



DEFENSE INFORMATION SYSTEMS AGENCY

**JOINT INTEROPERABILITY TEST COMMAND
FORT HUACHUCA, ARIZONA**



JITC GUIDE TO TEST DOCUMENTATION



JUNE 2008

INTRODUCTION

The guide provides the details needed to implement JITC Instruction 210-85-01, Documentation of Test and Evaluation Activities. The guide and some resource information are on Hallways at Fort Huachuca and Indian Head in the JITC Guide to Test Documentation folder, and on the JITC Intranet Home Page under References, Policies and Procedures.

Applicability

The rules in the guide apply to all plans and reports written by JITC. All authors should assume the rules apply to their plan or report.

Exceptions

In rare cases, JITC may best serve a customer by providing a product that deviates from these rules. In these cases, the author needs to get approval from division or portfolio management and the Policy Branch BEFORE the document is written.

Organization

The guide first addresses the content needed in each section of a plan, report, and Interoperability Certification Evaluation Plan; then formatting instruction; and finally details in the Writer's Reference.

Beyond the Guide

The guide is intended to help you write clear, direct, effective test documentation. If you find that following any of the rules in the guide will make your plan or report repetitive, confusing, or incomplete, then STOP writing and call, e-mail, or visit the Policy Branch at 520-538-5127, gordon.douglas@disa.mil, Bldg 57305, room 254. We will work with you to find the best solution to your problem.

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TEST PLAN

Executive Summary

Briefly summarize what the system does, what functions will be tested, and how.

Key Points	Description	Details
Mostly How	Devote most of the space to what the system must do and how we will test it.	<ul style="list-style-type: none"> ○ Match functions to procedures. ○ Mostly method of test.
For a General Audience	Write for high-level decision makers, not engineers or testers. Avoid technical and tester jargon.	<ul style="list-style-type: none"> ○ Help the Joint Interoperability Test Command Commander and other executives understand how the testing approach makes sense and that the test will be adequate for its purpose. ○ Assume interest, not expertise.
Little Administrative Detail	Cover who, when, and where of the test very briefly. Executives need few details.	<ul style="list-style-type: none"> ○ Keep the focus on the test item, not the test or testers.
Only Critical Information	Delete everything not directly relevant. Keep to one page or less.	<ul style="list-style-type: none"> ○ No room for boilerplate. ○ No room for hype or program history.
Consistent	Keep consistent with the body of the plan, particularly the purpose.	<ul style="list-style-type: none"> ○ Be careful not to modify when you summarize. ○ Use the same terms.
Net-Ready Key Performance Parameter Testing	Identify any net-centric operations, standards conformance, or information assurance testing to be included in the test.	<ul style="list-style-type: none"> ○ Only identify actual testing, not document reviews. ○ Don't need to mention all elements.

System Functional Description

Describe the important functions, missions, and uses of the system. Define what the users need from the system. Specifically address functions that use or provide network enterprise services and the exchange of information with other systems.

Key Points	Description	Details
Identify the Users Tell Who Uses the System for What Purpose	Define the system's role in supporting the warfighter or other system users.	<ul style="list-style-type: none"> ○ Include functions for users as well as operators. ○ Explain how the system fits into the overall architecture. (Critical or secondary?) ○ If we are only testing some functions of a system, focus only on those functions.
Mission Perspective	Identify the missions that depend on the system. This will clarify for readers the potential impact of failures.	<ul style="list-style-type: none"> ○ Explain what capabilities are new or improved. ○ Put technical failures in an operational context.
Avoid Cut and Paste	Our intent is to convey what the system should do, not to promote it.	<ul style="list-style-type: none"> ○ Avoid Program Manager or vendor hype. ○ Avoid trade jargon and unsubstantiated capabilities.
Consistent with Other Sections	Clearly relate functions in this section to requirements and methodology in later sections.	<ul style="list-style-type: none"> ○ Each function should have related requirements. ○ Avoid reader questions of "Why are they testing this?" and "Why aren't they testing that?" ○ Methodology must address the requirements and relate back to functions. ○ Use consistent organization of functions, requirements, and methodology.
Little Physical Detail	Include physical details only if they are relevant to how the system functions or how we will test it.	<ul style="list-style-type: none"> ○ More than a sentence or two is probably too much.
Interoperability and Net-Centric Functions	In all tests involving interoperability, explain the role of information exchange in fulfilling the functions of the system. Describe any functions that provide or consume network enterprise services.	<ul style="list-style-type: none"> ○ Explain the role of information exchange in fulfilling the functions of the system. ○ What functions depend on what exchanges? ○ What functions of other systems depend on this interoperability? ○ Identify potential net-centric attributes such as posting data or searching for data.

Test Background

Explain why the test is needed, with supporting information only if it is directly relevant to what will happen in the test.

Key Points	Description	Details
Why Test Now	State the reason or reasons why we were asked to test the system; e.g., new capability, system upgrade, system is being used in a new way, new configuration, new environment.	<ul style="list-style-type: none"> ○ Identify the common sense reason that would make testing the logical thing to do. ○ Not just why Joint Interoperability Test Command does testing. ○ Not just that somebody asked us to. ○ Not that the system needs to be certified.
Rationale for the Purpose	Provide the “why” for the “what” given in the Purpose.	<ul style="list-style-type: none"> ○ Give a logical reason for the purpose of the test. ○ Don't state what will be the purpose. ○ Don't describe this test. Test description belongs in Scope and Methodology.
Only Relevant Background	If, and only if, previous testing will affect what or how we will test, then identify the relevant findings and show how they relate to the current test.	<ul style="list-style-type: none"> ○ Don't need program history. ○ Don't need history of need for a function. ○ Don't need general history of testing program. ○ If previous testing is mentioned, explain how it is relevant (some requirements already assessed).

Test Purpose

Identify what the test will determine in one sentence.

Key Points	Description	Details
Primary Purpose	Identify the single most important purpose of the test. Address additional purposes in the Scope section.	<ul style="list-style-type: none"> ○ The primary focus of the test. ○ What most of the testing is about.
What We Want to Find Out	Usually something like: “The test will determine the extent System A interoperates with other systems in a Joint Task Force network.”	<p>Must be answered in Conclusion:</p> <ul style="list-style-type: none"> ○ Purpose: Determine if A and B are interoperable. ○ Conclusion: A and B are (or are not) interoperable.
Short and Simple	Stay clear and to the point.	<ul style="list-style-type: none"> ○ Don’t use a paragraph of discussion or explanation. ○ Don’t include lists, strings, or environments. ○ Use the same terminology as in the Executive Summary.
Not Outcome Dependent	We want to determine something, not certify or validate.	<ul style="list-style-type: none"> ○ Success for us is getting the correct answer, not a pass for the system. ○ Use unbiased terminology: our role as testers is to be objective. We only certify or validate when the facts warrant it.

Requirements or Required Capabilities

Identify the requirements (or capabilities) the system must meet (or have).

Key Points	Description	Details
Mandatory	Must either list requirements or summarize them here. Without clear requirements, it is impossible to understand the test.	<ul style="list-style-type: none"> ○ Cannot just refer to an appendix, standard, or other document. ○ If no requirements, explain why. ○ If we will evaluate, identify what the evaluation is based on.
Account for Every Requirement	Identify all requirements and indicate which, if any, will not be addressed during the test	<ul style="list-style-type: none"> ○ Clearly address all identified requirements in the Methodology section. Don't leave any loose ends. ○ May include other Key Performance Parameters relating to interoperability besides the Net-Ready Key Performance Parameter.
Consistent with Functional Description	Organize requirements in a manner consistent with identified system functions and address all functions.	<ul style="list-style-type: none"> ○ Functions imply that there are requirements. ○ Readers should be able to see what function would be affected if a requirement is not met.
Valid Sources For Assessments	Assessment requirements should be user validated.	<ul style="list-style-type: none"> ○ We cannot invent requirements, but we can use experience and engineering judgment. ○ May use standards, requirements, capabilities, concept of operations, or other sources validated by users. ○ Special cases may occur without user-validated requirements. Be very specific about conclusions from these events.
For Certifications	Interoperability certification requirements must be Joint Staff (J61) certified.	<ul style="list-style-type: none"> ○ Check the certification memo instruction for the specific details that will be needed there.

Requirements or Required Capabilities (continued)

Net-Readiness

Include requirements for the system to be net-ready. Identify the specific requirements that apply to the system. If formal requirements have not been identified, we will still assess the system net-ready status.

Key Points	Description	Details
Net-Ready Key Performance Parameter	Review all elements and show which of them or their parts are applicable. If not applicable, say why.	<ul style="list-style-type: none"> ○ Don't just generically identify the Net-Ready Key Performance Parameter elements. ○ Each system has unique requirements.
No Formal Net-Ready Key Performance Parameter	Explain that the system has no formal requirements for net-readiness, but the following elements will be used to characterize system net-readiness.	<ul style="list-style-type: none"> ○ Use requirements from available documentation. ○ Relate to appropriate element; e.g., if an identified interface is a key interface, address as a Key Interface Profile.
Net-Centric Operations and Warfare – Reference Model Information Exchange in Accordance with Integrated Architecture Products Key Interface Profiles Information Assurance Department of Defense Information Technology Standards Registry	Identify requirements related to operations in a net-centric environment.	<ul style="list-style-type: none"> ○ Identify all requirements for provision/consumption of enterprise services. ○ Identify Communities of Interest and their applicable, shared-data requirements. ○ Identify data/metadata and tagging requirements. ○ Provide the status of Internet Protocol Version 6 compliance.
	Summarize or list the Information Exchange requirements identified in the Integrated Architecture Products.	<ul style="list-style-type: none"> ○ Identify or summarize the system information exchange requirements. If any will not be addressed, explain the impact in the Scope section.
	Identify any Key Interface Profiles for the system, the Key Interface Profile status, and any high-risk standards with those Key Interface Profiles.	<ul style="list-style-type: none"> ○ Put the Key Interface Profile declaration table in an appendix. ○ List any high-risk Key Interface Profile standards not in the Technical View - 1 in this section. ○ List any Key Interface Profile standards not in the Technical View - 1 in an appendix.
	Summarize the applicable high-level Information Assurance requirements; e.g., comply with Department of Defense Information Assurance Certification and Accreditation Process requirements.	<ul style="list-style-type: none"> ○ Generally too lengthy to list individual requirements in plan. ○ If the system does not use the Department of Defense Information Technology Security Certification and Accreditation Process/Department of Defense Information Assurance Certification and Accreditation Process process, identify what other Information Assurance requirements apply.
	List high-risk standards in the Requirements section. Include the Technical View - 1 as an appendix along with risk level and rationale.	<ul style="list-style-type: none"> ○ High-risk standards are those that are military unique, emerging technology, rarely implemented, or frequently violated. ○ May need to use experience and engineering judgment if no Technical View - 1 or other source of standards is available.

Scope

Outline what the testing will cover, emphasizing the extent of the test versus the total real-world requirements of the system. Include how we will evaluate applicable Net-Ready Key Performance Parameter elements.

Key Points	Description	Details
Test versus Real Environments	Explain how well the test environment and/or network represents the actual environment in which the system will operate.	<ul style="list-style-type: none"> ○ Are they the same, similar, or different in important ways? ○ If different, explain why the differences are important. ○ One realistic environment may not represent all real-world environments. If so, identify what is not represented.
Test versus Real Operation	Explain how well the system operation during the test represents the full range of potential system operations.	<ul style="list-style-type: none"> ○ Even if the environment is realistic, the performance demonstrated may not be. Performance with one or two users may not reflect performance with hundreds. ○ Will we be able to fully and conclusively meet our test purpose?
Configuration Diagram, if Needed	Use a diagram to clarify relationships, connectivity, and information flow.	<ul style="list-style-type: none"> ○ May want to show test configuration and operational configuration or architecture. ○ Especially important if configuration may impact performance.
Who, What, Where, When and Why They Matter	Briefly identify the organizations involved, what types of testing, where and when the testing will occur, and what these mean to the test.	<ul style="list-style-type: none"> ○ Indicate what the sites and organizations represent, such as a typical joint task force element at a deployed location. ○ These details are important elements in showing test adequacy.
Net-Ready Key Performance Parameter	If there are applicable requirements for an element, identify our approach to address them. The approach typically will be either to review documentation (for the Department of Defense Information Assurance Certification and Accreditation Process or standards conformance certifications) or to conduct or observe testing.	<ul style="list-style-type: none"> ○ If there are no applicable requirements for an element, then you do not need to address it in this section. ○ If you specify the approach to a requirement is to review documentation, then no additional information is needed in the Methodology section. ○ For each high-risk standard, identify whether we will determine conformance through documentation or testing. ○ If testing will be conducted using another plan, refer the reader to it and tell how the reader can obtain it.

Limitations

Provide a short discussion of issues that will constrain what we can conclude from the test.

Key Points	Description	Details
Only Limitations on Conclusions	If the limitation will not affect the conclusion, omit it. However, no limitations means our conclusion is unequivocal.	<ul style="list-style-type: none"> ○ Not a place for detailing all our testing problems. ○ Not just when or what we can't test. ○ Not a limitation if never in Purpose or Scope sections. If our purpose is to determine ability to support voice communications, it is not a limitation that we will not test video.
Always Include the Effect of Limitation	Explain the impact of each limitation on the conclusion.	<ul style="list-style-type: none"> ○ No value without a "so what?" ○ Not just "so we can't conclude anything about . . ." ○ For instance: Since video is a critical aspect of surveillance data, the system may not be able to support these key intelligence missions.
Always Include Risk to Users	Assess the risk to users: the likelihood of failure; the impact on the mission should the system fail or not be net-ready.	<ul style="list-style-type: none"> ○ Identify the risk to users, not to testers. ○ How likely is there a problem in the untested area? ○ How serious would a failure be to users? ○ Is there risk to a particular group or mission?

Methodology

Describe how the test item will be operated or exercised to determine if it meets requirements. Clearly state what the users/operators, system, and data collectors will do, and give the specific methodology for each Net-Ready Key Performance Parameter element to be tested.

Key Points	Description	Details
Primarily What the System Will Do; NOT What the Testers Will Do	Address how the system will be operated, then how data will be collected. Keep the focus on the system, not the testers.	<ul style="list-style-type: none"> ○ If most of the sentences start with “Joint Interoperability Test Command will . . .” or “testers will . . .” then the actual methodology is often missing. ○ Avoid generic terminology such as scenarios, test scripts, test cases. Use specifics of what will occur during these events; e.g., users will direct aircraft, send images, modify purchase orders.
Most Important Part of the Plan	All other sections exist to support this. The value a reader can get from a plan depends on this section.	<ul style="list-style-type: none"> ○ The primary purpose of the plan is to describe the test. Do that here. ○ Everything else provides the background to understand and evaluate the content of this section. ○ If this section is sketchy, readers cannot assess the adequacy of the test.
Biggest Section	More specifics and detail belong here than anywhere else in the plan body. “Users will perform their normal operational tasks” is not sufficient.	<ul style="list-style-type: none"> ○ Details here should provide a clear enough picture that only technical experts will need to read the appendices. ○ If details in the appendix are only a few pages, put them in the body.
Consistent with Other Sections	Tie the system functions, requirements, and test procedures together to help the reader clearly see test strategy and thoroughness.	<ul style="list-style-type: none"> ○ Must have a clear track from function to requirement to methodology. ○ Large System Functional Description and Requirements sections with a short Methodology section usually indicate inadequate methodology.
Test Procedures	Must tell how the system will be tested and should include procedures for each requirement or type of requirement.	<ul style="list-style-type: none"> ○ Show how all requirements will be addressed. ○ Cover conditions (no load, stressed, high and low bandwidths, new and experienced users, etc.), factors (file size, message type, operating mode, etc.), and sample sizes. ○ Describe use of the system, not just using questionnaires; e.g., personnel will use the system under normal operational conditions for 3 weeks.
Net-Ready Key Performance Parameter	Think of this section as TEST methodology.	<ul style="list-style-type: none"> ○ Describe the specific testing we will do. ○ If there is no actual testing of an element, there is no methodology for that element. Documentation review is addressed in Scope.

Example Results Tables

Show how you will present results in tables. Use simulated content.

Key Points	Description	Details
First Step of Report	Use to begin the process of preparing the report.	<ul style="list-style-type: none"> ○ Include all requirements that will be addressed in tables. ○ Should be able to fill in tables as data is collected and analyzed. ○ May change tables in report if appropriate.
Layout and Content	Identify the organization of test conditions (environment, stress loads, etc.) we expect to be meaningful and clarify what data we intend to include.	<ul style="list-style-type: none"> ○ Layout shows what distinctions the reader will be able to make (large versus small files, images versus text). ○ Content shows example data (attempts/successes, averages, maximums, percentages).
Simplicity and Clarity	Collocate criteria and results and other data that need to be compared.	<ul style="list-style-type: none"> ○ Include test criteria. ○ The easiest comparisons are between adjacent columns. ○ Use space to organize. Group to make trends and exceptions stand out. ○ Avoid displays that hide variation in a sea of uniformity (3571, 3571, 3571, 3517, 3571, 3571).
Omit if Trivial	If no tables are necessary, omit.	<ul style="list-style-type: none"> ○ Don't create a table when a simple statement will do. ○ Unnecessary to include statements like "We will present results in narrative."
Net-Ready Key Performance Parameter	Probably will not need tables for results other than information exchange.	<ul style="list-style-type: none"> ○ Don't need to show "status" (met/not met) tables without any results (actual numbers). ○ Net-Centric Operations and Warfare Reference Model, Information Assurance, and Standards Conformance results normally not quantitative (more often just conforms or not).

Appendices

Provide supporting information necessary to fully define the test and provide detail that would be needed to replicate it.

Key Points	Description	Details
Appendix Order	Begin with Acronyms and end with References and Points of Contact. Between Acronyms and References, present other appendices in descending order of importance.	<ul style="list-style-type: none"> ○ Acronym definitions first, so they are easy to find. ○ Between Acronyms and References, place appendices such as test specifics, test configurations. ○ Omit anything that does not directly contribute to understanding the test.
Detailed Procedures	If the test procedures are so complex that the plan body only summarizes them, describe the exact procedures in an appendix.	<ul style="list-style-type: none"> ○ The most important appendix contains the specifics of the test. ○ Include criteria, data requirements, test conduct, and data collection not described in the body. Provide enough detail that another test team could replicate the test using only the test plan as guidance. ○ Must track with the body. Put details in appendices. Don't introduce unrelated test procedures.
Only as Technical as Necessary	May include more technical information than in the plan body, but keep as readable as possible, especially in procedures.	<ul style="list-style-type: none"> ○ Include the details needed by technical experts to understand the test. ○ Provide specifics needed by users to implement. ○ Provide enough information for the plan to stand alone.
Not Limited to Paper	Consider alternative media (electronic, Compact Disk, Digital Video Disk, etc.) for very long items of interest only to specific customers.	<ul style="list-style-type: none"> ○ Value of plan not measured in pages. ○ Use common sense to keep size reasonable.
Net-Ready Key Performance Parameter	Typical additional appendices might include Net-Centric Operations and Warfare Reference Model test details, Information Assurance details, Key Interface Profile declaration table and applicable standards, and Technical View - 1.	<ul style="list-style-type: none"> ○ Low-risk standards belong in an appendix, not in the body. ○ Only include those appendices you need.

Test Plan

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TEST REPORT

Executive Summary

Summarize what the system did and did not do, operational impacts, and what conclusion can be drawn.

Key Points	Description	Details
Mostly What Was Found	Devote most of the space to the most important issues: what the system was able to do, not do, and the significance.	<ul style="list-style-type: none"> ○ Very brief functional sketch. ○ Mostly results and meaning. ○ Both the can and can't results. ○ NOT just the test plan's Executive Summary with an added sentence or two.
For a General Audience	Write for high-level decision makers, not engineers or testers. Avoid technical and tester jargon.	<ul style="list-style-type: none"> ○ Help the Joint Interoperability Test Command Commander and other executives understand what the system can and can't do and what that will mean for users. ○ Assume interest, not expertise. ○ Don't need lots of detail (need to know rather than nice to know). ○ Avoid unexplained bean counts (met 17 of 20 requirements). ○ What the successes and failures are nearly always more important than how many.
Little Testing Detail	Cover who, when, where, and how only to the level they are important to the findings.	<ul style="list-style-type: none"> ○ If the test is complete and conclusive, very little detail is needed. ○ Focus on the test item, not the test or testers. ○ Add critical limitations if omitting might mislead.
Support the Conclusion	Include at least some data and logic that lead to the conclusion.	<ul style="list-style-type: none"> ○ Can't just jump to a conclusion without anything to back it up. ○ Conclusions should never be a surprise. ○ Conclude what is, based on what was seen.
Only Critical Information	Delete everything not directly relevant to the findings, and keep to one page or less.	<ul style="list-style-type: none"> ○ More is not better. ○ No room for hype or program history.
Consistent	Keep consistent with the rest of the report, particularly the results and conclusion.	<ul style="list-style-type: none"> ○ Identical or very similar wording should be used here and in the sections in report body. ○ Best to write this section last.
Net-Ready Key Performance Parameter	Include important findings in any of the Net-Ready Key Performance Parameter elements, such as critical Information Assurance vulnerabilities or standards conformance issues with potential operational impact.	<ul style="list-style-type: none"> ○ Don't need to address every element if not applicable. ○ Consider value to executive-level reader.

System Functional Description

Describe the important functions, missions, and uses of the system. Define what the users need from the system. Specifically address functions that use or provide network enterprise services and the exchange of information with other systems.

Key Points	Description	Details
May Use this Section from the Plan	However, if testing identified new functions or results differ from the functions identified, new text is necessary.	<ul style="list-style-type: none"> ○ Users may have other needs. ○ Check against results. ○ Don't let functions sound like results; e.g., the system provides seamless interoperable communications. ○ Be sure to change verbs to past tense.
Identify the Users Tell Who Uses the System for What Purpose	Define the system's role in supporting the warfighter or other system users.	<ul style="list-style-type: none"> ○ Include functions for users as well as operators, if different. ○ Explain how the system fits into the overall architecture. (Critical or secondary?) ○ If we only tested some functions of a system, focus only on those functions.
Mission Perspective	Identify the missions that depend on the system. This will clarify for readers the potential impact of failures.	<ul style="list-style-type: none"> ○ Explain what capabilities are new or improved. ○ Put technical failures in an operational context.
Avoid Cut and Paste	Our intent is to convey what the system should do, not to promote it.	<ul style="list-style-type: none"> ○ Avoid Program Manager or vendor hype. ○ Avoid trade jargon and unsubstantiated capabilities.
Consistent with Results	Clearly relate functions in this section to results presented in the Results and Analysis section. Should see from results how well functions can be performed.	<ul style="list-style-type: none"> ○ Each function should have related requirements. ○ Avoid reader questions of "What function requires this?" and "Why didn't they test that?" ○ Use consistent organization of functions and results.
Little Physical Detail	Include physical details only if they are relevant to test results.	<ul style="list-style-type: none"> ○ More than a sentence or two is probably too much.
Interoperability and Net-Centric Functions	In all tests involving interoperability, explain the role of information exchange in fulfilling the functions of the system. Describe any functions that provide or consume network enterprise services.	<ul style="list-style-type: none"> ○ Explain the role of information exchange in fulfilling the functions of the system. ○ What functions depend on what exchanges? ○ What functions of other systems depend on this interoperability? ○ Identify potential net-centric attributes such as posting data or searching for data.

Test Background

Explain why the test needed to be conducted, with supporting information directly relevant to what happened in the test.

Key Points	Description	Details
Use or Modify this Section from the Plan	May need to add relevant items or delete irrelevant ones.	<ul style="list-style-type: none"> ○ If customer needs changed after the plan was written. ○ Delete items no longer of concern.
Why Test Now	State the reason or reasons why we were asked to test the system; e.g., new capability, system upgrade, system is being used in a new way, new configuration, or new environment.	<ul style="list-style-type: none"> ○ The common sense reason that made testing the logical thing to do. ○ Not just why Joint Interoperability Test Command does testing. ○ Not just that somebody asked us to. ○ Not that the system needs to be certified.
Rationale for the Purpose	Provide the “why” for the “what” given in the Purpose.	<ul style="list-style-type: none"> ○ Give a logical reason for the purpose of the test. ○ Don't state what will be the purpose. ○ Don't describe this test. Test description belongs in Scope and Methodology.
Only Relevant Background	If, and only if, previous testing had an impact on what was tested or found, indicate how the previous finding was relevant to the current test.	<ul style="list-style-type: none"> ○ Don't need program history. ○ Don't need history of need for a function. ○ Don't need general history of testing program. ○ If previous testing is mentioned, explain how it was relevant to current test and results.

Test Purpose

Identify what the test was intended to determine in one sentence.

Key Points	Description	Details
Same as Purpose in the Plan	Should not change from the plan except in rare cases when extreme circumstances make the original purpose impossible.	<ul style="list-style-type: none"> ○ Don't need to add additional purposes. ○ Can report things beyond Purpose (if part of the testing goes beyond the Purpose, we can still report on it).
Primary Purpose	Identify the single most important purpose of the test. Address additional purposes in the Scope section.	<ul style="list-style-type: none"> ○ The primary focus of the test. ○ What most of the testing was about.
Short and Simple	Stay clear and to the point.	<ul style="list-style-type: none"> ○ Not a paragraph of discussion or explanation. ○ Not a place for lists, strings, or environments. ○ Use the same terminology as in the Executive Summary.
Answered in Conclusion	Conclusion must follow from the Purpose.	<ul style="list-style-type: none"> ○ Must be answered in Conclusion: If the Purpose is "to determine if A and B are interoperable," then the Conclusion must be "A and B are (or are not) interoperable." ○ Also should be consistent with the Executive Summary.
Not Outcome Dependent	We want to get information, not certify or validate a specific status.	<ul style="list-style-type: none"> ○ Success for us is getting the correct answer, not a pass for the system. ○ Use unbiased terminology: our role as testers is to be objective. We only certify or validate when the facts warrant it.

Test Report

Scope

Outline what the test covered, emphasizing the extent of the test versus the total real-world requirements of the system. Include how we evaluated applicable Net-Ready Key Performance Parameter elements.

Key Points	Description	Details
Use or Modify Scope from the Plan	May need to add relevant things or delete irrelevant ones.	<ul style="list-style-type: none"> ○ If use or test environment changed from what was in the plan.
Test versus Real Environments	Explain how well the test environment and/or network represented the actual environment in which the system will be used.	<ul style="list-style-type: none"> ○ Are they the same, similar, or different in important ways? ○ If different, why are the differences important? ○ One realistic environment may not represent all real-world environments. If so, identify what was not represented.
Test versus Real Operation	Explain how well the system operation during the test represented the full range of potential system operations.	<ul style="list-style-type: none"> ○ Even if the environment was realistic, the performance demonstrated may not be. Performance with one or two users may not represent performance with hundreds. ○ Were we able to fully and conclusively meet our test purpose?
Configuration Diagram, if Needed	Use a diagram to clarify relationships, connectivity, and information flow.	<ul style="list-style-type: none"> ○ May want to show test configuration and operational configuration or architecture. ○ Especially important if configuration impacts performance.
Significance of Where and When	If locations and dates of testing were relevant to what was tested, explain how they are significant.	<ul style="list-style-type: none"> ○ Relevant location factors might be different missions, configurations, sizes. ○ Relevant time factors might be high and low loads, periodic data roll-ups.
Net-Ready Key Performance Parameter	For all Net-Ready Key Performance Parameter elements, identify which applied and our approach to those that did.	<ul style="list-style-type: none"> ○ Since reports do not include a Requirements section, use this section to identify elements that do not apply. ○ Don't repeat things in the Methodology section if covered in Scope.

Test Report

Limitations

Briefly discuss issues that will constrain what we can conclude from the test.

Key Points	Description	Details
Use or Modify this Section from the Plan	May need to add or delete things as relevant.	<ul style="list-style-type: none"> ○ If significant deviations from the plan. ○ If limitation no longer relevant.
Only Limitations on Conclusions	If the limitation does not affect the conclusion, omit it. However, no limitations means our conclusion is unequivocal.	<ul style="list-style-type: none"> ○ Not a place for detailing all our testing problems. ○ Not just when or what we couldn't test. ○ Not a limitation if never in Purpose or Scope sections. If our purpose is to determine ability to support voice communications, it is not a limitation that we did not test video.
Always Include the Effect of Limitation	Explain the impact of each limitation on the conclusion.	<ul style="list-style-type: none"> ○ No value without a "so what?" ○ Not just "so we can't conclude anything about . . ." ○ For instance: Since video is a critical aspect of surveillance data, the system may not be able to support these key intelligence missions.
Always Include the Risk to Users	Include an assessment of the risk to users of failure: the likelihood of failure; the impact on the mission should the system fail or not be net-ready.	<ul style="list-style-type: none"> ○ Identify risk to users, not to testers. ○ How likely is there of a problem in the untested area? ○ How serious would a failure be to users? ○ Is there risk to a particular group or mission?

Methodology

Briefly describe how we conducted the test and how we obtained the results.

Key Points	Description	Details
System Operation	Primarily what users did with the system.	<ul style="list-style-type: none"> ○ System is the focus, not test, testers, or data collectors. ○ Describe use of system, not just using questionnaires; e.g., Personnel used the system under normal operational conditions for 3 weeks. ○ Describe only significant deviations from the plan. (Include in Limitations section, if appropriate.)
Reduced from the Plan	Detail of plan not necessary.	<ul style="list-style-type: none"> ○ This section is a support section, not the main focus as in the plan. ○ But not “users operated the system.” Give the reader some idea about what the system was doing.
Only Relevant to Results	Provide just enough information for readers to understand how the results were obtained.	<ul style="list-style-type: none"> ○ Let the reader know if the test conditions are comprehensive or just a sample.
Details in an Appendix	Put test conduct and data collection details in an appendix.	

Results and Analysis

Summarize what happened during the test, including the factual and numeric outcomes relating to the requirements, and the operational meanings of the results.

Key Points	Description	Details
Good and Bad	Report successful performance as well as problems.	<ul style="list-style-type: none"> ○ System value depends on both what it can and can't do. ○ Must include capabilities to put failures in context.
What Happened	Include actual outcomes and numbers, not just "pass" or "met."	<ul style="list-style-type: none"> ○ Don't ask readers to "trust me." ○ Provide a clear, complete, performance picture. ○ May need to report findings beyond planned measures (system setup difficulties, network instability, alternative uses).
Address All Requirements	Operational as well as technical.	<ul style="list-style-type: none"> ○ Systematically present results to cover all specified criteria. ○ Explain any omissions. ○ Present results next to criteria.
Explain Operational Meaning	Clarify operational significance of results.	<ul style="list-style-type: none"> ○ At a minimum, address all failures. ○ Failure to meet a numeric goal not always significant. ○ Don't mix meaningful results with testing errors. ○ Testing is to predict operational performance, not just report test bed outcomes.
Support Conclusions	Include analysis needed to draw the conclusion.	<ul style="list-style-type: none"> ○ Facts and discussion leading to conclusions belong here. ○ No surprise conclusions.
Net-Ready Key Performance Parameter	Report results for all Net-Ready Key Performance Parameter elements, including Department of Defense Information Technology Standards Registry and other standards.	<ul style="list-style-type: none"> ○ Provide text and/or tables for all testing results (data). ○ Provide status (met/not met, etc.) for compliance evaluations. If not compliant, identify failures and explain significance. ○ Provide an overall summary table of the status of all elements.

Test Report

Conclusion(s)

Identify what we can conclude from the test results.

Key Points	Description	Details
First Address Purpose	The Conclusion statement must directly address the Purpose statement.	<ul style="list-style-type: none"> ○ Purpose: Determine if the system is effective. ○ Conclusion: The system is effective.
THE Bottom Line	Not a discussion.	<ul style="list-style-type: none"> ○ What you want the readers to remember. ○ Don't repeat the findings. ○ Don't dilute with minor points.
What IS True	The system can or cannot interoperate with	<ul style="list-style-type: none"> ○ Not what was seen (results). ○ What can you conclude based on what you saw. ○ Don't need to say "based on . . ."
Other Conclusions	Only if other items are critically important.	<ul style="list-style-type: none"> ○ Separate items, not in one paragraph. ○ Don't need a conclusion for each Net-Ready Key Performance Parameter element.

Recommendations

When requested, provide recommendations based on test findings.

Key Points	Description	Details
Only if Requested	Not typically desired or required.	<ul style="list-style-type: none"> ○ Not volunteered; should be customer requested.
Only Based on Results	Not just opinions or good ideas.	<ul style="list-style-type: none"> ○ Must be objectively based on data: no surprises. ○ Not just general opinions. ○ Not self-serving, such as pay more money for Joint Interoperability Test Command to do more testing.
Who Should Do What	Indicate who needs to take what actions.	<ul style="list-style-type: none"> ○ Clarify responsibility for what is recommended. ○ Do not make recommendations to Joint Interoperability Test Command.
Only in Areas of Joint Interoperability Test Command Expertise	Not cost or fielding (the system costs too much and should not be fielded).	<ul style="list-style-type: none"> ○ Not statements on technologies (e.g., Linux is better than Windows).

Appendices

Provide supporting information necessary to describe the test and present the complete results.

Key Points	Description	Details
Appendix Order	Begin with Acronyms and end with References and Points of Contact. Between Acronyms and References, present other appendices in descending order of importance.	<ul style="list-style-type: none"> ○ Acronym definitions first, so they are easy to find. ○ Between Acronyms and References, place appendices such as test specifics, test configurations, detailed test results. ○ Omit anything that does not directly contribute to understanding the test and results.
Detailed Criteria, Procedures, Results and Analysis	If the main body only summarizes these items, present details in an appendix.	<ul style="list-style-type: none"> ○ The most important appendix contains the specifics of the test. ○ Include criteria, data requirements, test conduct, and data collection not described in the body. ○ Must track from the body. Put details in appendices. Don't introduce unrelated test procedures. ○ Arrange procedures, results, and analysis for ease of understanding.
Only as Technical as Necessary	May include more technical information than in the report body, but keep as readable as possible, especially in procedures.	<ul style="list-style-type: none"> ○ Include the details needed by technical experts to understand how we obtained our results. ○ Provide specifics needed by users to implement. ○ Readers should not have to consult other documents to understand.
Not Limited to Paper	Consider alternative media (electronic, Compact Disk, Digital Video Disk, etc.) for very long items of interest only to specific customers.	<ul style="list-style-type: none"> ○ Value of report not measured in pages. ○ Use common sense to keep size reasonable.
Net-Ready Key Performance Parameter	Typical additional appendices might include Net-Centric Operations and Warfare Reference Model test details and results, Information Assurance details and results, Key Interface Profile declaration table and applicable standards, and the Technical View - 1.	<ul style="list-style-type: none"> ○ Low-risk standards belong in an appendix, not in the body ○ Only include those appendices you need.

INTEROPERABILITY CERTIFICATION EVALUATION PLAN

Before You Start

An Interoperability Certification Evaluation Plan (ICEP) is not needed for most interoperability testing. The points below explain when it is needed and why.

Key Points	Description	Details
Can you use a test plan?	If you are able to write a test plan, you don't need an ICEP. ICEPs describe the requirements and procedures when the details of implementation such as time, place, and resources are unknown.	<ul style="list-style-type: none"> ○ You always need a test plan. ○ Don't write any unnecessary documents. ○ If interoperability testing details can be incorporated into another test plan, then an ICEP is probably not necessary.
Are there too many events for a single plan?	If you will conduct multiple test events, and each will have a separate test plan, you may use an ICEP to show what will be addressed in each test.	<ul style="list-style-type: none"> ○ The ICEP will identify all the requirements addressed in the testing program, and which requirements will be addressed in which event. ○ The ICEP provides a means to show the overall test program and how the system will progress to final certification.
Will another organization conduct testing?	If another organization does the testing, the ICEP will provide the guidance they will need to design the test.	<ul style="list-style-type: none"> ○ The testers will need to know how to operate the system, what information to exchange, and the test conditions. ○ The ICEP also needs to cover the data collection details, including what to collect and the amount of data required.
Do you have the information you need?	An ICEP requires a clear understanding of the system, its functions, and requirements. Such information must be included in the ICEP, or shortfalls clearly identified and corrected later.	<ul style="list-style-type: none"> ○ A generic "JITC does interoperability testing" document is not a useful ICEP. It does not give customers a product of value. ○ If a customer or test organization requests an early version of an ICEP before all information is available, be sure to identify the document as an incomplete draft.
Net-Ready Key Performance Parameter	The ICEP must address all areas of the NR-KPP.	<ul style="list-style-type: none"> ○ Identify the specific requirements that apply to the system in each area. ○ Identify what will be needed to determine if each requirement is met.

Executive Summary

Briefly summarize what the system does, explain how it will be evaluated for net-readiness (or interoperability), and identify the activities that the test program will include.

Key Points	Description	Details
Mostly How	Devote most of the space to what the system must do and the testing needed.	<ul style="list-style-type: none"> ○ Match functions to procedures. ○ Mostly method of test. ○ Not just vague “developmental and operational testing.”
For a General Audience	Write for high-level decision makers, not engineers or testers. Avoid technical and tester jargon.	<ul style="list-style-type: none"> ○ Help the Joint Interoperability Test Command Commander and other executives understand how the testing approach makes sense and that the test program will be adequate to determine interoperability and net readiness. ○ Assume interest, not expertise.
Little Administrative Detail	Cover who, when, and where of testing very briefly, if known. Executives need few details.	<ul style="list-style-type: none"> ○ Keep the focus on the test item, not the test or testers.
Only Critical Information	Delete everything not directly relevant. Keep to one page or less.	<ul style="list-style-type: none"> ○ No room for boilerplate. ○ No room for hype or program history.
Net-Ready Key Performance Parameter Testing	Identify any net-centric operations, standards conformance, or information assurance testing to be included in the test program.	<ul style="list-style-type: none"> ○ Only identify actual testing, not document reviews. ○ Don't need to mention all elements if they are not going to be tested.

System Functional Description

Describe the important functions, missions, and uses of the system. Define what the users need from the system. Specifically address functions that use or provide network enterprise services and the exchange of information with other systems.

Key Points	Description	Details
Identify the Users Tell Who Uses the System for What Purpose	Define the system's role in supporting the warfighter or other system users. If appropriate, break down by subsystems.	<ul style="list-style-type: none"> ○ Include functions for users as well as operators. ○ Explain how the system fits into the overall architecture. (Critical or secondary?)
Mission Perspective	Identify the missions that depend on the system. This will clarify for readers the potential impact of failures.	<ul style="list-style-type: none"> ○ Explain what capabilities are new or improved. ○ Use to put technical failures in an operational context.
Avoid Cut and Paste	Our intent is to convey what the system should do, not to promote it.	<ul style="list-style-type: none"> ○ Avoid Program Manager or vendor hype. ○ Avoid trade jargon and unsubstantiated capabilities.
Consistent with Other Sections	Clearly relate functions in this section to information exchange process, requirements, and test procedures and compliance determination in later sections.	<ul style="list-style-type: none"> ○ Each function should have related requirements. ○ Avoid reader questions of "Why are they testing this?" and "Why aren't they testing that?" ○ The Test Procedures and Compliance Determination Method section must address the requirements and relate back to functions. ○ Use consistent organization of functions, information exchange process, requirements, and test procedures and compliance determination.
Little Physical Detail	Include physical details only if they are relevant to how the system functions or to the testing.	<ul style="list-style-type: none"> ○ More than a sentence or two is probably too much.
Net-Centric Functions	Describe any functions that provide or consume network enterprise services.	<ul style="list-style-type: none"> ○ Identify potential net-centric attributes such as posting data, searching for data, or using enterprise services.

Information Exchange Process

Describe the general flow of information into and out of the system to provide an explanatory transition from the missions and functions of the previous section to the details of the individual requirements listed in the next section.

Key Points	Description	Details
Primarily Functional, Not Technical	Explain the role of information exchange in fulfilling the functions of the system.	<ul style="list-style-type: none"> ○ What functions depend on what exchanges? ○ What functions of other systems depend on this interoperability?
What is done with the information?	Identify information users and how they use it.	<ul style="list-style-type: none"> ○ By users of test system ○ By users of interfacing systems
Address all Interfaces	Usually the information over each interface is unique, so a discussion by interface is usually appropriate.	<ul style="list-style-type: none"> ○ Group interfaces if it will eliminate redundancy. ○ Identify interfacing systems.
Net-Centric Processes	Identify any processes of posting, retrieving, pushing or pulling data, or using enterprise services.	<ul style="list-style-type: none"> ○ Indicate any applicable communities of interest you have identified.

Net-Ready Key Performance Parameter Requirements

Identify the requirements the system must meet to be interoperable and net-ready. Identify the specific requirements, not just generic categories of net-readiness.

Key Points	Description	Details
Mandatory	Must either list requirements or summarize them here. Without clear requirements, it is impossible to understand the test program.	<ul style="list-style-type: none"> ○ Cannot just refer to an appendix, standard, or other document. ○ If you summarize, include sufficient detail to relate requirements to necessary testing.
Consistent with other Sections	Organize requirements in a manner consistent with identified system functions and information exchange process.	<ul style="list-style-type: none"> ○ Functions imply that there are requirements. ○ Readers should be able to see what function would be affected if a requirement is not met.
Requirement Certification	Interoperability certification requirements must be Joint Staff (J6I) certified.	<ul style="list-style-type: none"> ○ Check the certification memo instruction for the specific details that will be needed there.
Net-Ready Key Performance Parameter	Review all elements and show which of them or their parts are applicable. If not applicable, say why.	<ul style="list-style-type: none"> ○ Don't just generically identify the Net-Ready Key Performance Parameter elements. ○ Each system has unique requirements.
No Formal Net-Ready Key Performance Parameter	Explain that the system has no formal requirements for net-readiness, but the following elements will be used to characterize system net-readiness.	<ul style="list-style-type: none"> ○ Use requirements from available documentation. ○ Relate to appropriate element; e.g., if an identified interface is a member of the family of Key Interface Profiles, address as a Key Interface Profile.
Net-Centric Operations and Warfare – Reference Model	Identify requirements related to operations in a net-centric environment.	<ul style="list-style-type: none"> ○ Identify all requirements for provision/consumption of enterprise services. ○ Identify Communities of Interest and their applicable, shared-data requirements. ○ Identify data/metadata and tagging requirements. ○ Provide the status of Internet Protocol Version 6 capability.
Information Exchange	Summarize or list the requirements for Information Exchange identified in the Integrated Architecture Products.	<ul style="list-style-type: none"> ○ Identify or summarize the required exchanges across system interfaces.
Key Interface Profiles	Identify any Key Interface Profiles for the system, the Key Interface Profile status, and any high-risk standards with those Key Interface Profiles.	<ul style="list-style-type: none"> ○ Put the Key Interface Profile declaration table in an appendix. ○ List any high-risk Key Interface Profile standards not in the Technical View - 1 in this section. ○ List any Key Interface Profile standards not in the Technical View - 1 in an appendix.

Net-Ready Key Performance Parameter Requirements

Identify the requirements the system must meet to be interoperable and net-ready. Identify the specific requirements, not just generic categories of net-readiness.

<p>Information Assurance</p>	<p>Summarize the applicable high-level Information Assurance requirements; e.g., comply with Department of Defense Information Assurance Certification and Accreditation Process requirements.</p>	<ul style="list-style-type: none"> ○ Generally too lengthy to list individual requirements in plan. ○ If the system does not use the Department of Defense Information Technology Security Certification and Accreditation Process/Department of Defense Information Assurance Certification and Accreditation Process, identify what other Information Assurance requirements apply.
<p>Department of Defense Information Technology Standards Registry</p>	<p>List high-risk standards in the Requirements section. Include the Technical View - 1 as an appendix along with risk level and rationale.</p>	<ul style="list-style-type: none"> ○ High-risk standards are those that are military unique, emerging technology, rarely implemented, or frequently violated. ○ May need to use experience and engineering judgment if no Technical View - 1 or other source of standards is available.

Test Procedures and Compliance Determination Methods

Identify how the system must be operated during testing to generate all the data needed to certify. Provide the specifics needed for test planners to write the test plan.

Key Points	Description	Details
System Operation, not just Data Collection	Describe what must be done with the system, not just what testers will do.	<ul style="list-style-type: none"> ○ Describe what things the system must do. ○ If another organization will test, describe what they must do with the system, not what JITC will do; i.e., don't just say JITC will observe testing and survey users.
Address Specific Requirements	Describe the specific testing and data needed to determine if each requirement is met.	<ul style="list-style-type: none"> ○ Describe the system operation that will demonstrate if each requirement is met. ○ Cover all the requirements identified.
Nearly Complete Methodology	Provide details about how the system must be tested to ensure the testers have the information needed to write the test plan.	<ul style="list-style-type: none"> ○ Include test conditions, factors, and variables to address in order for testing to be sufficiently comprehensive and realistic. ○ Include the type of data and quantity needed (minimum sample sizes and desired confidence levels when appropriate).
Most Important Section of the ICEP	The primary purpose of the ICEP is to identify the specific testing needed for the system to be certified.	<ul style="list-style-type: none"> ○ Provide the readers with the detail necessary to understand just what will be needed for certification. ○ Avoid generalities such as DT and OT in laboratory and operational environments.
Net-Ready Key Performance Parameter	Address all elements of the NR-KPP with identified requirements	<ul style="list-style-type: none"> ○ Describe any specific testing needed for each element. ○ Identify any other methods of determining compliance, such as vendor certifications or compliance registries.

Test Events

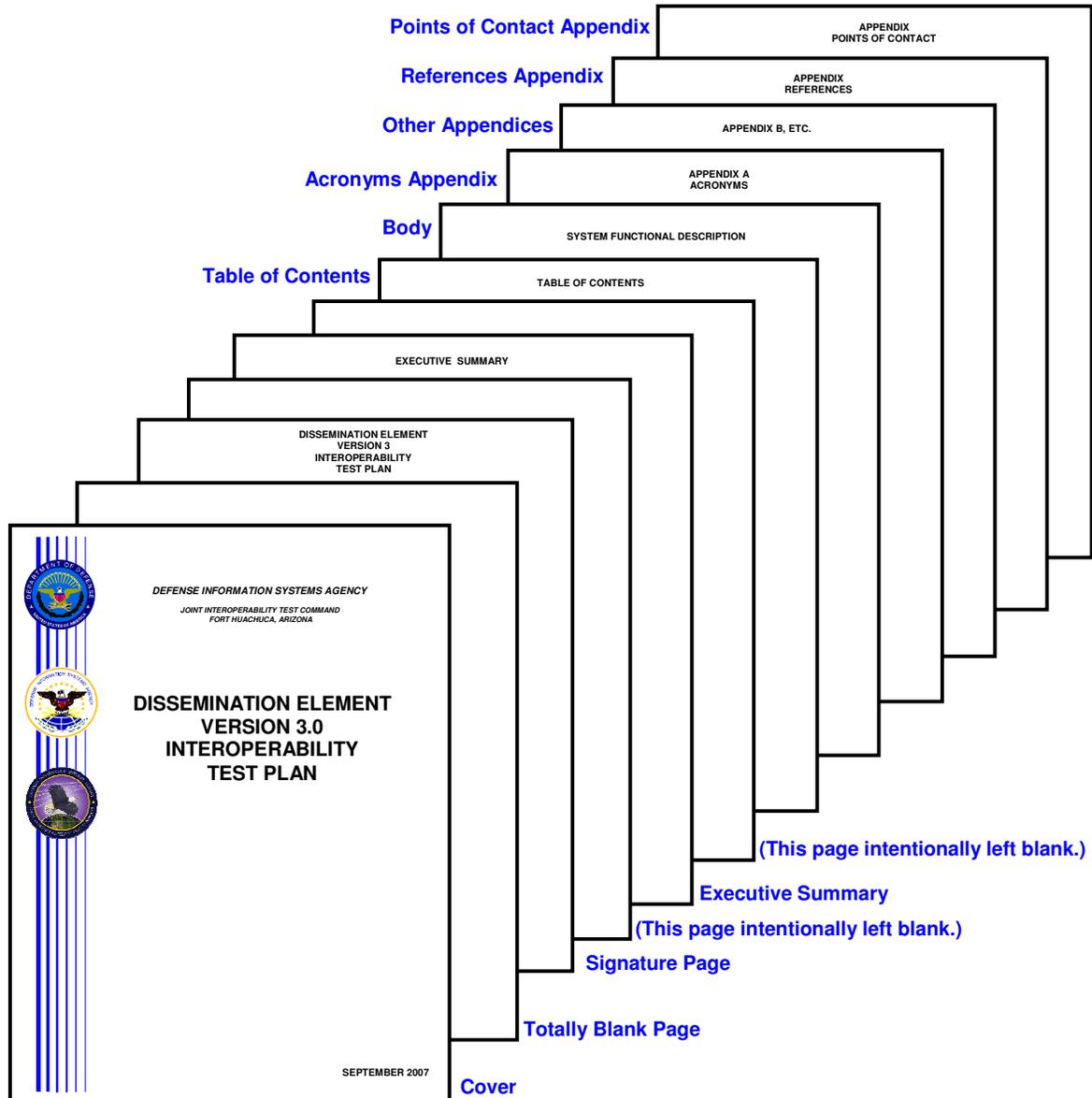
Identify and describe any specific test events that will contribute data to the interoperability certification process.

Key Points	Description	Details
Relate Events to Resolving Requirements	If possible, identify which requirements each event will address.	<ul style="list-style-type: none"> ○ Generic test types such as acceptance tests, developmental tests, or operational tests without further details provide little useful information. ○ If no specifics of the test events are known, identify this as a shortfall of the ICEP.
Net-Ready Key Performance Parameter	The test program should address all NR-KPP requirements. Use a matrix to show at least one event is planned to address each requirement.	<ul style="list-style-type: none"> ○ Address all NR-KPP elements with requirements. ○ Use the matrix of requirements and events to show status of progress toward certification over time.

DOCUMENT ORGANIZATION AND FORMAT

Organization

Organize pages for double-sided printing. Each document element—Cover, Signature Page, Executive Summary, Table of Contents, first page of the document body, and first page of each appendix—should start on an odd-numbered page and should have a backup page if needed [“(This page intentionally left blank.)”].



Format

Cover – Format Instructions

<p>General</p>	<ul style="list-style-type: none"> ○ Begin the title with the system name. ○ Keep the title short but readable (under 10 words if possible). If spelling out an acronym makes the title too long and if the acronym is very common, use it without defining. ○ Spell out the month and year completely (e.g., JANUARY 2008). Including the day is optional. ○ Add the JITC seal. See your Technical Editors for the new graphic with three seals. ○ Ask the government Security Office for guidance on For Official Use Only and classified security markings for the entire document. ○ Follow the Cover with a completely blank page to set up two-sided printing. 	<p>The diagram shows a cover page layout with the following elements and callouts:</p> <ul style="list-style-type: none"> Vertical Graphic: A vertical graphic on the left side consisting of blue and white vertical stripes, with three circular seals (DoD, DISA, and JITC) stacked vertically. Callout: <i>Graphic (vertical blue lines with DoD, DISA, and JITC seals) aligned 0.5" from the top and bottom of the page</i> Agency Information: DEFENSE INFORMATION SYSTEMS AGENCY JOINT INTEROPERABILITY TEST COMMAND FORT HUACHUCA, ARIZONA. Callout: <i>14-point, bold, italic Arial</i> <i>12-point, bold, italic Arial</i> <i>Aligned with the top of the eagle's wings in the DoD seal or at line 5</i> <i>Title centered between the graphic and right edge of the paper</i> Title: DISSEMINATION ELEMENT VERSION 3.0 INTEROPERABILITY TEST PLAN. Callout: <i>24-point, bold Arial</i> <i>Title aligned with the top of the eagle's wings in the DISA seal or at line 14</i> <i>Title centered between the graphic and right edge of the paper</i> Date: SEPTEMBER 2007. Callout: <i>12-point, bold Arial, uppercase</i> <i>0.7" from right edge of page</i> <i>1" up from bottom of page or at line 47</i>
<p>Margins, Fonts, Placement</p>	<ul style="list-style-type: none"> ○ Margin: left 0.5", right 0.7", top and bottom 0.5". 	

Signature Page – Format Instructions

<p>General</p>	<ul style="list-style-type: none"> ○ Mirror the document title, with the same line breaks, and date as on the Cover. ○ Use formal names in the name blocks. ○ Do not use Mr./Mrs./Ms. in names in the Submitted by, Approved by, and Prepared Under the Direction of blocks. ○ Do not number this page. ○ Insert "(This page intentionally left blank.)" page behind the Signature Page to set up two-sided printing. 	<p>Document title uppercase and centered Start at 1.1" or at line 2</p> <p>Date uppercase and centered Start at 3.1" or at line 12, unless the title is long and the date needs to be lower</p> <p>Submitted by and Approved by lines at left margin</p> <p>Branch chief signature block upper- and lowercase Start at 4.2" or at line 18</p> <p>Portfolio chief's name uppercase Start at 5.6" or at line 25 The rest of the information in this signature block upper- and lowercase</p> <p>Action officer block upper- and lowercase, centered Start at 9" or at line 43</p> <p><i>Five tabs (0.5" default tabs) between the left margin and name and organization of the branch and portfolio chiefs</i></p>
<p>Margins, Fonts, Placement</p>	<ul style="list-style-type: none"> ○ Margin: 1" top, bottom, right, left. ○ Text: 12-point, bold Arial. ○ If branch or portfolio titles extend beyond one line, begin the second line under the third character of the first line. 	

Intentionally Left Blank Page – Format Instructions

General

- Place “(This page intentionally left blank.)” at line 21 (based on 12-point, non-bold Arial) and centered between the right and left margins.
- Do not use a page number when backing up the Signature Page.
- Use appropriate page number when backing up other pages in the document; e.g., A-2 for a backup page in appendix A.

Margins, Fonts, Placement

- Margin: 1" top, bottom, right, left.
- Text: 12-point Arial, sentence case.

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Executive Summary – Format Instructions

<p>General</p>	<ul style="list-style-type: none"> ○ Length should not exceed one page. ○ Always start the Executive Summary and other major elements (Table of Contents, Main Body, and each Appendix) on the right-hand side (odd-numbered pages). ○ Although this is page i (lowercase Roman numeral), suppress the page number. See the Writer’s Reference section on suppressing page numbers. ○ Insert “(This page intentionally left blank.)” on the following page. It is page ii, not suppressed. 	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">EXECUTIVE SUMMARY</p> <p>The Southwest Asia Commercialization of Communication system provides deployed Marine forces with telephone, video, services from key military communications networks. It will rep of military unique items and networks with a single network of equipment.</p> <p>The Joint Interoperability Test Command assessed SWACC’s ability to provide required communications at the Marine Corps installation at Camp Lejeune, North Carolina, in late July 2008.</p> <p>In a simulated deployed environment, test personnel acting as network subscribers successfully completed a very high percentage (above 98 percent of 1700) of all types of telephone calls, including secure and nonsecure, multi-level precedence and preemption, and facsimile transfers with various end instruments across the SWACC and Defense Switched Network. All call failures were associated with equipment incompatibilities not unique to SWACC. All special call features, network signaling, and alarms functioned properly, and network loading did not degrade call completion rates.</p> <p>All 20 video teleconference calls completed successfully and audio and video quality were good or excellent throughout all sessions.</p> <p>Users of the data networks exchanged files and e-mails and accessed sites successfully on the Secret Internet Protocol Router Network (SIPRNet); however, they failed 70-percent of the time to accomplish these tasks using the Unclassified-but-Sensitive Internet Protocol Router Network (NIPRNet) and the Combined Enterprise Regional Information Exchange (CENTRIX). After system administrators modified several of the system security and firewall settings, users succeeded at all required tasks, but the system modifications violated its concept of operations. Heavy network loading increased response times, but only moderately, and no file transfers or database queries in military application programs timed out or were delayed sufficiently to prevent mission accomplishment.</p> <p>The SWACC can provide required voice and video communications services, and is technically capable of providing data services to deployed forces, but security policies and procedures in its concept of operations prevent delivery of these services over the NIPRNet and CENTRIX.</p> </div>
<p>Margins, Fonts, Placement</p>	<ul style="list-style-type: none"> ○ Margin: 1" top, bottom, right, left. ○ Header and Footer: 0.5". ○ Text: 12-point Arial, left justified. ○ Start each paragraph with a tab (0.5") and separate each paragraph by one blank line. 	

Text is shown for formatting illustration only, not for sample content

Heading 14-point, bold Arial, centered, with two blank lines after

The Southwest Asia Commercialization of Communication system provides deployed Marine forces with telephone, video, services from key military communications networks. It will rep of military unique items and networks with a single network of equipment.

The Joint Interoperability Test Command assessed SWACC’s ability to provide required communications at the Marine Corps installation at Camp Lejeune, North Carolina, in late July 2008.

In a simulated deployed environment, test personnel acting as network subscribers successfully completed a very high percentage (above 98 percent of 1700) of all types of telephone calls, including secure and nonsecure, multi-level precedence and preemption, and facsimile transfers with various end instruments across the SWACC and Defense Switched Network. All call failures were associated with equipment incompatibilities not unique to SWACC. All special call features, network signaling, and alarms functioned properly, and network loading did not degrade call completion rates.

All 20 video teleconference calls completed successfully and audio and video quality were good or excellent throughout all sessions.

Users of the data networks exchanged files and e-mails and accessed sites successfully on the Secret Internet Protocol Router Network (SIPRNet); however, they failed 70-percent of the time to accomplish these tasks using the Unclassified-but-Sensitive Internet Protocol Router Network (NIPRNet) and the Combined Enterprise Regional Information Exchange (CENTRIX). After system administrators modified several of the system security and firewall settings, users succeeded at all required tasks, but the system modifications violated its concept of operations. Heavy network loading increased response times, but only moderately, and no file transfers or database queries in military application programs timed out or were delayed sufficiently to prevent mission accomplishment.

The SWACC can provide required voice and video communications services, and is technically capable of providing data services to deployed forces, but security policies and procedures in its concept of operations prevent delivery of these services over the NIPRNet and CENTRIX.

Table of Contents – Format Instructions

General

- List section headings, appendix headings, figure titles, and then table titles.
- If the contents go to additional page(s), add “(continued)” after the Table of Contents and List of Figures or List of Tables headings.
- If the contents end on an odd-numbered page, insert “(This page intentionally left blank.)” on the following page to provide a backup page for two-sided printing.

Margins, Fonts, Placement

- Margin: 1" top, bottom, right, left.
- Text: 12-point Arial.
- All entries non-bold except Table of Contents, Page, Appendices, List of Figures, and List of Tables headings.
- For two-lined entries, begin the second line under the third character of the first line.

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Table of Contents heading uppercase, bold, followed by two blank lines

Page number heading upper- and lowercase, bold, followed by one blank line

Section and appendix heading entries uppercase, non-bold

Appendices, List of Figures, and List of Tables headings uppercase, bold, preceded by two blank lines and followed by one blank line

Figure and table title entries upper- and lowercase, non-bold

Main Body – Format Instructions

<p>General</p>	<ul style="list-style-type: none"> ○ Do not number section titles and paragraphs in the main body. ○ Define acronyms at first use. If the term is used only once, do not insert the acronym unless the term is better known by its acronym. ○ Do not use acronyms in paragraph headings. ○ Avoid large areas of white space. ○ See the government Security Office for guidance on For Official Use Only and classified security markings. ○ The first page of the document body is page 1. Number pages consecutively in the document body. 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><i>Text is shown for formatting illustration only, not for sample content</i></p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><i>See Writer's Reference section for details</i></p> </div> <div style="border: 1px solid black; padding: 10px;"> <p>SCOPE [SECTION HEADING]</p> <p>First paragraph indented.</p> <p>Second paragraph indented.</p> <p>Net-Centric Operations and Warfare - Reference Model. [First-Level Paragraph Heading] If there is only one paragraph, start text on same line as heading.</p> <p>Information Exchange in Accordance with Integrated Architecture Products. [First-Level Paragraph Heading] If more than one paragraph, start the first paragraph on the same line as the heading. Use periods after the heading, followed by two spaces.</p> <p>Second paragraph indented. If a paragraph introduces a bulleted list, insert one blank line before the list, use single spacing between bulleted items, and insert one blank line after the list.</p> <ul style="list-style-type: none"> • First bulleted item. If the text runs to more than one line, the following lines start under the text. • Second bulleted item. If adding a subordinate level to a bulleted list, indent and use a different bullet symbol. <ul style="list-style-type: none"> ○ First subordinate bulleted item. If the text runs to more than one line, the following lines start under the text. ○ Second subordinate bulleted item. <p>Third paragraph indented. If a paragraph introduces second-level paragraph headings, align them under the beginning of the paragraph text (see following examples).</p> <p>Internal Sensor Data Transfer. [Second-Level Paragraph Heading] Same guidance as for first-level paragraph headings. If introducing third-level paragraph headings, align them under the beginning of the second-level paragraph heading.</p> <p><i>Timeliness.</i> [Third-Level Paragraph Heading] Same guidance as for first- and second-level paragraph headings.</p> <p><i>Accuracy.</i> [Third-Level Paragraph Heading]</p> <p>External Interface Data Transfer. [Second-Level Paragraph Heading]</p> <p><i>Timeliness.</i> [Third-Level Paragraph Heading]</p> <p><i>Accuracy.</i> [Third-Level Paragraph Heading]</p> </div>
<p>Margins, Fonts, Placement</p>	<ul style="list-style-type: none"> ○ Margin: 1" top, bottom, right, left. ○ Header and footer: 0.5". ○ Document text: 12-point Arial. ○ Start each paragraph with a tab (0.5") unless it starts with a first-level run-in heading (text starts on the same line as the heading). ○ Separate each paragraph by one blank line except where noted. ○ Left justify and bold the section headings and first-level paragraph headings. ○ Indent (0.5") and bold headings at the second paragraph level. ○ Indent (0.5") and italicize the third paragraph level. 	

Tables – Format Instructions

- Introduce each table in the preceding text.
- Insert one blank line between preceding text and the table and one blank line after the table.
- Center the table between the left and right margins.
- Place criteria column next to results column.
- Outline tables with bold or double lines, but be consistent throughout the document.
- Include notes and legend within the outside table lines, with spacing between table entries and Note and Legend titles.
- Do not show table lines in the notes and legend except for the line between notes and the table contents, and the outside table lines.
- See the Writer's Reference section for information on long tables.

*Table contents: Arial (or Arial Narrow if space is a problem)
Headings: 10-point and 8-point, bold
Contents: 8-point, non-bold
Notes and Legend: 8 point*

*Table title 12-point, bold
Arial, centered, upper- and lowercase, with one blank line after*

Table 1. Image Transmission Test Results

		WING WARE	NUMBER SELECTED FOR TEST	CRITERION	PERCENT OF IMAGES			Requiring Workaround
					Successfully			
Transmit	Receive				Viewed	Manipulated	Stored	
DE V3.0	IPL V2.1	DIEPS V5.4.1	75	98%	100	NA	100	None
DE V3.0	EWS		88		99	99	99	
EPS V2.5	DE V3.0	DE Client	70		100	See Note	100	
EWS	IPL V2.1	DIEPS V5.4.1	80		100	100	100	
IPL V2.1	EWS		80		100	100	100	

NOTE: System is not required to perform manipulation.

LEGEND:
 DE Dissemination Element
 DIEPS Digital Imagery Exploitation and Production System
 EPS Enhanced Processing System
 EWS Exploitation Workstation
 IPL Image Product Library
 NA Not Applicable
 V Version

Use some spacing around table entries in cells

*Note and Legend titles in uppercase, bold
Do not use hyphens or en dashes between acronyms and definitions*

Combine cells if possible for a simpler, cleaner presentation

Place notes immediately before the legend, in the same font size as table contents, with spacing before and after. Do not number the notes if there is only one.

Define all symbols, acronyms, and abbreviations (with the exception of common non-technical items such as &, %, etc.) alphabetically in the legend. If an acronym is part of the table title, define it in the legend. Legend title and contents are the same font size as the table contents.

Figures – Format Instructions

- Introduce each figure in the preceding text.
- Insert one blank line between preceding text and the figure and one blank line after the table.
- Center the figure between the left and right margins.
- Put a border around the figure.
- Figure titles: 12-point Arial, upper- and lowercase, bold, centered under the figure, with one blank line before the title.
- Figure contents: use Arial.
- Use the same guidance for notes and legends as for tables.

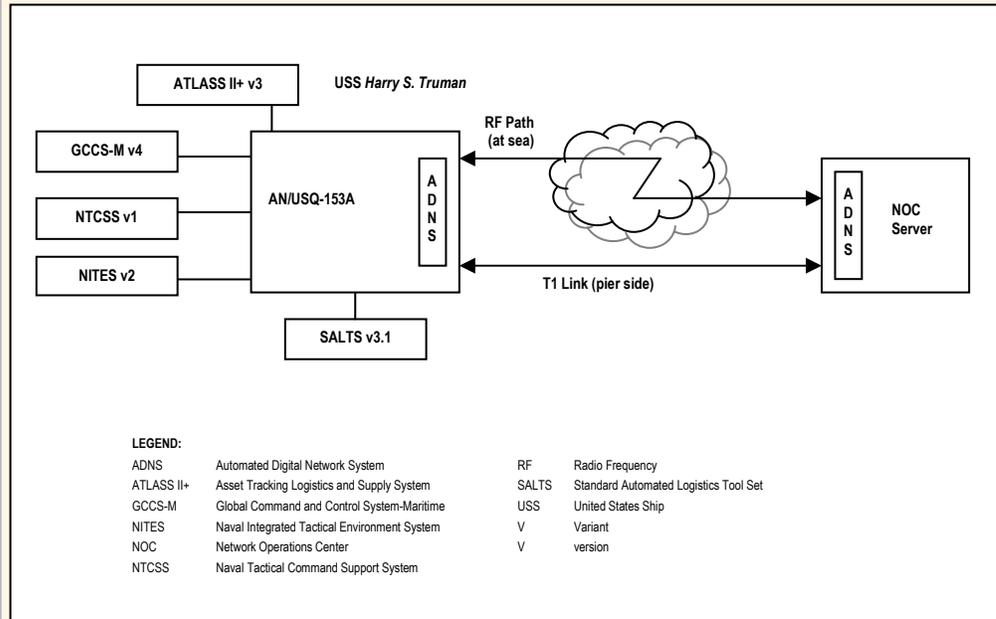


Figure 2. Dissemiation Element Version 3.0 Test Network

*Keep as simple as possible.
Avoid clutter and delete unneeded distractions.*

Acronyms Appendix – Format Instructions

General

- Group acronyms by letters of the alphabet.
- Separate each group of acronyms with one blank line.
- Do not define acronyms and abbreviations in the appendix if they appear only in figures and tables where they are defined.
- Include acronyms that occur in other appendices.

Margins, Fonts, Placement

- Margin: 1" top, bottom, right, left.
- Header and footer: 0.5".
- Text: 12-point Arial.
- Appendix heading: uppercase, bold, and centered, with one blank line between the appendix letter and the name. Insert two blank lines between the heading and the first line of text.
- In Appendices, apply the same capitalization and bolding rules used in the Main Body.

APPENDIX A	
ACRONYMS	
ADNS	Automated Digital Network System
CENTRIXS-M	Combined Enterprise Regional Information Exchange System-Maritime
DISR	DoD Information Technology Standards Registry
DoD	Department of Defense
IA	Information Assurance
IP	Internet Protocol
JITC	Joint Interoperability Test Command
KIP	Key Interface Profile
LAN	Local Area Network
NCOW RM	Net-Centric Operational Warfare Reference Model
NOC	Network Operations Center
NR-KPP	Net-Ready Key Performance Parameter
ORD	Operational Requirements Document
OV	Operational View
PRNOC	Pacific Regional Network Operations
SSAA	System Security Authorization Agreement
UARNOC	Unified Atlantic Region Network Operations Center

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*Number appendix pages with the letter of the appropriate appendix, a hyphen, then the page number: A-1, B-1, etc.
If an appendix contains annexes, number the pages first by the appendix letter, then the annex letter, then the page number: B-B-1, B-C-1, etc.*

References Appendix – Format Instructions

General

- Group documents by category starting with the higher organization category (e.g., DoD, Chairman of the Joint Chiefs of Staff, JITC, program management offices, military Services, and other documents).
- If citing an Internet source, state the author's name and title if known. Include the document title, date, Universal Resource Locator (URL), and date retrieved from the URL site.

Margins, Fonts, Placement

- Margin: 1" top, bottom, right, left.
- Header and footer: 0.5".
- Text: 12-point Arial.

**APPENDIX Y
REFERENCES**

DEPARTMENT OF DEFENSE DOCUMENTS

Department of Defense Directive (DoDD) 4630.5, "Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)," 5 May 2005

DoDD 4630.8, "Procedures for Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)," 30 June 2005

Chairman of the Joint Chiefs of Staff Instruction 6212.01D, "Interoperability and Supportability of Information Technology and National Security Systems," 8 March 2006

DEFENSE INFORMATION SYSTEMS AGENCY/JOINT INTEROPERABILITY TEST COMMAND DOCUMENTS

Joint Interoperability Test Command Instruction 210-85-01, "Documentation of Test and Evaluation Activities," 14 February 2005

NETWORKS, INFORMATION ASSURANCE, AND ENTERPRISE SERVICES PROGRAM OFFICE DOCUMENTS

Program Executive Office (PEO) Command, Control, Communications, Computers, and Intelligence (C4I) and Space Networks and Enterprises Services, "Master Test Plan for the CENTRIXS-M Force Level Block II Server," 12 December 2005

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The References appendix is the next to the last appendix.

Category headings are bold and uppercase

Points of Contact Appendix – Format Instructions

General

- List information in three columns as shown in the example.
- Order by organization, starting with test sponsor, then lead tester if not JITC, JITC Action Officer, other JITC testers, and other participating test organizations.
- Do not define acronyms in the Points of Contact appendix.

Margins, Fonts, Placement

- Margin: 1" top, bottom, right, left.
- Header and footer: 0.5".
- Text: 12-point Arial.

The Points of Contact appendix is the last appendix

APPENDIX Z		
POINTS OF CONTACT		
Smith, John Program Manager	PEO ABC, WMW-1 2222 Pacific Highway San Diego, CA 92110 E-mail: john.smith@navy.mil	(400) 723-0833 DSN 177-0833
Zed, Kenneth Lead Tester	Suretech, Inc. 155 West Garden Street Pensacola, FL 32502 E-mail: zedk@suretech.com	(100) 612-6834
Jones, Katherine JITC Action Officer	JITC ATTN: JTF/Jones P.O. Box 12345 Fort Huachuca, AZ 85613 E-mail: katherine.jones@disa.mil	(200) 892-7218 DSN 256-7218 Fax (200) 892-4825
Heston, Marsha JITC Task Lead	JITC ATTN: ABC/Heston P.O. Box 12345 Fort Huachuca, AZ 85613 E-mail: marsha.heston.ctr@disa.mil	(200) 892-7146 DSN 256-7146 Fax (200) 892-6511
Duncan, Alice T&E Engineer Tester	JITC ATTN: ABC/Duncan P.O. Box 12345 Fort Huachuca, AZ 85613 E-mail: alice.duncan.ctr@disa.mil	(200) 892-7142 DSN 256-7142 Fax (200) 892-6517
Marshall, Nathan Assistant Program Manager	STC 1507 Hancock Street San Diego, CA 92110 E-mail: marshalln@stc.com	

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WRITER'S REFERENCE

A quick reference guide to help JITC writers with common document preparation questions.

General Guidance

Acronyms

- Avoid overuse of acronyms. Try to use only a few for frequently used terms in the document. Don't invent new or test-specific acronyms that may be confusing to readers.
- Spell out acronyms on first use in each major element of the document (Executive Summary, Main Body, and each Appendix).
- Do not use an acronym if it is going to appear only once in any major element of the document, unless the term is better known by its acronym.
- Do not use acronyms in paragraph headings.
- If an acronym begins a sentence, use an article before it. [Example: The JITC] Do not use an article if the acronym is elsewhere in the sentence.
- Define the system name and version number at first use. After that, use the acronym for the system and the version number without commas. [The Dissemination Element (DE), Version (V) 3.0, is] [The DE V3.0 will transmit]
- Following are some acronyms and abbreviations commonly used at JITC:
 - ATO – Authorization to Operate
 - DISR – Department of Defense Information Technology Standards Registry
 - DoD – Department of Defense
 - e.g. – for example
 - e-mail – electronic mail
 - IATO – Interim Authorization to Operate
 - i.e. – that is
 - KIP – Key Interface Profile
 - NCOW RM – Net-Centric Operations and Warfare Reference Model
 - NIPRNet – Unclassified-But-Sensitive Internet Protocol Router Network
 - NR-KPP – Net-Ready Key Performance Parameter
 - SIPRNet – Secret Internet Protocol Router Network
 - U.S. – United States (as an adjective, use acronym; as a noun, spell out)

Active Voice. Use active voice as much as possible. [Example passive voice: The Information Assurance evaluation will be conducted. Example active voice: The JITC will conduct the Information Assurance evaluation.]

Bulleted Lists

- Indent bulleted lists. (See bullet list example on page 37.)
- If the bulleted text is more than one line, the next lines start under the text above.
- Do not use periods after the item unless the items are sentences. Take the text introducing the bulleted list into account when deciding whether the bulleted items are part of a sentence.

Capitalization

Joint. Capitalize the first letter when part of a formal name; otherwise, lowercase. [Example: Joint Staff; joint exercise]

References (in text). Use lowercase letters to refer to tables, figures, appendices, and annexes within a document: [Example: See table 1.]

Revision/Version. Use uppercase letters when referring to a specific revision or version number of documentation or software. [Example: The JITC will test Dissemination Element, Version 3.0. This version has experienced several problems attributed to the specification document. The latest revision of the specification document is Revision 2.]

Service. Capitalize service when referring to the United States Army, Navy, Air Force, and Marine Corps. Do not capitalize service when referring generally to a type of service. [Example: All Services will participate in the test. The customer will provide video teleconference service.]

Exercise Names: Use uppercase. [Example: EMPIRE CHALLENGE]

City/State. Spell out the names of states in normal text: airbases in Texas, not airbases in TX. Use the two-letter Postal Service form in columns, tables, or related graphic illustrations only if space is limited.

Dates. Write out months and dates completely (21 July 2008) in normal text. Only abbreviate the date (21 Jul 08) in footnotes, tables, and figures if space is limited.

Fonts. In general, use 12-point Arial font for plans and reports. Use 12-point Times New Roman for certification letters. Use the font and sizes specified in the “JITC Guide to Test Documentation” for covers, tables, figures, etc.

Headings (See Examples in Main Body – Format Instructions)

Section Headings (System Functional Description, Assessment Background, etc.)

- Left justified, 12-point Arial, uppercase, bold, followed by two blank lines
- No period
- Paragraphs under this heading follow below it and are indented 0.5" from left margin.

First-Level Paragraph Headings

- Left justified, 12-point Arial, title case, bold
- For the first paragraph, make this a run-in heading: the heading is immediately followed by a period, two spaces, and non-bold body text on the same line.
- If there are additional paragraphs, they follow below it and are indented 0.5" from left margin.

Second-Level Paragraph Headings

- Indented 0.5" from left margin, 12-point Arial, title case, bold
- Use the same guidance for paragraphs as found under First-Level Paragraph Headings.

Third-Level Paragraph Headings

- Indented 0.5" from the left margin, 12-point Arial, title case, italic
- Use the same guidance for paragraphs as found under First-Level Paragraph Headings.

Margins. Set left, right, top, and bottom margins at 1" for all elements of the document, except the document cover. For plan and report covers, set left, top, and bottom margins at 0.5" and the right margin at 0.7".

Numerals. Particularly in technical and scientific matter, the general principle is that readers comprehend figures easier than numbers written out. In some instances, numbers are written out.

Figures (1, 2, 3)

- Use figures for a single number of 10 or more with the exception of being the first word in a sentence, which is written out. [Example: The operators exchanged 25 messages. Twelve messages were correct.]
- Use figures for units of measurement. [Example: 20 megahertz, 1 gigabyte, 6 weeks, 4 days, 2 hours, 5 percent.]

- Use figures for each number in sentences where there are 2 or more numbers and 1 of them is 10 or more. [Example: The JITC will conduct testing at 16 sites, 2 of which are on ships.]

Written Out (One, Two, Three)

- Spell out numbers at the beginning of a sentence or heading. Try to rephrase to avoid beginning with numbers.
- Spell out numbers less than 10 in a sentence, except for units of measurement and numbers in series (see the second and third bullets under Figures).

See the United States Government Printing Office Style Manual, Chapter 12, for detailed guidance.

Sentence Spacing. Use two spaces between sentences.

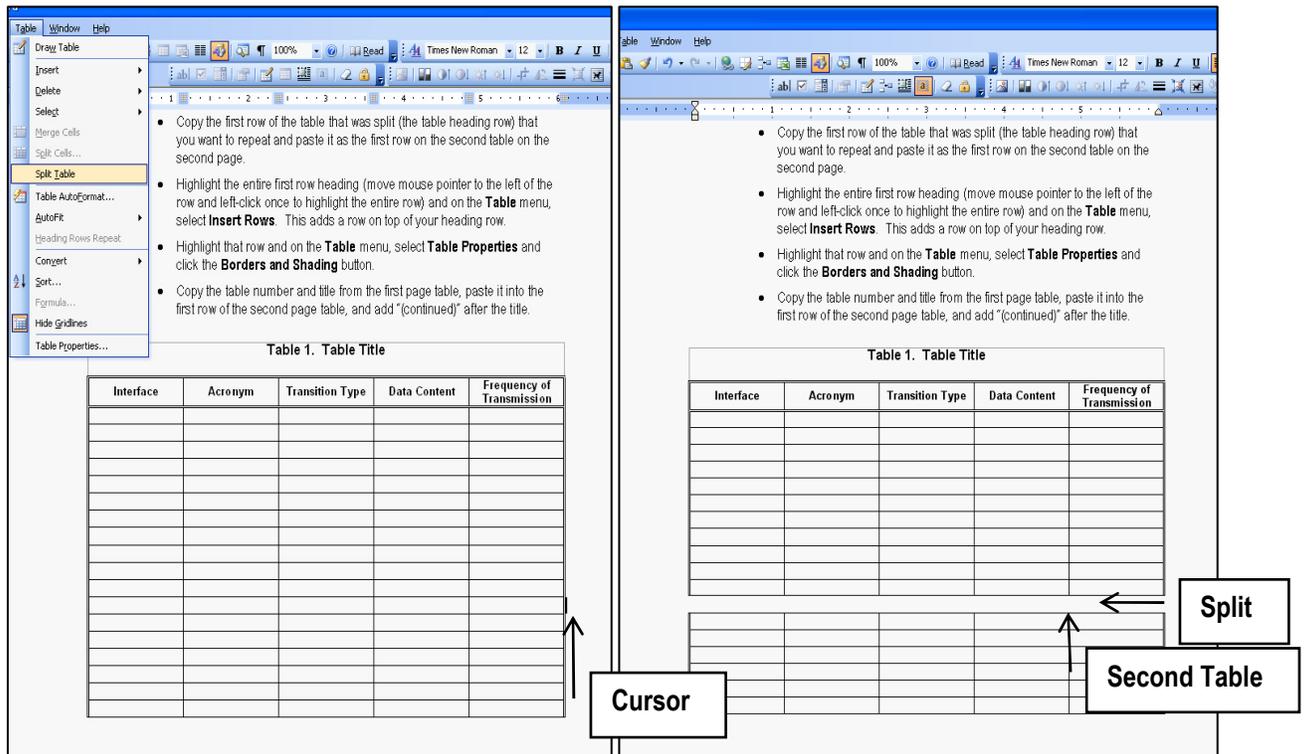
Verb Tense. Use the past tense for reporting results, and use present tense for drawing a conclusion. [Example result: The DE V3.0 successfully queried, processed, transferred, displayed, and archived data and formatted messages with Pathfinder V2.0.4. Example conclusion: The DE V3.0 can exchange all messages with Pathfinder V2.0.4.]

How To . . .

Automatically Repeat Table Titles in Long Tables

Apply this instruction when you are near the completion of your document and know where tables will fall. If you have a long table that continues for several pages, follow these steps to automatically repeat the table title with “(continued)” after it on the following pages:

- Click once with the left mouse button (left-click) outside the right edge of the table row where you want to split the table. On the **Table** menu, click **Split Table**. There are now two tables separated by a blank line.

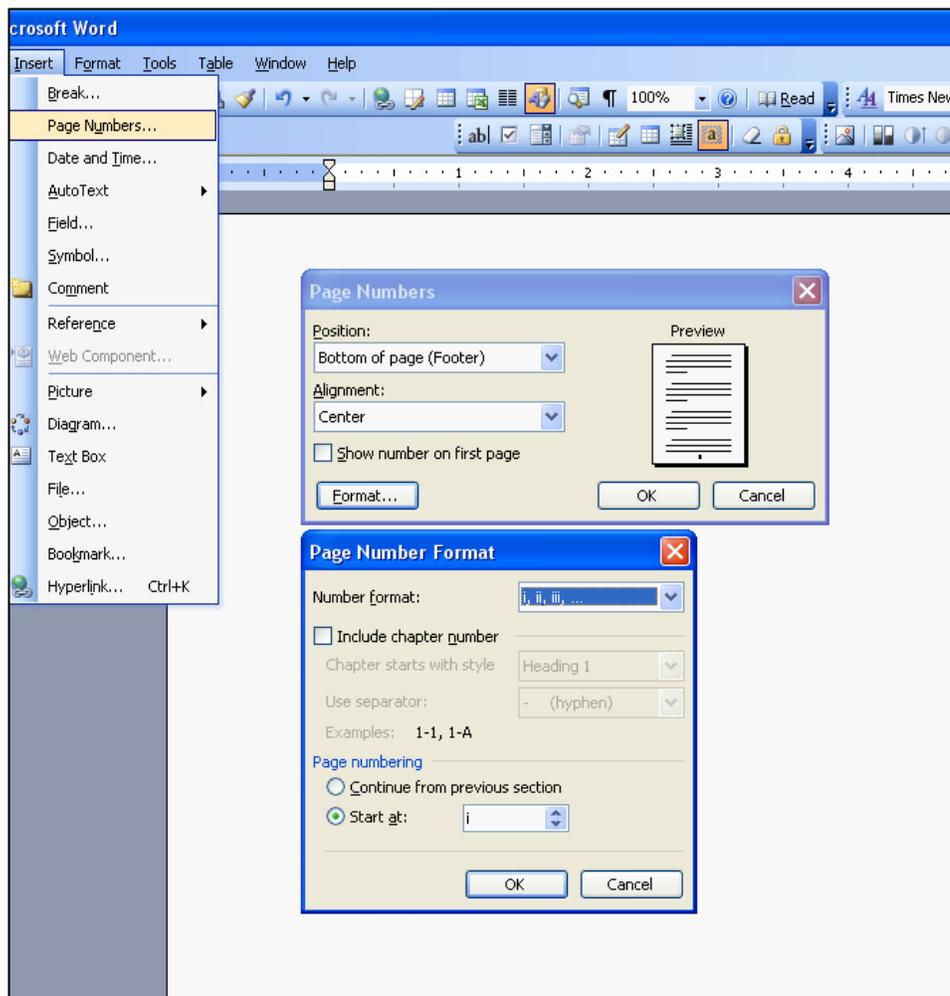


- If you split a table containing data entries, you will need to add rows to the top of the second table for the title and column headings. In the second table, highlight the entire first two rows and on the **Table** menu, select **Insert, Rows Above**. This adds two rows to the top of the second table.
- After adding the two new rows to the top of the second table, highlight the top row and on the **Table** menu, click **Merge Cells**. Copy the table title from the first table, the one that was split, and paste it into the top, merged row in the second table. Add “(continued)” after the title.
- After adding the table title to the new top row, remove the top and side border lines around the row. Highlight the new title row. On the **Format** menu, click **Borders**

Suppress Page Number on the First Page of a Section

Ensure section breaks are inserted throughout the document.

- Click in the section of your document in which you want to hide the page number on the first page.
- On the **Insert** menu, click **Page Numbers**.
- Clear the **Show number on first page** check box.
- Click **Format** to select the type of page numbering you want (e.g., i, ii, iii).
Click **OK**.



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Reference Guides

Format and Style

"JITC Guide to Test Documentation," June 2008

Ask your Technical Editors.

"DISA Action Officer's Guide"

Grammar, Punctuation, and Spelling

Ask your Technical Editors.

"United States Printing Office Style Manual," Washington, D.C., 2000, for details beyond what the "JITC Guide to Test Documentation" covers (an electronic copy will be available at the same location as the approved "JITC Guide to Test Documentation")

"The Gregg Reference Manual" for details beyond what the "JITC Guide to Test Documentation" covers

Terms and Acronyms

For acronyms not shown on page 43, see Joint Publication 1-02, "DOD Dictionary of Military and Associated Terms." Use JITC preference in cases of inconsistency.

<http://www.dtic.mil/doctrine/jel/doddict/>

Ask your Technical Editors.

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