DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

JAN 21 2016

MEMORANDUM FOR CHAIRMAN, DEFENSE BUSINESS BOARD

SUBJECT: Terms of Reference - "Best Practices for the Business of Test and Evaluation"

Efficient and effective Test and Evaluation (T&E) is critical to getting the right capabilities to the field in a timely and efficient manner. The Department of Defense (DoD) has many T&E organizations, and many more program offices and contractors that are responsible for developing and utilizing test resources. At a time when savings are an imperative to meeting tomorrow's security challenges, the Department must ensure it is applying the best business practices to its management of T&E resources and infrastructure.

Therefore, I am establishing a Task Group under the Defense Business Board (DBB) to develop actionable recommendations that the Department should consider in order to make the best use of DoD's T&E resources and infrastructure.

In particular, the DBB, through the Task Group, shall review the Department's T&E enterprise to assess its management and utilization of both organic and contract resources and infrastructure. This effort should be aimed at identifying improvements to ensure excellence in managing the enterprise, reduce duplication, and achieve savings. The review should include an assessment of the utilization of the Department's T&E resources and infrastructure to include an inventory of DoD facilities and the contractor-procured facilities available to the Department, and any other such matters as the DBB determines relevant.

Task Group recommendations will be presented to the DBB for thorough, open deliberation in a noticed, public meeting. The DBB will provide its findings and recommendations to the Secretary of Defense or the Deputy Secretary of Defense no later than October 20, 2016. The Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics will serve as the DoD liaison for this project with assistance from the Office of the Deputy Chief Management Officer.

In conducting its work, the DBB has my full support in all requests for data or information that may be relevant to this study. As such, DoD offices are directed to promptly facilitate the study by ensuring that the DBB staff has access to any and all personnel and information necessary to perform the study.

As a subcommittee of the DBB, this Task Group shall not work independently of the DBB's charter and shall report its recommendations to the full DBB for public deliberation and approval, pursuant to the Federal Advisory Committee Act of 1972, as amended, the

Government in the Sunshine Act of 1976, as amended, and other applicable federal statutes and regulations. The Task Group does not have the authority to make decisions on behalf of the DBB, nor can it report directly to any Federal representative. The members of the Task Group are subject to applicable ethics rules.