

11 JULY 2001

Test and Evaluation

JOINT TEST AND EVALUATION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: HQ AFOTEC/CNJ (Mr. Harold Byington) Certified by: HQ USAF/TEP (Col Lynn Harris)
Supersedes AFI 99-106, 18 Mar 94 Pages: 17
Distribution: F

This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 99-1, *Test and Evaluation Policy*, and Department of Defense Directive, DoDD 5010.41, *Joint Test and Evaluation (JT&E) Program*. It provides policy, guidelines, and procedures for Air Force participation in and support of the JT&E Program directed by the Office of the Secretary of Defense (OSD). Attachment 1 is a glossary of references and supporting information, and Attachment 2 is a format for the Joint Test Nomination. The planning and execution responsibilities for JT&E participants are described. To ensure full understanding of the JT&E Program process and terminology, consult DoD Manual 7000.14-R, *DoD Financial Management Regulation*, the three-volume JT&E Handbook series, and the Infrastructure Guide. Handbooks are available on the JT&E web site at <http://www.jte.osd.mil/handbooks.html>. Submit recommended changes to Air Force Operational Test and Evaluation Center, HQ AFOTEC/CNJ, 8500 Gibson Blvd, Kirtland AFB NM 87117-5558, (505) 853-1659; and to HQ USAF/TEP, 1530 Air Force Pentagon, Washington DC 20330-1530, (703) 695-0900. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. It updates JT&E Program responsibilities, provides added procedures for Air Force Joint Test (JT) nominations, and formalizes the membership and roles of the Air Force JT&E Advisory Council (AFJAC). All terminology is more closely aligned with DoD guidance. It adds a new figure showing all phases of the Air Force JT&E Program and an attachment with references and supporting information.

1. JT&E Program Description.

1.1. Overview. The JT&E Program and chartered JT projects involve two or more Military Services and may include participation by other Department of Defense (DoD) agencies or the Joint Chiefs of

Staff (JCS). The JTs replicate actual operational tasks as closely as possible and may tailor scenarios to fit specific requirements, use models and simulations, or employ laboratories. Joint Tests are OSD-managed and are non-acquisition programs.

1.2. Purpose. The JT&E Program provides quantitative information used for analysis of joint military capabilities and potential options for increasing joint military effectiveness. The JT&E Program was established to:

- 1.2.1. Assess the interoperability of Service systems in joint operations and explore potential solutions to identified problems.
- 1.2.2. Evaluate and provide recommendations on improvements in joint technical and operational concepts.
- 1.2.3. Evaluate and validate testing methodologies having multi-Service application.
- 1.2.4. Assess technical and operational performance of interrelated or interacting systems under realistic joint operational conditions.
- 1.2.5. Provide data from joint field tests and exercises with which to validate models, simulations, and test beds.

NOTE: The five items listed above also serve as "criteria" for assessing the merits of JT nominations.

1.3. JT&E Program Sponsorship and Leadership.

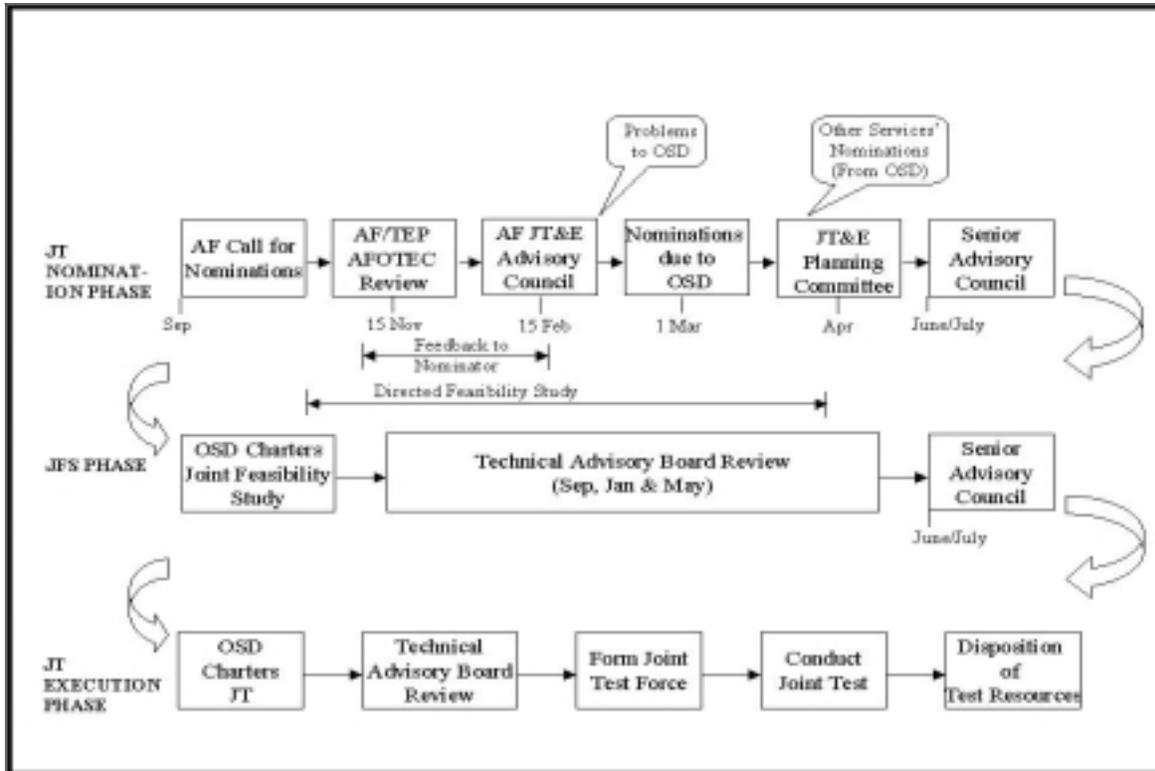
1.3.1. OSD Sponsorship. The Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD/AT&L) sponsors the JT&E Program and chartered JTs. Overarching direction for the JT&E Program comes from the Director of Strategic and Tactical Systems (D,S&TS). The Deputy Director, Developmental Test and Evaluation (DD, DT&E) manages and administers the JT&E Program, and develops the means to carry out the JT&E Program and JTs. An OSD-level JT&E Planning Committee (PC) composed of OSD, JCS, Service, and defense agency representatives screens the JT nominations, and those JT nominations meeting the selection criteria are forwarded to the JT&E Senior Advisory Council (SAC). The SAC, composed of General Officer (GO) and Senior Executive Service (SES) representatives from the organizations represented on the OSD JT&E PC, selects and makes final recommendations to the D,S&TS for either Joint Feasibility Studies (JFS) or for chartering.

1.3.2. Service Leadership. HQ USAF/TE directs and HQ AFOTEC/CN oversees Air Force-led JTs. HQ USAF/TEP chairs the AFJAC, which ranks the Air Force nominations and provides operational inputs to the nominations. The voting members are from HQ USAF/XO and should be at the division chief level. Observers from Air Force Operational Test and Evaluation Center (AFOTEC), commands, and field operating agencies (FOA) may attend.

1.3.3. Technical Advisory Board (TAB). The TAB is a group of senior civilian scientists and engineers from OSD and the Services who advise the SAC, nomination sponsors, Feasibility Study Directors (FSD), and Joint Test Directors (JTD) on the technical issues related to the JT&E Program in general and JFSs and JTs in particular. The TAB provides advice in order to minimize technical risk associated with JTs. TAB review is scheduled three times during the Study Phase and is available as needed during the Joint Test Execution Phase.

2. The JT&E Program. The JT&E Program is composed of three sequential but closely related activities or “phases” as shown in Figure 1. The figure shows the JT Nomination Phase, the Joint Feasibility Study Phase, and the JT Chartering and Execution Phase. Specific responsibilities of participants for each phase are defined later in paragraph 6, JT&E Program Management Responsibilities.

Figure 1. JT&E Program Phases.



2.1. The JT Nomination Phase. The following paragraphs describe the submission, consideration, and approval of JT nominations into the JT&E Program.

2.1.1. Each year, nominating organizations prepare JT nomination packages in the format specified in the OSD *Joint Test and Evaluation Nomination Handbook*. Each nomination will be presented as closely as possible as an operational test in a realistic joint environment. Special care must be used in drafting the purpose and problem statement since it will be the basis for determining need and feasibility during the JFS.

2.1.2. The JT nomination timeline begins with HQ USAF/TE issuing a call for nominations not later than (NLT) 1 October each year. The commands and FOAs have until 15 November to forward draft nomination packages or intent to nominate to AFOTEC/CNJ. The nominating organization should begin working with AFOTEC/CNJ to refine the nomination package and identify the source of the required manpower and financial resources before AFOTEC/CNJ submits it to HQ USAF/TEP.

2.1.3. HQ USAF/TEP forwards the nomination packages to all members of the AFJAC NLT one week prior to the AFJAC, normally in mid-February. HQ USAF/TEP convenes the AFJAC meeting NLT 28 February to rank the nominations and provide operational inputs to the nominations.

HQ USAF/TE forwards the best nomination packages by 1 March to the DD, DT&E who chairs the OSD JT&E PC.

2.1.4. DD, DT&E requires JT&E nominations from the Services, Commanders in Chief (CINC), and defense agencies be submitted by 1 March. The OSD JT&E PC, composed of OSD, Joint Staff, Service, and defense agency representatives, meets in April and screens the nominations. Appropriate, mature nominations meeting at least one of the selection criteria are forwarded to the SAC. Nominations not meeting criteria for further consideration will be returned to the nominating organization for revision and subsequent resubmission.

2.1.5. The SAC, composed of senior members (GO and SES) from organizations identified in the JFS Handbook, Annex N, meets in June/July and recommends to the D,S&TS which approved nominations should proceed as a JFS. In some instances, an approved nomination may proceed directly to a chartered JT and skip the JFS phase.

2.1.6. Competition between the Services, as well as between commands, FOAs, and Service Operational Test Agencies is particularly intense. This competition is positive in that more JT nominations are presented. However, it also means the successful nomination will require a more careful and disciplined approach in the research, development, preparation, and presentation of a nomination.

2.2. The Joint Feasibility Study (JFS) Phase. The following paragraphs describe how the lead Service conducts a JFS to expand and refine the JT nomination. The JFS begins immediately upon SAC approval and must rely on sponsoring Service resources until 1 October since no OSD funding is available until then. After 1 October, the JFS receives funding from both OSD and the Services. Air Force provides facilities, equipment, personnel, and administrative support.

2.2.1. The purpose of the JFS is to determine whether a JT is needed and feasible to resolve a joint problem. Need and feasibility are the two major factors evaluated during the JFS phase and are determined using procedures in the *OSD Joint Feasibility Study Handbook*.

2.2.2. The JFS staff is small (usually two military or civilians from the lead Service plus three or four contractors), and the time is short (usually less than nine months). The lead or nominating Service nominates a Feasibility Study Director (FSD). In that period, the FSD has to “sell” the program, and many tailored briefings are required. OSD supports this phase with a small staff of experts who provide advice. Also, HQ AFOTEC/CNJ supports the JFS as stated in paragraph 6.9. of this AFI.

2.2.3. The FSD briefs the TAB during the course of the JFS according to the milestones in the *JFS Handbook*. The TAB Chair advises the SAC on the technical feasibility of the JT as proposed by the FSD. The JFS staff must produce the draft Joint Feasibility Study Report (JFSR), due in coordination draft by May. The FSD then briefs the SAC which recommends whether or not D,S&TS should charter the JFS as a JT. The JFS phase ends with the SAC in July where JT chartering is or is not recommended to D,S&TS.

2.3. The JT Execution Phase. The following paragraphs describe the typical JT phase:

2.3.1. The nominal JT lasts three years beginning in October after a charter is issued by D, S&TS. However, extensions are not unusual because of funding limitations, expanded test scope, ongoing test contributions, etc.

2.3.2. Joint tests are conducted in realistic joint operational environments where possible. Data is obtained through field tests and major exercises. Modeling and simulation and laboratory testing are normally limited to predictions, extrapolation of field test results, and making enhancements to field tests.

2.3.3. D,S&TS delegates management responsibility for individual JTs directly to one of the Services, or delegates through the Joint Staff to a unified command or to an established DoD test agency. During the JT phase, the lead Service or managing command or agency nominates a JTD (usually the FSD) who is responsible to D,S&TS for directing the JT. The lead Service, unified command, or test agency, along with other participating DoD components, furnishes resources to support the JT.

2.3.4. The nominating organization must identify offsets for the manpower and financial resources prior to AF approval and submission to OSD JT&E PC to reduce the impact on other MAJCOMs and FOAs. To further reduce resources required from the Services, JTs are frequently conducted in conjunction with joint exercises.

2.3.5. The following guidelines describe resource and funding sources for Air Force led JT&E efforts. The JT&E Handbook cautions that the responsibility for various costs incurred during a JT can be difficult to identify and assign. The Service Resource Manager and the JT&E Handbook should be referenced for additional examples and guidance.

2.3.5.1. OSD normally supplies all test specific resources and funding. Examples include: contractor support staff, special instrumentation, travel costs for JT staff, test article modification, and data collection and analysis.

2.3.5.2. The nominating command or FOA normally supplies non-test specific resources and funding. Examples include: facilities, Base Operations Support (BOS), supplies, computers, and communication equipment.

2.3.5.3. Air Force Element (AFELM) 3V normally funds military and civilian pay for slots directly supporting the JT effort. Civilian pay point of contact is AFOTEC/CNJ.

2.3.5.4. AFOTEC/CNJ provides Air Force JT&E Program oversight and administration. They also provide office equipment and supplies as available and funding for Service required travel of JT personnel involved in direct support of JT. In addition, AFOTEC/CNJ provides start up costs (e.g., building preparation).

2.3.5.5. The host base is responsible for basic BOS per AFI 65-601, *Budget Guidance and Procedures, Vol I*, for tenant JTs. Note that these costs must be coordinated in advance with the host base. AFOTEC/CNJ has established permanent USAF JT facilities at Eglin and Kirtland AFB. These facilities may be requested by the nominating commands and FOAs, and will be provided as available.

2.3.6. Close down is the last activity the JT team performs during the JT phase. As soon as practical, the JTD should coordinate the release of personnel billets and Air Force resources with AFOTEC/CNJ.

2.3.6.1. The Deputy Test Director (DTD) will provide AFOTEC/CNJ and USAF/TEP close-down schedule six months to a year prior to closure.

2.3.6.2. AF Personnel.

2.3.6.2.1. DTD with support from AFOTEC/CNJ will notify Servicing Military Personnel Flight (MPF) one year prior to closure.

2.3.6.2.2. The Servicing MPF will declare surplus airmen and work personnel assignments locally or through Air Force Personnel Center (AFPC). This does not preclude officers and airmen, with JTD support, from working directly with AFPC through their career monitors to obtain assignments on their own initiative.

2.3.6.2.3. AFOTEC/CNJ will provide or assist the DTD in providing the Servicing MPF with the JT Universal Manning Document positions and assignment end dates as coordinated with the DTD.

2.3.6.2.4. AFOTEC/CNJ will close Personnel Accounting System Code when JT personnel have departed.

2.3.6.2.5. Descriptive guidance for the DTD in taking care of JT&E personnel closeout is contained in the OSD JT&E Handbook.

2.3.6.3. AF equipment. Six months prior to program closure, DTD will coordinate with AFOTEC/CNJ on disposition of AF equipment.

3. Joint Test & Evaluation Personnel Management.

3.1. The JT team is usually about half government and half contractor personnel. The JT is led by a JTD and a DTD from the lead Service, and a DTD from each participating Service. The lead Service normally provides slightly more than half the JT government personnel.

3.2. The Services fill the staff positions required in the Consolidated Resource Estimate (CRE). The CRE identifies the funding, personnel, and equipment required to execute the proposed JT. HQ AFOTEC/CNJ works with the FSD to identify required USAF personnel resources. 11WG/XPMR validates Air Force Specialty Code change requirements and forwards an information copy to HQ USAF/XPMP. The JTD coordinates civilian position requirements with the servicing Civilian Personnel Office by providing position descriptions. Officer and enlisted positions are requisitioned by AFOTEC/CNJ.

3.3. The JT contractor personnel are normally hired under authority of the JT Engineering, Analysis, and Test Support contract administered by D, S&TS. Support contractors provide subject matter experts as well as personnel experienced in JT planning, execution, and reporting. DD, DT&E also provides part time senior analysts with extensive JT backgrounds, including JTD experience. D,S&TS may task federally funded research and development centers to provide technical advice to JT and program oversight for OSD.

4. Tasking and Support Documents.

4.1. The test directive (TD) is an Air Force document that identifies the resources and responsibilities of Air Force participants. AFOTEC/CNJ assists the JTD in the preparation of the TD and HQ USAF/TE approves it. The TD, along with the Test Resource Plan (TRP), constitute the tasking authority for the JTD and Air Force DTD. The FSD and AFOTEC/CNJ jointly develop the draft TRP. After receiving a charter, the JTD produces a Program Introduction Document (PID) which introduces and scopes the support needed for the JT from each supporting agency. Each of these agencies, in turn, reviews the PID and sends back to the JTD a Statement of Capability (SOC) which affirms the level

of support that agency will provide to the JT. The PID and SOC are used to generate the Memorandum of Agreement (MOA) between the JT team and the supporting agencies. The TD, TRP, and CRE are required immediately after a JT is chartered. To meet schedules, they must be drafted during the JFS. HQ AFOTEC/CNJ assists in the preparation of these documents between the JT team and the supporting agencies.

4.2. The JT charter, signed by D,S&TS after the SAC's chartering recommendation, specifies the lead Service and outlines the duties, authorities, and reporting channels for the JTD. The charter is a contract for test support among OSD, the JTD, and the Services.

4.3. After chartering, preparation of the Program Test Plan (PTP) is the immediate responsibility of the new JTD. Preparation instructions are in the *JT&E Handbook*. The PTP is coordinated through HQ USAF/TEP.

5. Command Relationships.

5.1. D,S&TS has overall responsibility for the JT while the Services have their specific interests and concerns. The JTD reports directly to D,S&TS, but must be sensitive to Service interests. The Air Force DTD reports to the JTD for test management and is the senior Air Force representative for Army- and Navy-led JTs. Army and Navy JTDs will perform the same functions as the Air Force JTD when the Air Force is not the lead Service.

5.2. Distinction must be made between the JT and the organizations and facilities (individuals, units, equipment, etc.) supporting the JT. The JTD directs the JT. The supporting organizations and facilities respond as directed in the TD, TRP, MOAs, Inter-Service Support Agreements (ISSA), and other formal agreements.

5.3. Air Force policy or doctrine issues will be referred to HQ USAF/TE for resolution. There are no exceptions to the HQ USAF JT nomination or JFS processes stated in this AFI without formal HQ USAF/TE approval.

5.4. USAF support and management matters will be directed to AFOTEC/CNJ. Air Force JT personnel will not communicate directly with OSD except when expressly authorized by the JTD. Any such authorizations will be reported to HQ USAF/TE and, for resource issues, to HQ AFOTEC/CNJ. Air Force JT members may directly communicate with Service-level test organizations for test planning, implementation, and execution.

6. JT&E Program Management Responsibilities.

6.1. Office of the Under Secretary of Defense, Director, Strategic and Tactical Systems (D, S&TS):

6.1.1. Manages the JT&E Program and oversees individual JTs.

6.1.2. Makes final selection of JFSs from among the feasible JT nominations and approves JFS starts.

6.1.3. Makes final selection of JTs from among the most promising JFSs and approves JT charters.

6.1.4. Chairs the SAC and provides the Technical Advisory Board (TAB) chair.

6.1.5. Provides funding and direction for JFSs and JTs.

6.1.6. Provides JT final reports to requesting agencies.

6.1.7. Delegates management responsibility for specific JTs to one of the Military Services, the JCS, or specified or unified commands.

6.2. Deputy Director, Developmental Test and Evaluation, (DD, DT&E):

6.2.1. Manages the JT&E Program, and develops the means to carry out the JT&E Program and JTs.

6.2.2. Chairs the OSD JT&E PC.

6.3. Headquarters, US Air Force Director, Test and Evaluation (HQ USAF/TE). HQ USAF/TE will:

6.3.1. Serve as the HQ Air Force office of primary responsibility (OPR) for the JT&E Program.

6.3.2. Set Air Force policy and establish Air Force positions on all JT&E Program matters.

6.3.3. Provide the primary Air Force member of the JT&E SAC and coordinate other Air Force representation to the SAC as necessary.

6.4. Policy and Programs Division, Headquarters, HQ USAF, Directorate of Test and Evaluation (HQ USAF/TEP). HQ USAF/TEP will:

6.4.1. Coordinate with OSD on JT&E Program matters.

6.4.2. Determine Air Force representation on the OSD JT&E PC.

6.4.3. Advise OSD about individual JT programs the Air Force proposes to lead.

6.4.4. Initiate the call for Air Force JT nominations. Forward copies of all Air Force JT nominations upon receipt to all members of the AFJAC for review, comment, and recommendations before the AFJAC meets.

6.4.5. Convene and chair the AFJAC to review and rank JT nominations, and address Air Force issues during the JFS and JT phases.

6.4.6. Forward JT nominations approved and ranked by the AFJAC to DD, DT&E for presentation to the OSD JT&E PC.

6.4.7. Publish Air Force TDs for chartered Air Force JTs.

6.4.8. Review and forward nominations for feasibility study directors (FSD) and joint test directors (JTD) to DD, DT&E when the Air Force is the lead Service.

6.4.9. Review and forward AF precedence rating for each JT under the procedures established in AFI 16-301, *US Air Force Priority System for Resources Management*.

6.4.10. Review Joint Feasibility Study Reports (JFSR), PTP, and other JT documents and comments forwarded to OSD by AFOTEC, commands and FOAs. Establish the Air Force position on these documents as needed.

6.4.11. Review JT final reports and comments forwarded to OSD by AFOTEC, commands and FOAs. Establish the Air Force position as needed.

6.5. Resources Division, Headquarters, USAF, Directorate of Test and Evaluation (HQ USAF/TER). HQ USAF/TER will:

6.5.1. Advocate funding for the AF JT&E Program budget.

6.5.2. Coordinate on TRPs and CREs.

6.6. Headquarters, Air Force Directorate of Plans and Operations (HQ USAF/XO). HQ USAF/XO will provide division chief-level voting members to the AFJAC, and a GO-level voting representative to the SAC. **NOTE:** See paragraphs 1.3.1 and 1.3.2 for SAC and AFJAC responsibilities.

6.7. Headquarters, Air Force Directorate of Plans, Manpower and Organization (HQ USAF/XPM). HQ USAF/XPM will:

6.7.1. Work resource manning issues with 11WG/XPM or nominating command XPMs.

6.8. Manpower and Organization Division, Headquarters, 11th Wing, Plans and Programs Directorate, 11th WG/XPM. 11th WG/XPM will:

6.8.1. Assist AFOTEC/CNJ in identifying personnel resources and preparing manpower requests.

6.8.2. Approve or disapprove manning request changes forwarded by AFOTEC/CNJ.

6.9. Headquarters, Air Force Operational Test and Evaluation Center, Joint Tests (HQ AFOTEC/CNJ). HQ AFOTEC/CNJ will:

6.9.1. Manage the Air Force JT&E Program under the JT&E policy oversight of HQ USAF/TE.

6.9.2. Advise HQ USAF/TEP on policy and issues of Air Force interest for JTs.

6.9.3. Coordinate on the sponsoring organization's nomination for FSD and JTD when the Air Force is the lead Service, and forward it to HQ USAF/TEP.

6.9.4. Validate and forward personnel requests to 11WG/XPMR with an information copy to HQ USAF/TEP and HQ USAF/XPMP.

6.9.5. Forward requests for Air Force precedence ratings for each JT to HQ USAF/TEP according to AFI 16-301.

6.9.6. Review JT&E related documents and forward comments and recommendations to the JTD and HQ USAF/TEP.

6.9.7. Review JT final reports and forward comments and recommendations to the JTD and HQ USAF/TEP.

6.9.8. Initiate and provide input to OSD for JT&E Lessons Learned database. This database will reside at the OSD Test and Evaluation Center.

6.9.9. Provide staff assistance for Air Force-led JT nominations as follows:

6.9.9.1. Assist the nominating USAF organization in the preparation of nominations.

6.9.9.2. Review nominations and forward analyses, comments, and rank ordered recommendations to the nominating organization and HQ USAF/TEP.

6.9.10. Provide staff assistance for Air Force-led JFSs as follows:

6.9.10.1. Support the FSD in determining personnel and resource requirements, JT project coordination, and briefing and reporting requirements.

6.9.10.2. Assist the FSD in obtaining Air Force subject matter expert support. Advise the JFS team on Air Force capabilities, doctrine, and tactics.

- 6.9.10.3. Provide a representative to JFS joint working groups.
- 6.9.10.4. Assist the FSD in all resource matters, including preparation of CREs and TRPs.
- 6.9.10.5. Assist the FSD in preparation and coordination of MOAs and ISSAs.
- 6.9.10.6. Keep HQ USAF/TEP informed about JFS progress, significant actions, and potential problems.
- 6.9.11. Provide staff assistance for Air Force-led JTs as follows:
 - 6.9.11.1. Advise and assist the JTD and Air Force DTD in identifying and obtaining facilities, equipment, and personnel. Coordinate scheduling of all Air Force assets available to support the JT.
 - 6.9.11.2. Follow the AFOTEC POM process, and develop the Air Force JT&E budget through coordination with AFOTEC/FM and USAF/DPRR for PE 91212. 11WG/XPP is the PEM for Air Force JT&E funding under PE 91212 Service Wide Support.
 - 6.9.11.3. Assist in the preparation of TDs, PIDs, and SOCs.
 - 6.9.11.4. Provide the JTD with recommendations for the disposition of test assets of interest to the Air Force.
 - 6.9.11.5. Keep HQ USAF/TEP informed about test progress, significant actions, and potential problems.
- 6.9.12. Provide staff assistance for JFSs and JTs as follows when the Air Force is a participating Service:
 - 6.9.12.1. Assist in the coordination of Air Force MOAs and ISSAs, and provide recommendations to the Air Force DTD, HQ AFOTEC/CC, and HQ USAF/TE for Air Force support.
 - 6.9.12.2. Assist FSDs and JTDs in preparing requests for Air Force resources and scheduling Air Force assets to support JT projects.
 - 6.9.12.3. Provide the JTD with recommendations for the disposition of test assets of interest to the Air Force.
 - 6.9.12.4. Keep HQ USAF/TEP informed about JFS and JT progress, significant actions, and potential problems of concern to the Air Force.
 - 6.9.12.5. Forward requests for USAF manning changes from the Air Force DTD to HQ USAF/XPM with a recommendation to support or deny the request.
- 6.9.13. As required, attend AFJAC, OSD JT&E PC, TAB, and SAC meetings in which Air Force interests are considered.
- 6.10. Nominating commands and FOAs.** These organizations will:
 - 6.10.1. Establish a permanent point of contact for JT&E Program matters.
 - 6.10.2. Forward JT nomination packages to HQ USAF/TEP and AFOTEC/CNJ.
 - 6.10.3. When submitting JT nominations, forward the FSD nomination through HQ AFOTEC/CNJ and HQ USAF/TE to the PC and the SAC.
 - 6.10.3.1. When the Air Force is the lead Service, forward the JTD nomination to AFOTEC/

CNJ for review and AFOTEC/CNJ will forward to HQ USAF/TEP. HQ USAF/TE will then review and forward to DD,DT&E for approval.

6.10.4. Provide personnel and positions to perform the JFS and project officers to advise the JTD during the JT.

6.10.5. Provide JFS and JT facilities, including BOS.

6.10.6. Provide estimates of JT resource requirements to HQ AFOTEC/CNJ and coordinate on the TRP. Program for funding and allocate test resources to support the JT identified in the TRP.

6.10.7. Provide support identified in the TD and the approved TRP.

6.10.8. Make recommendations to AFOTEC/CNJ and HQ USAF/TEP whether there is a continuing Air Force need for assets acquired during a JT.

6.10.9. Keep AFOTEC/CNJ and HQ USAF/TEP informed about JT progress, significant actions, and potential problems.

6.11. Air Force JT&E Advisory Council (AFJAC). The AFJAC will:

6.11.1. Provide a management-level (division chief) review prior to the OSD JT&E PC.

6.11.2. Prioritize all USAF JT nominations.

6.11.3. Establish the Air Force position on specific JT issues.

6.12. Air Force Joint Test Director (JTD). The Air Force JTD will:

6.12.1. Establish, organize, and supervise the JT team and all facets of the JT.

6.12.2. Ensure current operational expertise is used in the JT.

6.12.3. Ensure the JT accomplishes its mission on schedule and within budget.

6.12.4. Develop a JT work breakdown structure and schedule.

6.12.5. Develop, maintain, and update requirements for JT funding and Service support. Submit these requirements to AFOTEC/CNJ, DD, DT&E, and others as appropriate.

6.12.6. Control funds designated for JT activities and account to DD, DT&E for their use.

6.12.7. Monitor Air Force and other Service expenditures related to the JT.

6.12.8. Prepare and submit reports as appropriate.

6.12.9. Market JT products if they have merit.

6.13. Air Force Deputy Test Director (DTD). The Air Force DTD will:

6.13.1. Support the JTD in the conduct of the JT.

6.13.2. Ensure the TD, TRP, and other Air Force directives are followed.

6.13.3. Advise the JTD on how to apply Air Force tactics, doctrine, resources, and capabilities.

6.13.4. Help ensure the adequacy and availability of Air Force test support forces and resources. Coordinate scheduling with participating commands and FOAs.

6.13.5. Keep HQ USAF/TEP and HQ AFOTEC/CNJ informed of test progress, significant actions, and potential problems.

- 6.13.6. Send formal comments, recommendations, and requests for determination or interpretation of policy to HQ USAF/TEP.
- 6.13.7. Ensure JT planning, execution, and reporting fully address Air Force interests.
- 6.13.8. Inform HQ AFOTEC/CNJ of test costs to be negotiated with OSD.
- 6.13.9. Work with HQ AFOTEC/CNJ on all Air Force annual and supplemental administrative funding and budget requests.
- 6.13.10. Provide HQ USAF/TEP, HQ AFOTEC/CNJ, participating commands, and FOAs with test project documentation, to include the PTP, data management and analysis plan (DMAP), PID, CRE, and final report.
- 6.13.11. Assist AFOTEC/CNJ in reallocating Air Force-acquired assets at the end of the JT.
- 6.13.12. Universal code of Military Justice (UCMJ) authority for AF 3V Billets is the responsibility of the 11WG/CC. Problems regarding UCMJ actions will be forwarded to the 11WG/CC JAG office to be handled as directed. AFOTEC/CNJ will provide 11WG point of contact information.

6.14. Air Warfare Center, Test, Training, and Experimentation Division (AWFC/TD). AWFC/TD will:

- 6.14.1. Establish a JT&E support office and provide one rated officer full time to provide warfighter support for AF JT&E.
- 6.14.2. Provide all facilities and services for the JT&E support office.
- 6.14.3. Coordinate with Air Force operational units, Air Combat Command (ACC), and AF elements of the CINCs, to identify problems that are viable JT&E candidates.
- 6.14.4. Assist in the preparation of nominations from ACC and AF elements of the CINCs.
- 6.14.5. Provide operational inputs to all nominations.
- 6.14.6. Provide representation at AF JFS test planning meetings.
- 6.14.7. Review JFS and JT program documents and forward comments to AF/TE and AFOTEC/CNJ.
- 6.14.8. For nominations, JFSs, and JTs initiated from AWFC, provide inputs for TRPs, CREs, PIDs, and SOCs.
- 6.14.9. Assist in identifying qualified operational personnel to staff nominations, JFSs, and JTs.
- 6.14.10. Coordinate all JT&E activities with AF/TEP and AFOTEC/CNJ.
- 6.14.11. Provide quarterly activity summaries and JT&E trip summaries to AF/TE and AFOTEC/CNJ.

JOHN T. MANCLARK
Director, Test and Evaluation

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Manual 7000.14-R, *DoD Financial Management Regulation*

DoDD 5010.41, Joint Test and Evaluation (JT&E) Program

The Joint Test and Evaluation Handbook series

Joint Test and Evaluation Infrastructure Handbook

Joint Test and Evaluation Nomination Handbook

Joint Feasibility Study Handbook

Joint Test and Evaluation Handbook

AFI 16-301, *U.S. Air Force Priority System for Resources Management*

AFI 65-601, *Budget Guidance and Procedures, Vol I*

AFPD 99-1, *Test and Evaluation Policy*

Policy Letter USAF/ILXB on BOS Policy, 28 Oct 99

NOTE: The user of this instruction is responsible for verifying the currency of the cited documents.

Abbreviations and Acronyms

ACC—Air Combat Command

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFELM—Air Force Element

AFJAC—Air Force JT&E Advisory Council

AFOTEC—Air Force Operational Test and Evaluation Center

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AWFC/TD—Air Warfare Center, Test, Training, and Experimentation Division

BOS—Base Operations Support

CINC—Commander in Chief

CRE—Consolidated Resource Estimate

DD, DT&E—Deputy Director, Development Test and Evaluation

DMAP—Data Management and Analysis Plan

DoD—Department of Defense
D, S&TS—Director, Strategic and Tactical Systems
DTD—Deputy Test Director
FOA—Field Operating Agency
FSD—Feasibility Study Director
GO—General Officer
HQ—Headquarters
ISSA—Inter-Service Support Agreement
JCS—Joint Chiefs of Staff
JFS—Joint Feasibility Study
JFSR—Joint Feasibility Study Report
JTD—Joint Test Director
JT—Joint Test
JT&E—Joint Test and Evaluation
MAJCOM—Major Command
MOA—Memorandum of Agreement
MPF—Military Personnel Flight
NLT—Not Later Than
OSD—Office of the Secretary of Defense
OPR—Office of Primary Responsibility
PC—Planning Committee
PD—Position Description
PID—Program Introduction Document
PTP—Program Test Plan
SAC—Senior Advisory Council
SES—Senior Executive Service
SOC—Statement of Capability
TAB—Technical Advisory Board
TD—Test Directive
TRP—Test Resource Plan
UCMJ—Universal Code of Military Justice
USAF—United States Air Force

Terms

Air Force JT&E Advisory Council (AFJAC)—A group of Air Force leaders (at division chief level) which reviews and prioritizes Air Force JT nominations and recommends which should be forwarded to the OSD JT&E Planning Committee. HQ USAF/TEP chairs the group, which includes representatives from HQ USAF/XO.

Consolidated Resource Estimate (CRE) —A detailed document that identifies the funding, personnel, and equipment required to execute the proposed JT.

Data Management and Analysis Plan (DMAP). —A program level document that details what data will be collected, how it will be cataloged, stored, controlled, analyzed, archived, and procedures for these functions.

Feasibility Study Director (FSD) —The person responsible to OSD for the conduct of the JFS.

Joint Feasibility Study (JFS)—A formal study undertaken to determine whether a proposed JT should be chartered. When directed by OSD, the JFS determines the need for and feasibility of the JT and provides an estimate of required resources.

Joint Test and Evaluation (JT&E) Program —Those activities managed by D, S&TS for the DoD, including all active and proposed JFSs and JTs. The JT&E Program includes all supporting functions such as convening and supporting JT&E Planning Committees, SACs, TABs, General Officer Steering Groups, and program and budget functions. Frequently confused with the actions of a JT which are test activities dealing with a specific issue or concept.

Joint Test Director (JTD)—The person responsible to OSD for executing a chartered JT. Develops JT plans, conducts the JT, and writes required JT reports.

Joint Test—Those activities dedicated to addressing an issue or concept that was nominated by OSD, Joint Staff, CINC, or the Services and has been chartered by OSD. Characterized by test rigor and results credibility. Can also include the team of all personnel supporting a JT, including the JTD, the immediate staff, and personnel from all support forces.

Lead Service—The Service responsible for providing the JT with facilities, including buildings, furniture, and administrative equipment.

Multi-Service —Comprised of more than one Military Service. (Usually refers to an acquisition program.)

Nomination—The process used to bring joint issues and concepts to the attention of the D, S&TS.

OSD JT&E Planning Committee (PC)—A working level group of representatives from each Service, JCS, and selected OSD offices that reviews JT nominations, sets agendas, and reviews issues for the SAC. DD, DT&E chairs the committee.

Program Test Plan (PTP) —A document that stipulates what actions must be accomplished by a JT in order to collect and analyze sufficient data to resolve the JT issues or concepts. The PTP specifies what must be done in sufficient detail so the resources required to accomplish the JT can be quantified. The JTD produces the plan, coordinates it with the participating Services, and OSD approves it.

Senior Advisory Council (SAC)—A senior advisory body that reviews selected nominations, the results of JFSs and JTs, and recommends appropriate actions to D, S&TS. HQ USAF/TE is the Air Force's primary member.

Technical Advisory Board (TAB)—A group of senior scientists, engineers, and analysts who advise DD, DT&E, the SAC, the JT&E PC, FSDs, and JTDs on technical matters.

Test Directive (TD)—A document identifying the responsibilities of all Air Force participants, and directing compliance with specific tasks specified in the TRP and PTP. AFOTEC/CNJ drafts the TD and HQ USAF/TE coordinates the TD.

Test Resource Plan (TRP)—A detailed document specifying Air Force resources committed to support a JT. Joint test directors, MAJCOMs, and FOAs use the TRP to identify, plan for, and commit Air Force resources.

Attachment 2

FORMAT FOR THE JOINT TEST NOMINATION

1. Title
2. Problem Statement
3. Issue(s), Utility, and Impact
4. JFS Plan of Action and Milestones
5. Outline Test Concept
6. JT Program Schedule and Milestones
7. Unique Requirements
 - Required Ranges and Facilities
 - Hardware and Software
 - Environment
 - Personnel
 - Instrumentation
8. Known and Projected Shortfalls
9. Suggested Lead and Participating Services
10. Suggested Additional Participants
11. Estimate of Funds and Resources by Fiscal Year
12. Agencies, Organizations, and CINCs Concurring in the Nomination
13. Users of JT Results
14. Nominee for JFS Director
 - Operational Experience
 - Technical Experience
 - Availability
15. JFS Location