



DEPARTMENT OF DEFENSE INTELLIGENCE INFORMATION SYSTEM (DODIIS)
TEST PROCESS OVERSIGHT COMMITTEE (TPOC)
CHARTER

October 1, 1999

Prepared by:
497th Intelligence Group/IND
240 Luke Ave, Bldg. 1304
Bolling AFB, D.C. 20332-7030
(202) 404-8736, DSN 754
Email: dexat&e@emh-497ig.bolling.af.mil

MEMORANDUM OF APPROVAL

SIGNATORIES

//signed//

GEORGE F. BARTON, GM-15
Chief, DoDIIS Management Division
Defense Intelligence Agency

Date: October 27, 1999

//signed//

STEVEN D. FAGER, GS-15, DAFC
Chief, Information Assurance Division
HQ 497th Intelligence Group, USAF

Date: October 6, 1999

TABLE OF CONTENTS

| | |
|--|-----------|
| MEMORANDUM OF APPROVAL..... | ii |
| TABLE OF CONTENTS..... | iv |
| 1.0 Purpose. | 1 |
| 2.0 References..... | 1 |
| 3.0 Objective..... | 2 |
| 4.0 Organization. | 2 |
| 4.1 Chairperson..... | 3 |
| 4.2 Membership..... | 3 |
| 5.0 Responsibilities. | 3 |
| 5.1 Chairperson..... | 4 |
| 5.2 Members | 4 |
| 6.0 Procedures..... | 5 |
| 7.0 Review and Termination..... | 6 |
| APPENDIX..... | 7 |
| KEY DEFINITIONS | 7 |

**DEPARTMENT OF DEFENSE INTELLIGENCE INFORMATION SYSTEM (DODIIS)
TEST PROCESS OVERSIGHT COMMITTEE (TPOC)
CHARTER**

1.0 Purpose.

This document formally supercedes the Department of Defense Intelligence Information System (DODIIS) Migration Systems Test Process Oversight Committee (TPOC) Charter initially dated 18 November 1996 and approved by signatories on 13 February 1997.

2.0 References.

The following references apply to this Charter:

- a. Defense Information Infrastructure (DII) Common Operating Environment (COE) Integration and Runtime Specification (I&RTS). Version 3.1, October 1998.
- b. DODIIS Instructions. April 1999 or later.
- c. Department of Defense (DoD) Joint Technical Architecture (JTA), Version 2.0, 26 May 1998.
- d. Department of Defense (DoD) Directive 5000.1, "Defense Acquisition," March 15, 1996.
- e. Department of Defense (DoD) 5000.2-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information Systems (MAIS) Acquisition Programs," 15 March 1996.
- f. Memorandum of Agreement Between the Joint Interoperability Test Command (JITC), DoD Intelligence Information Systems (DoDIIS) Management Board (DMB), the DoDIIS Executive Agent (DEXA) for Test, and the DoDIIS Joint Integration Test Facility (JITF); SUBJECT: Interoperability Test And Certification of DODIIS Migration Systems; 19 November 1995.

- g. Interoperability Certification Test Program Plan for the Department of Defense Intelligence Information Systems (DoDIIS) Migration Systems, Version 1.0, August 1996.
- h. Test and Evaluation Policy for Department of Defense (DoDIIS) Intelligence Mission Applications (IMA), April 1999 or later
- i. Joint Integration Test Facility (JITF) DoDIIS Integration Requirements and Evaluation Procedures. Version 2.0, 21 April 1999

3.0 Objective.

The objective of the DODIIS TPOC is to provide a forum for the test agencies, Program Management Offices (PMO), software development community, and Intelligence Mission Application (IMA)/Targeted Operating System (TOS) users, to ensure an adequate, coordinated, comprehensive and consistent test program in the DODIIS certification-to-field process. Specifically, the DODIIS TPOC is responsible for:

- a. Supporting the DEXA for Test and Evaluation (T&E) in defining and documenting DODIIS requirements for JITF testing, compliance and reporting requirements; JITC Interoperability certification; Security Certification by cognizant authorities; and BETA II testing
- b. Supporting the DEXA for T&E in defining and documenting DODIIS certification process requirements for IMAs
- c. Supporting the DEXA for T&E in identifying and documenting other DODIIS testing requirements. Areas of investigation include but are not limited to database integration, DIICOE transition, user interface, application program interfaces, specific testing issues, distributed integration testing and business practices used by sites
- d. Supporting test agencies in the development of test plans
- e. Supporting the DMB in the Acquisition Decision Memorandum (ADM) review processes as it relates to testing and test policies

4.0 Organization.

The TPOC organization will consist of the following:

- 4.1** Chairperson. The Chairperson of the TPOC is the DEXA for T&E.
- 4.2** Membership. The TPOC will consist of members drawn from the policy, infrastructure/IMA development, test agencies and user communities as outlined below.

Membership:

| TPOC Role | Organization(s) |
|--------------------------------------|--|
| TPOC Chairperson | DEXA for T&E |
| Liaison, DMB Secretariat | DIA/DS-IMS |
| Testing Transition | NIMA/SOST |
| System Integration Management Office | DoDIIS SIMO |
| System Integration Management Office | Navy SIMO |
| System Integration Management Office | Army SIMO |
| System Integration Management Office | Air Force SIMO |
| DIICOE | DISA |
| DODIIS ERB | DIA/ERB |
| Integration Testing | AFRL/JITF |
| Interoperability Certifier | DISA/JITC |
| Security Certification | DIA, NIMA, AF, Army, Navy |
| System Developer | PMO(s) |
| User Community | Agencies/Services/Commands Functional Representatives |
| Training | DIA, NIMA |

5.0 Responsibilities.

The responsibilities of the TPOC Chairperson and Members are defined in this section.

5.1 Chairperson. The TPOC Chairperson will:

- a. Not less than two weeks prior to each meeting, provide each member organization with notification of the time, place, and agenda for the proposed meeting.
- b. Coordinate meeting details with host site.
- c. After coordination with members, convene TPOC meetings and provide for the recording and distribution of minutes of meetings.
- d. Assign Action Items in coordination with TPOC members and specify them on an Action Item list. (TPOC Chair maintains a sequentially numbered AI database).
- e. Develop, control, define, document, configuration manage, and maintain TPOC information on the JITF Internet Web Site (<http://www.if.afrl.af.mil/programs/jitf/>), Intelink (<http://web1.rome.ic.gov/jitf>) and the 497IG/IND Web Site (<http://www-act.bolling.af.mil/ind/indithome.htm>) for TPOC related documents, meeting Minutes and Action Items.
- f. Analyze and coordinate issues/problems at the lowest administrative level possible and recommend solutions for them.
- g. Make the final decision on TPOC issues based on inputs from the membership. Issues dealing with policy or funding may require coordination with DoDIIS SIMO/ERB.

5.2 Membership. TPOC member organizations shall :

- a. Ensure a representative with decision making authority attends each TPOC meeting or ensures that pertinent issues are forwarded to the TPOC chairperson prior to the meeting. Test agency representation at each TPOC meeting is required.
- b. Provide system test requirements to the DEXA for T&E when surveyed.
- c. Recommend disposition of all testing requirements and other issues presented to the TPOC.
- d. Ensure that all proposals for testing, requirements and other issues include adequate justification, impact analysis, cost, coordination, evaluation, engineering, logistics, and implementation planning, schedule, and documentation.

- e. Participate in the TPOC process and provide input for the agenda.
- f. Provide system test requirements via Service, Unified Command and DIA SIMOs.

6.0 Procedures.

The Procedures for the TPOC will be the following:

- a. The TPOC will meet at the discretion of the Chair, or if enough of the members request a meeting be convened, with written justification, and with a recommended agenda. .
- b. Outstanding Action Items (AI) will be reviewed by the TPOC at each meeting. New AIs as recommended by member representatives attending will be reviewed and agreed to by the group and a listing of completed AIs and newly generated AIs will be provided as part of the minutes. The AI Database is maintained by the DExA for T&E and is available through the JITF Internet home page (<http://www.if.afrl.af.mil/programs/jitf/>), Intelink home page (<http://web1.rome.ic.gov/jitf/>); or through the 497IG/IND home page (<http://www-act.bolling.af.mil/ind/indithome.htm>) where accessible. If neither of these sites are accessible, request AI status via email to the DExA at dexat&e@emh-497ig.bolling.af.mil.
- c. Member representatives attending should have the authority to make decisions on issues raised (see g. below).
- d. The minutes of all DODIIS TPOC meetings, and all issues raised as Action Items will be distributed to each TPOC member within 14 workdays after the meeting, after which the AIs shall be available as referenced in para 6.0b, above.
- e. A draft copy of the minutes for review and comment or correction will be made available via email or FAX, to members recorded as attending the meeting. Any comments or corrections should be brought to the attention of the Chair within seven working days after receipt of the draft minutes. Divergent opinions shall be registered in the Minutes .
- f. Members shall register their opinions in writing to the chair for inclusion in the decision making process related to TPOC Issues.

- g. Maximum attempt shall be made to resolve divergent views on all matters, by persuasion, negotiation and compromise before resorting to elevating the issue for resolution at a higher management level.

7.0 *Review and Termination.*

Recommendations and changes to this charter may be incorporated at anytime by written notice of the DMB to the DODIIS TPOC chair. This charter will remain valid until terminated or superseded by the DMB by written notice to the DODIIS TPOC chair.

APPENDIX

KEY DEFINITIONS

Acceptance Testing - Formal testing conducted to determine whether or not a system satisfies its acceptance criteria - enables a customer to determine whether or not to accept the system.

Alpha Testing - Testing of a software product or system conducted at the developer's site and witnessed by the customer.

Automated Testing - That part of software testing that is associated with software tool(s) that does not require operator input, analysis, or evaluation.

Beta Testing - Testing conducted at one or more customer sites by the end-user of a delivered software product or system.

DT&E - Developmental Test and Evaluation focuses on the technological and engineering aspects of the system or equipment items.

Evaluation - The process of examining a system or system component to determine the extent to which specified properties are present.

Functional Testing - Application of test data derived from the specified functional requirements without regard to the final program structure.

Integration - The process of combining software components or hardware components or both into an overall system.

Integration Testing - An orderly progression of testing in which software components or hardware components or both are combined and tested until the entire system has been integrated.

Interoperability - The ability of the system, units, or forces to provide and receive services from other systems, units, or forces, and to use the services to operate effectively together. Also, the conditions achieved among communications-electronics systems or items of communications-electronics when information of services can be exchanged directly and satisfactorily between them and/or their users.

Interoperability Testing - A formalized testing process where people, procedures and systems/equipment are brought together in an operational environment to test the system interfaces and determine the reliability, usability, timeliness, and accuracy of the exchanged information.

IOT&E - Initial Operational Test and Evaluation is the first phase of operational test and evaluation conducted on prototypes or pilot production items and normally completed prior to the first major production decision. Conducted to provide a valid estimate of expected system operational effectiveness and suitability.

Operational Requirements - Operational requirements are qualitative and quantitative parameters that specify the desired operational capabilities of a system and serve as a basis for determining the operational effectiveness and suitability of a system prior to deployment.

Operational Testing - Testing performed by the end-user on software in its normal operating environment.

System - A collection of people, machines, and methods organized to accomplish a set of specified functions.

Test Plan - A formal or informal plan to be followed to assure the controlled testing of the product under test.

Test Procedure - The formal or informal procedure that will be followed to execute a test. This is usually a written document that allows others to execute the test with a minimum of training.

Testing - Any activity aimed at evaluating an attribute or capability of a program or system to determine that it meets its required results. The process of exercising or evaluating a system or system component by manual or automated means to verify that it satisfies specified requirements or to identify differences between expected and actual results.

Verification - The process of evaluating the products of a given software development activity to determine correctness and consistency with respect to the products and standards provided as input to that activity.