs. The agreements contained herein apply to both JT&E and MOT&E (as defined in paragraph c below). They are the standard for these programs; this MOA may be supplemented for program-unique considerations.

c. Definition of Terms. For the purpose of this memorandum, the following terms are defined:

(1) Critical Operational Issue (COI). Critical operational issues are the operational effectiveness and operational suitability issues (not parameters, objectives, or thresholds) that must be examined in operational test and evaluation to evaluate/assess the system's capability to perform its mission.

(2) Deficiency Report. A report of any condition that reflects adversely on the item being tested and must be reported outside the test team for corrective action.

(3) Executive Agent/Service. See Lead Service.

(4) Joint Test and Evaluation (JT&E). An Office of the Secretary of Defense (OSD) directed T&E program structured to provide quantitative information used for analyses of joint limiting capabilities and potential options for increasing effectiveness. The program is complementary to, rather than a part of, the acquisition process. A JT&E brings together two or more Military Departments or other Components to:

(a) Assess the interoperability of Service systems in joint operations and explore potential solutions to identified problems;

(b) Evaluate and provide recommendations to the Military Departments and Chairman of the Joint Chiefs of Staff on improvements in joint technical and operational concepts;

(c) Evaluate and validate testing methodologies having multiservice applications;

(d) Assess technical or operational performance of interrelated and/or interacting systems under realistic joint operational conditions; and/or

(e) Provide data from joint field tests and exercises with which to validate models, simulations, and test beds.

(5) Lead OTA. The OTA designated by the Secretary of Defense, or as a result of Service initiatives, to be responsible for management of a MOT&E or JT&E program. For multiservice OT&E, the lead developing/acquisition Service's OTA will be the Lead OTA, unless that Service's OTA declines, in which case the Lead OTA will be chosen by mutual agreement of the OTAs of the participating Services.

(6) Lead Service. The DOD component responsible for management of a system acquisition involving two or more DoD components in a joint program. The terms Executive Agent and Lead Service

are considered synonymous. Lead Service is the preferred term. The Lead Service is the service designated by the Secretary of Defense, to be responsible for management of a JT&E program.

(7) Multi-service Operational Test and Evaluation (MOT&E). OT&E conducted by two or more Services for systems to be acquired by more than one Service, or for a Service's systems which have interfaces with equipment of another Service, or for some Single Service's systems which provide support (such as transportation) to another Service. Single Service systems that provide support to another Service may have a multiservice phase of testing rather than a complete multiservice OT&E. The multiservice phase of an OT&E will generally conform to the requirement of this agreement. Test support from Services, other than the acquiring Service, is particularly important for systems that must operate in joint environments.

(8) Operational Test Agency (OTA). The Agency established by a Service to conduct OT&E for that Service. Those agencies are signatories of this MOA.

(9) Operational Test and Evaluation (OT&E). Field testing, under realistic conditions, of any item (or key component) of weapons, equipment, or munitions for the purpose of determining the effectiveness and suitability for use in combat by typical military users; and the evaluation of the results of such tests.

(10) Support Agent. An organization that provides technical and/or analytical assistance to the Joint Test Director (JTD), particularly in the development of the feasibility study, test design, and in preparation of the test report. The agency may be a federally funded contract research center, a DOD organization, or qualified contractor.

(11) Supporting OTA. The OTA of a Supporting Service.

(12) Supporting Service. A Service designated by the Secretary of Defense, or as the result of Service initiatives, to assist the designated Lead Service in the management of a MOT&E or JT&E program.

(13) Test Management Authority. The authority granted a multiservice test director that provides control over all aspects of a multiservice OT&E. This includes planning, coordination of resource requirements, resource scheduling, conduct of OT&E, and reporting. This authority generally does not include administration and discipline of subordinate organizations or operational control during contingencies or combat.

## 2. COMMON ELEMENTS OF MULTISERVICE OT&E AND JOINT T&E

### a. Relationship Between Lead OTA and Supporting OTAs

(1) The designated Lead OTA will have the overall responsibility for management of the MOT&E or JT&E program and will ensure that Supporting OTA COIs and requirements are included in formulation of the basic resource and planning documents. The Supporting OTA will ensure that all of their COIs and requirements are made known, and will assist the Lead OTA in execution of the T&E program. Enclosures (1) and (2) contain guidelines with regard to duties and responsibilities of participants which will be considered in the establishment and conduct of all MOT&E and JT&E programs.

(2) Provisions will be made on every MOT&E program for a Test Management Council (TMC) which will arbitrate all disagreements that cannot be resolved at the working level. The TMC will be composed of one senior representative from each participating agency headquarters and will be chaired by the Lead Service representative.

(3) Issues between participants will be resolved at the lowest level possible. It is anticipated that most will be resolved either internally or by the TMC. In the rare event that agreement cannot be reached at or below the TMC level, the agency commanders involved will confer to resolve the disagreement.

b. Resources

(1) The Lead OTA, or the projected Lead OTA, in coordination with the Supporting OTAs will include all resource requirements in a Consolidated Resource Estimate (CRE). The CRE will contain, as a minimum, all the information described in the checklist contained in enclosure (3). The Lead OTA resource requirements document can serve this purpose. The Supporting OTA will prepare their portions of the CRE in their format and staff them through their normal Service channels. After staffing and approval, the Supporting OTA will submit its requirements and changes to the CRE in the format of the Lead OTA.

(2) When a single Service requires a joint operating environment and requires other Services' resources, the OTA resource manager of the testing Service will request and coordinate the use of joint assets required and will be responsible for the scheduling and managing of those assets. The resource managers of the other Service OTAs will be the points of contact to identify possible sources, procedures, and methodology to satisfy the requirement.

c. Funding. Funding for JT&E and MOT&E will be in accordance with DODD 7000.14-R, the Department of Defense Financial Management Regulation, and applicable Service directives.

(1) The individual Services will budget for funds required to support their individual participation in MOT&E and JT&E, except for items funded by OSD.

(2) In MOT&E, each participating OTA will ensure the availability of sufficient funding for the testing necessary to accomplish their assigned test objectives and for participation of their personnel and equipment in the entire test program. Each OTA's funding profile and resource requirements for testing will be included in the Test and Evaluation Master Plan (TEMP).

(3) In OSD directed JT&E, OSD disperses PE 65804D funds to the test force to pay for costs unique to the needs of a joint test. Examples of these costs are: development, procurement, installation, and operation of special instrumentation; travel and per diem cost of the Joint Feasibility Study and Joint Test and Evaluation Directors and staffs; modification of test articles to permit obtaining test data; provisions for data collection, reduction analysis, and test reporting services; and reimbursable costs identified in DoDD 3200.11, Use, Management and Operation of Department of Defense Ranges and Test Facilities. On rare occasions, a Service may fund an item that OSD should fund. In these instances, negotiations result in the test force reimbursing the Service.

3. MULTISERVICE OT&E

a. MOT&E Participation. All affected DoD components will participate and support MOT&E planning, conduct, reporting, and evaluation.

(1) The OTAs of designated Lead and Supporting Services will participate in the MOT&E.

(2) If not originally designated as Lead or Supporting, an OTA may participate in MOT&E as a Supporting OTA by mutual agreement with the participating OTAs. Any OTA may originate the request

for participation. Inclusion of the new OTA in MOT&E will be documented in the TEMP at the next regularly scheduled update.

b. Test Team Structure. MOT&E may be conducted by a multiservice test team or concurrently with separate test teams, as the participating agencies deem necessary for a given program. The basic test team structure is shown in enclosure (4). Service test teams work through a Service Deputy Test Director (DTD) or a senior Service representative. The multiservice Test Director (TD) will exercise test management authority over the test teams. His responsibilities will include integration of test requirements and efficient scheduling of test events, but not operational control of the test teams. The DTDs will exercise operational control or test management authority over their Service test teams in accordance with their Service directives. Additionally, they will help in the correlation and presentation of test results as directed by the Test Director. In addition, the DTDs will represent their Service's interests and be responsible, at least in an administrative sense, for resources and personnel provided by their Services. Test team structure below the level of the DTD will be determined on a program-by-program basis by the individual Services.

c. Operational Assessment. For information on common multiservice operational assessment see Annex A.

d. Test Planning. Test planning for MOT&E will be accomplished in the manner prescribed by Lead OTA directives. The below listed general procedures, however, will be followed:

(1) The Lead OTA will begin the planning process by issuing a call to the Supporting OTAs for their Service user requirements, critical operational issues (COI), test objectives and key resource requirements.

(2) The Lead OTA will consolidate these user requirements, test objectives, key resource requirements, and COIs which will then be agreed to by all Services OTAs involved in the test. Service unique issues will be included as COIs and/or objectives.

(3) The Lead OTA will accommodate Supporting Service OT&E requirements and inputs in the formal coordination action of the TEMP. Coordination actions will accommodate Service unique staffing approval requirements. The TEMP will be prepared in accordance with DoD Regulation 5000.2-R, Appendix III.

(4) Participating OTA project officers will meet for the purpose of assigning responsibility for accomplishment of test objectives to each OTA. These assignments will be made in a mutually agreeable manner. Each agency will then be responsible for resource identification and accomplishment of its assigned test objectives under the direction of the Lead OTA.

(5) The Lead OTA, with assistance from all participating agencies, will develop a matrix to provide a comparison of the user's requirements, and Service operational criteria. It is not a source document, but it increases management visibility of program requirements, increases communications, and illuminate disconnects. The format of this document should follow that of the Lead OTA.

(6) Each participating agency will then prepare the portion of the overall test plan(s) for its assigned objectives, in the Lead OTA's test plan(s) format, and will identify its data needs.

(7) The Lead OTA will prepare the MOT&E plan(s), consolidating the inputs from all supporting activities. After consolidation, the OT&E plan(s) will be coordinated with the Supporting OTAs.

(8) The Lead OTA will be responsible for conducting test plan briefings for programs requiring OSD oversight.

e. Deficiency Reporting in MOT&E

(1) The deficiency reporting system of the Lead OTA will normally be used. All members of the multiservice test team will report deficiencies in that system. Each deficiency report will be coordinated with all DTDs prior to release. Note: Adhere to the reporting timelines called out in the Lead OTA deficiency reporting system. If the Test Director or any Deputy Test Director disagrees with the report, they may attach an explanation of their disagreement to the deficiency report. The deficiency report will then be submitted to the appropriate developing agency with that explanation attached. The underlying philosophy is that each participating agency will be allowed to report all deficiencies that it identifies; the Lead OTA will not suppress those reports. Each DTD will be responsible for submitting deficiency reports into his own Service's deficiency reporting system if their OTA so requires.

(2) The Lead OTA will ensure a system is set up to track reported deficiencies and to provide periodic (monthly is preferred) status reports of those deficiencies to the participating OTAs and to the test team. Enclosure (5) identifies the minimum information that must be maintained in the tracking system.

(3) Items undergoing test will not necessarily be used by each of the Services for identical purposes. As a result, a deficiency considered disqualifying by one Service is not necessarily disqualifying for all of the Services. Deficiency reports of a disqualifying nature must include a statement by the concerned Service of why the deficiency has been so classified. It should also include statements by the other Services as to whether or not the deficiency significantly affects them.

(4) In the event that one of the participating Services identifies a deficiency that it considers warrants termination of the test, the circumstances should be reported immediately to the Test Director. All testing will be suspended to afford participating Services an opportunity to discuss the deficiency. If all participants agree that the test should be terminated, the test will be halted until the deficiency is corrected. If appropriate, participants may determine that tests can continue safely on a limited basis pending subsequent correction of the deficiency. If agreement cannot be reached concerning the nature and magnitude of the deficiency, it will be necessary for the Test Director to consider what portions of the test, if any, are unaffected by the deficiency and can be continued safely while the deficiency is being corrected. Immediately upon making such a determination, the Test Director shall provide the OTA with the circumstances concerning the deficiency, the positions put forth by DTDs, his decision and reasons therefore.

f. Release of Data. Release of data for MOT&E will be accomplished in the manner prescribed by Lead OTA directives, with each participating OTA having equal access to data as the lead OTA. Data will be shared among the test team regardless of OTA affiliation, but will not be released to other agencies prior to promulgation of the final test/evaluation report. Exceptions will be handled by Lead OTA directives.

g. Test Reporting. The following test reporting policy will apply for all MOT&E programs:

(1) The Lead OTA will prepare and coordinate the report reflecting the system's operational effectiveness and survivability for each Service. It will synthesize the different operational requirements and operational environments of the involved Services. It will state findings, put those findings into perspective, and present rationale why there is or is not consensus on the utility of the system. All participating OTAs will sign the report.

(a) Each participating OTA may prepare an independent evaluation report or final test report, as required, in its own format and process that report through its normal Service channels.

(b) The Lead OTA will ensure that all separate participating service independent evaluation reports/test reports are appended to the overall final report prepared by the Lead OTA for submission to the decision authority.

(c) Reports, as required, will be submitted to OSD's Director of Operational Test and Evaluation (DOT&E) and OSD's Deputy Director, Strategic and Tactical Systems, DT&E, (DD, S&TS/DT&E, OUSD (AT&L)) at least 45 days prior to a milestone decision or the date announced for the final decision to proceed beyond low rate initial production (LRIP). An interim summary OT&E report shall be submitted if the formal end of test final evaluation report is not available 45 days prior to the milestone review. A single integrated multiservice report will be submitted 90 calendar days after the official end of test is declared. All participating OTAs shall agree on the official end of test.

(2) Interim test reports will normally not be prepared. For test phases that extend for lengthy periods, interim test reports should be submitted when required to support Service or OSD decisions or program events. Test reporting requirements will be defined in the TEMP or the test plan. When required, interim reports will be prepared in accordance with the Lead OTA's directives and coordinated with all participating OT&E agencies prior to release. The separate OTA's may submit interim reports through normal Service channels based on Service-unique requirements, keeping other participating OTA's informed.

(3) For those reports not requiring submission to DOT&E and DD, S&TS/DT&E, OUSD (AT&L), a single multiservice report is not required, but may be prepared upon concurrence of all participants. Independent evaluation reports, if prepared, will be forwarded to appropriate commands and the other OT&E participants within 90 calendar days after official end of test is declared. All participating OTAs shall agree on the official end of test date.

(4) The Lead OTA will be responsible for preparing the Milestone Decision Authority and other appropriate agency/committee briefings which will be coordinated with all participating OTAs.

h. Modeling and Simulation in MOT&E

(1) The Lead OTA will conduct Modeling and Simulation (M&S) in accordance with their Service guidelines and policies. M&S development, use, and accreditation plans will be briefed to the Supporting OTAs and DOT&E as appropriate at milestone decisions or as requested. Supporting OTA accreditation requirements will be incorporated to the extent feasible, after which the Supporting OTAs may elect to augment with their own efforts.

(2) Supporting OTAs will review Lead OTA proposed M&S development, use, and accreditation plans. If acceptable levels of model management, version control, validation, and levels of model performance are projected, the Supporting OTA may plan for their use in supplementing operational testing. The Supporting OTA may then accredit the model or simulation for its specific purpose. At any point the Supporting OTA may reject in whole or part aspects of the model deemed not to meet their requirements.

4. JOINT TEST AND EVALUATION

a. OSD Directed JT&E. The OSD JT&E Program is outlined in DoD 5010.41, Joint Test and Evaluation (JT&E) Program. Services are directed to participate in/monitor the three phases of the process:

nomination, feasibility study, and full JT&E. JT&E new nominations, if selected by OSD, will advance to the feasibility study phase to determine the need and feasibility of the JT&E and to develop a Joint Feasibility Study Report which details the program description, issues, objectives, MOEs, data requirements/management, schedules, costs (OSD and Service), test team structure and location, and a preliminary resource estimate. The feasibility study will be developed over a 6- to 8-month period and the results reviewed and coordinated with the Services (to include the OTAs) and briefed to Technical Advisory Board prior to the OSD-chaired Senior Advisory Council's review for possible approval and charter as a full JT&E. Detailed guidance on the conduct of both JT&E feasibility studies and fully chartered Joint Test programs is found in the JFS and JT&E Handbooks, available through the OSD JT&E Program Coordinator.

b. Service/OTA Participation. Active Service participation during the nomination and feasibility study phases will facilitate the program review and ensure the Service issues are addressed and users are identified. If, during the review of JT&E program documentation, the OTA commanders find that the above areas are not adequately covered, they shall mutually discuss problems and submit separate comments to their respective Service channels. The OTA will continue to participate by providing a member of the Technical Advisory Board (TAB) who will provide advise and guidance to the Deputy Director, Developmental Test and Evaluation concerning the perspective of the parent Service, technical test approach, test scenarios, data collection and analytical methodologies, data management, and modeling and simulation applications that a Joint Feasibility Study or chartered JT&E program are considering. Additionally, the TAB will perform an assessment of the technical feasibility of a Joint Feasibility Study and submit a recommendation regarding the chartering of that Joint Feasibility Study to the members of the Senior Advisory Council.

c. Test Force Structure. Unless specific direction to the contrary is given by the OSD, the basic Joint Test Force (JTF) structure will be the Service Deputy Test Directors (DTD), who are the senior Service representatives on the team. They will act as advisors to the JTD, will represent their Service's interests, and will be responsible for the personnel administration of individuals of their Service who are assigned to the JTF Staff. The JTD will consult the respective Service Deputy in resolving personnel problems, whether such members are assigned to the JTF or are supporting joint test events. Respective Service directives and policies will guide JTDs and Service Deputies when dealing with JTF personnel. Since DTDs will be advisors to the JTD while representing their Service interests, the Service DTD for each JTF will normally have reporting chains back to their Service and/or OTA commander/director. Respective Service DTDs will develop reporting chains for individuals assigned to the JTF. DTDs may also serve as functional directors reporting to the JTD. The number of functional directors may vary with the size of the program. Enclosure (6) illustrates a sample JTF structure showing separation of functions. The JTF structure will be thoroughly integrated; i.e., there will be no Service test team identification. OTA commander/directors will support inclusion of the above intent in all JTD charters.

## 5. QUADRI-SERVICE REVIEW

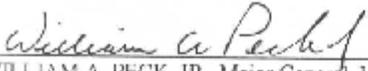
a. The OTA Commanders will confer on an as-needed basis to exchange views on OT&E matters of mutual interest as described in Annex B.

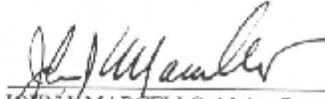
b. Responsibility for issuing a call for a review of the MOA will be rotated among the Services. This call will be initiated at least 30 days prior to the anniversary date of the MOA. That Service also has the responsibility for calling such meetings as are required to reach agreement on proposed changes/additions to this MOA and will take the lead in publishing change pages or republishing the entire document.

MEMORANDUM OF AGREEMENT ON MULTISERVICE OPERATIONAL TEST AND EVALUATION (MOT&E) AND JOINT TEST AND EVALUATION (JT&E) AUGUST 2000

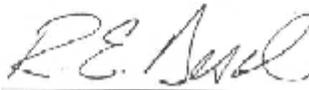
MEMORANDUM OF AGREEMENT ON MULTISERVICE OPERATIONAL TEST AND EVALUATION (MOT&E) AND JOINT TEST AND EVALUATION (JT&E) AUGUST 2000

c. Terms of this understanding become effective upon signature by all parties and may be revised by mutual consent provided such changes are accomplished by written agreement.

  
WILLIAM A. PECK, JR., Major General, USAF  
Commander, AFOTEC

  
JOHN J. MARCELLO, Major General, USA  
Commander General, ATEC

  
JOHN R. GARVIN, Colonel, USMC  
Director, MCOTEA

  
R. E. BESAL, Rear Admiral, USN  
Commander, OPTVFOR

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**DUTIES AND RESPONSIBILITIES  
OF PARTICIPANTS IN MULTISERVICE OT&E**

<b>Functional Service</b>	<b>Lead OTA</b>	<b>Supporting OTA(s)</b>
1. Personnel	<ul style="list-style-type: none"> <li>- Assign the OT&amp;E Multiservice Test Director.</li> <li>- In conjunction with the Supporting Service(s), establish joint manning requirements.</li> <li>- Staff the test team as indicated in the Consolidated Resource Estimate (CRE).</li> </ul>	<ul style="list-style-type: none"> <li>- Assign Deputy Test Directors to the test team.</li> <li>- Establish Service manning requirements to support the joint manning requirements.</li> <li>- Staff the test team as indicated in the CRE.</li> </ul>
2. Administration	<ul style="list-style-type: none"> <li>- Provide initial administrative support services until the formulation and staffing of the test team.</li> <li>- Recommend functional tasks to be performed by each level of the test team.</li> <li>- All participating Services provide functional tasks requirements to the Lead Service.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide initial administrative support to Service representatives until staffing of the test team.</li> <li>- Provide administrative support for Service-unique requirements.</li> </ul>
3. Funding TDY	<ul style="list-style-type: none"> <li>- Fund initial organizational, planning, and administrative costs except TDY and other Service-unique requirements.</li> <li>- Fund own-Service TDY and unique requirements.</li> </ul>	<ul style="list-style-type: none"> <li>- Fund own-Service unique requirements and TDY costs.</li> </ul>
4. Threat Assessment	<ul style="list-style-type: none"> <li>- Ensure that a coordinated system specific threat assessment has been developed IAW Lead Service directive(s) coordinated with the DIA and is provided to all participants.</li> <li>- Provide an updated system specific threat assessment to each participant sufficiently prior to each major program review in order for them to prepare briefings and reports which support those reviews.</li> </ul>	<ul style="list-style-type: none"> <li>- Support Lead OTA efforts in the development and periodic update of the system specific threat assessment.</li> <li>- Ensure the coordinated system specific threat assessment recognizes any unique Service operational environment.</li> </ul>
5. Resources	<ul style="list-style-type: none"> <li>- Consolidate total resource requirements and include same in basic program documents.</li> <li>- Indicate Service responsible for providing each resource.</li> <li>- Prepare Service documents to support basic resource requirements document.</li> </ul>	<ul style="list-style-type: none"> <li>- Identify for the Lead OTA all resources required to conduct the test.</li> <li>- Extract Service resources requirements from the basic documentation.</li> <li>-Coordinate to provide service unique required resources.</li> </ul>

**DUTIES AND RESPONSIBILITIES  
OF PARTICIPANTS IN MULTISERVICE OT&E (CONT.)**

<b>Functional Service</b>	<b>Lead OTA</b>	<b>Supporting OTA(s)</b>
6. Data Management – (see note)	<ul style="list-style-type: none"> <li>- Ensure that a comprehensive data collection/management plan is formulated.</li> <li>- Designate a central repository for data collected.</li> <li>- Provide ready access to the collected data to all participating agencies.</li> <li>- Strive for commonality of data, terms and reduction methods.</li> </ul>	<ul style="list-style-type: none"> <li>- Support Lead OTA in preparing the data collection/management plan.</li> <li>- Ensure that all data collected are made available to the Lead OTA for storage in the central data repository.</li> </ul>
7. Documentation	<ul style="list-style-type: none"> <li>- Prepare overall program documentation in accordance with Lead Service directives.</li> <li>- Make provisions for the attachment of Service-unique documentation requirements as annexes to the basic documents.</li> <li>- Prepare an independent operational evaluation report in accordance with Service directives and coordinate with supporting Services operational test agencies prior to the release.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide inputs to the basic documents.</li> <li>- Provide Service documentation requirements to Lead OTA as an annex to the basic documentation.</li> <li>- Prepare an independent operational evaluation report in accordance with Service Directives. Independent evaluations appended to a Lead OTA report will be released by the Service OTA concurrent with or later than the release of the Lead OTA.</li> </ul>
8. Deficiency Reporting	<ul style="list-style-type: none"> <li>- Provide deficiency reporting procedures, formats, and direction. Accept deficiency reports (DRs) from DTDs. Submit DRs to appropriate program managers. Ensure Supporting Services receive deficiency status reports periodically</li> </ul>	<ul style="list-style-type: none"> <li>- Submit DRs concerning Service-unique or general problems with the test item in the format prescribed by the Lead OTA prescribed definitions, DR system, and forms.</li> </ul>
9. Briefings	<ul style="list-style-type: none"> <li>- Provide briefings to appropriate OTAs and OSD.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide Service-unique inputs to Lead OTA.</li> </ul>

NOTE: To ensure a progressive evaluation of the system, there will be an unrestricted exchange of validated data only among the OT&E agencies, DOT&E, and/or test teams. Said data shall be promulgated with agencies that are not signatories to this document only after coordination with the other involved OTAs.

PARTICIPANTS IN JOINT TEST AND EVALUATIONS

ACTIONS NORMALLY ACCOMPLISHED

BY THE

DIRECTOR OF OPERATIONAL TEST AND EVALUATION (DOT&E)

1. Co-chair (with DD, S&TS/DT&E, OUSD (AT&L)) the JT&E Senior Advisory Council (SAC).
2. Provide a permanent member for the JT&E Planning Committee.
3. Provide a permanent member of the Technical Advisory Board.
4. Jointly approves JT&E Program Plans with DD, DT&E/S&TS.

PARTICIPANTS IN JOINT TEST AND EVALUATIONS

ACTIONS NORMALLY ACCOMPLISHED

BY THE

DEPUTY DIRECTOR, STRATEGIC AND TACTICAL SYSTEMS, DT&E (DD,  
S&TS/DT&E, OUSD (AT&L))

1. Solicit nominations for JT&E.
2. Chairman for the OSD JT&E Planning Committee.
3. Establish overall policy and direction for the JT&E program.
4. Prepare plans, program, and budgets for JT&E.
5. Oversees the management of JT&Es (in coordination with DOT&E, the Joint Staff, and the Services).
6. Appoint the Lead Service and participating Services for each JT&E.
7. Appoints the FSDs and JTDs.
9. Appoint the DTDs.
10. Fund cost unique to JT&E (in accordance with DoD Budget Guidance Manual 7110-1-M).
11. Approve feasibility studies.
12. Approve test designs for JT&E in coordination with the Joint Staff and the Services.
13. Approve the Test Plan(s) (after coordination by the Services).
14. Control and administer DD, S&TS/DT&E, OUSD (AT&L) joint test property and special equipment, its location, assignment, and use.

## PARTICIPANTS IN JOINT TEST AND EVALUATIONS

### DUTIES AND RESPONSIBILITIES

#### OF THE

#### LEAD SERVICE

1. Nominate and provide the Joint Test Director and Deputy Test Director in coordination with S&TS/DT&E, OUSD (AT&L) as appropriate.
2. Provide administrative support for feasibility studies and approved JT&E.
3. Provide adequate facilities (when available) for the JFS and JTF located on an installation under control of the Lead Service.
4. Provide appropriate Service resources.
5. Obligate funds necessary to support the Lead Service's portion of the JT&E (excluding test-unique costs funded by OSD).
6. Manage test planning, execution, evaluation, and reporting.
7. Designate Service units responsible for providing JT&E support.
8. Participate in the preparation and coordination of the JT&E feasibility study and test design.
9. Prepare the Consolidated Resource Estimate.
10. Identify special Service requirements for data or special test events that may be incorporated into the test. This includes arranging for all necessary meteorological support, including weather observations, forecasts, and weather warnings and advisories, as well as special related data requirements.
11. Provide fully qualified personnel to the JFS and JTF.
12. Designate a unit or agency within the Service responsible for Service Coordination.
13. Designate a by-name point of contact for each specific JT&E.
14. Issue a Service Test Directive.

15. Procure and/or modify test items, systems, equipment, and instrumentation as requested by the JTD and coordinated by the Service (costs funded by OSD).
16. Conduct an independent evaluation of the Joint Feasibility Study Report, JT&E Program Test Plan and JT&E Final Report.
17. Provide a permanent member to the JT&E Senior Advisory Council.
18. Provide a permanent member to the OSD JT&E Planning Committee.
19. Provide a permanent member to the Technical Advisory Board (TAB).

## PARTICIPANTS IN JOINT TEST AND EVALUATIONS

### DUTIES AND RESPONSIBILITIES

#### OF THE

#### SUPPORTING SERVICES

1. Nominate and provide the Deputy Test Director in coordination with S&TS/DT&E, OUSD (AT&L).
2. Provide adequate facilities (when available) for the JFS and JTF located on an installation under control of the supporting Service.
3. Provide appropriate Service resources.
4. Support test planning, execution, evaluation, and reporting.
5. Designate Service's units responsible for providing JT&E support.
6. Participate in the preparation and coordination of the JT&E feasibility study and test design.
7. Review and coordinate on the JT&E test plan.
8. Participate in the preparation of the Consolidated Resource Estimate.
9. Identify special Service requirements for data for special test events to be incorporated into the test.
10. Provide fully qualified personnel to the JFS and JTF.
11. Designate a unit or agency within the Service responsible for Service coordination.
12. Designate a by-name point of contact for each specific JT&E.
13. Issue a Service Test Directive.
14. Procure and/or modify test items, systems, equipment, and instrumentation as required by the JTD and coordinated by the Service (costs funded by OSD).
15. Conduct an independent evaluation of the test, if desired. Provide a copy of the independent evaluation to the lead service OTA.

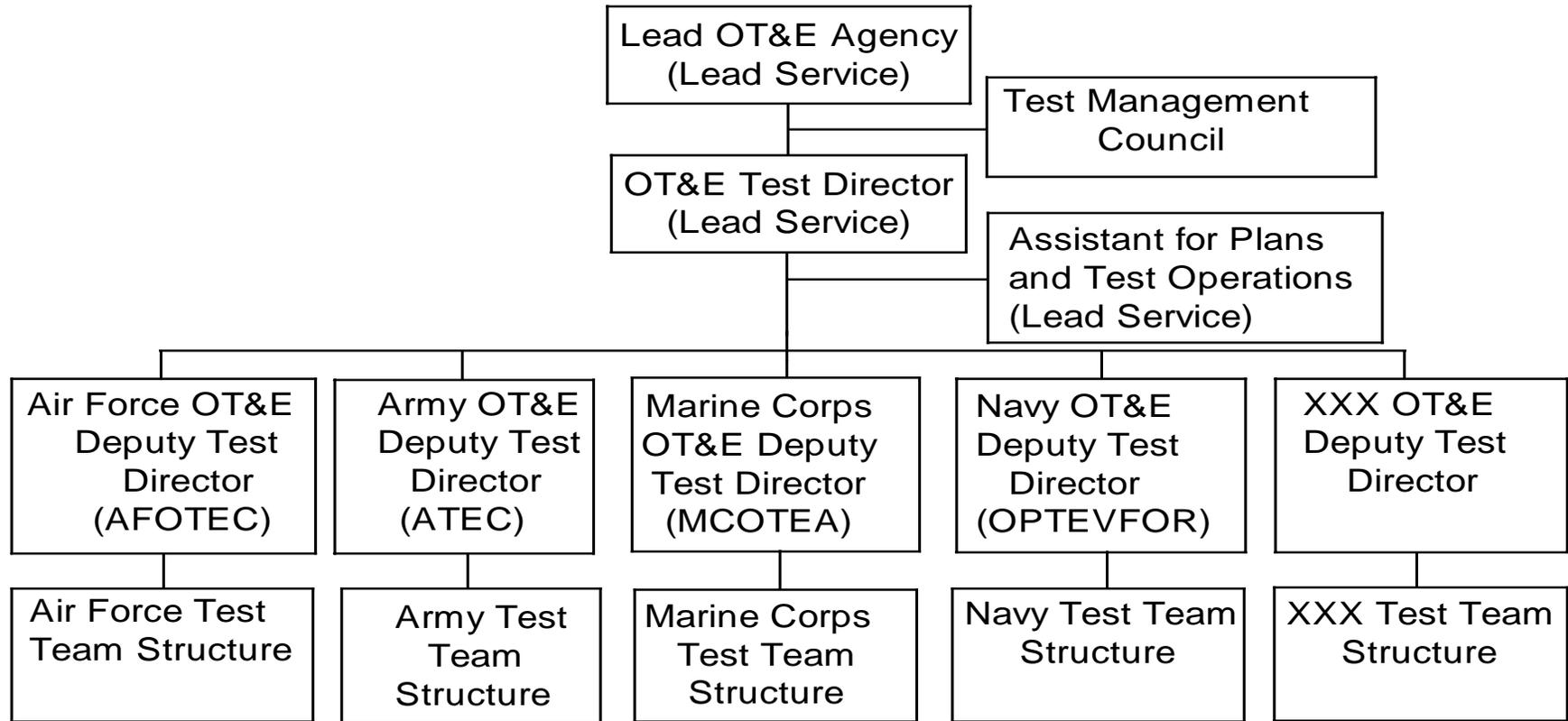
16. Review and coordinate interim and final test reports published by the Lead Service.
17. Provide a permanent member to the JT&E Senior Advisory Council.
18. Provide a permanent member to the OSD JT&E Planning Committee.
19. Provide a member(s) for each Technical Advisory Board (TAB).

CONSOLIDATED RESOURCE ESTIMATE CHECKLIST

1. Test Title
2. References
3. Purpose of Test
4. Scope and Tactical Content
5. Test Objective
6. Lead/Participant Services
7. Services POC Lists
8. Test Installation Locations
9. Test Dates
10. Test Directorate Personnel/Equipment
  - a. Test Staff
    - (1) Data Management
    - (2) Logistical
    - (3) Administrative
    - (4) Test Operation
    - (5) Controllers
    - (6) Data Collectors
    - (7) Software Evaluators
  - b. Aviation Support
  - c. Signal/Communications
  - d. Miscellaneous Equipment
  - e. Training Requirements
11. Player Participants Personnel/Equipment
  - a. Blue Force
    - (1) Ground Players/Units
    - (2) Aviation Players/Units
    - (3) Ground Players Equipment
    - (4) Aircraft Hours/Types
    - (5) Training Requirements
  - b. Red Force
    - (1) Ground Players/Units
    - (2) Aviation Players/Units
    - (3) Ground Players Equipment
    - (4) Aircraft Hours/Types
    - (5) Training Requirements
12. Installation support
13. Test Targets
14. Instrumentation
15. ADP
16. Ammunition/Missiles
17. POL
18. Contractor Support

19. Funding Estimates
20. Milestones
21. Test Range Support
22. Computer Simulators/Models/Test Beds
23. Threat Systems/Surrogates/SIMS
24. Foreign Material to Replicate the Threat
25. Accreditation Support

### SAMPLE MULTISERVICE OT&E TEAM COMPOSITION



USED FOR COMPLEX PROGRAMS WITH MANY PARTICIPANTS

**SAMPLE  
DEFICIENCY REPORT SUMMARY**

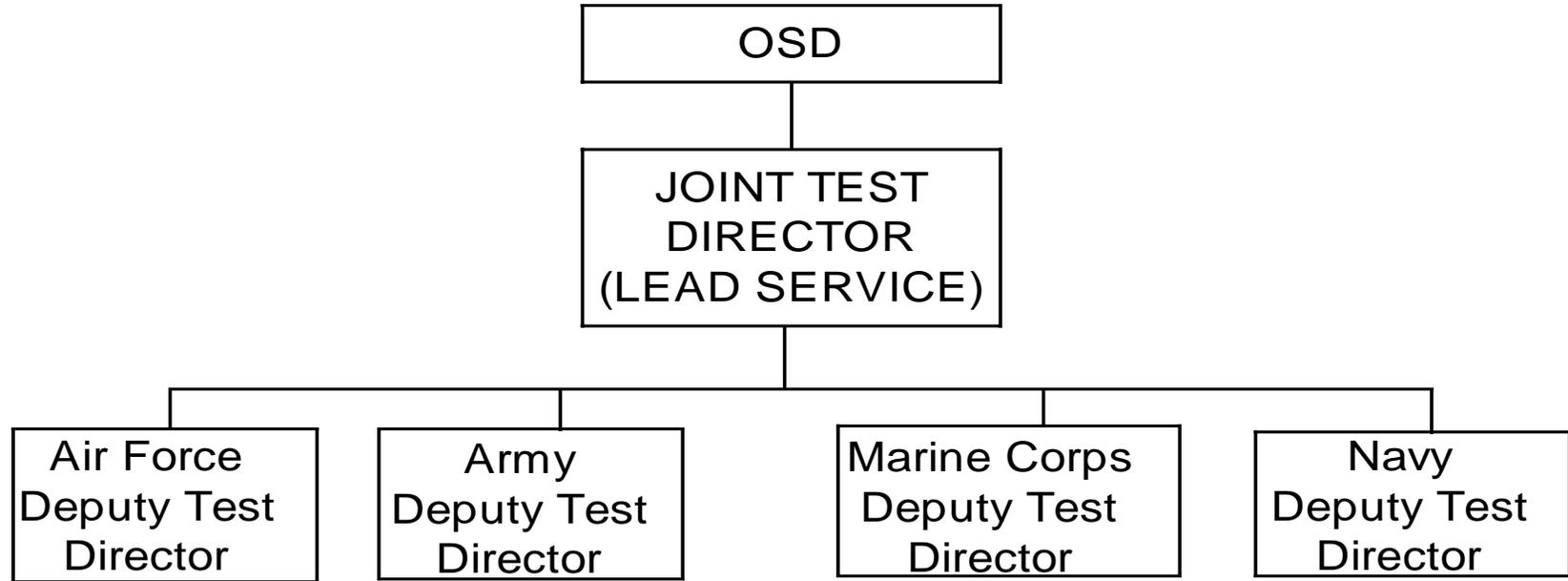
Current Date

Equip Nomen	Report I.D.	Report Date	Type of Deficiency	Deficiency Description	Cog. Agency	Closure Code	Action Ref	Remarks	Status	Date Information		
										Action AC CLO Date	Test for CLO Date	Last Update
	A		B		C	D	E		F			
AN/TCY-38 CNCE, ETC.	EPR 101-41.11-23001-YC-20-JFT, ETC.		INFO. MINOR, OPERATIONAL, ETC.	SHORT TITLE, PART NO, SUBASSEMBLY, ETC. PLUS PROGRAM EXAMPLES 1. OX-34 INVERTERS FAILED 2. SOFTWARE FLT-8 (E7R31) (DIAG) TRAINING PROBLEM WHEN TTY ON LINE. 3. YDIU 8 CARD FAILURE	GTE, ESO, RCA, ETC.	NEEDHAM, FORT HUACHUCA, ETC.	FM-MS-404, ESD LTR 18 MAR 79	DEPOT REPAIR/REPLACE. TAPE PATCH DUE BY 24 AUR 79. SEE ECP AK-000, ETC.				

- A. SERVICE UNIQUE REPORT NUMBER, i.e., EPR KH-41
- B. ....TERMS LIKE "MAJOR," "MINOR," ETC.
- C. ....

- D. WHERE THE CORRECTIVE ACTIONS WILL TAKE PLACE
- E. PROBLEM REPORT #, DATE OF LETTER SENT TO AGENCY, ETC
- F.....

# JOINT TEST FORCE COMPOSITION



## ANNEX A

### COMMON MULTISERVICE OPERATIONAL ASSESSMENT PRACTICES

1. PURPOSE. This Annex provides the policy and common terminology for multiservice operational assessments (OA), including early operational assessments (EOA).

2. BACKGROUND. With the increasing emphasis on early involvement by the OTAs in support of the acquisition process and growing reliance on operational assessments to provide the required early input, the OTAs chartered a special working group to define common terms and procedures. It was agreed to formulate a description of the OA definitions and practices the services held in common, so that the services would have a unified position on OA and EOA.

3. POLICY. The common terms and procedures described in this Annex shall be used for multiservice OAs conducted by two or more of the service Operational Test Agencies. This agreement governs the portion of a multiservice OA that is planned, conducted and reported jointly; service-specific portions of an OA will be governed by service definitions and procedures.

#### 4. DEFINITIONS:

a. Operational Assessment (OA). An evaluation of operational effectiveness and operational suitability made by an independent operational test activity, with user support as required, on other than production systems. The focus of an OA is on significant trends noted in development efforts, programmatic voids, areas of risk, adequacy of requirements, and the ability of the program to support adequate operational testing. OAs may be made at any time using technology demonstrators, prototypes, mockups, engineering development models, or simulations but will not substitute for the initial operational test and evaluation (IOT&E) necessary to support full production decisions.

b. Early Operational Assessment (EOA). An OA conducted prior to, or in support of, MS II. An EOA assesses the most promising design approach sufficiently early in the acquisition process to assure it has the potential to fulfill user requirements.

#### 5. CONSIDERATIONS:

a. An OA by its nature is not IOT&E as defined by the Office of the Secretary of Defense (OSD) and Congress, and, therefore, is neither a substitute for IOT&E nor subject to the rules and expectations governing IOT&E. A specific OA may be reported to OSD as a key input in the acquisition process for a system, but is not represented as IOT&E.

b. An OA is the best estimate of whether a system is adequately progressing in its development from an operational standpoint but is neither a formal test nor a complete evaluation of whether the system meets its requirements.

6. Content of Operational Assessments. Multiservice OA planning and reporting will include:

- a. Information concerning readiness for IOT&E that addresses schedule adequacy and availability of resources.
- b. The status of documentation, with emphasis on the user requirements development including completeness, clarity, sufficiency, priority, rationale, or other factors that could affect testability.
- c. Identification of system maturity aspects that would impact the ability to start and complete IOT&E.
- d. A review to determine whether the program is structured to address user COIs and requirements (i.e., identification of programmatic voids).
- e. Identification of significant trends based on testing and modeling/simulation that could impact the capability of the system to meet user requirements.
- f. Assessment of as many of the IOT&E objective areas as can be addressed at that point in development.

7. DOCUMENTATION. A multiservice OA is included in the multiservice Test and Evaluation Master Plan (TEMP). An OA is described in the Part IV Outline. In addition, the multiservice OA has its own OA planning and reporting in accordance with requirements of the lead service. All service-specific reports should be included as annexes to the formal OA/EOA report.

8. RESPONSIBILITIES:

- a. The lead service for a multiservice OA is responsible for initiating the TEMP IOT&E inputs, forming the appropriate multiservice OA planning group, providing lead service document guidance, and preparation of all OA documents as required.
- b. The supporting services are responsible for providing input to the documents, participation in meetings, briefings and working groups as required, participation in the data generating events, and such other support as is mutually agreed upon.
- c. Each service is responsible for the funding and supervision of its own personnel and any service-unique requirements in support of the OA.

## ANNEX B

### SERVICE OTA COMMANDERS' CONFERENCE PROCEDURES

1. PURPOSE. This Annex establishes the schedule for the conference and outlines the basic policy and procedures for its conduct.
2. GOALS. To structure and use the conference as a forum for exchanging information, resolving issues of mutual concern, and promoting consistency and commonality among the OTAs in the conduct of OT&E.
3. SCHEDULE. The conference will be held on an annual basis. Host's duties for each conference will rotate through the four OTAs in the following order: ATEC, MCOTEA, OPTEVFOR, and AFOTEC.
4. RESPONSIBILITIES:
  - a. Host OTA responsibilities are:
    - (1) Determine a suitable location and coordinate overall use of required facilities (i.e., conference rooms, dining, billeting, etc.). Attendees from each OTA will be responsible for making their own specific travel reservations.
    - (2) Establish the dates in coordination with the other OTAs (and DOT&E, if attending). Normally the conference will not exceed two days in length. Once the dates are established, every effort should be made to adhere to them.
    - (3) Establish the conference agenda. An initial message will announce the next conference and solicit agenda inputs. A planning meeting is recommended to consolidate these inputs into a draft agenda, which will then be distributed for coordination and approval. A final agenda will be distributed no later than (NLT) 7 days prior to the conference and will include talking papers covering the agenda items. (See Participating OTA responsibilities.)
    - (4) Provide conference folders containing the agenda and talking papers on agenda items to the Commanders, Vice/Deputy Commanders, and Technical Directors/ Chief Scientists.
    - (5) Provide administrative support to conference attendees.
    - (6) Coordinate any social activities held in conjunction with the conference. Expenses for such events will normally be covered by attendees on an individual basis.
    - (7) Publish conference minutes. These will be distributed NLT 30 days after the conference.

b. Participating OTA responsibilities are:

(1) Establish a point of contact (POC) to assist the host OTA POC in conference planning and agenda development.

(2) Accomplish any required coordination prior to the conference on agenda items for which it is the POC. Additionally, 1-to-2 page summaries (talking paper format with short, bullet statements) of the agenda items will be provided to the host OTA POC NLT 14 days prior to the conference.

5. CONFERENCE STRUCTURE. In addition to the OTA Commanders, attendees may include the OTA Vice/Deputy Commanders and/or Technical Directors/Chief Scientists. At their discretion, the Commanders may invite additional participants who can add to or benefit from the conference agenda. However, the number of additional participants should be kept to a minimum. The host OTA Commander will chair each conference.

a. All agenda items will have an assigned POC. Topics will usually be introduced through a briefing and followed by discussion as required. POCs are responsible for coordinating any particular audio/visual requirements in advance with the host OTA POC. Paper copies of briefing slides for attendees will not normally be required. Agenda items will generally fall into two basic categories:

(1) Informational. Briefings given to provide a status update or promote discussion on a particular topic. Such briefings are not designed to result in any type of decision, but they may generate action items for future consideration.

(2) Decision items. Presentations on a plan of action or decision to the Commanders for approval. Whether the result of previous tasking or new initiatives, these items will have been fully staffed and coordinated among the OTAs to arrive at a joint recommendation for the Commanders.

b. An executive session among the Commanders and the Director, Operational Test and Evaluation (DOT&E), should be coordinated in advance.

6. POLICY. The following provides guidance for the implementation of decisions or agreements reached by the Commanders during conference proceedings:

a. Tasking resulting from a conference will have an assigned POC, suspense dates, and representatives identified from each OTA as required for coordination. This information will be documented in the conference minutes to provide a means of tracking the item's status.

b. Agreements or decisions reached may be implemented through any means deemed appropriate by the Commanders. Written documents, such as MOAs, may be developed,

but these documents will not supersede any DoD or Service regulations and may require OSD coordination. Implementation of any written agreement requires approval and signature of all four OTA Commanders.