



Sample Close-Out Briefing



(JCTD Title & Acronym)

FY _____

Close-Out Briefing
(Date of Briefing)

Participants:

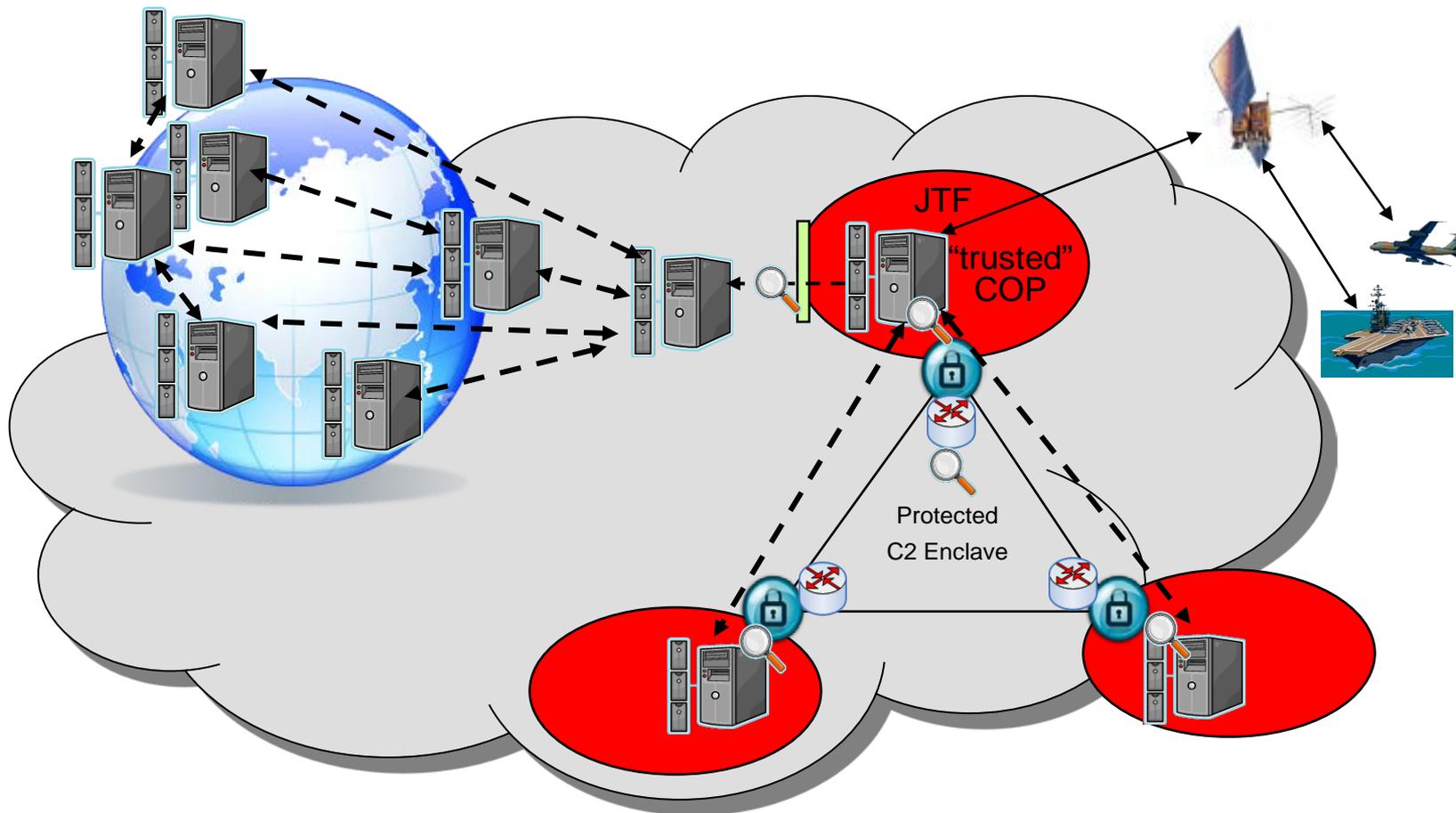
- Lead Executive Agent:
- COCOM Sponsor:
- Oversight Executive:
- Operational Manager:
- Technical Manager:
- Transition Manager:
- Other participants/partners

Notes:

1. Spell out all acronyms on all charts
2. Template is unclassified but please add
"Unclassified FOUO – Distribution Statement D" On the top and bottom of all the slides on the completed briefing.



(JCTD Acronym) OV1





(JCTD Acronym)



- Initial Concept:

- What was the Intent of JCTD:

- Any Significant Change(s) from CDB?

Is JCTD the result of Enabling Technology (ET) Project: (Yes or No)

Note: If yes, provide title and year of ET project.



(JCTD Acronym) Final Operational Utility Summary

- **Date(s):**
- **Location(s):**
- **Short Description of Event(s):**
- **Results:**
 - **Was Operational Utility Demonstrated?**
 - **Was COCOM endorsement of operational utility of capability demonstrated received? If no, provide explanation of why endorsement was not received.**
 - **Was original Intent of JCTD fully met? If no, provide explanation.**



(JCTD Acronym) Transition



- Describe Status of each Transition

- What's Transitioning:
- Transition Target (e.g., PoR: Navy PMW-160, Residual: Army JPEO Guardian, GSA Schedule, Industry: Harris – for inclusion in Programmable Radio used by xxxx) :
- Date of Transition:
- Is there a signed TTA:
- Status:
- Identify any Major Issues:

Note: List each transition and provide a brief description of each. Keep transition section to 1 or 2 charts if possible.

- Describe any spirals that resulted from JCTD, current status and overall success.
- List any Knowledge Products transitioning with the capability.
- List any named Operation (e.g., OEF, OIF, Japanese Relief Efforts, etc.) where the capability has been used?
- Provide any metrics (e.g., cost or time savings, lives saved, etc.) directly linked to this capability.
- What are expected costs after transition and funding sources? Has funding been POMed? If so, including POM funding roll-up to include PE numbers. If funding hasn't been POMed , what is plan?



(JCTD Acronym) Summary



- Key Accomplishments/Successes:
- Lessons-learned: **Use number of pages necessary.**
- Follow-on action requested:



(JCTD Acronym) Distribution of OSD RF Funds



FY	MIPR	Value (\$K)	Obligation (\$K)	Expenditure (\$K)	Balance (\$K)	Plan for Distribution
10	DWAM 00555	\$2,450	\$2,450	\$2,449	\$1,111	Will be fully expended on contingent liability and management overhead by 30Sep13



(JCTD Acronym) Critical Data Needed to Sustain Capability



- **Provide Information on JCTD deliverables/products, responsible office(s) and parties responsible for maintaining and/or updating data, licenses, warrantee, etc. needed to establish, maintain or upgrade enduring capability. This can include:**
 - **Provide POC and contact information for person responsible for long-term sustainment of the capability**
 - **Identify cognizant office(s) for maintaining and/or updating data, licenses, warranties, etc**
 - **Licenses:**
 - **Licensing fees and other associated costs, period of use, and future availability and restrictions**
 - **List major details associated with licenses, such as included maintenance, updates, etc.**
 - **List any risks (e.g., limited use or number of seats)**
 - **Contractual:**
 - **List of contractors involved in the development/sustainment of the JCTD**
 - **Identify COTR Office**
 - **Examples of types of information include:**
 - The government is entitled to minor design modifications at no cost during the first year**
 - Warranties**
 - Any industry design modifications, updates, installation of patches, etc. that are available or responsibility of government**
 - **Legal/Policy:**
 - **Briefly describe any laws or policy that relate to or may impact the operation of the JCTD**
 - For example, restrictions on CONUS collection of PII data that must comply with USC xxx, DoD I xxx, DoD P xxx, etc.**

Notes:

1. **In addition, upload any available documentation, contract deliverables, license information, etc. to Techepedia and to the office responsible for sustaining the capability.**
2. **Data available and needed to sustain capability should be coordinated with the transition manager.**



Back-Up Slides



JCTD Title (Font 32; Bold)

COCOM Sponsor: PACOM OE: Mr./Mrs. Doe

FY??

FONT 14

Operational Problem:

- Provide the operation problem this JCTD is going to solve.

Specifics: Short Statement describing what the JCTD will demonstrate.

- Enter specific deliverables in Year 1 and 2

Technologies:

- Enter the technology(s) being used in this JCTD

Note: Font on the entire chart is "Calibri", font sizes differ

Requirement:

- Provide all relevant requirements for this JCTD . Do not identify specific IPLs on the quad.

Transition:

- Provide transition information

Competing Technology:

- Provide all competing technologies

Funding:

Cash Contributions

Funding (\$K)	FY11	FY12	FY13	Total
Org 1	0	0	0	0
Org 2	0	0	0	0
OSD/RF	0	0	0	0
Total	0	0	0	0

CNCR Contributions

Funding (\$K)	FY11	FY12	FY13	Total
Org 1	0	0	0	0
Org 2	0	0	0	0
OSD/RF	0	0	0	0
Total	0	0	0	0

See reference slide to fill out SECDEF Priorities.

Issue(s):

SECDEF Priorities JCTD Supports: A2AD Building Partnerships
 Defend Homeland Counter Terrorism



SECDEF Priorities on Quad

Identify which SECDEF priority the JCTD proposal will support. If it supports more than one put a “P” for primary support and a “S” for secondary support. See complete names of priorities and definitions below.

A2AD	Maintain ability to project power in areas in which our access and freedom to operate are challenged.
Homeland Defense and provide Support to Civil Authorities	US forces will continue to defend US territory from direct attack by state and non-state actors. We will also come to the assistance of domestic civil authorities in the event such defense fails or in case of natural disasters, potentially in response to a very significant or even catastrophic event.
Building Partnerships	The ability to set the conditions for interaction with partner, competitor or adversary leaders, military forces, or relevant populations by developing and presenting information and conducting activities to affect their perceptions, will, behavior and capabilities. (BA JCA Definition)
Combating Terrorism and Irregular Warfare	Disrupt, dismantling, and defeating al-Qa’ida and preventing Afghanistan from ever being a safe haven again. As U.S. forces draw down in Afghanistan, our global counter terrorism efforts will become more widely distributed and will be characterized by a mix of direct action and security force assistance.



Explanation of Terms on Funding Summary Chart



JCTD Funding Plan - Terms and Color Coding Guidance	
Partner Cash Contributions	These are funds that have been committed to the JCTD by someone in the organization authorized to commit funds for that organization. This commitment should be in writing.
JCTD Program Funds	These are the funds that would be provided by the JCTD Program Office if the JCTD is approved. They are pending until JCTD approval.
Critical Non-Cash Resources	To be an acceptable Critical Non-Cash Contributions the resource must (1) be needed for the successful execution of the JCTD and be identified and described in the Implementation Directive and Management Plan (2) be an expense that would not occur if the partner was not supporting the JCTD. Normally sunk costs or past expenditure should not be included as a Critical Non-Cash Contribution.
Partner Critical Non-Cash Resources	These are non-cash resources that have been committed to the JCTD by someone in the organization authorized to commit resources for that organization. This commitment should be in writing.



“Distribution Statement D”



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