This instruction in accordance with (IAW) Air Force Policy Directive (AFPD) 99-1, Test and Evaluation Process, Headquarters Air Force Mission Directive (HAFMD) 1-52, Director of Test and Evaluation, implements Department of Defense Instruction, DoDI 5010.41, Joint Test and Evaluation Program. It provides responsibilities, guidance, and procedures for Air Force (AF) participation and support of the Joint Test and Evaluation Program directed by the Office of the Secretary of Defense (OSD). It applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve and Air National Guard units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This publication may be supplemented at any level, but all supplements must be routed to the office of primary responsibility (OPR) of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Refer recommended changes and questions about this publication to Air Force Joint Test Program Office (AFJO) and to Headquarters, Air Force Test and Evaluation Policy, Programs, and Resources Division (HQ USAF/TEP) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command.
SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Changes to this AFI are updates to comply with AFI 33-360 implementing SecAF guidance to streamline and clarify publications.

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Chapter 1

JOINT TEST AND EVALUATION PROGRAM OVERVIEW

1.1. Joint Test and Evaluation Program. The program involves two or more military services, Combatant Commands (CCMDs), Joint Chiefs of Staff, and other Department of Defense (DoD) agencies to solve joint problems with non-materiel solutions. The OSD Director, Operational Test and Evaluation (DOT&E) plans, programs, budgets, and funds costs that are unique to the Joint Test and Evaluation Program IAW DoDI 5010.41. For additional background information and a fuller understanding of the Joint Test and Evaluation Program, please see consult the OSD web site at https://www.jte.osd.mil for program process, terminology, and relevant documentation contained in the Joint Test and Evaluation Program Handbook. The purpose of the Joint Test and Evaluation Program is to:

1.1.1. Assess service system interoperability in joint operations and explore potential solutions to identified problems.
1.1.2. Evaluate joint technical and operational concepts and recommend improvements.
1.1.3. Validate testing methodologies that have joint application.
1.1.4. Improve modeling and simulation validity with field exercise data.
1.1.5. Increase joint mission capability using quantitative and qualitative data for analysis.
1.1.6. Provide feedback to the acquisition and joint operations communities.
1.1.7. Improve joint and multi-service tactics, techniques, and procedures.

1.2. Joint Test and Evaluation Program Scope. The Joint Test and Evaluation program develops, tests, and validates non-material solutions of fielded and soon to be fielded systems. Joint Test and Evaluation provides feedback to the acquisition community; however it does not directly support specific system acquisition.

1.3. Air Force Joint Test and Evaluation program is implemented by:

1.3.1. Directorate of Air Force Test and Evaluation (HQ USAF/TE), on behalf of the Chief of Staff of the Air Force (CSAF), has management responsibility by establishing policy, instructions, and guidance on AF participation in the Joint Test and Evaluation Program.
1.3.2. United States Air Force Warfare Center (USAFWC) through the Air Force Joint Test Program Office (AFJO) has execution responsibility for AF participation in the Joint Test and Evaluation Program.
1.3.3. AFJO generates, develops and supports the Air Force Joint Test and Evaluation Program activities. AFJO also serves as the Operational Test Agency (OTA) for the Air Force Joint Test and Evaluation program.

1.4. Test Overview. The Air Force Joint Test and Evaluation program involves three separate types of tests. AFJO administers all three types of tests.
1.4.1. Joint Test (JT). JTs are aimed at resolving complex issues and/or problems encountered in the joint environment, with the primary intent to improve joint operations (but not limited to) joint and multi-service tactics, techniques, and procedures. The JT is targeted for up to two years duration and $6M budget funded by OSD DOT&E. JTs shall be preceded by a six-month joint feasibility study (JFS). (T-0). Both JFSs and JTs are chartered semi-annually, typically February and August, by DOT&E under authority cited in DoDI 5010.41. Procedures for developing a test proposal into a formal JT nomination are further described in Chapter 3.

1.4.2. Quick Reaction Test (QRT). QRTs are aimed at resolving specific warfighter issues encountered during current joint operations, operational testing or rapid capability fielding, and typically address interoperability problems or inadequate tactics, techniques, and procedures. QRTs shall be targeted for one year in duration and a $1M budget funded by OSD DOT&E. (T-0). QRTs are directed three times per year, typically February, June, and October, by DOT&E under authority cited in DoDI 5010.41. Procedures for developing a test proposal into a formal QRT nomination are further described in Chapter 4.

1.4.2.1. Extremely Urgent-QRTs. Extremely Urgent-QRTs are a subcategory of the QRT and are directed through a shorter DOT&E approval process to resolve an immediate need. Consequently, Extremely Urgent-QRTs are conducted on a six-month timeline. Extremely Urgent-QRTs nominations also have test location restrictions.

1.4.3. Collaborative Joint Test. Collaborative Joint Tests supplement the Air Force Joint Test and Evaluation program. Collaborative Joint Tests are executed and funded by the participants and governed by a Memorandum of Agreement (MOA) with oversight from AFJO. Collaborative Joint Tests are aimed at developing and validating specific operational solutions that improve AF planning and coordination, operational compatibility, and information exchange with the other armed services and task forces in the joint force environment. Collaborative Joint Test nominations are vetted and approved quarterly (as needed) by the Collaborative Joint Test Assessment Board. Procedures for developing a test proposal into a formal Collaborative Joint Test nomination are further described in Chapter 5.
Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Air Force Director of Test and Evaluation (AF/TE). AF/TE is delegated the authority relating to the Joint Test and Evaluation Program by the Secretary of the Air Force IAW HAFMD 1-52.

2.1.1. Establishes policy, instruction, and guidance on AF participation in the DOT&E Joint Test and Evaluation Program.

2.1.2. Represents the AF on the Senior Advisory Council and engages in a collaborative process between AF/TE and USAFWC to establish a single consolidated AF vote. May delegate this authority to an alternate. The delegation must be in writing.

2.1.3. Prioritize QRT nominations submitted to DOT&E based on AF interest and potential joint benefit. Engages in a collaborative process with the USAFWC on QRT nominations.

2.1.4. Is an AF voting member of the Joint Test and Evaluation Executive Steering Group. This authority may be delegated to an alternate. The delegation must be in writing.

2.1.5. Establish and maintain MOAs with the USAFWC Commander (USAFWC/CC) as necessary for support of the Air Force Joint Test and Evaluation Program.

2.2. Policy, Programs, & Resources Division, Directorate of Test and Evaluation (AF/TEP):

2.2.1. Advises AF/TE on policy, instruction, and guidance for Air Force participation in the Joint Test and Evaluation Program.

2.2.2. Represents AF/TE on the DOT&E Planning Committee, QRT Working Group, and Technical Advisory Board.

2.2.3. Co-chairs with AFJO, to convene as needed, the Collaborative Joint Test Assessment Board.

2.2.4. Advocates funding for the Air Force Joint Test and Evaluation Program budget.

2.3. Headquarters Air Force Directorates (AF/A3/5/7/8/9):

2.3.1. Advises AF/TE as necessary on AF operational capability improvements within the scope of the Joint Test and Evaluation Program in response to JT and QRT call for nominations.

2.4. Headquarters Air Combat Command, Directorate of Manpower, Personnel, and Services (ACC/A1):

2.4.1. Assists AFJO in identifying manpower resources and preparing manpower requests.

2.4.2. Approves or disapproves manpower change requests forwarded by AFJO.

2.5. Commander, United States Air Force Warfare Center (USAFWC/CC):

2.5.1. Shall implement and manage AF/TE guidance and instructions for the AF Joint Test and Evaluation Program. (T-1).

2.5.2. Advocates and promotes the AF Joint Test and Evaluation Program.
2.5.3. Serves as an AF alternate voting member to the Joint Test and Evaluation Senior Advisory Council. Engages in a collaborative process with AF/TE to establish a single consolidated AF vote.

2.5.4. Prioritize QRT nominations being submitted to DOT&E based on AF interest and potential joint benefit. Engages in a collaborative process with AF/TE to discuss QRT nominations.

2.5.5. Serves as an AF voting member of the Joint Test and Evaluation Executive Steering Group.


2.6. Air Force Joint Test Program Office. The AFJO has the responsibility to generate, develop, and support Joint Test and Evaluation activities that enhance AF capabilities and mission effectiveness in joint operations. AFJO will serve as the AF OTA in support of the OSD DOT&E Joint Test and Evaluation Program. (T-1). AFJO is located at Nellis Air Force Base (AFB), Nevada (NV), and assigned to the USAFWC, to maintain a warfighter focus and test support capability.

2.6.1. Program Administration:

2.6.1.1. Shall execute the AF Joint Test and Evaluation Program under the oversight of USAFWC. (T-1).

2.6.1.2. Shall advise AF/TEP on policies and issues of AF interest for the Joint Test and Evaluation Program. (T-1).

2.6.1.3. Shall serve as liaison to facilitate collaboration between USAFWC and AF/TE to ensure a cohesive AF position. (T-1).

2.6.1.4. Shall attend QRT Working Group, Planning Committee, Technical Advisory Board, and Senior Advisory Council meetings to represent AF interests. (T-1).

2.6.1.5. Shall support ACC program objective memorandum process and develops the AFJO Operations and Maintenance budget within Program Element 28015F. (T-2).

2.6.1.6. Informs AF/TEP, as necessary, on Joint Test and Evaluation activity and progress, significant actions, and potential problems. (T-3).

2.6.1.7. Reviews, as necessary, Joint Test and Evaluation documents and provides comments and recommendations to the DOT&E JT&E Program Office (JPO). (T-3).

2.6.1.8. Provides recommendations, as necessary, to DOT&E for the Joint Test and Evaluation Lessons Learned database. (T-3).

2.6.1.9. Establishes working relationships, as necessary, within AF, other services, CCMDs and DoD test organizations and advocates and promotes the Joint Test and Evaluation Program. (T-3).

2.6.1.10. Serves as Co-Chair with AF/TE to convene, as needed, the Collaborative Joint Test Assessment Board.
2.6.1.11. Serves as the liaison between AF/TE and the USAFWC on the Joint Test and Evaluation Program.

2.6.1.12. Shall produce and distributes a newsletter on AF participation in the Joint Test and Evaluation Program. (T-3).

2.6.2. Project Generation:

2.6.2.1. Shall provide briefings that describe the Joint Test and Evaluation Program process, and the role of AFJO, to organizations, seminars, and conferences. (T-3)

2.6.2.2. Conducts outreach to CCMDs, Joint Task Forces, DoD agencies, and other intra-governmental entities to generate test concepts from verified operational needs. (T-3). When a strong concept is being developed into a test nomination, targeted test development visits shall be required. (T-3).

2.6.2.3. Coordinates all test nominations through the USAFWC and AF/TE, providing warfighter input and representing major commands (MAJCOMs). (T-1)

2.6.2.4. Provides as necessary consultation on the feasibility of a specific test concept.

2.6.3. Project Development:

2.6.3.1. Shall conduct outreach visits utilizing travel funds sourced from the Joint Program Office for coordination and/or test socialization with any agency or entity having interest as either a sponsor or endorse test nominations. (T-3)

2.6.3.2. Will provide training materials, templates, and samples to organizations submitting nominations. (T-3)

2.6.3.3. Reviews nominations and provides timely comments and recommendations to the nominating organization.

2.6.3.4. Assists organizations in the preparation of nominations and in identifying potential sponsorships and endorsements.

2.6.4. Project Support to AFJO assigned test projects:

2.6.4.1. Shall provide available O-6/GS-15 JT Director and an O-5/GS-14 Joint Feasibility Study Director to lead Joint Tests and Joint Feasibility Studies. (T-3). AFJO may also provide QRT Director or Deputy Test Director. Nominating organizations must coordinate with AFJO on Joint Test and Evaluation project management positions. (T-3)

2.6.4.2. Shall collaborate with sponsor in obtaining Subject Matter Expert (SME) support. (T-3).

2.6.4.3. Assists JT Directors, Feasibility Study Directors, or QRT Directors in resource matters, including preparation of Consolidated Resource Estimates (CRE), contract documents and test resource plans as required. (T-3). These documents and plans shall include funding required SME support (government or contractor) for test execution activities within the OSD funding guidelines. (T-3)

2.6.4.4. Shall assist test projects in preparation and coordination of Memorandums of Agreement (MOAs) and Inter-Service Support Agreements, as required. (T-3)

2.6.5. Project Support to non-AFJO assigned test projects:
2.6.5.1. Advises JTs, JFSs, and QRTs on AF capabilities, doctrine, tactics, techniques, and procedures as necessary.

2.6.5.2. Aids coordination efforts with AF organizations as necessary.

2.7. **Nominating Organization Responsibilities.** Nominations requesting AFJO participation as the Operational Test Agency are accepted from CCMDs, all services, Joint Task Forces, DoD Agencies, and other intragovernmental entities. Nominating organizations shall:

2.7.1. Establish an Office of Primary Responsibility (OPR) and designate an action officer SME to coordinate with AFJO as the project point of contact (POC). (T-2)

2.7.2. Request AFJO/CC assistance in preparing and submitting the nomination IAW OSD DOT&E guidance. (T-2)

2.7.3. Identify service, DoD, and intragovernmental entities with an interest in the issue to facilitate the coordination of resource sponsorships and operational endorsements. (T-2)

2.7.4. Fund travel costs for briefer(s) to QRT Working Group, Planning Committee (PC) and Senior Advisory Council (SAC). (T-2). The briefer(s) shall be prepared to provide additional briefings to potential resource sponsors and operational endorsers. (T-3).

2.7.5. Provide office space, communications capability, and facility/information security for the QRT (normally 3-5 personnel, including contractors). (T-2). Note: Test support facilities and Joint Test Director support located at Nellis AFB, NV may be available on a case-by-case basis.

2.7.6. Provide an O-5/GS-14 or higher as the Deputy Test Director. (T-3). May provide an O-6/GS-15 test lead to support the Joint Test Deputy Test Director. Coordinate with AFJO to determine AFJO’s ability to provide the Joint Test Director.

2.7.7. Provide an O-4/GS-13 or higher as the deputy Joint Feasibility Study director. (T-3). Coordinate with AFJO to determine AFJO’s ability to provide the Joint Feasibility Study director.

2.7.8. Provide an O-5/GS-14 as the test director of the QRT. (T-3). Coordinate with AFJO to determine AFJO’s ability to provide an O-4/GS-13 or higher as the deputy test director. Note: If the QRT is located other than AFJO, Nellis AFB NV, identify a local government contracting officer’s representative for contract oversite. (T-3)

2.7.9. Provide additional requisite access for specific Joint Test and Evaluation projects above Top Secret/Sensitive Compartmented Information (TS/SCI) IAW with DoDD 5205.07, *Special Access Program Policy*, to support the test. (T-0)

2.8. **Collaborative Joint Test Assessment Board.** When required, the Collaborative Test Assessment Board shall include members from AF/TEP and applicable AF MAJCOM Staffs. (T-3). The Collaborative Test Assessment Board will:

2.8.1. Coordinate with service sponsors to determine current joint operations priorities that are within scope of a Collaborative Joint Test proposal. (T-3)

2.8.2. Review each Collaborative Joint Test proposal for probability of successful completion, adequate funding and manpower, and proposed implementation of results. (T-3)
2.8.3. Meet, as needed, to approve Collaborative Joint Test nominations and direct the preparation of a Memorandum of Agreement, including specific caveats for the coordination, execution, and reporting of the project. (T-3).

2.8.4. Review the progress of each Collaborative Joint Test and assess the value of the project in resolving the joint issue. (T-3)

2.8.5. Distribute minutes of each Collaborative Test Assessment Board meeting and maintain according to records disposition schedule and AFJO management policies. (T-3).
Chapter 3

JOINT TEST PROCEDURES

3.1. Joint Test Procedures. This section describes the nomination and execution procedures of JTs at AFJO. DOT&E issues bi-annual calls for JT nominations generally in March and September of each year. AFJO subsequently shall issue the calls AF-wide with submission deadlines. (T-3). Note: Regardless of the proposal deadline, JT nominations may be submitted to AFJO at any time during the year. Early submission provides additional time to coordinate with the AFJO staff, address any deficiencies in meeting the entry criteria, and plan briefings to key leaders for official endorsement of the test nominations.

3.1.1. Project submission. AFJO selects JT proposals meeting the intent of the joint test and evaluation program. Critical factors evaluated include number of services impacted, urgency and priority of operational shortfall, and ability to define and produce a non-material solution within a 24-month period. When submitting JT proposals, AFJO assists all nominating agencies in meeting the following requirements:

3.1.1.1. A nomination submission is accepted when it includes both a written nomination (i.e. whitepaper) and briefing describing the proposed JT. The project POC coordinates with AFJO to finalize the nomination. (T-3). The POC and AFJO shall identify briefers for the Planning Committee and Senior Advisory Council, along with other required SME support. (T-2)

3.1.1.2. The project POC identifies the sponsor and test product transition lead. The sponsor shall provide the necessary test and SME personnel. (T-2). AFJO and the POC collaborate to identify operational endorsers. Sponsors and operational endorsers may provide specific capabilities (such as test assets or exercise venues). Sponsors, product transition leads, and endorsers are from CCMDs, DoD agencies, and services, and are either flag/general officer or senior executive level.

3.1.1.3. JT nominations submitted after the AFJO deadline are accepted at the discretion of the AFJO commander. These nominations are required to be of equal maturity to the existing nominations to be considered for inclusion in the current joint test cycle.

3.1.1.4. The final JT nomination package submitted to DOT&E shall include a nomination (i.e. whitepaper) and briefing describing the proposed JT; a sponsor letter, product transition lead letter and at least one endorsement letter. (T-0). These endorsement letters demonstrate the project is joint. If all endorsement letters are from a single service, the package is considered a single service nomination and removed from consideration. Additional endorsement letters may continue to be sought during the DOT&E review process. AFJO submits complete JT nomination packages to DOT&E approximately three months prior to the Senior Advisory Council.

3.1.1.5. Review board. AFJO will conduct a review board on the nominations requesting AF sponsorship. (T-3). A formal briefing is presented to AFJO, by the sponsor’s proposed briefer or an acceptable alternate. AFJO provides assistance to the project team in resolving the recommendations of the review board.

3.1.1.6. Prioritization. The AFJO Commander briefs all JT nominations requesting AFJO as the OTA to the USAFWC/CC and AF/TE to collaborate and determine AF prioritization.
3.1.1.7. Joint Test and Evaluation Review. DOT&E reviews the JT nomination and provides comments to AFJO and the nomination OPR outlining any deficiencies. This allows the organization proposing the nomination to make improvements to the nomination package prior to the Planning Committee. AFJO assists in this effort.

3.1.1.8. Planning Committee. DOT&E convenes the Planning Committee to screen the nominations for compliance with the Joint Test and Evaluation entry criteria. Formal briefings are presented to the committee at the DOT&E facility in Suffolk, VA, by the sponsor’s proposed briefer or an acceptable alternate.

3.1.1.9. Updates. DOT&E allows additional updates to the nomination package through the week prior to the Senior Advisory Council. AFJO assists in this effort.

3.2. Senior Advisory Council. DOT&E convenes the Senior Advisory Council to select the nominations that are directed as a six month JFS. The Senior Advisory Council also reviews current JFSs and determines which become chartered as JTs. A formal briefing is presented to the council typically held at the DOT&E office in the Pentagon, Washington, DC by the sponsor’s proposed briefer or an acceptable alternate.

3.3. Joint Feasibility Study Directive. Immediately following the Senior Advisory Council, DOT&E issues a Joint Feasibility Study Directive letter specifying the participants, the start and stop dates, the expected deliverables, and the funding limit for each selected nomination. The Senior Advisory Council may fund up to two Joint Feasibility Studies per cycle.

3.3.1. The Joint Feasibility Study (JFS) is a six-month test development study. The purpose of the JFS is to determine the feasibility and necessity of the proposed JT. The JFS also produces the Project Master Plan (PMP) and Consolidated Resource Estimate (CRE) for the proposed JT. The JFS conducts working groups to refine the problem statement, scope and gain warfighter concurrence. DOT&E provides the JFS with a milestone chart and work breakdown structure that delineates required items and deadlines. AFJO hosts the JFS however, the sponsor may host a contractor and provide required support.

3.3.2. Technical Advisory Board. DOT&E chairs and convenes two separate Technical Advisory Boards to review the status of each JFS. The Technical Advisory Board focus is identification of test issues, measures, data requirements, test venues, scope and test schedule. The Technical Advisory Board chair provides a recommendation to the Senior Advisory Council on the proposed JT feasibility to conduct any perceived level of risk associated with accomplishing the JT.

3.4. Test Execution period. The Senior Advisory Council may charter one JFS as a JT. DOT&E issues a Joint Test Charter letter specifying the participants, the start and stop dates, the expected deliverables, and the funding limit for each selected nomination. The 24-month test execution period begins once the JT contract is awarded. The actual contract team may not arrive at the designated work location(s) until five to 10 working days after task award.
3.4.1. AFJO maintains a core staff to conduct and execute JTs. This staff is supplemented by a contract team. The JT team finalizes and executes the PMP. The team develops additional required documents, plans, and events to support the overall JT. The JT team develops detailed schedules for required documentation to meet Joint Test and Evaluation program timelines. The JT team also organizes the Joint Warfighter Advisory Group (JWAG) and/or tactics, techniques, and procedures to socialize the problem set and solution with the warfighter. In addition, the JT team conducts periodic General Officer Steering Committee meetings with the sponsor and select group of endorsers to provide updates.

3.4.2. Test Resource Plans. The Project Management Plan identifies required test resources in the annex section. AFJO and the JT team develop and coordinate test resources, as required, during the test planning process. Test Resource Plans are also coordinated with the identified organizations to gain the required resources, such as personnel or systems to execute the test. The JT team can request the sponsor to assist in gaining test resources as necessary.

3.4.3. Planned test events. The Project Management Plan delineates the planned test events. These events include risk mitigation activities (i.e. multiple dry runs for test execution, data collection and analysis) or risk reduction events as practice events for the test team; formal test events that address the bulk of the issues and measures; or mini-test events that address a subset of the issues and measures.

3.4.4. Technical and safety reviews. Shall occur during detailed test plan development. (T-1). Teams will follow host venue independent safety procedures and document Joint Test and Evaluation project specific safety items in the detailed test plan. (T-3).

3.4.5. Test article development/validation and refinement occurs throughout the JT. The test products are finalized after all test events and analysis are complete. The end result of a JT is the Test Product. This product shall be submitted to the product transition lead, identified on the JT nomination during the closedown period of the JT. (T-1).

3.4.6. The JT out-brief and final report shall be provided to OSD DOT&E at the conclusion of the JT. (T-0).

3.5. Joint Test Resources. AFJO maintains office space and communications capabilities (up to SECRET) at Nellis AFB, NV to support JT teams. However, JTs may have a specific number of test team personnel located elsewhere. The sponsor and the organizational OPR provide a contracting officer’s representative and assist in locating sufficient office space and equipment for the test team.

3.6. Joint Test Oversight. AFJO will provide oversight for all AF nominated JTs. (T-1). Support provided includes test management, operations analysis, and information, financial, and personnel security assistance to the test team.
Chapter 4

QUICK REACTION TEST PROCEDURES

4.1. QRT Procedures. This section describes procedures used to develop a test proposal into a formal QRT nomination package; support contract award once a QRT is approved; and facilitate successful test management and oversight during the normal 12-month execution period. DOT&E issues tri-annual calls for QRT nominations generally in the February, May, and September timeframe. AFJO subsequently shall issue the calls AF-wide with submission deadlines. (T-3).

Note: Regardless of proposal deadlines a QRT nomination may be submitted to AFJO at any time during the year. Early submission provides additional time to coordinate with the AFJO staff, address any deficiencies in meeting the entry criteria, and plan briefings to key leaders for official endorsements of nominations.

4.1.1. Project submission. AFJO advocates for Quick Reaction Test proposals meeting the intent of the Joint Test and Evaluation program. Critical factors evaluated include number of Services impacted, urgency and priority of operational shortfall, and ability to define a non-material solution within a 12-month period. When submitting QRT proposals, AFJO assists all nominating agencies in meeting the following requirements:

4.1.1.1. QRT nominations are submitted in the Joint Test and Evaluation Call for Nomination format. Initial nomination submission is considered complete when it includes both a whitepaper and brief. The project POC will coordinate with AFJO to finalize the nomination. (T-2). The POC and AFJO work together to identify briefers for the QRT Working Group along with other required SME support.

4.1.1.2. The project POC identifies the sponsor and product transition lead. The sponsor provides the necessary test director and SME personnel. AFJO and the POC collaborate to identify operational endorsers. Sponsors and operational endorsers provide specific capabilities (such as test assets or exercise venues). Sponsors, product transition leads, and endorsers are from CCMDs, DoD agencies and services and are either flag/general officer or senior executive level. These letters demonstrate the project is joint. If all endorsement letters are from a single service, the package shall be considered a single service nomination and removed from consideration. (T-2).

4.1.1.3. QRT nominations submitted after the AFJO deadline are accepted at the discretion of the AFJO commander. These nominations are required to be of equal maturity to the existing nominations to be included in the current QRT cycle.

4.1.1.4. The final QRT nomination package submitted to DOT&E shall include a written nomination (i.e. whitepaper), nomination briefing describing the proposed QRT, a sponsor letter, product transition letter, at least one endorsement letter and a supporting Operational Test Agency letter. (T-0). Other endorsement letters may be included during the DOT&E review process.

4.1.1.5. Review board. AFJO conducts a review board on all nominations requesting AF sponsorship. A formal briefing shall be presented to AFJO, by the proposed test director of the QRT, or an acceptable alternate. (T-3). AFJO provides assistance to the project team in resolving review board recommendations.
4.1.6. Prioritization. The AFJO Commander briefs all QRT nominations requesting AFJO to serve as the Operational Test Agency to the USAFWC/CC and AF/TE to collaborate and determine AF prioritization.

4.1.7. Joint Test and Evaluation Review. DOT&E reviews the nomination and provides comments to the AFJO and nomination OPR outlining any deficiencies. This allows the organization proposing the QRT to make additional improvements to the nomination package prior to the QRT Working Group. AFJO assists in this effort.

4.1.8. QRT Working Group. Three times per year, DOT&E convenes the QRT Working Group to screen the nominations for compliance with the Joint Test and Evaluation entry criteria. Formal briefings are presented to the committee at the DOT&E facility in Suffolk, VA, by the proposed QRT test director or an acceptable alternate.

4.1.9. Updates. DOT&E allows additional updates based on QRT Working Group feedback to the nomination package prior to submission to the Executive Steering Group. AFJO assists in this effort.

4.2. Executive Steering Group. Three times per year, DOT&E transmits nominations vetted from the QRT Working Group via email to the members of the Executive Steering Group. Executive Steering Group members vote and provide their priorities to DOT&E.

4.3. QRT Directive. After the Executive Steering Group vote, DOT&E issues a QRT Directive letter specifying the purpose, participants, responsibilities, expected deliverables, scheduling and budget guidance, and delegated authorities. There are a number of actions that are required to be accomplished immediately after the QRT is directed to facilitate a timely contract award. These actions are accomplished by government personnel and are necessary to ensure an appropriate contract team is selected to execute the approved test. The 12-month execution period for QRTs does not start until task award occurs.

4.3.1. Initial Documentation. AFJO will provide the QRT Director with templates, samples, and expertise to initiate the project. (T-3). AFJO assists the QRT Director in developing the Project Plan and supporting contract documentation. (T-3). The QRT Director shall complete the Project Plan and supporting contract documentation immediately after QRT directive has been issued. (T-0). Any delay to the Project Plan and contract documentation delays the contract award and initiation of the 12-month test execution period.

4.3.2. AFJO will assist the QRT Director to develop the Performance Work Statement, Quality Assurance Surveillance Plan, and Independent Government Estimate. (T-3).

4.4. Test Execution Period. The 12-month test execution period begins once the QRT contract is awarded. The actual contract team may not arrive at the designated work location(s) until five to 10 working days after task award. Once the contract team reports for duty, the team with assistance of the QRT Director, immediately develops the work breakdown structure, drafts the test resource plan, test plan, and finalizes the test event schedule. (T-0). Additionally, the team organizes a Joint Warfighters Advisory Group and/or tactics, techniques, and procedures working group to socialize the problem set and solution with the warfighter. (T-2).
4.4.1. Test Resource Plans. AFJO and the QRT shall coordinate test resources, as required, during the test planning process. (T-3). Test Resource Plans are coordinated with the identified organizations to gain the required resources such as personnel or systems to execute the test. The test team can request the sponsor to assist in gaining test resources as necessary.

4.4.2. Planned Test Events. Test events are finalized during development of the initial test plan. For some tests, planned events identified during the nomination process may be exchanged for better testing venues identified during the test planning process. The QRT schedule shall include either risk mitigation activities (i.e. multiple test system connectivity checks or practice events) or risk reduction events for the QRT team to dry run test execution, data collection, and analysis procedures. (T-3).

4.4.3. Technical and safety reviews. Shall occur during detailed test plan development. (T-1). QRT teams will follow host venue safety procedures and document Joint Test and Evaluation project specific safety items in the detailed test plan. (T-3)

4.4.4. Test article development/validation and refinement occurs throughout the QRT. The test products will be finalized after all test events and analysis are complete and transitioned to the identified product owner. (T-1)

4.4.5. The QRT out-brief and final report shall be provided to OSD DOT&E at the conclusion of the QRT project. (T-0)

4.5. QRT Resources. AFJO maintains office space and communications capabilities (up to SECRET) at Nellis AFB, NV to support QRT teams. Availability is dependent on prior occupancy by other projects. For QRTs located elsewhere, the organizational OPR provides a contracting officer’s representative and assists in locating sufficient office space and equipment for the test team (approximately three to four personnel).

4.6. QRT Oversight. As the Operational Test Agency, AFJO provides oversight for all AF nominated QRT. Support provided includes test management, operations analysis, and information, financial, and personnel security assistance to the test team.

4.7. Extremely Urgent QRT. Extremely Urgent QRT are processed outside the standard DOT&E timeline and may be submitted directly to AFJO at any time. AFJO provides guidance for meeting the submission requirements.
Chapter 5

COLLABORATIVE JOINT TEST PROCEDURES

5.1. Collaborative Joint Test Procedures. This section describes the procedures for developing a test proposal into a Collaborative Joint Test nomination package with assistance from AFJO. Collaborative Joint Test nominations may be submitted directly to AFJO at any time. The Collaborative Test Assessment Board meets as required to consider Collaborative Joint Test nominations. JT and QRT nominations not selected by the DOT&E Joint Test & Evaluation Program may be submitted for consideration by the Collaborative Test Assessment Board.

5.2. Initial Screening. The Collaborative Test Assessment Board convenes quarterly (or as needed) to review test proposals. These proposals may include projects not sufficiently matured for submission to or not selected for continuation by the DOT&E Joint Test and Evaluation Program, and projects submitted directly to AFJO for review by the Collaborative Test Assessment Board.

5.3. Collaborative Test Assessment Board Review. The Collaborative Test Assessment Board selection criteria focus is the immediacy of the identified joint need, the availability of resources to conduct the test, and the feasibility of scheduling and completing the test events. There is no specified number of participants but the issue requires a joint solution. (T-1) For the purpose of the Collaborative Test Assessment Board, joint means any two service or DoD entities with a mutual interest in resolving the issue.

5.4. Prioritization. The Collaborative Test Assessment Board maintains a priority list of vetted test projects.

5.5. Memorandum of Agreement. Once the Collaborative Test Assessment Board approves a project, it is removed from the priority list and preparation of a Memorandum of Agreement between the participants is initiated. AFJO supports the drafting of the Memorandum of Agreement which also serves as the project master plan. The Memorandum of Agreement shall specify the participants, project lead, resources, venues, schedule, documentation requirements, and test and operational products of the project. (T-1)

5.5.1. Each Collaborative Joint Test will prepare a test plan and a test report and submit quarterly status reports to the Collaborative Test Assessment Board. (T-1)

5.5.2. Each Collaborative Joint Test will prepare an operational summary of the test results for use in developing tactics, techniques, and procedures and instructional media. (T-1)

5.5.3. The Memorandum of Agreement shall be signed and approved by all participating organizations. (T-1). Additional approvals of the Memorandum of Agreement may be needed by equivalent commanders/directors of other service and DoD entities.
5.6. **Project Oversight.** AFJO provides the routine supervision and coordination of test activities to ensure compliance with the Memorandum of Agreement, with authority to resolve issues within the scope of the Memorandum of Agreement. Issues outside the scope of the Memorandum of Agreement are addressed at the next Collaborative Test Assessment Board for a determination to cancel the test, revise the Memorandum of Agreement, or continue within scope.

DEVIN L. CATE  
Director, Test and Evaluation
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFPD 99-1, Test and Evaluation, 20 June 2018
HAFMD 1-52, Director of Test and Evaluation, 7 February 2019
DoDI 5010.41, Joint Test and Evaluation Program, 12 September 2005
Joint Test and Evaluation Program Handbook, Revision 10, 16 February 2018
AFMAN 33-363, Management of Records, 1 March 2008
AFI 33-360, Publications and Forms Management, 1 December 2015
DoDD 5205.07, Special Access Program Policy, 1 July 2010

Adopted Forms
AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms
ACC—Air Combat Command
AF—Air Force
AFB—Air Force Base
AFI—Air Force Instruction
AFJO—Air Force Joint Test Program Office
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AFRIMS—Air Force Records Information Management System
ANG—Air National Guard
CCMD—Combatant Command
CRE—Consolidated Resource Estimate
DD, AW—Deputy Director, Air Warfare
DoD—Department of Defense
DoDI—Department of Defense Instruction
DOT&E—Director, Operational Test and Evaluation
JT—Joint Test
MAJCOM—Major Command
MOA—Memorandum of Agreement
OPR—Office of Primary Responsibility
OSD—Office of Secretary of Defense
OTA—Operational Test Agency
PC—Planning Committee
PMP—Project Master Plan
POC—Point of Contact
QRT—Quick Reaction Test
QRTWG—Quick Reaction Test Working Group
SAC—Senior Advisory Council
SME—Subject Matter Expert
TAB—Technical Advisory Board
USAFWC—United States Air Force Warfare Center

Terms

Air Force Joint Test Program Office (AFJO)—AFJO is the office which facilitates all Air Force participation in the DOT&E Joint Test & Evaluation program. The AFJO mission is to generate, develop, and support Joint Test & Evaluation Program activities that enhance Air Force capabilities and mission effectiveness in joint operations.

Consolidated Resource Estimate (CRE)—A detailed estimate that identifies the resources necessary to conduct the proposed Joint Test & Evaluation project.

Executive Steering Group (ESG)—An advisory body consisting of representatives from Director, Operational Test and Evaluation (DOT&E); the services; Joint Staff; combatant commands (CCMD); and selected Department of Defense (DOD) agencies that is responsible for recommending which normal quick reaction tests (QRT) nominations to direct as QRT projects.

Feasibility Study Director (FSD)—The individual responsible to the DOT&E Deputy Director (DD), Air Warfare (AW) for the execution of a Joint Feasibility Study.

Joint Feasibility Study (JFS)—A formal study directed by the DOT&E DD, AW to determine the feasibility of achieving the desired results within the schedule and resource constraints of the Joint Test & Evaluation program. The JFS is the required precursor for a Joint Test.

Joint Test (JT)—A test that responds to an issue of joint doctrine or interoperability that can be planned, executed, and implemented within two years.

Joint Test and Evaluation (JT&E) Program—JT&E is a program managed by DOT&E DD, AW to address issues that impede or prevent the interoperability of the services in achieving the goals of the Combatant Commands, Joint Commands, and Joint Task Forces. The DOT&E Joint Test & Evaluation Program Office manages the selection process, the execution of the joint test project, and the implementation of the results. DOT&E funds the program and the test projects.
Joint Test Director (JTD)—The individual responsible to DOT&E DD, AW for the execution of a Joint Test.

Joint Warfighter Advisory Group (JWAG)—An advisory body formed to obtain joint warfighter operational expertise or assistance not available within the test team.

Nomination—A written proposal that provides justification for funding a test (Joint Test or Quick Reaction Test) to resolve a joint operational issue. The nomination begins the process used to bring joint operational issues to the attention of the DOT&E DD, AW for a funding decision.

Operational Endorser—A senior leader, executive, or organization recommending to the DD, AW that a specific test be conducted due to the derived expected benefit from the project, and expresses intent to assist with SME manning, test venue, and/or resource support as applicable.

Planning Committee (PC)—An advisory body consisting of representatives from JPO, the services, Joint Staff, CCMDs, and selected DoD agencies that reviews joint test nominations and makes recommendations to the SAC for consideration.

Program Element 28015F—The ACC primary data element in which AFJO is funded from and generally describes the resources needed for AFJO across the FYDP.

Project Master Plan (PMP)—A document that provides the project-level detail for all joint test activities, including discussion of test purpose, goals, and feasibility, as well as potential test venues, test article requirements, equipment requirements, and expertise needed to conduct the joint test. Also contains the Consolidated Resource Estimate (CRE), which identifies the financial and personnel resources needed to support and conduct test activities.

Quick Reaction Test (QRT)—A test that responds to an emerging joint operational issue or requirement that can be planned, executed, and implemented within one year.

Quick Reaction Test Working Group (QRTWG)—An advisory body consisting of representatives from JPO, the services, OTAs, Joint Staff, CCMDs, and selected DoD agencies that reviews normal QRT nominations, identifies any concerns or issues associated with a normal QRT nomination, and forwards recommendations to the ESG. May also select a supporting OTA (if the nominator has not been able to identify one).

Sponsor—The senior leader or organization that has the preponderance of the following: most interest in solving the problem, nominates and briefs the test to QRTWG, PC, provides SMEs, assists with test venues, provides the feasibility study and test director, and owns the test product and product transition. The sponsor provides material support to the JT&E project such as aircraft flying hours, equipment operating hours, information protection and assurance, specialized test equipment, functional training, personnel, etc.

Senior Advisory Council (SAC)—An advisory body consisting of representatives from DOT&E, the services, Joint Staff, CCMDs, and selected DoD agencies that reviews, prioritizes, and recommends joint test nominations for direction as a JFS. Also recommends JFS projects for charter as a joint test.

Technical Advisory Board (TAB)—An advisory body consisting of senior government scientists and engineers with backgrounds in test and evaluation from DOT&E, DoD OTAs, CCMDs, and selected DoD agencies that provides technical advice to the JT&E Program Manager and SAC members regarding the feasibility and execution risk of a proposed joint test to resolve a joint problem and answer proposed test issues.
Test Product Transition Lead—Expected test product owner who will take responsibility for transitioning test products after joint test closedown. A single organization may serve as both the sponsor and test product transition lead.