The Coalition Warfare Program (CWP)

FY17 Nomination Tutorial

Website: www.acq.osd.mil/ic/cwp.html
Email: osd.coalition.warfare@mail.mil
Initial Ideas

Contact CWP Team and/or CWP POCs in the International Program Offices to discuss project idea and to get help

- Army: DASA(DE&C)
- Navy: Navy IPO
- Air Force: SAF/IAPQ

Engagement with us will provide you:

- Understanding on whether idea is competitive for CWP funding
- Advice on moving forward and building a strong nomination
- Assistance in developing nomination and coordinating idea to gain support

Our goal is to make projects competitive!
CWP Nomination Package

General Guidance:
- Use CWP naming convention for files “TITLE_Annex___DATE”
- Make sure to mark your nominations appropriately
- Look for sections in Annex B that need to be releasable (Marked with “**”)
- Identify any areas that are not releasable to the partner (Mark with “(NR)”)

www.acq.osd.mil/ic/cwp.html
Deadlines

• Share nomination documents with your local international POC, Service/Agency CWP POC and CWP Team as early as possible for refinement and assistance prior to due dates
  – Dates below for Service IPOs, may have earlier internal deadlines*
*Contact CWP for more information.*

  • Annex A due as pre-cursor to nomination
  • Formal submission package:
    • Annex A – Quad Chart
    • Annex B – Nomination Form
    • Annex C – Resources and Schedule

<table>
<thead>
<tr>
<th>CWP FY17 process deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Army:</strong> DASA(DE&amp;C)</td>
</tr>
<tr>
<td><strong>Navy:</strong> NIPO 01C</td>
</tr>
<tr>
<td><strong>Air Force:</strong> SAF/IAPC</td>
</tr>
</tbody>
</table>
FY 17 CWP Cycle

** www.acq.osd.mil/ic/cwp.html

** CWP Feedback to Proponents
Competitive Nominations

• Active Program Management in project development and during competition

• Comprehensive project plan
  – Clear objective responding to a warfighter need
  – Schedule of tasks (activities required, timelines, key events)
  – Clear breakdown of tasks between partners
  – Required resources (labor, equipment, facilities, travel)

• Understanding of legal vehicles to execute the project
  – International agreements
  – Disclosure or releasability concerns and approvals
  – Export licenses
  – Timeline that supports getting these in place to support to support project
Write to a Defense Audience

• Write to your audience
  – Focus on the details needed to understand your project
  – Provide a clear idea why this is a good project for DoD and CWP
  – Show an understanding of the requirements to execute the project
  – Use appendices to share more in-depth technical information

We will develop a new “telemedicine” app to revolutionize soldier health care.

(no further details on the development)

MEDCOM and Country X’s medical labs will develop a new “telemedicine” app to assess the stress levels of the soldier through mobile blood pressure and heart rate monitoring.
How to write a strong proposal

Details provide consistency and support objective

- Project
- Objective
- Project Participants
- Project Tasks
- Commitment by Partner(s)
- Background of Required Elements (tech, tests, systems, methods, etc)
- Statements supporting need to conduct project
- Endorsements
- Transition Plans
- Long-Term Vision

www.acq.osd.mil/ic/cwp.html
1. **Header information:** Project titles; all organizations involved (govt, industry, academia, etc); PM contact information

2. **One-Liner:** Provides the project goal and major participants

**Use template format - “US (Service/Agency) project with (Country(ies)) to (objective)”**

3. **Documented Need:** List the key documents that identify a need for this specific capability

**Warfighter Challenge:** What can’t the US DoD do today (that you are trying to fix)?

**Objective:** Describe the project, to include the key RDT&E activities by the U.S. and foreign partners and key testing and demonstration events

**US Tangibles:** Identify the key product(s) that will be developed as a result of this project (prototypes, models, software packages, etc) (DO NOT include reports unless that is the ultimate deliverable)

**TRLs:** Identify the TRL levels for the tangible product(s) at the start and end of the CWP project. Definitions are in Annex B.

**Transition Plan:** Identify who the transition manager is and what the next step immediately after the CWP project is for further development or procurement

**Annex A-only Submissions:** Develop independently with plans and estimates

**Full Submissions:** Get information from Annexes B and C to insure consistency with project planning

4. **International Agreement:**
   - Check the type of agreement required on right
   - Include agreement title or proposed title
   - Use list to identify status of the agreement package
   - Get planned signature date from the appropriate IA negotiations office (DASA(DE&C), NIPO, SAF/IAPC, etc)
   - Include name of the IA negotiator responsible for IA

5. **Classification:** Mark appropriately. Also make sure to have reviewed by FDO and consider releasability to partners (or beyond)

6. **Graphics:** Put in graphics that “tell the story” of your project – could be a mix of technology and the proposed outcome, OV-1 style plans, etc

7. **Funding:**
   - Identify breakdown of types of contributions by FY
   - Can use Annex C pre-nomination to develop estimates

8. **Major Tasks:** Identify Major project actions required to meet project objectives
   - Include start and end dates, which should be consistent with IA requirements

9. **Combatant Command Advocates:**
   - CWP team will notify you when to check CCMDs when written advocacy from the appropriate S&T office is received
   - Change checked items to black text
Annex B: Nomination Form

Header/Footer information: Double click to open.
- Header: Make sure to include Short Title
- Footer: Right click title and select Update to refresh title
- Footer: Add Classification of Document

Titles: Include both long and short titles

DoD and Partner Leads: List only the organizations

Warfighter Challenge: Identify what can’t the US do today (that you’re proposing to solve)

Objective: Describe the project – to include description of the technologies involved, the R&D work, the work done by each participant, key test and demos

One-Liner: Use defined format to give a one-line snapshot of the project

Project Description: Include the major tasks (same as those identified in Annexes A and C) with the start and end dates. Give a short summary of the activities that will be conducted during each task.

Deliverables: List the end products from the project – break this down into those that the US will have at the end of the project, and what the partners will have. Separate reports from products. If TTPS or CONOPs are also being developed during the project, include those in Training and Doctrine Related Materials.

Program Interfaces: List the systems or platforms that will use the deliverables – for example, if software, what overall system does it support and what systems does it pull from/connect to? If a prototype, does it get integrated into a major platform?
### Annex B: Nomination Form (3-4)

CHECK BOXES: Double Click and Change Default Value (Checked or Not Checked), Select OK

<table>
<thead>
<tr>
<th>Background: Include history on the development of the technologies and the technologies themselves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership Initiation: Identify how the proposal to work together started</td>
</tr>
<tr>
<td>Status of Partner Commitment: State the commitment of the partner to the plan (pending, fully committed, under consideration, etc)</td>
</tr>
<tr>
<td>Written Support: Paste commitment to pursue the project plan as identified (scope, schedule, anticipated resources) from the Foreign Project Manager or higher levels.</td>
</tr>
<tr>
<td>Project Equitability: Check the appropriate box</td>
</tr>
<tr>
<td>- If equal contributions by US and Partner(s), select Yes.</td>
</tr>
<tr>
<td>- If US and partner(s) contributions are not equal, Check No and add description below on why the project is still considered equitable (“fair”) to the US</td>
</tr>
<tr>
<td>Will the project continue: Check the appropriate box</td>
</tr>
<tr>
<td>- Describe the impact to the proposal if CWP funding is not provided (for example, project will not be conducted, will reduce scope, project will increase timeline to meet stated scope)</td>
</tr>
<tr>
<td>Improved Capability: Describe what the increase in performance/capability is expected at the end of the CWP project</td>
</tr>
</tbody>
</table>

Global Utility: Check if application is for global use or specific to a region. If region-specific, identify

Benefit to the US: Check only the boxes that apply, and describe what the specific benefits are in these categories.

Documented Need: Include references to the specific documents that identify gaps in the capability area you are working. This is the specific citation of those documents.
- If classified, contact the CWP team to send list in this format over SIPR.

Written Project Endorsements: Paste any support letters for this project here, and identify endorsers in POC table.
Duplication: Conduct research to identify if any similar work is ongoing in the DoD. If there is, identify differences between efforts to justify why this project should be supported.

Performance Measurements: Identify the key performance parameters that will be tested and the expected results.

International Agreement: Identify the type of intl agreement vehicle required to conduct the CWP project. Work with the appropriate IA negotiator to fill this section out. Also list the title, current status of the agreement (pending, in-process, complete), Service IPO Negotiator and expected or established signature date.

Network Security: Identify any security requirements related to being used on a DoD network, if any. Identify any requirements for certification and accreditation either during the project (such as for testing) or in the development to support operational use in the future.

Transition Goal: Check the next step in the devt cycle will take place immediately after the CWP project.
Annex B: Nomination Form (7-9)

Transition Plan: Describe the next step for the tangible deliverables after the CWP project is done.

Transition Manager: Identify the person that will be the owner of the deliverables during the next step, their organization, and their commitment to taking the deliverables and conducting the stated transition plan. Written support is required.

Foreign Partner Transition Plan: Identify what the partner(s) will do with their deliverables after the project is completed, and any plans for further development or fielding.

Long Term Vision: Describe the overall objective for the deliverables by the US to include delivery into the US inventory. Describe any future planned efforts with foreign partners to further mature or expand capability.

Acronym Appendix: List all acronyms used in the nomination.

Points of Contact Table: List all involved in the project, to include any support provided in the development or execution of the project. Include POCs for endorsements received by the Combatant Commands or other Endorsers (those with written support in the nomination).

Other Appendix: (Optional) Include additional relevant information to support the nomination or further define the technology used in the project.
Develop Strong Project Plan

COMPLETE DOCUMENTATION

- **Major Tasks** – Major actions that are required to meet project objectives
  - Development Phases
  - Major Tests
  - Major Events
  - Overall Oversight

- **Subtasks** – Actions to accomplish major tasks
  - Component development
  - Integration work
  - Lab or minor testing
  - Preparation Activities
  - Test Analysis

- **Subtask actions** – The resources to accomplish the subtasks
  - Equipment purchases
  - Labor for specific work elements
  - Travel Requirements
  - Use of in-kind resources

3 Levels of Information Required

1. Develop version 1 of robot
   - Develop robot components
     - DoD and Partner procure materials from Company X
   - US Gov’t labor to build components
   - Partner contract labor to build components
   - DoD and MOD conduct initial inspection
   - Develop operating system
     - DoD Obtain licenses Company X
     - US Contract labor to modify software
     - Conduct alpha testing with partner (DoD, contractor, Partner)
   - Integrate components into robot v1
     - Send DoD components to MOD
     - Engineering work by partner MOD

2. Test robot v1
   - Travel to MOD lab
   - Initial analysis by US Govt
   - Modifications by MOD

3. Update robot to version 2

4. Complete final report

www.acq.osd.mil/ic/cwp.html
# Project Plan populates Annex C

## Tabs 2 and 3

### International Agreement Expected Completion Date

<table>
<thead>
<tr>
<th>Task Type</th>
<th>Task Number</th>
<th>Task Description</th>
<th>Start (mm/dd/yyyy)</th>
<th>End (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>1.00</td>
<td>Develop robot version 1</td>
<td>3/20/2017</td>
<td>10/31/2017</td>
</tr>
<tr>
<td>Sub</td>
<td>1.10</td>
<td>Develop the robot components</td>
<td>3/20/2017</td>
<td>6/15/2017</td>
</tr>
<tr>
<td>Sub</td>
<td>1.20</td>
<td>Develop the operating system</td>
<td>4/15/2017</td>
<td>6/30/2017</td>
</tr>
<tr>
<td>Sub</td>
<td>1.30</td>
<td>Integrate components into robot prototype</td>
<td>7/1/2017</td>
<td>9/15/2017</td>
</tr>
<tr>
<td>Sub</td>
<td>1.40</td>
<td>Conduct Bench Testing</td>
<td>9/15/2017</td>
<td>10/31/2017</td>
</tr>
<tr>
<td>Major</td>
<td>2.00</td>
<td>Conduct field testing</td>
<td>11/1/2017</td>
<td>4/5/2018</td>
</tr>
<tr>
<td>Sub</td>
<td>2.10</td>
<td>Prepare for test</td>
<td>11/1/2017</td>
<td>1/31/2018</td>
</tr>
<tr>
<td>Sub</td>
<td>2.20</td>
<td>Conduct testing</td>
<td>2/1/2018</td>
<td>2/28/2018</td>
</tr>
<tr>
<td>Sub</td>
<td>2.30</td>
<td>Conduct analysis</td>
<td>3/1/2018</td>
<td>4/5/2018</td>
</tr>
<tr>
<td>Major</td>
<td>3.00</td>
<td>Develop version 2 of robot</td>
<td>4/6/2018</td>
<td>7/31/2018</td>
</tr>
<tr>
<td>Sub</td>
<td>3.10</td>
<td>System refinements</td>
<td>4/6/2018</td>
<td>7/31/2018</td>
</tr>
<tr>
<td>Major</td>
<td>4.00</td>
<td>Develop final reports</td>
<td>8/1/2018</td>
<td>11/25/2018</td>
</tr>
<tr>
<td>Sub</td>
<td>4.10</td>
<td>Develop final reports</td>
<td>8/1/2018</td>
<td>11/16/2018</td>
</tr>
<tr>
<td>Sub</td>
<td>4.20</td>
<td>Conduct closeout</td>
<td>11/16/2018</td>
<td>11/25/2018</td>
</tr>
</tbody>
</table>

### Schedule Items

- Schedule items become drop-down choices
- Info in 2. Tasks and Schedule form basis to identify subtask actions in 3. Resource Plan

### Performers

<table>
<thead>
<tr>
<th>Task Type</th>
<th>Task Number</th>
<th>Task Description</th>
<th>Performer</th>
<th>Description</th>
<th>Expense Type</th>
<th>Labor Rates</th>
<th>Resource Provider</th>
<th>Resource Type (CWP/Financial/Non-financial)</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>1.00</td>
<td>Develop robot version 1</td>
<td>Contracts R Us</td>
<td>Materials for developing robot</td>
<td>Equipment</td>
<td>CWP</td>
<td>CWP</td>
<td>$120,000.00</td>
<td>$120,000.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub</td>
<td>1.10</td>
<td>Develop the robot components</td>
<td>Navy R&amp;D Agency</td>
<td>Labor (4 Engineers Part-time) to build components</td>
<td>Labor</td>
<td>$5,000/wk</td>
<td>Navy R&amp;D Agency</td>
<td>Financial</td>
<td>$160,000.00</td>
<td>$160,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub</td>
<td>1.10</td>
<td>Develop the robot components</td>
<td>MoD R&amp;D Agency</td>
<td>4 Engineers part-time to build components</td>
<td>Labor</td>
<td>$5,000/wk</td>
<td>Zanadu Navy</td>
<td>Financial</td>
<td>$160,000.00</td>
<td>$160,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Task Costs

- Take plan and fill out Annex C
- Major Tasks
- Subtasks
- Subtask actions

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### 1. List All US and Foreign Organizations That Will be Completing the Project Tasks

<table>
<thead>
<tr>
<th>Country</th>
<th>Performing Organization</th>
<th>Type of Organization</th>
<th>Additional Information (e.g., Anticipated Contract Award Dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>Contracts 'R Us</td>
<td>US Industrial Firms Excl FFRDCs</td>
<td>3/20/2017</td>
</tr>
<tr>
<td>US</td>
<td>Navy R&amp;D Agency</td>
<td>US DoD Organization</td>
<td></td>
</tr>
<tr>
<td>ZANADU</td>
<td>MoD R&amp;D Agency</td>
<td>Foreign Governmental</td>
<td></td>
</tr>
</tbody>
</table>

* This information becomes drop-down options in Tab 3.

### 2. List All US and Foreign Organizations That Will Provide Resources for Project

<table>
<thead>
<tr>
<th>Country</th>
<th>Resource Provider</th>
<th>PE (for US Financial)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>CWP</td>
<td>0603923D8Z</td>
<td></td>
</tr>
<tr>
<td>US</td>
<td>Navy R&amp;D Agency</td>
<td>0604XXX</td>
<td></td>
</tr>
<tr>
<td>ZANADU</td>
<td>Zanadu Navy</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

1. Identify which organizations will be performing project tasks from U.S. and each foreign partner.

2. If a contractor, identify contract/task award date

3. Provide Program Elements (PE)/funding lines for the items identified as US Financial
2. List the major tasks and subtasks
   - Add Task Number to create a new entry- form will identify task type based on the Task Number
     - Major tasks end in x.0
     - Sub tasks end in 1.1, 1.2, 1.n, 2.1, etc.
   - The list of Tasks become drop-down selections in Tab 3

1. List the completion date for the International Agreement

***Date identified here creates a dotted line on schedule***

3. Add start and end dates for major and sub tasks
   - Make sure that your major task dates cover all activities for the sub tasks
   - Inputs will autopopulate the schedule on the right**
### Annex C: Tab 3. Resource Plan

**Form can be sorted and re-sorted by selected grey boxes in headers – Provides flexibility on how to complete (by subtask, by performer, etc)**

<table>
<thead>
<tr>
<th>Task Type</th>
<th>Task Number</th>
<th>Task Description</th>
<th>Start (mm/dd/yyyy)</th>
<th>End (mm/dd/yyyy)</th>
<th>Performer</th>
<th>Description</th>
<th>Expense Type</th>
<th>Labor Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major 1.00</td>
<td>Develop robot components</td>
<td>3/20/2017</td>
<td>10/31/2017</td>
<td>'R Us 2 Engineers part-time</td>
<td>Labor</td>
<td>$5,000/wk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub 1.10</td>
<td>Develop the operating system</td>
<td>3/20/2017</td>
<td>7/15/2017</td>
<td>Contracts</td>
<td>Equipment Purchase</td>
<td>Equipment</td>
<td></td>
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</tr>
<tr>
<td>Sub 1.20</td>
<td>Develop the operating system</td>
<td>3/20/2017</td>
<td>3/30/2017</td>
<td>Contracts 'R Us</td>
<td>Equipment</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sub 1.30</td>
<td>Alpha test software</td>
<td>4/15/2017</td>
<td>10/31/2017</td>
<td>Contracts 'R Us</td>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Task Costs**

<table>
<thead>
<tr>
<th>Resource Provider</th>
<th>Resource Type (CWP/Financial/Non-financial)</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
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<tr>
<td>CWP</td>
<td>CWP</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Navy R&amp;D Agency</td>
<td>Financial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120,000.00</td>
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<tr>
<td>Navy R&amp;D Agency</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$500,000.00</td>
</tr>
</tbody>
</table>

**Create separate lines to describe activities for:**

- Work done in different fiscal years – **plan Nov to Nov for each FY**
- Multiple types of expenses (labor, equipment, travel, facilities)
- Multiple performers working on same subtask
- Resources from more than one source - Activities resourced by more than one provider and/or by both financial and non-financial resources

1. Select task from drop-down (Task Type, Number, Start and End Dates will autopopulate)
2. Change autopopulated dates to start and end dates for each subtask action
3. Select Performer
4. Provide description of activity to include # of people on task if labor
5. Select Expense Type (labor, equipment, travel, facilities, other)
6. If labor, include labor rate, and use that to calculate costs
7. Select Resource Provider
8. Select Resource type (CWP, Financial, or Non-Financial)
9. Provide cost or value according to FY
Annex C. Quad Chart Data

- Tables are populated based on input from Tabs 1-3
- If incorrect:
  - Based on new inputs Right click > Refresh table
  - Make sure that all fields are populated in Tab 3
- Cut and paste tables into Annex A (Quad Chart)

<table>
<thead>
<tr>
<th>Provider</th>
<th>FY17 $</th>
<th>FY18 $</th>
<th>FY19 $</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>CWP</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Financial</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Non-Financial</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>Foreign Partner</td>
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<td>$0</td>
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<tr>
<td>Financial</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Non-Financial</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Total</strong></td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Task 1</td>
<td>3/20/2017</td>
<td>10/31/2017</td>
</tr>
<tr>
<td>Major Task 2</td>
<td>11/1/2017</td>
<td>4/5/2018</td>
</tr>
<tr>
<td>Major Task 3</td>
<td>4/6/2018</td>
<td>11/15/2018</td>
</tr>
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<td>Major Task 4</td>
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<td>11/25/2018</td>
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<tr>
<td>Major Task 5</td>
<td>12/1/2018</td>
<td>6/5/2019</td>
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<tr>
<td>Major Task 6</td>
<td>3/20/2017</td>
<td>5/28/2019</td>
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**Annual Competition Cycle**

**Spring**
- Plan
  - Update and distribute documents

**Summer**
- Outreach
  - CWP overview; share ideas

**Fall**
- Develop
  - Work ideas into competitive nominations

**Winter**
- Compete
  - Reviews and downselect nominations

**Selections**
- By Director, IC

**EXECUTE**
- US PMs execute projects; provide Financial and Status reports

**CWP Documents**
- Planning Document – pre-submission
- Nomination Package (3 forms)—nomination form, project planning spreadsheets, and quad chart

**FY17 Funding (May 2015 – Apr 2016)**
- Call memo goes out May 2015
- Service/Agency due dates in the Fall
- Initial packages due to CWP in Jan 16
- SME review begins Feb 16
- Final packages due end of Feb 16
- SME reviews due early Apr 16
- Selections made mid-April 16
- Projects begin in FY17 or later

**FY17 Funding**
- Selections made mid-Apr
- Project plan including funding distribution due to CWP mid-May 2016
- Leads work with IPOs to get agreements in place to start
- Projects begin in FY17 or later

**CWP SMEs**
- Combatant Command S&T offices
- Service and Agency IPOs
- OSD (AT&L, Policy, CIO, CTTSO, etc)
- DC-based Partner Embassies
- Technical experts in particular fields as required
- Joint Staff
- NSA (IAD)