

MILITARY COMMUNICATIONS-ELECTRONICS BOARD
INTEROPERABILITY TEST PANEL (ITP) CHARTER

1. **Mission.** The mission of the Information Technology (IT) Systems and National Security Systems (NSS) Interoperability Test Panel (ITP) is to promote, enhance, and maintain compatibility and interoperability of systems that have IT/NSS capabilities, and systems that must operate within the defense IT/NSS environment to meet mission-essential needs of joint and combined operational commanders. The panel seeks to accomplish these goals through a formal process for identifying and resolving critical IT/NSS interoperability testing policy and testing issues.

2. **Organization.** The panel shall consist of both voting, non-voting members and observers. Members will be in the grade of 05/06 or GS 14/15 and will be empowered to represent their organization. The panel may also nominate and invite organizations other than those listed below to participate in the activities of the ITP. The organization will be as follows:

a. Chartered Principal Member (Voting). An Individual, with voting rights, designated by the organizations represented by Chartered Principal Members of the MCEB and US Joint Forces Command. The Chartered Principal Members of the MCEB are: the US Army, the US Navy, the US Air Force, the US Marine Corps, the US Coast Guard, the Vice Director J6, the Defense Information Systems Agency (DISA), the National Security Agency (NSA) and the Defense Intelligence Agency (DIA). Combatant Command representation at all panel meetings is encouraged.

b. Non-Chartered Principal Member (Non-Voting). A full member of the panel in all respects, however without voting rights. These members represent organizations listed as Non Chartered Principal Members of the MCEB and representatives from the offices of, the Assistant Secretary of Defense for NII (OASD/NII) as the DoD CIO, the Director, Operational Test and Evaluation (DOT&E) and the Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)).

c. Alternate. An individual designated to act for and in the name of panel members.

d. Observer. A representative, without voting rights, of a DoD component or government agency having a particular interest in an item being considered by the panel. With the consent of the Chairman, ITP members may invite supporting personnel, observers, and other subject matter experts, to assist in the discussion and resolution of testing issues.

3. **Functions.** The Panel shall perform the following functions:

a. Identify, coordinate, and resolve IT/NSS interoperability testing issues to ensure compliance with DoD policy regarding interoperability of IT/NSS throughout the systems' life cycle.

b. Review results of joint interoperability tests submitted by the DISA Joint Interoperability Test Command (JITC) and act as the issue resolution forum for interoperability testing and certification matters including, but not limited to test scheduling, prioritization, and resource conflicts.

c. Serve as the resolution body for testing issues that surface during certification of IT/NSS requirements.

d. Provide the MCEB with a semi-annual status summary update (or as requested) on interoperability testing results and recurring reports on other key interoperability issues.

e. Process requests submitted by DoD components for Interim Certificate to Operate (ICTO) in accordance with Annex D. This ICTO request is for interim authority to field new systems or capabilities without meeting the Joint Interoperability Certification requirements of DoDD 4630.5/CJCSI 6212.01 for a limited time, with a limited number of platforms to support developmental efforts, demonstrations, exercises, or operational use.

f. Recommend systems that have failed testing or which have other test issues for inclusion to the ISRP Interoperability Watch List (IWL). Determination that systems should be referred to the IWL will be in accordance with the process identified in the ISRP Charter.

4. **Responsibilities.**

a. The Director Command, Control, Communications, Computer Systems (C4) (Joint Staff J-6) will designate the chairperson of the ITP. (Normally grade O-6 or GS-15).

b. The Director, DISA will provide the ITP Executive Agent (EA) and Recording Secretary. Note: the Director DISA has assigned these missions to the JITC of the DISA Interoperability Directorate.

c. The Chairman. The chairperson shall plan and call all meetings, direct the EA activities, approve and sign all correspondences produced by the panel.

d. The Executive Agent (EA). The EA will maintain the repository of action items, and in coordination with the Chairperson, assist in developing closing criteria, and maintain contact with COMBATANT COMMAND/Service/Agency (CC/S/A) action leads and request that action leads provide monthly status reports. The EA will record minutes of the meetings and distribute all correspondences, agenda read-ahead packages and minutes to members and interested parties. The EA will track all issues presented to and derived from the meetings. The EA will track the ICTOs and maintain the ICTO database. The EA will ensure the meeting agenda, minutes and ICTO database are posted on the JITC web page in a timely manner.

e. The Recording Secretary. The Recording Secretary will assist the EA in the execution of EA functions.

5. **Identification of Testing Issues.** Sources for testing issues will normally be from JITC or participating CC/S/As but can be submitted by any DoD component. Issues will be identified and resolved through the process described in Annex C and IAW the prescribed format reflected in Annexes A and B. Generally, Combatant Commands, Services and Agencies will forward potential testing issues to the ITP Executive Agent via the scheduled panel meetings. Issues requiring immediate attention will be forwarded to the Chair as they arise and may necessitate an unscheduled panel meeting. Non-issue presentations (information briefs) for ITP discussion need only submit the Executive Summary (Annex B). Each briefer will provide the Executive Agent with a final Executive Summary, (and Issue Summary Sheet as required), with a paper copy of briefing slides no later than the close of business eight days prior to the meeting. The Chair may return issue papers to the originator for additional information or clarification prior to its presentation at an ITP meeting.

6. **Testing Issue Tracking.**

a. In order to maintain continual up-to-date status on open issues, activities designated as lead for a given ITP issue will submit updated issue summary reports on a monthly basis to the ITP EA.

b. Once an issue has been closed the ITP Executive Agent will continue to monitor implementation and continued compliance with the closure criteria for a period up to one year after the membership closes the issue. The EA may request updates from that activity(s) that maintained "lead" over the issue, for post evaluation. If at any time during this period the ITP EA determines that the issue requires reopening, the EA will forward a recommendation to the Chair, to reopen the issue. Should the Chair request that the issue be reopened; the last activity to have had "lead" responsibility will resume accountability for the issue.

c. The chair may require a status update on any issue at any time and will communicate this requirement to/through the EA.

7. **Panel Activities.**

a. The ITP Panel will:

- Review all current and potential testing issues.
- Implement recommendations, guidance, and tasking received from the MCEB Coordinator and Principal Boards.
- Decide upon whether a potential testing issue is accepted for action.
- Draft and approves new testing issue closure criteria (or revised closure criteria for existing issues as required).
- Determine the initial "lead" and support activities and identify actions required to reach testing issue closure/resolution.

- Officially close a testing issue when it is recognized that the closure criteria has been completely satisfied.

b. The Chairman will forward recommendations and action items developed and approved by the ITP to action officers and activities. The Chair may refer a testing issue, where an appropriate lead or action cannot be identified to initiate the resolution process, to a selected service or agency for further study and recommend a second presentation to the Panel.

c. The final disposition of all testing issues and matters presented to the Panel will be determined by a majority vote of the recognized ITP representatives (members) who cast a vote. In the case of a tie vote, the Chair will cast a vote in order to break the tie. Although attendance of representatives at all Panel meetings is preferred, absent representatives may submit presentations and votes on scheduled agenda items for delivery on their behalf to the Chair in writing or electronically. Responsibility for delivery of such presentations and votes to the Chair will remain with the absent representative.

d. In instances where the ITP is unable to resolve testing issue conflicts, or the issue has generated a level of controversy such that it is unable to be resolved, it will be forwarded to the MCEB Coordinators for review/decision.

e. Meetings shall be scheduled every other month, or as agenda items arise. Every effort will be made to fax and or email the agenda and send read-ahead packages to the members and interested parties at least two weeks prior to the scheduled meetings. The minutes will be distributed in like manner. The agenda and meeting minutes will additionally be posted on the ITP web page at <http://jitc.fhu.disa.mil/>. The Panel shall function in accordance with instructions promulgated by the MCEB except as listed below:

- Requests for information or submittals for panel discussion and consideration should be addressed to the Joint Interoperability Test Command NSW Attn: ITP Executive Agent 101 Strauss Ave, Bldg. 900 Indian Head, MD 20640-5035, e-mail ITP_EA@ncr.disa.mil.

- Requests for ICTO will be submitted in accordance with Annex D, using the form provided in Appendix 1 to Annex D.

8. **Substantive Positions**. Representatives to the ITP may declare a matter substantive if they are opposed to the majority vote of those representatives voting and have significant basis on which to base their position. Representatives who declare a matter substantive must make the declaration prior to adjournment of the Panel and must submit, in writing, the basis for their substantive position and their recommendation(s) on the matter to the Chair within 30 working days from the time the panel is adjourned. The Panel vote on matters declared substantive will not become final until the Chair has reviewed the substantive position(s) and recommendations(s). Should the Chair determine that substantive position warrants additional consideration,

that position along with the comprehensive chronology regarding the issue will be forwarded to the MCEB Coordinators and treated in the manner outlined in paragraph 7.d above. In the event that a matter is declared substantive, but the substantive position(s) and recommendation(s) are not submitted to the Chairperson by the declaring representative(s) as required, the substantive position(s) will expire and the Panel vote will become final.

9. **Schedule of Events**. The schedule of events provides for identifying issues and needs for resolving interoperability issues. Issues may be submitted at any time by any activity. The Chair will convene full membership meetings six times per year or as required.

ITP Process Milestones:

Testing Issue Refinement/Set Agenda

Panel Meets

EA sends out action items

EA sends out minutes

Issues worked by lead/support activities

Issue progress reports submitted to chair

10. **Definitions**. The following definitions apply to the charter:

Interim Certificate To Operate (ICTO): Authority to field new systems or capabilities without meeting the Joint Interoperability Certification requirements of DoDD 4630.5/CJCSI 6212.01 for a limited time, with a limited number of platforms to support developmental efforts, demonstrations, exercises, or operational use. The decision to grant an ICTO will be made by the ITP for non- DSN or PSTN equipments based on the sponsoring component's initial laboratory test results and the assessed impact, if any, on the operational networks to be employed. For telecommunication switches acquired, procured (systems or services), or operated by any Component of the Department of Defense that are or will be installed or connected to the DSN or Public Switched Telecommunications Network (PSTN) the ITP must validate that the fielding of the system is time critical that it be used to support a mission and make a recommendation to the ASD/NII as the DoD CIO who will then decide whether or not to issue an Interim Certificate to Operate (ICTO). Additional information on ICTO processing is included in Annex D.