Appendix F
COIC Process Guide

F–1. Overview of critical operational issues and criteria

This appendix provides detailed COIC process guidelines for materiel and tactical C4I/IT programs (para F–2) and non-tactical C4/IT programs (para F–3); schedule synchronization considerations for ORD, COIC, and TEMP (para F–4); and sample COIC submission and staffing memoranda (para F–5).

F–2. Materiel and tactical C4I/IT programs

Figure F–1 depicts the COIC approval process for materiel and tactical C4I/IT programs.

a. The CBTDEV has the lead for ORD and COIC development and approval processes. The CBTDEV initiates development of the ORD in response to an identified and approved materiel need from the Mission Needs Analysis, a Joint Requirements Oversight Council (JROC) approved MNS for ACAT I programs, and an HQDA (DCS, G–3) memorandum responding to the CBTDEV's memorandum request authorization to begin preparing the ORD. The CBTDEV initiates COIC development by forming a team with the MATDEV/PM and system evaluator as an adjunct to the ICT developing and writing the ORD (see para 4–1*g*). COIC are based on ORD and the analyses supporting the ORD development. Separate COIC and ORD developments create extra work for the CBTDEV, MATDEV/PM, and system evaluator either by revisiting analyses supporting ORD development to develop the COIC and/or by initiating changes to an approved ORD identified during COIC development. ORD and COIC development are complementary tasks and, when properly executed, much of the COIC content may be lifted directly from the ORD. The ORD will normally lead the COIC during development process. As the ORD enters core staffing, the team will finalize the initial draft COIC (or draft revision to the COIC in the case of a change or update to an approved ORD) for coordination. COIC will not be approved until the ORD is approved because of the COIC interrelationship with and dependence on the ORD. Any change in an approved ORD KPP will normally require a change in the COIC, since KPP are extracted verbatim from the ORD for inclusion in COIC. Change in other approved ORD required capabilities or constraints may require a change in COIC. A change to previously approved COIC may require an ORD change.

b. Per figure 4–8, the draft COIC are readied for and begin coordination while the ORD is in core staffing. While the CBTDEV has the lead for the product being coordinated, it is a team effort with the MATDEV/PM and system evaluator who also have a vested interest and must participate in the process and consider comments received. The MACOM provides comments and advice reflecting consideration of emerging MACOM operational/warfighting concepts as well as cross-MACOM experiences with requirements and COIC approval and application during acquisition. The T&E WIPT provides comments and advice concerning ability to answer the COIC (for example, methodologies available or needed, program resource implications, and risks of obtaining an erroneous answer) and proposed alternatives when applicable. The AoA report provides the analytical evidence, comments, and recommendations that will facilitate further development of the ORD and refinement of KPPs as well as how M&S may be used in supporting the evaluation of COIC. The CBTDEV, MATDEV, and system evaluator use these comments along with the ORD changes from the core staffing to refine the draft COIC. Disagreements that are irresolvable are raised through command channels for resolution. HQDA (DCS, G–8) will adjudicate all irresolvable COIC disagreements. The refined draft COIC are provided to the T&E WIPT for use in the draft TEMP and to the MACOM headquarters for information and comment, as appropriate. If this should result in further change to the draft COIC, the revised draft will be provided to the T&E WIPT for inclusion in the draft TEMP and the MACOM headquarters.

c. COIC are based on the ORD. Therefore, changes that occur to the ORD during its approval process must be reviewed for impact on the draft COIC. When an ORD change impacts the COIC, the needed refinement must be made to the draft COIC. The CBTDEV, MATDEV, and system evaluator will participate and agree with the revision(s). Copies of the revision(s) will be provided the T&E WIPT and MACOM headquarters.

d. The team agreement or identified areas of disagreement elevated to their leadership for resolution is key throughout the process. As the draft COIC are readied for entry into the approval process, these areas of agreement or disagreement are formalized for resolution in the approval process. Preference is that the ORD approval process for ACAT I/IA programs occurs before entry of COIC into the approval process, although it is recognized that this is not always possible considering time demands of milestone decision points, TEMP approval schedules, and ORD approval processes. COIC approval will not proceed beyond the MACOM headquarters until the ORD is HQDA approved. The CBTDEV has the lead for development of the COIC and is responsible for the operational relevance of the COIC and for the non-materiel DOTMLPF components supporting system's achievement of the COIC. The PM/MATDEV may (and should) nonconcur with the draft COIC if the current state of technology or planned program cannot deliver materiel (for example, hardware, software, and logistics) capable of satisfying the COIC by the FRP DR. Likewise, the system evaluator may (and should) nonconcur with the draft COIC if any of the COIC cannot be evaluated and answered for the FRP DR.

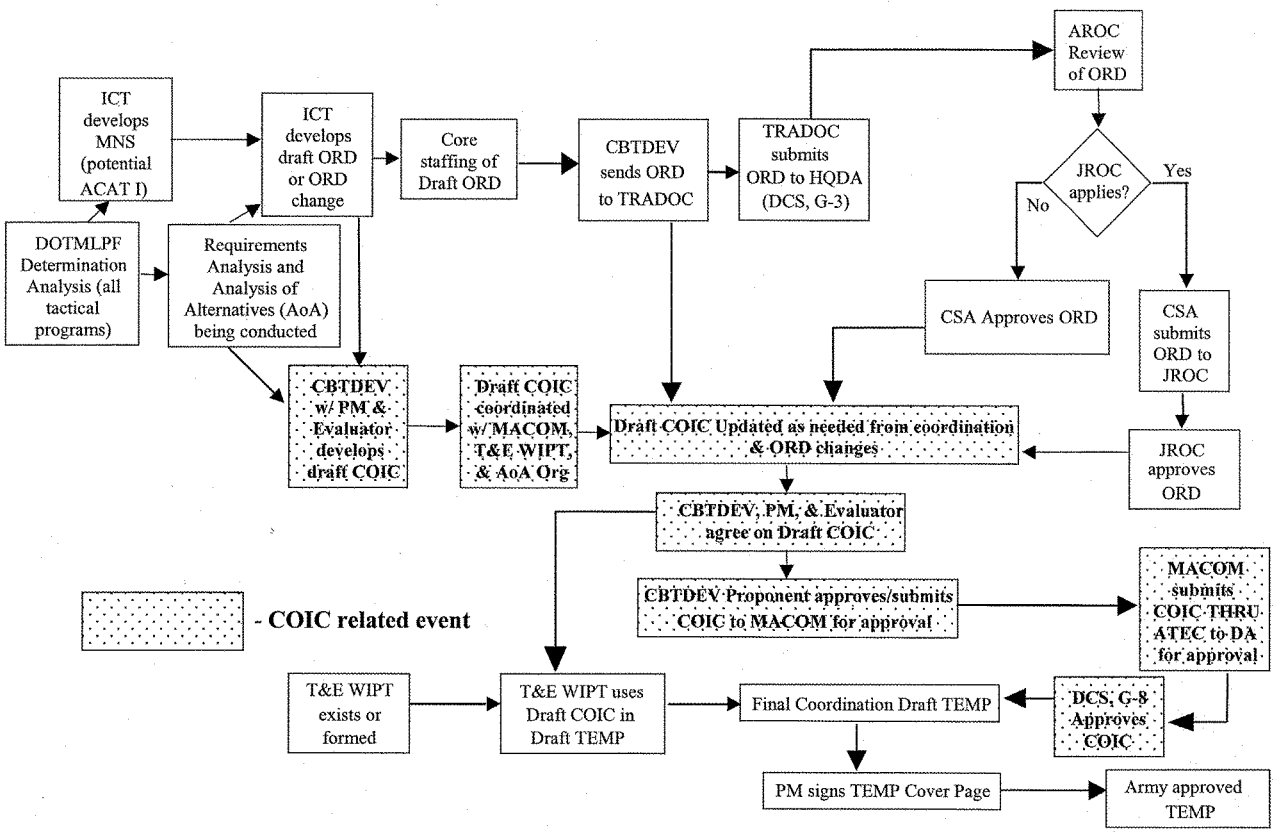

Figure F–1. COIC process for materiel and tactical C4I/IT programs

e. HQDA retains approval authority for COIC. MACOM headquarters must submit the COIC to HQDA (DCS, G–8) for approval. HQDA (that is, the Army Chief of Staff, Army Requirements Oversight Council, or DCS, G–3) must have approved the ORD, including the ORD, before the CBTDEV/proponent or MACOM submits the COIC for approval. ORD–COIC Crosswalk Matrix (see fig F–2) must be included when the COIC are submitted for approval. While paper copies will document official submission; electronic copies serve to expedite approval processing. As a minimum, official concurrence must be provided by the MATDEV/PM and ATEC (may be by e-mail or fax) with the proposed COIC before the MACOM submits the COIC for approval. An unresolved COIC nonconcurrence by either the MATDEV/PM or ATEC will require resolution at the MACOM headquarters level or, in exceptional cases, the HQDA (DCS, G–8) level, before approval of the COIC. See paragraph 4–5*c* for the COIC submission package guidance.

f. Upon receipt of program COIC for approval processing from one of its CBTDEV schools, commands, or other organizations, the MACOM headquarters will take the following actions:

(1) Determine status of ORD approval. The ORD must be HQDA approved before MACOM headquarters forwards the COIC to HQDA for approval.

(2) Coordinate COIC with MATDEV/PM and ATEC. There should be no surprises at the MACOM headquarters, MATDEV/PM, or ATEC when the COIC arrive since previous coordination by the CBTDEV, MATDEV/PM, and system evaluator with their leadership should have already occurred. Therefore, the MATDEV/PM and ATEC command positions should be received within 15 calendar days. If this is not the case and the proposed COIC represent a surprise to the MACOM headquarters, MATDEV/PM or ATEC, the MACOM headquarters will determine the appropriate action (such as, return to CBTDEV proponent for further work, work the action at the MACOM headquarters, or some combination thereof). HQDA (DCS, G–8) is also provided a draft copy for review and comment during this process. HQDA (DCS, G–8) and other affected HQDA action officers should be familiar with the COIC since they are members of the T&E WIPT. Opting to not be members of the T&E WIPT signifies that they have no input during the COIC approval process. See paragraph 4–5*c* for COIC staffing package guidance.

(3) Provide decision paper to the COIC approval authority. This includes at a minimum, the proposed COIC with approval memorandum or memorandum forwarding through CG, ATEC to HQDA (DCS, G–8), DAPR–FDR, as

applicable, the ORD–COIC Crosswalk Matrix, the MATDEV/PM and ATEC positions (concur or nonconcur), and a recommended course of action. Any nonconcurrence position by the MATDEV/PM or ATEC must either be resolved to the satisfaction of the key players (that is, CBTDEV, MACOM headquarters, MATDEV/PM, and/or ATEC) or if irresolvable, forwarded to HQDA (DCS, G–8) for resolution. If there is an issue for resolution at HQDA, the forwarding memorandum will define the issue to be resolved and the differing positions from the principals.

(4) MACOM COIC forwarding through CG, ATEC to HQDA (DCS, G–8) for approval. See paragraph 4–5*c* for submission memorandum guidance and paragraph F–5 for MACOM COIC approval memorandum guidance.

g. After the ORD is approved through the Army Requirements Oversight Council (AROC) (or the JROC for ACAT I programs), the MACOM headquarters submits the COIC through CG, ATEC to HQDA (DCS, G–8) for approval. CG, ATEC confirms that the proposed COIC reflects agreement reached in final coordination (or properly defines any unresolved disagreement for HQDA (DCS, G–8) resolution) and endorses the COIC to HQDA (DCS, G–8) for action/approval. HQDA (DCS, G–8) receives advance copy of the COIC from the CBTDEV/MACOM headquarters, schedules the necessary action (COIC approval or issue resolution) with the appropriate HQDA (DCS, G–8) general officer, and initiates HQDA coordination. If there are no disagreements for resolution at the HQDA (DCS, G–8) general officer level, the HQDA (DCS, G–8) action officer uses the ORD–COIC Crosswalk Matrix and briefs the HQDA (DCS, G–8) general officer to obtain COIC approval. If there are issues that need HQDA (DCS, G–8) resolution before the COIC approval, the meeting with HQDA (DCS, G–8) consists of the appropriate MACOM headquarters, MATDEV/PM, and ATEC representatives. CBTDEV proponent representative may also attend this meeting. Upon approval of the COIC, the HQDA (DCS, G–8) general officer signs a memorandum forwarding the approved COIC to the PM/MATDEV for inclusion in the TEMP with copies furnished to the TEMA, CBTDEV MACOM headquarters action office; CG, ATEC; and the CBTDEV proponent. See paragraph F–5 for HQDA (DCS, G–8) COIC approval memorandum.

SAMPLE ORD-COIC CROSSWALK

Medical Communications for Combat Casualty Care (MC4) System

ORD Reference (*indicates a KPP)	Critical Operational Issues and Criteria
Supports the requirement that the Service supplied computer hardware used to run the TMIP software must meet the minimum hardware requirements stated in the TMIP TEMP. 1.f. (2) (a), page 10: The MC4 program will "develop the Army's infrastructure for the utilization of the Joint TMIP software." 4.a (2), page 28: The MC4 system has the mission to "provide the computer infrastructure for the Army's implementation of the Joint TMIP software. As needed, development software for Army-unique medical requirements not met by TMIP." *4.b (2) (a) i, page 31: The MC4 computer hardware must be able to run the operating system utilized by TMIP.	1.2.1.2 The MC4 computers must provide significant processor speed and memory capacity to run the TMIP software. 1.2.1.3 Any MC4 supplied software must be compatible with the TMIP software.

Figure F–2. ORD–COIC Crosswalk Matrix

F–3. COIC process for non-tactical C4/IT programs

Figure F–3 depicts the COIC approval process for non-tactical C4/IT programs. The FP has lead responsibility while the HQDA (CIO/G–6) approves all COIC.

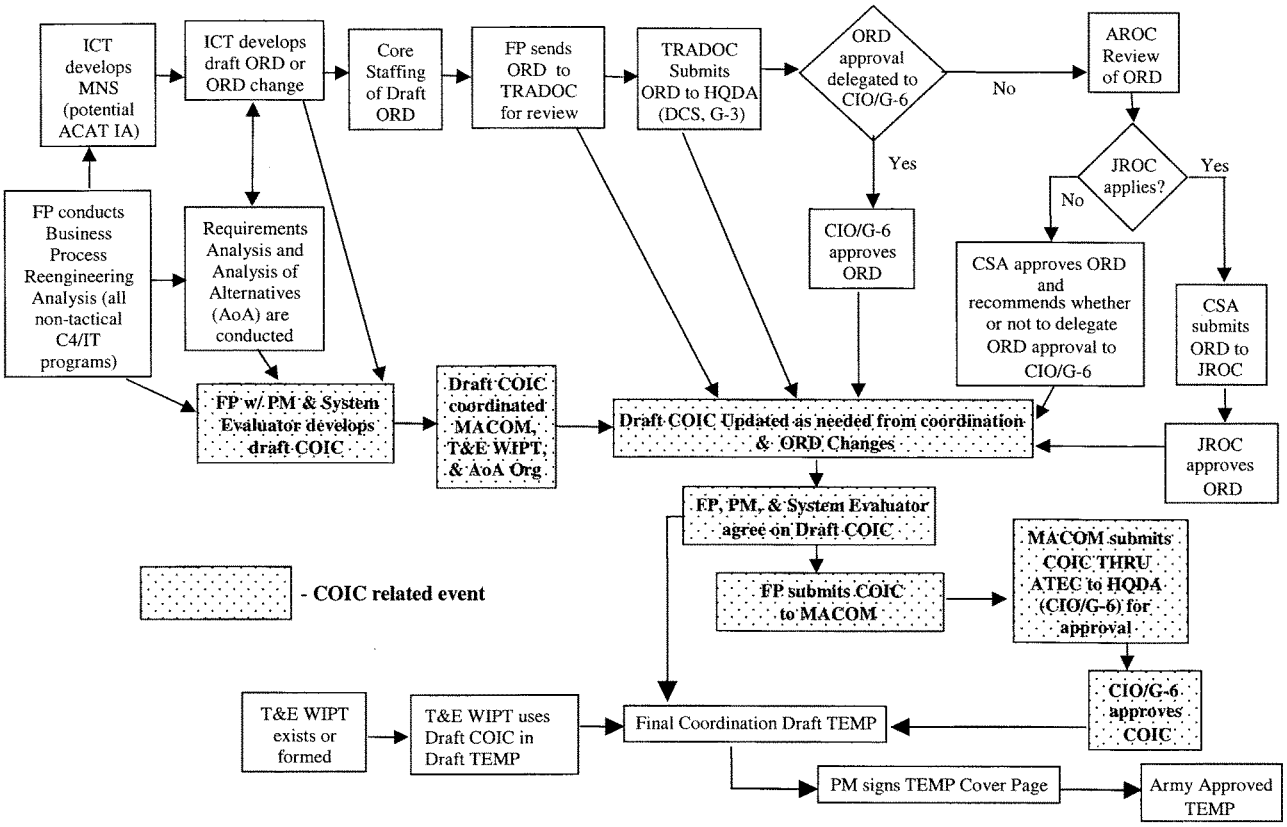

Figure F–3. COIC approval process for non-tactical C4/IT programs

a. The FP has lead for ORD and COIC development for non-tactical C4/IT programs. The FP initiates development of the ORD in response to an identified and approved information system need to support the Army infrastructure operations from a Business Process Reengineering (BPR) analysis and, for ACAT IA programs, a JROC approved MNS. The FP initiates COIC development by forming a team with the MATDEV/PM and system evaluator (normally from AEC) as an adjunct to the ICT developing and writing the ORD. COIC are based on ORD and the analyses supporting ORD development. Separate COIC and ORD development creates extra work for the FP, MATDEV/PM, and system evaluator either by revisiting analyses supporting ORD development to develop the COIC and/or by initiating changes to an approved ORD identified during COIC development. ORD and COIC development are complementary tasks and when properly executed much of the COIC content may be lifted directly from the ORD. ORD development will normally lead the COIC in the development processes. As the ORD enters core staffing, the team will finalize for coordination the initial draft COIC (or draft revision to the COIC in the case of a change or update to an approved ORD). Because of the COIC interrelationship with and dependence on the ORD, COIC will not be approved until the ORD is approved. Any change in an approved ORD KPP will normally require a change in the COIC (Note: It was not always policy to extract KPP verbatim from the ORD for inclusion in COIC). Change in other approved ORD required capabilities or constraints may require a change in COIC. A change in previously approved COIC may require a change in the ORD.

b. As depicted in figure F–3, the draft COIC are readied for and begin coordination while the ORD is in core staffing. While the FP has lead for the product being coordinated, it is a team effort with the MATDEV/PM and system evaluator who have vested interest and must participate in the process and consider comments received. The MACOM provides comments and advice reflecting consideration of emerging MACOM operational concepts and strategic plans

as well as cross MACOM experiences with requirements and COIC approval and application during acquisition. The T&E WIPT provides comments and advice concerning ability to answer (for example, methodologies available or needed, program resource implications, and risks of obtaining an erroneous answer) and proposes alternatives when applicable. The AoA organization provides comments and advice concerning accurate reflection of AoA findings in the COIC (that is, linkage between the AoA, ORD, and COIC) as well as the how models and simulations may be used in supporting the evaluation of COIC. The FP, MATDEV/PM, and system evaluator use these comments along with the ORD changes from the Core Staffing to refine the draft COIC. Concerns that are irresolvable within the team are raised through command channels for resolution and, if necessary, to HQDA (CIO/G–6) for adjudication. The refined draft COIC are provided to the T&E WIPT for use in the draft TEMP and to the MACOM headquarters for information and comment as appropriate. If this should result in further change to the draft COIC, the revised draft will be provided to T&E WIPT for inclusion in the draft TEMP and the MACOM headquarters.

c. COIC are based on the ORD; therefore, changes that occur to the ORD during its approval process must be reviewed for impact on the draft COIC. When an ORD change impacts the COIC, the needed refinement must be made to the draft COIC. The FP, MATDEV/PM, and system evaluator will participate and agree with the revision(s). Copies of the revision(s) will be provided the T&E WIPT and MACOM headquarters.

d. The team agreement or identified areas of disagreement elevated to their leadership for resolution is key throughout the process. As the draft COIC are readied for entry into the approval process, these areas of agreement or disagreement are formalized for resolution in the approval process. Preference is that the ORD approval by HQDA (CIO/G–6) occur before entry of COIC into the approval process, but it is recognized that this is not always possible considering demands of milestone decision points, TEMP approval schedules, and ORD approval processes. System COIC that require HQDA (CIO/G–6) ORD approval (that is, ACAT III programs) will not proceed beyond the MACOM headquarters until the ORD is approved. The FP has the lead for the development of the COIC and is responsible for the operational relevance of the COIC and for the non-materiel DOTMLPF components supporting system's achievement of the COIC. The PM/MATDEV should nonconcur with the draft COIC if the current state of technology or planned program cannot deliver materiel (hardware and/or software) capable of satisfying the COIC by the FRP DR. Likewise, the system evaluator should nonconcur with the draft COIC if any of the COIC criteria and issues cannot be evaluated and answered for the FRP DR.

e. HQDA (CIO/G–6) retains approval authority for COIC for all non-tactical C4/IT programs. MACOM headquarters must submit the COIC to HQDA (CIO/G–6) (SAIS–ION). CSA must have approved the ORD before the COIC are submitted to the HQDA (CIO/G–6). ORD–COIC Crosswalk Matrix (see fig F–2) is included (both electronic and hard copy) in the submission package for use during the approval processing and brief. While paper copies are needed to document official submission, electronic copies serve to expedite approval processing. As a minimum, official concurrence must be provided by the MATDEV/PM and ATEC (may be by e-mail or fax) with the proposed COIC before submission by the FP. A proponent unresolved nonconcurrence by either the MATDEV/PM or ATEC, will require resolution at the MACOM headquarters level or, in exceptional cases, the HQDA (CIO/G–6) level before approval of the COIC. See paragraph 4–5*c* for COIC submission package guidance.

f. Upon receipt of COIC for approval processing from one of its FPs or within its headquarters, the MACOM headquarters COIC action agent will take the following actions:

(1) Determine status of ORD approval and confirm if ORD has been approved by CSA (or JROC). ORD must be approved before MACOM headquarters forwards the COIC to HQDA (CIO/G–6) for approval.

(2) Coordinate COIC with MATDEV/PM and ATEC for command position. There should be no surprises at the MACOM headquarters, MATDEV/PM, or ATEC when the COIC arrive since previous coordination by the CBTDEV, MATDEV, and system evaluator with the CBTDEV MACOM headquarters and its leadership is central to the COIC development process. Given this the case, the command positions should be received within 15 calendar days. If this is not the case and the proposed COIC represent a surprise to the MACOM headquarters, MATDEV/PM, or ATEC, the MACOM headquarters will determine the appropriate action: return to FP for further work, work the action at the MACOM headquarters, or some combination thereof. In any case, significantly longer processing times will result. HQDA (CIO/G–6) is also provided a copy for review and comment during this process. The HQDA (CIO/G–6) and other affected ARSTAF action officers should be familiar with the COIC since they are members of the program T&E WIPT. Not being members of the T&E WIPT signifies they are not concerned or interested in a particular program and should have nothing to say. See paragraph 4–5*c* for COIC submission package guidance.

(3) Provide decision paper to the COIC approval authority including the proposed COIC with approval memorandum or memorandum forwarding through CG, ATEC to HQDA (CIO/G–6), SAIS–ION, as applicable, the ORD–COIC Crosswalk Matrix, the MATDEV/PM and ATEC positions (concur or nonconcur), and a recommended course of action. Any nonconcurrence position by the MATDEV/PM or ATEC must either be resolved to the satisfaction of the three key players or if irresolvable at the FP MACOM headquarters level, forwarded to HQDA (CIO/G–6) with the proposed COIC for resolution. If there is a disagreement for adjudication at HQDA, the forwarding memorandum will define the disagreement to be adjudicated and the differing positions from the principals (FP MACOM headquarters, MATDEV/PM, and/or ATEC).

(4) MACOM COIC approval authority sign the memorandum forwarding the COIC through ATEC to HQDA (CIO/G–6) (SAIS–ION) for approval

g. After the ORD is approved by HQDA through the AROC or the JROC processes, the MACOM headquarters submits the COIC through CG, ATEC to HQDA (CIO/G–6) (SAIS–ION) for approval. CG, ATEC confirms that the proposed COIC reflects agreement reached in final coordination (or properly defines any unresolved issue for HQDA (CIO/G–6) resolution) and endorses the COIC to HQDA (CIO/G–6) for action/approval. HQDA (CIO/G–6) (SAIS–ION) receives an advance copy of the COIC from the FP MACOM headquarters, schedules the necessary action (COIC approval or issue resolution) with the appropriate HQDA (CIO/G–6) general officer, and initiates ARSTAF coordination. If there are no disagreements for adjudication at the HQDA (CIO/G–6) general officer level, the HQDA (CIO/G–6) action officer uses the ORD–COIC Crosswalk charts and briefs the HQDA (CIO/G–6) general officer to obtain approval of the COIC. If there are disagreements that need HQDA (CIO/G–6) adjudication before the COIC approval, the meeting with the HQDA (CIO/G–6) general officer will be in two parts; the first is issue resolution, and the second is COIC approval. Appropriate FP MACOM headquarters, MATDEV/PM, and ATEC representatives will attend the meeting with HQDA (CIO/G–6) general officer when resolution of an issue regarding the COIC applies. FP representative may also attend this meeting. Upon approval of the COIC, the HQDA (CIO/G–6) general officer signs a memorandum forwarding the approved COIC to the PM/MATDEV for inclusion in the TEMP with copies furnished the TEMA, FP MACOM headquarters action office, CG, ATEC and the FP. See paragraph F–5 for the HQDA (CIO/G–6) COIC approval memorandum.

Note. If the program is not on the OSD T&E Oversight List (see http://www.hqda.army.mil/tema) and does not have unresolved FP, MATDEV/PM, or ATEC disagreement(s), then a colonel (O6) or civilian equivalent may approve the COIC for HQDA (CIO/G–6).

F–4. ORD–COIC–TEMP schedule synchronization considerations

a. Table F–1 provides planning factors for preparing a synchronized schedule. Most have a range of days for completion by the activity. The CBTDEV/FP, MATDEV/PM, and System Evaluator must determine what is right for the program. Some are outside their control and must be determined through coordination with other agencies/offices (for example, HQDA (DAMO–FMR/SAIS–ION) for matters regarding HQDA and/or JROC approval of the ORD).

b. Table F–2 identifies schedule dates that constitute alarms if not achieved. If these dates are missed, then ability to implement "work-around" solutions must be explored. If work-around solutions are not possible, an acquisition schedule slip is likely since conduct of a milestone depends on an approved TEMP being available. These dates are significant either for COIC approval or depend upon the actual COIC approval in order for the TEMP approval process to remain on schedule.

Table F–1
Planning factors for schedule synchronization

Event	Planning factor (calendar days)
ORD–COIC concurrent development	120–360
Core Staffing of ORD	45–75
Proponent Coordination of Draft COIC	30–45
Proponent submission of ORD to TRADOC	15–30
TRADOC validation of ORD	30–60
HQDA (CIO/G–6) approval of non-tactical C4/IT ORD	30–60
AROC processing and CSA approval of ORD	105–165
JROC processing and approval of ORD (ACAT I or IA only)	120–180
Proponent, MATDEV, and System Evaluator agree on COIC	30–60
Proponent forwards COIC to MACOM HQ	1–30
PM and ATEC Command Position on COIC	15–30
MACOM HQ review and forward COIC to HQDA	5–30
ATEC endorsement of COIC to HQDA	15
HQDA (DCS, G–8 or CIO/G–6) approval of COIC	30–60
Include approved COIC into final TEMP	15–30
Final coordination of TEMP with T&E WIPT	45–60
T&E WIPT meet to resolve issues and sign TEMP	7–30
PM, PEO, ATEC, TRADOC/FP signs TEMP Approval page	1–20
DUSA(OR) or other authority approves TEMP	15–30

Table F–2
Schedule critical events

Event	Critical schedule for HQDA approved COIC	Critical schedule for MACOM approved COIC
Approved ORD	165	135
PM/MATDEV, System Evaluator, and CBTDEV/FP agree on COIC	155	125
Proponent forwards COIC to MACOM	150	120
PM/MATDEV and ATEC COIC command position	130	100
MACOM forwards COIC through ATEC to HQDA	120	90
ATEC endorsement of COIC to HQDA	105	N/A
HQDA (DCS, G–8 or CIO/G–6) approved COIC	90	N/A
Final TEMP to T&E WIPT for coordination	80	80
PM/MATDEV Signs TEMP Approval Page	30	30
Army approved TEMP	0	0

Notes:
* These schedule dates should not be used to set up a program schedule since to do so would be planning for failure, as there would be no margin for error. They should be used in the schedule as alarm dates indicating that the effort is off track and needs immediate attention.

F–5. Sample COIC memoranda

Figures F–4 through F–11 are sample memoranda.

— Figure F–4. Materiel or tactical C4I/IT—CBTDEV proponent COIC submission memorandum
— Figure F–5. Materiel or tactical C4I/IT—MACOM HQ COIC position staffing memorandum
— Figure F–6. Materiel and tactical C4I/IT—MACOM HQ COIC submission memorandum
— Figure F–7. Materiel and tactical C4I/IT—HQDA (DCS, G–8) COIC approval memorandum
— Figure F–8. Non-tactical C4/IT—functional proponent COIC submission memorandum
— Figure F–9. Non-tactical C4/IT—MACOM HQ COIC position staffing memorandum
— Figure F–10. Non-tactical C4/IT—MACOM COIC submission memorandum
— Figure F–11. Non-tactical C4/IT—HQDA (CIO/G–6) COIC approval memorandum

MACOM CBTDEV Proponent Letterhead

Office Symbol (73-1) (date)

MEMORANDUM FOR MACOM HQ, ATTN: office symbol for COIC Action Office, appropriate address information

Subject: Critical Operational Issues and Criteria (COIC) for "X" System

1. References:

a. AR 73-1 (7 Jan 02), subject: Test and Evaluation Policy.

b. DA PAM 73-1 (30 May 03), subject: Test and Evaluation in Support of Systems Acquisition.

2. This memorandum forwards COIC for subject system (Encl 1) for HQDA approval per references a and b. These COIC will need to be forwarded to HQDA (DCS, G-8) for approval. The ORD-COIC Crosswalk Matrix is provided at enclosure 2 to support the approval process. These COIC were previously staffed with and concurred (or nonconcurred) in by PM and ATEC. (If there is an unresolved difference of position, describe it here.)

3. Point of contact is (name, office symbol, phone, and e-mail).

FOR THE COMMANDER:

2 Encl
as

XXXXXXXXXXXXXXXXXXXX
Signature Block for
MACOM Proponent office

CF:
US ARMY TEST AND EVALUATION COMMAND, ATTN: (enter office symbol for the Evaluator Office), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
PM/MATDEV, ATTN: action office, appropriate address information

Figure F–4. Materiel or tactical C4I/IT—CBTDEV proponent COIC submission memorandum

MACOM Letterhead

Office Symbol (73-1) S: (date)

MEMORANDUM FOR:
US ARMY TEST AND EVALUATION COMMAND, ATTN: CSTE-ZA (enter evaluators name), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
PROGRAM MANAGER/MATERIEL DEVELOPER for System X
MACOM HQ Staff Elements (as applicable)

Subject: Critical Operational Issues and Criteria (COIC) for "X" System

1. References:

a. AR 73-1 (7 Jan 02), subject: Test and Evaluation Policy.

b. DA PAM 73-1 (30 May 03), subject: Test and Evaluation in Support of Systems Acquisition.

2. This memorandum forwards final draft COIC for subject system for your concurrence in accordance with references a and b. This is the command position staffing of the COIC to recommend that the MACOM authority forward these COIC to HQDA (DCS, G-8) for approval. The CBTDEV proponent has previously coordinated these COIC with the PM/MATDEV and ATEC and received concurrence (or nonconcurrence). (If there is an unresolved difference of position, describe it here and request that ATEC and the PM address whether the disagreement continues.)

3. Request your position be provided this headquarters (ATTN: Office Symbol XX) not later than (two weeks). This will support TEMP approval by (date) as currently scheduled. Significant changes will be staffed with you before the COIC are submitted for approval. An expedited staffing technique will be used to maintain current approval schedule.

4. Point of contact is (name, office symbol, phone, and e-mail).

FOR THE MACOM DEPUTY CHIEF OF STAFF:

1 Encl

XXXXXXXXXXXXXXXXXXXX
Signature Block for
MACOM STAFF OFFICE DIRECTOR

CF:
HQDA, ATTN: DAPR-FDR, WASHINGTON, DC, 20310-0700
MACOM Command/Center/School, ATTN: DCD and TSM for System X

Figure F–5. Materiel or tactical C4I/IT—MACOM HQ COIC position staffing memorandum

MACOM Letterhead

Office Symbol (73-1) (date)

MEMORANDUM THRU COMMANDER, U.S. ARMY TEST AND EVALUATION COMMAND, ATTN: CSTE-ZA, 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458

FOR DEPUTY CHIEF OF STAFF, G-8, ATTN: DIRECTOR, FORCE DEVELOPMENT, 700 ARMY PENTAGON, WASHINGTON, D.C. 20310-0700

Subject: Critical Operational Issues and Criteria (COIC) for "X" System

1. References:

a. AR 73-1 (7 Jan 02), subject: Test and Evaluation Policy.

b. DA PAM 73-1 (30 May 03), subject: Test and Evaluation in Support of Systems Acquisition.

2. This memorandum forwards the COIC for subject system (Encl 1) for DCS, G-8 approval per references a and b. An ORD-COIC Crosswalk Matrix is provided at enclosure 2 to support the approval process. These COIC were previously staffed with and concurred in by PM and ATEC (or nonconccurred in by one or both). (If there is an unresolved difference of position, describe it here.)

3. Point of contact is (name, office symbol, phone, and e-mail).

FOR THE COMMANDER:

2 Encl
as

XXXXXXXXXXXXXXXXXXXX
Signature Block for
MACOM COIC Approval Authority

CF:
HQDA, ATTN: DAPR-FDR, WASHINGTON, DC 20310-0700 (Advance Copy)
US ARMY TEST AND EVALUATION COMMAND, ATTN: (enter office symbol for the Evaluator Office), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
PM for System X
MACOM Proponent Command/Center/School, ATTN: applicable DCD and TSM for System X

Figure F–6. Materiel and tactical C4I/IT—MACOM HQ COIC submission memorandum

DEPARTMENT OF THE ARMY
DEPUTY CHIEF OF STAFF, G-8
700 ARMY PENTAGON
WASHINGTON, DC 20310-0700

DAPR-FDR (73-1c) (date)

MEMORANDUM FOR PM/MATDEV address

SUBJECT: Critical Operational Issues and Criteria (COIC) for "X" System

1. Reference, memorandum, MACOM, office symbol, date, subject as above.

2. COIC proposed by referenced memorandum are approved without change (or with the following changes).

3. The COIC at enclosure 1 include those changes addressed above and are being forwarded for inclusion in the system TEMP.

4. Point of contact for this action is (name, office symbol, phone, and e-mail).

1 Encl
as

XXXXXXXXXXXXXX
Signature Block for
Director, Force Development

CF:
TEST AND EVALUATION MANAGEMENT AGENCY, ATTN: DACS-TE, ROOM 2C139A, 200 ARMY PENTAGON, WASHINGTON, D.C. 20310-0200
US ARMY TEST AND EVALUATION COMMAND, ATTN: (enter office symbol for the Evaluator Office), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
MACOM HQ COIC Action Office
MACOM CBTDEV Proponent Command/Center/School, DCD or TSM for System X

Figure F–7. Materiel and tactical C4I/IT—HQDA (DCS, G–8) COIC approval memorandum

MACOM Functional Proponent Letterhead

Office Symbol (73-1) (date)

MEMORANDUM FOR MACOM HQ, ATTN: office symbol for COIC Action Office, appropriate address information

Subject: Critical Operational Issues and Criteria (COIC) for "X" System

1. References:

a. AR 73-1 (7 Jan 02), subject: Test and Evaluation Policy.

b. DA PAM 73-1 (30 May 03), subject: Test and Evaluation in Support of Systems Acquisition.

c. HQDA, TEMA Web Site (http://www.hqda.army.mil/tema/temp_status.doc), OSD and HQDA T&E Oversight List.

2. This memorandum forwards COIC for subject system (Encl 1) for MACOM HQ approval and forwarding to CIO/G-6 (SAIS-ION) for approval per references a and b. These COIC are for a program that is (is not) on the OSD T&E Oversight List (reference c). The ORD-COIC Crosswalk Matrix is provided at enclosure 2 to support the approval process. These COIC were previously staffed and concurred with by PM and ATEC (or nonconcurred in by one or both). (If there is an unresolved difference of position, describe it here.)

3. Point of contact is (name, office symbol, phone, and e-mail).

FOR THE COMMANDER:

2 Encl
as

XXXXXXXXXXXX
Signature Block for
MACOM Proponent office

CF:
US ARMY TEST AND EVALUATION COMMAND, ATTN: (enter office symbol for the Evaluator Office), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
PM/MATDEV, ATTN: action office, appropriate address information for System X

Figure F–8. Non-tactical C4/IT—functional proponent COIC submission memorandum

MACOM Letterhead

SAIS-ION (73-1) S: (date)

MEMORANDUM FOR:
US ARMY TEST AND EVALUATION COMMAND, ATTN: CSTE-ZA (enter evaluator's name), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
PROGRAM MANAGER/MATERIEL DEVELOPER for System X
MACOM HQ Staff Elements (as applicable)

Subject: Critical Operational Issues and Criteria (COIC) for "X" System

1. References:

a. AR 73-1 (7 Jan 02), subject: Test and Evaluation Policy.
b. DA PAM 73-1 (30 May 03), subject: Test and Evaluation in Support of Systems Acquisition.
c. HQDA, TEMA Web Site (http://www.hqda.army.mil/tema/temp_status.doc), OSD T&E Oversight List.

2. This memorandum forwards final draft COIC for subject system for your concurrence in accordance with references a and b. These COIC are for a program that is (is not) on the OSD T&E Oversight List (reference c). This is the command position staffing of the COIC to recommend that the MACOM authority forward these COIC to HQDA for CIO/G-6 approval. The functional proponent has previously coordinated these COIC with the PM/MATDEV and ATEC and received concurrence (or nonconcurrence). (If there is an unresolved difference of position, describe it here and request that ATEC and the PM address whether the disagreement continues.)

3. Request your position be provided this headquarters (ATTN: Office Symbol XX) not later than (two weeks). This will support TEMP approval by (date) as currently scheduled. Significant changes will be staffed with you before the MACOM authority forwards the COIC for HQDA approval. Expedited staffing will be used to maintain current approval schedule.

4. Point of contact is (name, office symbol, phone, and e-mail).

FOR THE MACOM DEPUTY CHIEF OF STAFF:

1 Encl

XXXXXXXXXXXX
Signature Block for
MACOM STAFF OFFICE DIRECTOR

CF:
HQDA, ATTN: SAIS-ION, 107 ARMY PENTAGON, WASHINGTON, DC 20310
MACOM Functional Proponent for System X

Figure F–9. Non-tactical C4/IT—MACOM HQ COIC position staffing memorandum

MACOM Letterhead

Office Symbol (73-1) (date)

MEMORANDUM THRU COMMANDER, U.S. ARMY TEST AND EVALUATION COMMAND, ATTN: CSTE-ZA, 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458

FOR: HQDA, ATTN: SAIS-ION, 107 ARMY PENTAGON, WASHINGTON, D.C. 20310

Subject: Critical Operational Issues and Criteria (COIC) for "X" System

1. References:

a. AR 73-1 (7 Jan 02), subject: Test and Evaluation Policy.

b. DA PAM 73-1 (30 May 03), subject: Test and Evaluation in Support of Systems Acquisition.

c. HQDA, TEMA Web Site (http://www.hqda.army.mil/tema/temp_status.doc), OSD T&E Oversight List.

2. This memorandum forwards the COIC for subject system (Encl 1) for the HQDA (CIO/G-6) approval per references a and b. These COIC are for a program that is (is not) on the OSD or HQDA T&E Oversight List (reference c) and therefore will (or will not) require general officer or civilian equivalent level approval. An ORD-COIC Crosswalk Matrix is provided at enclosure 2 to support the approval process. These COIC were previously staffed and concurred with by PM and ATEC (or nonconcurred in by one or both). (If there is an unresolved difference of position, describe it here.)

3. Point of contact is (name, office symbol, phone, and e-mail).

FOR THE COMMANDER:

2 Encl
as

XXXXXXXXXXXX
Signature Block for
MACOM STAFF OFFICE DIRECTOR

CF:
US ARMY TEST AND EVALUATION COMMAND, ATTN: (enter office symbol for the Evaluator Office), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
PM for System X
MACOM Functional Proponent for System X

Figure F–10. Non-tactical C4/IT—MACOM COIC submission memorandum

HQDA (CIO/G-6) Letterhead

SAIS-ION (73-1c) (date)

MEMORANDUM FOR PM/MATDEV address

SUBJECT: Critical Operational Issues and Criteria (COIC) for "X" System

1. Reference, memorandum, MACOM, office symbol, date, subject as above.

2. COIC proposed by referenced memorandum are approved without change (or with the following changes).

3. COIC at enclosure 1 include those changes addressed above and are ready for inclusion in the system TEMP.

4. Point of contact is (name, office symbol, phone, and e-mail).

1 Encl
as

XXXXXXXXXXXX
Signature Block for
General Officer, COIC Approval Authority

CF:
TEST AND EVALUATION MANAGEMENT AGENCY, ATTN: DACS-TE, ROOM 2C139A, 200 ARMY PENTAGON, WASHINGTON, D.C. 20310-0200
US ARMY TEST AND EVALUATION COMMAND, ATTN: (enter office symbol for the Evaluator Office), 4501 FORD AVENUE, ALEXANDRIA, VA 22302-1458
MACOM HQ COIC Action Office for System X
MACOM Functional Proponent for System X

Figure F–11. Non-tactical C4/IT—HQDA (CIO/G–6) COIC approval memorandum