



# **2011 JCTD Managers Conference Documentation & Requirements**

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# Documentation Needed



- Candidate Briefing and Quad Chart
- Congressional Notification Report
- Implementation Directive
- Management Plan
- Technology Transition Agreement
- Final Operational Utility Assessment Report
- Final JCTD Report (\*\* separate presentation)



# Congressional Report



- **When Required:** 2 weeks after JCTD is selected by the CDB
- **Originator:** Oversight Executive and Team
- **Length:** 1 page
- **Approval:** Director of the JCTD Program
- **Purpose:** Is used to notify Congress of the Department's plans to initiate a new JCTD



# Congressional Report Content



**Title:** \_\_\_\_\_ **JCTD**  
**Year Started: FY** \_\_\_\_\_  
**Combatant Command/User Sponsor:** \_\_\_\_\_  
**Lead Service/Agency:** \_\_\_\_\_  
**Project Oversight: OSD/ASDR&E/RFD**

**Problem:**

**Solution:**

**Planned Schedule: (4 or 5 Major Milestones)**

**Planned Transition Strategy:**

**Funding:**

Estimated Annual & Total Cost (includes cash and in-kind contributions)				
	FY12	FY13	FY14	Total
<b>OSD/ASDR&amp;E/RFD Costs</b>	\$6,230K	\$3,770K	\$0K	\$10,000K
<b>Partner Costs</b>	\$2,330K	\$500K	\$0K	\$2,830K
<b>Total Costs</b>	\$8,560K	\$4,270K	\$0K	\$12,830K



# Implementation Directive



- **Who Signs an ID:**
  - Partner organizations at level required to commit the resources identified in the ID
  - For RFD, the Deputy Assistant Secretary of Defense, Rapid Fielding
- **Originator:** Integrated Management Team
- **Length:** Excluding the cover and signature page, recommend 5 pages or less
- **When Required:**
  - A draft ID is required 30 days after CDB approval and a final ID signed by the Deputy Assistant Secretary of Defense, Rapid Fielding is due 60 days from a positive decision from the CDB

The ID is the contract between the JCTD Partners;  
a documented commitment of resources.



# ID Content



- Cover and signature page for partnering organizations
- Brief statement on problem being addressed and approach
- Resources (financial & nonfinancial) being committed by each organization
- Identification of the Technical, Operational and Transition Managers
- Roles & responsibilities of key partnering organizations
- Cost and schedule
- Yearly deliverables and Success Criteria
- Transition Strategy



# Management Plan (MP)



**Who Signs MP:** The Management Plan will be signed by the members of the JCTD Integrated Management Team (OE, TM, OM, XM) and the Director of the JCTD Program.

**Originator:** Integrated Management Team

**Length:** No specific requirement but should not exceed 25 pages

**When Required:** 60 days from the start of the JCTD

**The MP is a living document that should be revised as necessary through the life of the JCTD.**



# MP Content



- **Cover & Signature Page**
- **Description, Objectives & Overall Approach**
  - Operational Need
  - Technical Approach & System Description
  - Concept of Operations
  - Participating Organizations and Roles & Responsibilities
  - Schedule & Critical Events
  - Funding Sources
  - Spend Plan
- **Development Strategy**
  - Development Objectives & Goals
  - Key Yearly Deliverables
  - Contracting Strategy
- **Assessment Strategy**
  - Demonstration Objectives
  - Concept of Operations
  - Demonstration and Assessment Plan
  - Critical Operating Issues (COIs) & Measures of Performance (MOPs)
  - Training Requirements
  - Safety/Hazard/Environmental Assessments
- **Transition Strategy**
- **Risk Assessment**



# Technology Transition Agreement (TTA)



- **Who Signs a TTA:** Transition Manager, Technical Manager, Director JCTD Program, POR representative that can commit POR to transition intent.
- **Length:** No length specified
- **Originator:** Integrated Management Team led by the Transition Manager
- **When Required:** Prior to the first PRB
- **Content:**
  - Intended transition path(s)
  - Description of:
    - What is transitioning
    - Who is responsible for making it happen
    - When will transition(s) take place
    - How will transition(s) take place and how will success be measured
    - Funding needed for transition(s)
    - Source(s) of funding
  - Conditions that must be met for transition
  - Risk Assessment by POR



# Final Operational Utility Assessment Report



- **Who Signs Final Assessment Report:** The report will be signed by the Operational Test Agency (OTA) and should be send to RFD with a cover memo from the COCOM Sponsor(s) providing their assessment of utility.
- **Length:** No length specified
- **Originator:** Operational Assessor and COCOM Sponsor
- **When Required:** Prior to the final PRB
- **Content:** Will vary with project



**QUESTIONS?**