



Module 2 - Lesson 203

Execution/Reporting Process

RDT&E Team, TCJ5-FC

Oct 2018

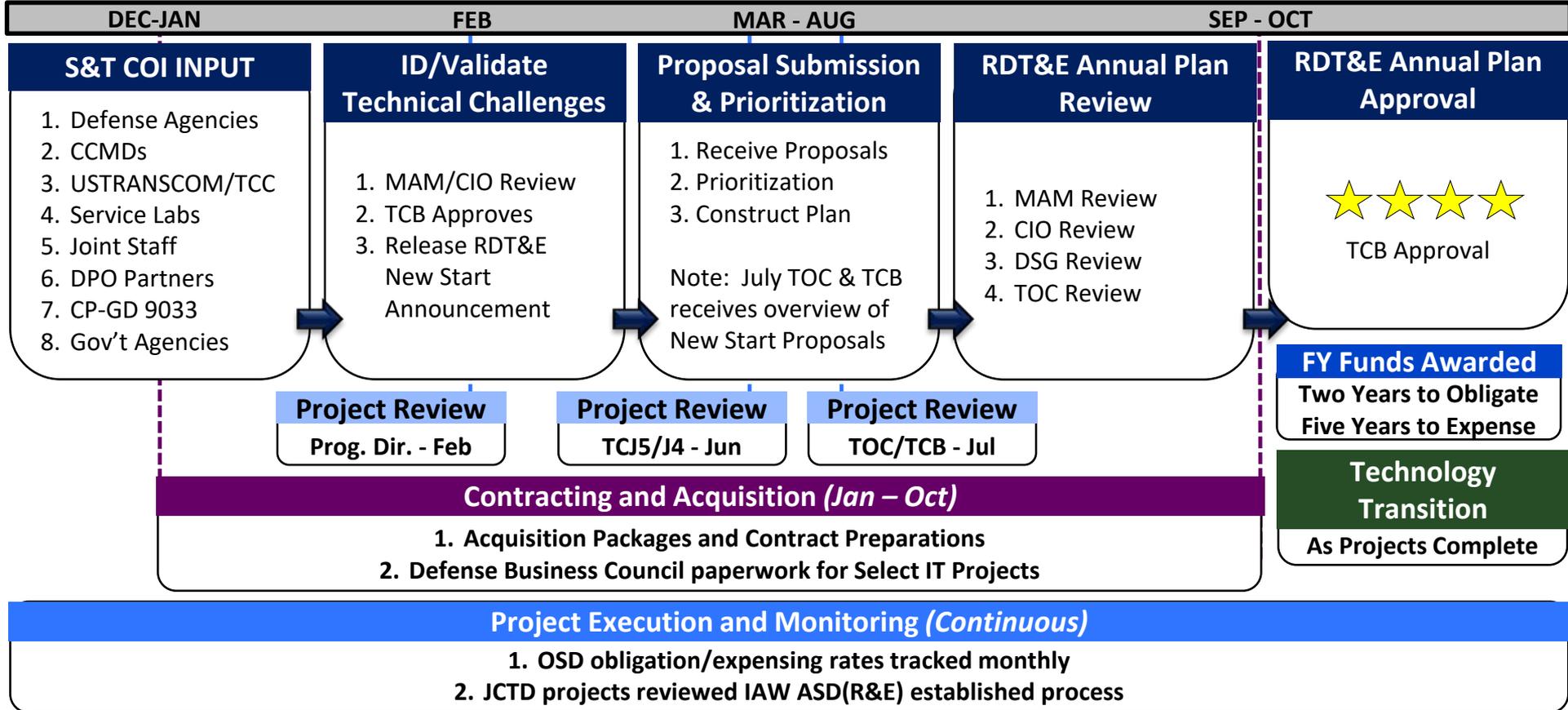


Overview/Objectives

- **Lesson 203 provides an overview of the USTRANSCOM RDT&E Execution and Reporting Process. To include:**
 - Overall RDT&E Program Management Process
 - Project Solicitation/Approval Process
 - Annual Call for Projects
 - Proposed Project Vetting Process
 - Contracting Process
 - Project Execution/Reporting
 - Project Coordinator Responsibilities



RDT&E Process





Project Solicitation/Approval Process

- **RDT&E Program Director (J5-F) issues call for projects (~Mar):**
 - Across the JDDE and Science & Technology communities (labs, industry, and academia)
 - Proposals submitted using format in USTRANSCOMI 61-1 (attachment 2)
 - Need to address valid DPO Gap (contained in USTCH 60-2)
- **Proposed projects are vetted for comments prior to obtaining TCCC approval:**
 - Starts with the RDT&E Team and selected Staff Subject Matter Experts (SME's)
 - The RDT&E Management Team (O-6 level) reviews selected proposals
 - Draft plan is presented to the Mission Area Manager (MAM) and Chief Information Officer (CIO) Council
 - USTRANSCOM Oversight Group (TOC) reviews proposed plan
 - Remaining proposals are vetted via DPO Governance Structure
 - Final step is USTRANSCOM Corporate Board (TCB) approves plan
- **Jan – Sep, contracting packages are prepared/project management structure is established**



Project Execution/Reporting

- **OSD obligation/expense rates tracked monthly by RDT&E Team member, Project Coordinators and J8**
- **Project review to RDT&E Program Director – Feb**
- **Summary update to TRANSCOM Corporate Board (TCB) – Mar**
- **Project review to TCJ5/J4-D – Jun**
- **Project update to TRANSCOM Oversight Council (TOC) & TCB - July**
- **MAM/CIO/DSG/TOC/Command Section briefed on individual projects by RDT&E Program Director and PC as requested/situation dictates**



Project Coordinator (PC) Responsibilities

- **Submit obligation and expense rate expectations (in Sep prior to year of execution) to assigned RDT&E Team member**
- **Complete Project Quad Chart for briefings and as requested**
- **Brief projects during project reviews:**
 - To RDT&E Program Director – Feb
 - To TCJ5/J4-D – Jun
- **For IT-related projects: When applicable must submit to the Defense Business System Management Committee (DBSMC)**
- **PCs must ensure the financial actions associated with their projects are expeditiously processed**
- **PCs can access their assigned RDT&E Team member for assistance**



Summary

- **You should now have a fundamental understanding of the RDT&E Execution and Reporting Process, to include:**
 - Overall RDT&E Program Management Process
 - Project Solicitation/Approval Process
 - Annual Call for Projects
 - Proposed Project Vetting Process
 - Contracting Process
 - Project Execution/Reporting
 - Project Coordinator Responsibilities

Questions or Additional Information, Call the
RDT&E Team at 618-220-4337