



**Net-Enabled Command Capability**  
**USER FREE PLAY (UFP)**  
**STANDARD OPERATING PROCEDURE (SOP)**

**Version 1.0**

**04 November 2008**

**DCN: NECC-UFP-SOP-00209**

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APPROVAL PAGE

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## **EXECUTIVE SUMMARY**

This User Free Play (UFP) Standard Operating Procedure (SOP) outlines the steps required to plan and execute UFPs to assess NECC Capability Modules (CMs) in support of requirements derived from a Capability Definition Package (CDP). UFPs are less structured than other NECC technology piloting activities to allow rapid feedback from NECC stakeholders. UFPs are either developmental or operational test focused or possibly a hybrid combination of the two. A UFP Process Model is introduced and specific tasks during each phase are provided. The roles and responsibilities of the various organizations involved in a UFP are discussed and the relationships among these organizations are defined. Templates for required artifacts to support UFPs are provided as Appendixes to this SOP.

## REVISION HISTORY

REVISION NUMBER	REVIEWER / ORG	CHANGES	REVISION DATE	DATE ENTERED	NAME OF PERSON ENTERING CHANGE
0.0.1	NECC JPMO I&TP	Initial Working Draft	12 Mar 2007		Alan McCollum
0.0.2	NECC JPMO I&TP	Revised based on document review by NECC PM and Chief Engineer	19 Mar 2007		Alan McCollum
0.0.3	NECC JPMO I&TP	Revised to align with I&TP CONOPS and SEP; consolidated UFP Process Model figure; updated all figures; added Acronyms; updated Appendix B; initiated Appendix C.	22 Mar 2007	22 Mar 2007	Dave Hall
0.0.4	NECC JPMO I&TP	Revised to address comments from v0.0.3. Added Appendix D.	30 Mar 2007	30 Mar 2007	Dave Hall
0.0.5	NECC JPMO I&TP	Revised and expanded Appendix C. Added hyperlink to UFP Assessment Report Template in Appendix D.	13 Apr 2007	13 Apr 2007	Dave Hall
0.0.6	NECC JPMO TE&P	Revised based on updated JPMO organization and UFP Announcement.	28 Dec 2007	28 Dec 2007	Alan McCollum
0.0.7	NECC JPMO TE&P	Revised based on lessons learned from UFP event execution.	15 Apr 2008	15 Apr 2008	Alan McCollum
0.0.8	NECC JPMO TE&P	Revised based on Peer Review.	08 Oct 2008	08 Oct 2008	Alan McCollum
1.0	NECC JPMO TE&P	Revised based on comments received from TE&P members.	22 Oct 2008	22 Oct 2008	Alan McCollum
1.0	IGJ / Program Control	Reformatted the document so it uses the approved NECC Document Template; provided edits to the document. Finalized the document for Program Control review and staffing for signature. Changed date on Cover Page to current date.	03 Nov 2008 04 Nov 2008	03 Nov 08 04 Nov 08	Issa G. Jones

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# 1 INTRODUCTION

## 1.1 Document Purpose

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization. SOPs describe both technical and administrative operational elements and detail the work processes that are to be conducted or followed within an organization. The SOP documents the way activities are to be performed to facilitate consistent conformance to technical and quality system requirements and to support data quality.

The User Free Play (UFP) SOP details the activities, artifacts, and participants needed to plan, execute, and assess a UFP event in support of Net-Enabled Command Capability (NECC) Capability Provisioning Activities (CPAS).

UFPs and associated artifacts are managed within the Federated Development and Certification Environment (FDCE) Portal.

## 1.2 Scope and Applicability

The primary audience for this SOP consists of the Component Program Management Offices (CPMOs) and the materiel providers who they rely to develop, revise, or adapt capabilities for the NECC Program. The secondary audience are those relevant organizations working to provision rapidly NECC capabilities to the Global Information Grid (GIG)—the Warfighters, requirements/doctrine providers, integrators, testers, and other stakeholders.

### 1.2.1 References

- FDCE Portal Software User's Manual (SUM)

## 1.3 User Free Play Overview

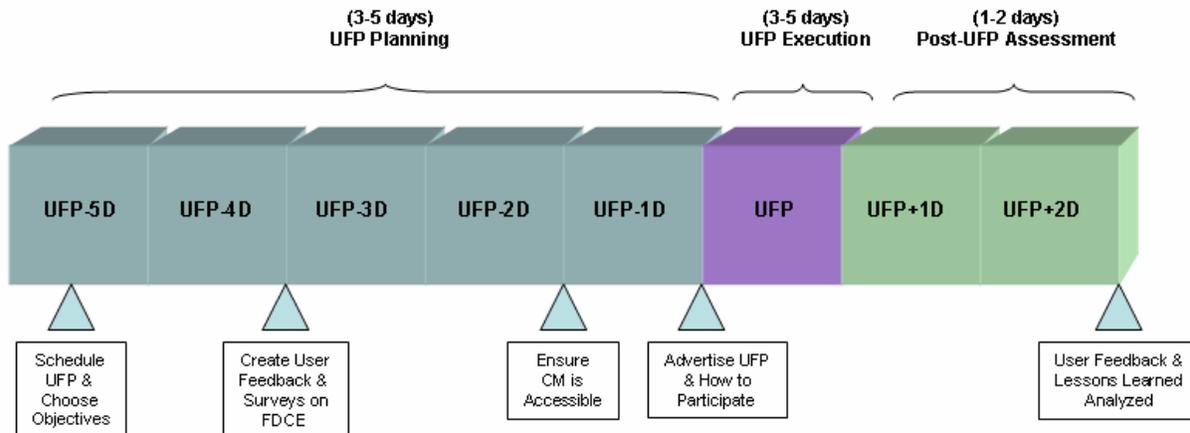
UFP events are a piloting activity where individual Warfighters, requirements/doctrine providers, and other stakeholders evaluate Capability Modules (CMs) through loosely-structured free play using the Federated Development and Certification Environment (FDCE). This type of event, similar to beta testing, is planned, scheduled, and executed with little lead time and low overhead cost. *The duration of survey data collection defines the duration of the UFP event.* The UFP Feedback Surveys provide the feedback mechanism and are qualitative in nature.

UFPs are implemented for a CM in any of the Development, Developmental Piloting, or Operational Piloting stages of the FDCE. These events introduce emerging NECC capabilities to Warfighters early as alpha or beta users. UFP events are also uniquely suitable to provide CPMOs, materiel developers, and test personnel with user feedback on capabilities being developed.

A UFP is usually planned and conceived to obtain Warfighter feedback relevant to: a) specific technical (functional) or capability performance characteristics or b) specific suitability and performance characteristics of a service or CM. It can also be structured to assess a set of operational test class goals and criteria, typically, performance and suitability characteristics with Measures of Suitability (MOSs) and Measures of Performance (MOPs) to support a CM fielding decision.

Additionally, the UFP events provide Warfighters, as alpha or beta users, opportunities to exercise early NECC capabilities and access these CMs easily across the network.

Designed for a limited execution period, Figure 1, UFP Notional Schedule, shows a notional UFP timeframe illustrating an execution period of about one week. Participants are able to access and provide feedback on the CM at any time during the execution period.



**Figure 1: UFP Notional Schedule**

## 2 UFP PROCESS MODEL

As noted previously, UFP events can be held for a CM in the Development, Developmental Piloting, or Operational Piloting stages of the FDCE. That means that UFPs can take place in both the CM Development and Capabilities Assessment Phases of NECC's Systems Engineering (SE) Process. The UFP Process Model depicted in Figure 2 comprises three phases: UFP Planning, UFP Execution, and Post-UFP Assessment.

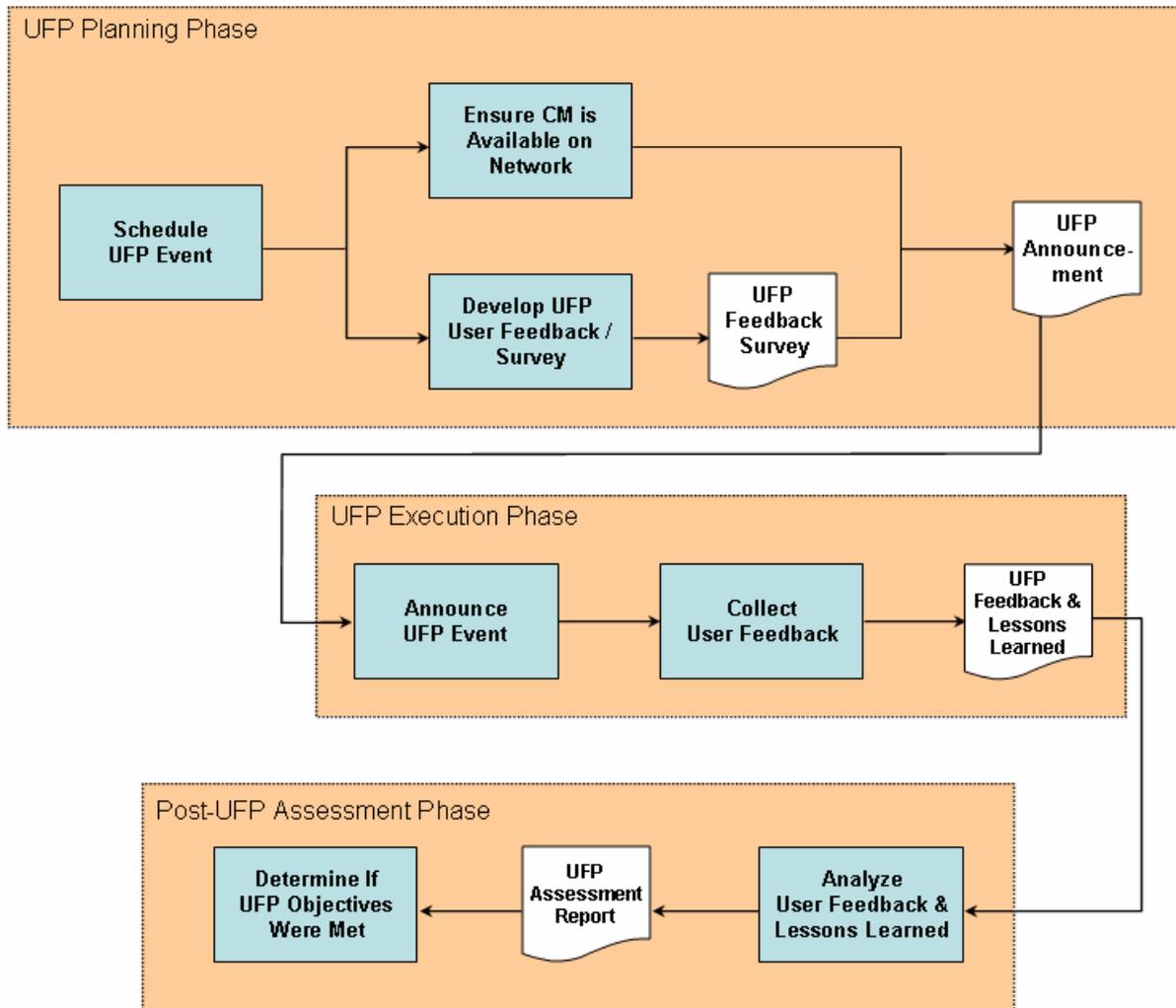


Figure 2: UFP Process Model

## 2.1 UFP Planning Phase

The UFP Planning Phase ensures that all necessary details prior to formally announcing a UFP event have been completed. UFP events are initiated and led by the CPMO responsible for the CM being piloted. As a materiel provider for the NECC Program, the CPMO is able to delegate the lead role to the CM’s developer and retain an oversight and coordinating leadership role.

An additional key planning consideration for the CPMO is the stage of maturity for the CM to be piloted since that impacts the event’s goals and objectives, organizational roles and responsibilities, and even the artifacts produced. CMs in the Development Stage are likely to be focused on very specific design and development feedback of critical interest to the materiel developer. Contrast this with a CM in the Developmental Piloting Stage where the JPMO’s Test, Evaluation, and Piloting (TE&P) Branch assumes an oversight leadership role to support the CPMO and the Capability Module Test Team (CMTT) may take a more active role depending on developmental testing (DT) planned for the particular CM. A UFP event in this stage of maturity is likely focused on DT goals and objectives and usually includes an assessment of Measures of

Effectiveness (MOEs) and MOPs. For CMs in the Operational Piloting Stage, goals and objectives are typically oriented to answer operational testing (OT) questions and usually include assessments of MOSs and MOPs to support possible CM fielding considerations.

The process of scheduling a UFP event requires the CPMO to conduct preparatory planning—determining what capabilities, features, or performance aspects of the CM will be offered for assessment as well as an understanding of why the Warfighter and other stakeholders would see this event’s goals and objectives as important enough to them to compel their participation. Coordination with the Joint Combat Capability Developer (JCCD) on the UFP’s goals and objectives is an excellent way to maximize that understanding, thus improving the likelihood of good Warfighter participation.

Using the goals and objectives, a UFP Feedback Survey is developed. The FDCE provides access to the Joint Systems Integration Command (JSIC) Data Collection and Analysis Tool (JDCAT) where an Observation Form is created that asks the questions pertinent to assessing goal satisfaction in the Post-UFP Assessment Phase. A template and additional information on creating the UFP Feedback Survey is provided in Appendix C.

The CPMO ensures that the CM will be accessible and available for the UFP event and is responsible for preparing the UFP Announcement within the FDCE Portal. Essentially, the UFP Announcement is the CPMO’s advertisement to the Warfighter and other stakeholders about why they should participate in and provide feedback to the UFP event. The criticality of the artifact is to provide the background, goals, objectives, timeframe for the event, and the instructions and hyperlinks to access both the CM and the UFP Feedback Survey.

## **2.2 UFP Execution Phase**

The UFP Execution Phase begins when the CM is available for UFP and the participants are able to complete and submit their feedback via the UFP Feedback Surveys. The UFP Announcement, which is posted to the FDCE, solicits participation by Warfighters and other NECC stakeholders. The information found in the UFP Announcement allows participants access to the CM being piloted, exercise and evaluate the features identified, and provide their assessment and feedback in the UFP Feedback Survey.

## **2.3 Post-UFP Assessment Phase**

Once UFP execution has ended and no more UFP Feedback Surveys are being accepted, the Post-UFP Assessment Phase begins. During this phase, the key question to be answered is “what did we learn?” As input to this phase, the UFP Feedback Survey artifact provides the raw information needed to answer that question.

The UFP Feedback Surveys are collected from the FDCE by the CPMO or the designated lead for the UFP event. Currently, the tool used is JDCAT and a feature of that tool allows the survey data to be exported as an Excel file making it very easy to collate, manipulate, and display the results submitted by all UFP participants. These results are then analyzed both for feedback on the CM’s features that were assessed by the participants as well as for lessons learned which could be directed toward the CM or toward the UFP event itself.

For CMs in the Developmental or Operational Piloting Stages of the FDCE, a UFP Assessment Report artifact is prepared to document the resulting findings and evaluations. If the CM is still in the Development Stage, the UFP Assessment Report is optional but encouraged. A template

and additional information on creating the UFP Assessment Report is provided in Appendix D. All resulting artifacts are stored in the FDCE Reference Library and available for review by the JST, the JPMO, the JCCD, and the UFP participants. Based on the analysis and evaluation of the results, a determination is made on whether the UFP objectives were satisfied.

### **3 ORGANIZATIONAL RELATIONSHIPS**

This section presents and describes the roles and responsibilities of the various organizations with an interest in UFP events and aligned with the *Test and Evaluation Master Plan (TEMP)* and the *NECC Systems Engineering Plan (SEP)*.

#### **3.1 Component Program Management Office (CPMO)**

As noted in Section 2.1, UFP Planning Phase, the CPMO initiates and leads UFP piloting events. As the materiel provider for NECC, the CPMO can utilize these piloting events to obtain early feedback from Warfighters and stakeholders on capabilities being developed, revised, or adapted. This feedback assists the CPMOs in accelerating the provisioning of these capabilities.

The CPMO may also delegate the lead role to a CM's developer while retaining an oversight and coordination leadership role. This is particularly useful when a CM is very immature and the objective(s) of the UFP event are designed to provide feedback on specific features, functions, and performance of the CM to assist in its development.

CPMOs are responsible for scheduling the event as well as ensuring the CM is accessible on the network and is ready for piloting. The CPMO is also responsible for preparing the UFP artifacts (Announcement, Feedback Survey, and Assessment Report), providing detailed instructions on UFP test procedures, publishing the artifacts on the FDCE, collecting and assessing results, storing the results in the CM Container on the FDCE, and determining if the UFP objectives were met. In short, the CPMO is responsible for all the requisite activities and artifacts that define a UFP event.

#### **3.2 Joint Combat Capability Developer (JCCD)**

The JCCD is a participant in UFP events; however, participation by Warfighters is entirely voluntary. Clearly, a successful UFP depends on pertinent, insightful feedback from those intended to use the capability being developed and piloted, so a well-written UFP Announcement and a well-publicized event is critical to attracting Warfighter participants.

The UFP Announcement is published on the FDCE with all the requisite information needed to participate. The JCCD advises appropriate organizations and invites their participants to participate and provide feedback by completing the UFP Feedback Surveys via JDCAT available from the FDCE Home page under the "Tools" link resource. The JCCD will review the UFP Announcement prior to posting on the FDCE to ensure they have the relevant information on desired Warfighter participation, allowing them to alert the appropriate organizations to participate in the UFP.

#### **3.3 JPMO Test, Evaluation, and Piloting (TE&P) Branch**

The JPMO's TE&P Branch supports and monitors UFP events. They advise the CPMO and provide guidance as needed to ensure that both process activities and artifacts are accomplished in accordance with the UFP Process Model. For CMs beyond the Development Stage of

maturity, a more rigorous oversight role is provided. The TE&P Branch also coordinates with the JPMO's Systems Engineering (SE) Branch to ensure the standing infrastructure capacity (to include the FDCE) is sufficient to support NECC integration activities and piloting events which the CPMO uses to hold the UFP event. The TE&P Branch, along with the JCCD, will review the UFP Announcement prior to FDCE posting and recommend changes, as required, to the CPMO.

### **3.4 Test Planning Team (TPT)**

The TPT organizes and oversees NECC test and evaluation (T&E) activities to include:

- Assisting the JCCD and the JPMO's SE Branch in decomposing CDP requirements into CMs to assure that test requirements are included in the CM Work Packages
- Tailoring the Test, Evaluation, and Certification Criteria (TECC) Matrix and performing CM risk assessments
- Developing critical operational issues (COIs) and the supporting MOEs, MOSs, and MOPs
- Observing CPAS results to determine the suitability of certifying a CM(s)
- Standing up and managing CM Test Teams (CMTTs).

Given the goals, processes, and artifacts of the UFP Process Model, the TPT observes and monitors UFP events.

UFPs are loosely structured, very CM-focused, and provide feedback and results that are qualitative in nature. While the events have goals and objectives, they do not have to be tied directly to specific test requirements and they do not employ test plans. However, both the UFP Feedback Survey and UFP Assessment Report artifacts are stored in the CM container on the FDCE and available for TPT review. Lastly, since participation in a UFP event is voluntary and is open to all NECC stakeholders, it is also within the TPT's purview to participate in the UFP or assign a CMTT to act as participants.

## APPENDIX A – ACRONYMS

Acronym	Definition
CDD	Capability Development Document
CDP	Capability Definition Package
CM	Capability Module
CMTT	Capability Module Test Team
COI	Critical Operational Issue
CONOPS	Concept of Operations
CPAS	Capability Provisioning Activities
CPMO	Component Program Management Office
DISA	Defense Information Systems Agency
DKO	Defense Knowledge Online
DoD	Department of Defense
DT	Developmental Testing
DTP	Detailed Test Plan
FDCE	Federated Development & Certification Environment
GIG	Global Information Grid
JCCD	Joint Combat Capability Developer
JDCAT	JSIC Data Collection and Analysis Tool
JPMO	Joint Program Management Office
JSIC	Joint Systems Integration Command
MOE	Measure of Effectiveness
MOP	Measure of Performance
MOS	Measure of Suitability
NECC	Net-Enabled Command Capability
OT	Operational Testing
POC	Point of Contact
SE	Systems Engineering
SEP	System Engineering Plan
SOP	Standard Operating Procedure
SPS	Service Performance Specification
T&E	Test & Evaluation
TE&P	Test, Evaluation, and Piloting

<b>Acronym</b>	<b>Definition</b>
TECC	Test, Evaluation, and Certification Criteria
TEMP	Test and Evaluation Master Plan
TPT	Test Planning Team
UFP	User Free Play
USJFCOM	United States Joint Forces Command

## **APPENDIX B – USER FREE PLAY (UFP) ANNOUNCEMENT**

### **What Is User Free Play?**

User Free Play events are a type of piloting activity where individual Warfighters, requirements/doctrine providers, and other stakeholders evaluate Capability Modules (CMs) through unstructured free play using the Federated Development and Certification Environment (FDCE). This type of event, similar to beta testing may be planned, scheduled, and executed with little lead time and low overhead cost. The duration of survey data collection will define the duration of the UFP event. The user surveys will provide the feedback mechanism and will be qualitative in nature.

UFPs can be implemented for a CM in any of the Development, Developmental Piloting, and Operational Piloting stages of the FDCE and support both developmental and operational testing. These events are primarily intended to introduce emerging NECC capabilities to Warfighters early, thereby providing capability feedback in a less formal environment to supply CPMOs and materiel developers with user feedback on capabilities being developed.

Additionally, the UFP events provide Warfighters, as alpha/beta users, opportunities to exercise early NECC capabilities and access these CMs easily across the network.

### **Purpose of the UFP Announcement**

The UFP Announcement artifact, developed within the FDCE Portal, is critical to the success of your UFP event. Since participation by users/Warfighters is entirely optional, the UFP Announcement is your opportunity to:

- Describe the capability that's being offered (and why it's important to their mission)
- Lay out the parameters of what aspect(s) of that capability that you're trying to have exercised and assessed
- Describe the type of Warfighter/stakeholder expertise desired for participation
  - Provide an optimum profile which will assist the JCCD in determining the organization(s) to alert for the UFP
- Tell them exactly when and how to access the capability being piloted
  - Provide a link to the FDCE along with instructions on how to get an account if required
  - Take into account the time necessary to obtain accounts in determining the execution dates of the UFP
  - If particular software is required, ensure this is specified and the time required to download is included in the determination of the execution dates
- Provide them with hyperlinks and instructions for both access to the CM and to provide their assessments, insights, and feedback.
  - Specify help desk instructions along with POC information for resolution of potential problems during UFP execution
  - Specify any user orientation/training requirements

In other words, it's your advertisement to the user/Warfighter community on why they should participate and provide feedback to your UFP event. There is a direct correlation between a good UFP Announcement and a successful UFP event.

## APPENDIX C – UFP FEEDBACK SURVEY

### Creating a UFP Feedback Survey

There are four basic steps to creating and using the JDCAT Observation Form capability for a UFP event, once you have an established JDCAT account as “Assessment Manager.” This template will help you create a UFP Feedback Survey, make it available to UFP event participants; and, from the JDCAT “Standard Statistical Reports” function, assist with gathering and analyzing survey data results upon completion of the UFP event.

#### **Step 1: Accessing the JDCAT from the FDCE**

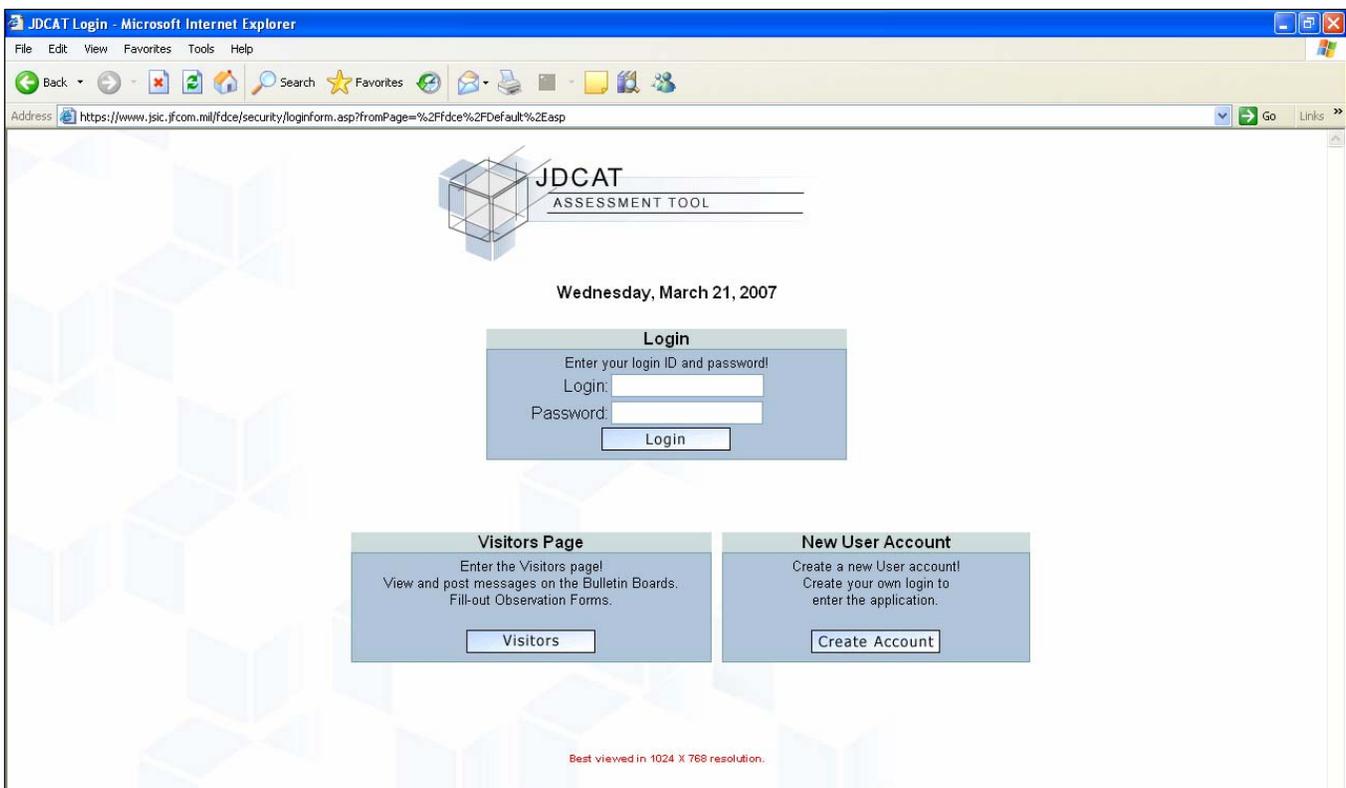
The preferred method for accessing the JDCAT for gathering user input on UFP events is via the FDCE “Home” page from the “Tools” link located at the following URL:

<https://fdce.sspl.disa.mil> (the *unclassified* FDCE on NIPR) and <https://fdce.osf.disa.smil.mil> (the *classified* FDCE on SIPR):

- Login to the FDCE (should you not have an FDCE account, instructions for registering with the FDCE can be found at the “FDCE “Welcome” page).
- Once logged into the FDCE, from the FDCE “Home” page, click on “Tools” displayed on the right under “Links.”
- From the FDCE “Tools” page, click the JDCAT link displayed under “Site.”
- Should the FDCE be unavailable, JDCAT on NIPR is accessible at URL: <https://www.jsic.jfcom.mil/fdce/security/loginform.asp?fromPage=%2Ffdce%2FDefault%2Easp>, or for JDCAT on SIPR at URL: <http://www.jsic.jfcom.smil.mil/fdce>.
- From the JDCAT “Login” page, as shown in Figure 3, “JDCAT Login Screen,” enter your login name and password and click the “**Login**” button.
- Should you not have a registered JDCAT account, you will need to create one by clicking the “**Create Account**” button. Information marked with an asterisk (\*) are required fields and must be completed. Additionally, you will need to select the event from the “**Join an exercise**” field. To join the UFP event assessment area, from the drop-down menu at “**Join an exercise**” select the **NECC UFP Survey Area**.
- After selecting the “**Register**” option, from “**Create New User Account**,” a dialog box will prompt you for an “**Access Code**.” This code automatically joins you to the **NECC UFP Survey Area** where the UFP Observation Form and participant survey data results are stored.
  - The “**Access Code**” was assigned when the **NECC UFP Survey Area** was initially created by the NECC JDCAT Application Manger and is needed by all users wishing to participate in the UFP event.
- After you click “**Register**” and your account is established, you will be taken to a JDCAT page indicating that, “*You may now access the JDCAT application using your JDCAT login.*” Click “*Click here to Login!*”

- Upon logging into JDCAT for the first time, you should see the *NECC UFP Survey Area* that you joined when creating your JDCAT account. Should you not see that area, you did not **“Join the exercise”** and, therefore, do not have authorized access to that area.
  - UFP Assessment Managers will need to contact the NECC JDCAT Application Manager for the code and UFP participants will need to contact the UFP Assessment Manager should they need the code to *NECC UFP Survey Area*. If you register for a JDCAT account without the *NECC UFP Survey Area “Access Code”* you will be registered as **“Visitor”** until either the NECC JDCAT Application Manager or UFP Assessment Manager updates the user’s status and grants permission to join the *NECC UFP Survey Area*.

NECC-JPMO JDCAT Application Manager: Judy Bitzer, DISA Sky 7 / 2N32-2A, (703) 882-1382 (DSN 381), [judy.bitzer@disa.mil](mailto:judy.bitzer@disa.mil).



**Figure 3: JDCAT Login Screen**

### **Step 2: Creating the UFP Feedback Survey (Observation Form)**

- Only JDCAT users designated an **“Assessment Manager”** role for a specific UFP event will be able to create and modify UFP event Observation Forms. (This user has ultimate control over all aspects of the UFP event they manage.)
- From the JDCAT assessment page, click on the ***UFP Survey Area*** assessment site to create the UFP Observation Form.

- From the *Assessment Home* page, click on the “*Assessment Utilities*” button displayed on the left.
- From the *NECC UFP Survey Area Assessment* page, click the “*Assessment Form Manager*” button displayed on the left.
- From the *NECC UFP Survey Area Form List*, click the “*Add Form*” button.
- From the *Create New Form* page, begin by assigning the form a title and description. Next check the box after “*Is this an Observation Form?*” Then, click the “*Submit*” button, which will prompt you to enter your first observation form question.
- Next, select “*Question Type*” from the – “*Select Question Type*” – drop-down menu. Then, enter the question text in the “*Question Text*” box.
- When you have finished entering all required information for the question you want to add, click the “*Submit*” button to add the question.
- To add a “*Question Header*” click on the “*Add Question*” button and answer the question, “*Is the question a Question header?*” by clicking on the checkbox if “*Yes.*” In the “*Question Text*” field, type in your header information, for instance “*DEMOGRAPHIC INFORMATION*” and then click the “*Submit*” button.
- Continue entering questions for the “*DEMOGRAPHIC INFORMATION*” header until complete. Then, start the next question header category, as required.
- Repeat the steps above for another “*Question Header.*” For example “*MOE #1 or MOS #1.*” In the *Question Text* field, type in “*MOE #1 - <MOE TEXT>*” or “*MOS #1 - <MOS TEXT>*” and then click the “*Submit*” button. Repeat the same steps should you now want to add requisite MOPs for the question header category.
- For headers designed to assess MOEs and MOSs, start each question with the appropriate MOP identification (e.g., MOP #1.1 – Average Request Response Time).
- Repeat the process until all question headers and questions have been added and click on the “*Finish*” button to exit and return to the “*Assessment Form Manager*” view. If you decide that additional questions need to be added, click on the form’s title to return to the “*Add Form Question*” page.
- Should you need to modify or remove a question header or question, click on the form’s title, select the appropriate question to modify or remove and either click the “*Modify*” or “*Delete*” button.

### **Step 3: Posting and Activating the UFP Feedback Survey**

- From the “*Assessment Form Manager*” page, the “*Form Type*” should indicate “*Observation*” and “*Status*” should indicate “*Inactive.*”
- To change the forms status to “*Active,*” select from the “*Select an Option*” drop-down menu “*Change Form Status.*” The Observation Form must be “*Active*” before UFP participants can access the survey from the *NECC UFP Survey Area.*
- To verify that your survey is posted properly, from the left utility menu bar click on “*Assessment Menu*” and then click on “*Observation Form.*” Should the form not be visible

from the “*Available Forms*” drop-down menu, the form status has not been change from “*Inactive*” to “*Active*.”

- To ensure UFP participants can access the UFP event survey, login to JDCAT as a “**Visitor**” to access the “*Observation Form*.”

#### **Step 4: Collecting and Analyzing the UFP Feedback Survey Data Results**

- Upon completion of UFP execution from the *NECC UFP Survey* Area, click on “*Statistics*” from the JDCAT utility menu on the left. This will take you to the *Standard Statistical Reports* menu, where you will have several options to choose from, for gathering UFP participant survey response information.
- To capture all survey responses, click on *Questionnaire/Observation Form Statistics*, the first menu option; from the *Form Statistics* page, click on “*Add New Statistics Query*.”
- From the *Query Builder* page, name the *query* using the *Query Name* field. Select “*Observation Form(s)*” under *Assessment Form Type*; select “*Report on Selected Form(s)*” under *Assessment Form List*; and highlight from the list the UPF event Observation Form you are gathering statistics against. The default selections of “*Report on ALL Question Types*” as well as “*Report on ALL Sites*” are already highlighted for you.
- Under *Report Output Options*, click on the option that meets your data reduction and analytical needs (e.g., Summary Format without Comments). Execute the query by clicking on the “*Submit Query*” button at the bottom of the screen. This displays the survey’s responses as a table on your computer screen.
- At the top of the page, click on “*Save as Excel*” button. Answer the question, “*Would you like to export the Question Text as headings?*” by clicking on the “**OK**” button. Next, answer the question, “*Do you want to open or save this file?*” by clicking on the “**Open**” button. This opens a file that displays your survey responses in comma-separated values (CSV) file format.
- Using normal computer file operations, you can save this file to a permanent location on your computer by entering a file name and by selecting the latest Microsoft Excel Worksheet format as your file type.

## APPENDIX D – UFP ASSESSMENT REPORT TEMPLATE

### Net-Enabled Command Capability (NECC) User Free Play (UFP) Assessment Report

EVENT OVERVIEW
<ul style="list-style-type: none"><li>• Purpose <i>(describe the UFP in terms of how the event meets the objectives of the NECC Program and provide an executive summary of the event’s assessment objective)</i></li><li>• Event Progress Overview<ul style="list-style-type: none"><li>▪ Event Roles &amp; Responsibilities</li><li>▪ Event Progress Summary <i>(provide a description in terms of overall event progress and execution status)</i></li></ul></li><li>• Scope<ul style="list-style-type: none"><li>▪ Assessment Scope <i>(describe the scope in terms of the number of CM services/capabilities assessed, the CM’s stage of maturity, and the scenario/environment used)</i></li><li>▪ Data Collection Requirements <i>(identify the data collected and briefly describe how each data was used to validate; identify the tools used for data collection)</i></li><li>▪ Assessment Architecture and Methodology <i>(discuss the high-level testing concepts, architectures, and methodology of how the event was tested and evaluated)</i></li></ul></li><li>• Requirements Traceability <i>(in general terms, describe the measures being assessed as subordinate elements to the applicable requirements documents; use extracts or hyperlinks from the appropriate CDP (or alternately the CDD if a CDP doesn’t exist yet), as required to link the assessment conducted to the requirements)</i></li><li>• Capability Module Description <i>(briefly describe the CM that was assessed in this event—most of this text should be taken from the FDCE registration information; discuss the sponsor, the level of maturity, the functional relationship within NECC, and the mission threads/CDP it supports)</i></li><li>• Assessment Limitations and Impacts <i>(discuss any limitations that had an impact on the assessment)</i></li></ul>
ASSESSMENT – FINDINGS AND ANALYSIS
<p><i>(In this section, there are really three alternatives for presenting findings: (1) Effectiveness, Suitability, and Survivability of the Capability Module; (2) Requirements-Based – using the CDD/CDP requirements to assess the Capability Module; or (3) By individual services or capabilities within the Capability Module)</i></p> <ul style="list-style-type: none"><li>• Measure of Effectiveness/Suitability #1<ul style="list-style-type: none"><li>▪ Measure of Performance #1.1</li><li>▪ Measure of Performance #1.2</li><li>▪ Measure of Performance #1.n</li></ul></li><li>• Measure of Effectiveness/Suitability #&lt;n&gt;</li></ul>
RECOMMENDATIONS
<ul style="list-style-type: none"><li>• Capability Module Improvements <i>(use as many paragraphs as required to describe the recommendations for improving the performance or reliability of the CM)</i></li><li>• Process Improvements</li><li>• Other Recommendations/Improvements</li></ul>
APPENDIXES
<ul style="list-style-type: none"><li>• Appendix A – Raw UFP Feedback Survey Data with Analysis <i>(provide survey results with statistics and analysis for each question)</i></li><li>• Appendix B – Lessons Learned Report</li><li>• Appendix C – Test Scenario/Steps/Procedures</li></ul>