



Manpower and Organization

ORGANIZATION AND FUNCTIONS

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This volume applies to the Command, Control, Communications and Computer Systems (C4S) Directorate, United States Transportation Command (USTRANSCOM), Scott Air Force Base, Illinois. It defines the mission, functional statements, and organization. Each USTRANSCOM directorate and staff agency has its own separate volume. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DOD) or USTRANSCOM. All manpower and personnel changes that affect the command structure and/or any billet attributes must be submitted in accordance with USTRANSCOM Instruction 38-3. USTRANSCOM Manpower and Personnel (TCJ1) is the only directorate authorized to contact Office of the Secretary of Defense, the Joint Staff and/or the Services to initiate any manpower or personnel actions or changes.

SUMMARY OF REVISIONS

This volume has been modified for and applies only to the USTRANSCOM Command, Control, Communications and Computer Systems Directorate (TCJ6). Each USTRANSCOM directorate and staff agency has its own separate volume.

- 1. References and Supporting Information.** References and related publications, abbreviations, acronyms, and terms used in this pamphlet are listed in attachment 1.
- 2. Mission.** Provide leading edge information management, technology services, and policy guidance across the Joint Deployment and Distribution Enterprise (JDDE) to connect people, streamline processes, and assure access to trusted information--anytime, anywhere.
- 3. Organization and Responsibilities.** The Director of TCJ6 reports directly to Commander, USTRANSCOM (TCCC). The organization chart is located at **Attachment 2**.

4. Functional Statements.

4.1. Command, Control, Communications, and Computer Systems Directorate and Chief Information Officer (CIO) (Dept B02420600). Plan and program for, implement, and manage C4S, products, and services for the Commander and USTRANSCOM staff. Develop and/or oversee long-range planning, policy, technical integration and interoperability, life-cycle support, and program support for major transportation C4S DOD-wide. Principle advisor to TCCC and senior leadership on all Information Resource Management (IRM) and Information Technology (IT)-related issues. Chief Information Officer to USTRANSCOM. Chief architect for the Joint Distribution Architecture (JDA) and DOD Distribution Portfolio Management (DPfM) for OSD, Joint Staff, Services, combatant commands (COCOM), Defense Logistics Agency (DLA), other DOD Agencies, and TCCC.

4.2. Deputy Director for Command, Control, Communications, and Computer Systems and Chief Information Officer (Dept B02420600):

4.2.1. Serve as principal assistant and advisor to the Director for DOD information technology and business related matters.

4.2.2. Provide authoritative technical direction to the Director, Chief of Staff, Deputy Commander, and Commander on information technology contractual efforts.

4.2.3. Identify areas for process improvement to reduce DOD costs and improve customer service.

4.2.4. Advise USTRANSCOM Commander, Deputy Commander, Chief of Staff, TCJ6, and all other directors on complex information technology issues, procurement actions, and related problems.

4.2.5. Develop command strategies on alternatives, as required, to meet operational requirements.

4.2.6. Analyze existing programs and initiatives from a business and technology perspective to assist leadership in decision-making.

4.2.7. Identify and evaluate new and improved business process initiatives and assess impact on USTRANSCOM.

4.2.8. Support preparation of USTRANSCOM and components' \$404M per year information systems budget through the Corporate Governance Process (CGP).

4.2.9. Establish organizational objectives, policies, and priorities for the directorate.

4.2.10. Integrate and provide for continuity of effort among the Directorate staff to meet directorate and command goals.

4.2.11. Direct the operations of the TCJ6 directorate in the absence of the Director.

4.2.12. Lead, implement, and manage DPfM for new, changing, and updated IT, functional requirements, and capabilities (including Training, Project Management, Transition/Migration Plans, and IT Investment).

4.2.13. Co-chair Distribution Functional Working Group (DFWG), a joint-level working group.

4.3. Distribution Capabilities and Support Division (Dept B02420610):

4.3.1. Support the Service Lifecycle Platforms for experimentation, integration, and delivery of Corporate Services.

4.3.2. Educate TCJ6 personnel on how TCJ6 IT Strategy enables operational outcomes in support of the JDDE.

4.3.3. Provide Customer Service training for TCJ6 representatives that assist in delivery of Enterprise IT requirements.

4.3.4. Plan and execute Professional Development and Certification Programs.

4.3.5. Manage and oversee IT contracts.

4.3.6. Manage TCJ6 Enterprise Infrastructure Portfolio budget/resources. Develop portfolio strategies to meet recommended implementation plans validated by the Requirements Review Council (RRC). Develop and maintain the funding strategy for the RRC prioritized unfunded requirements list, as funds become available.

4.4. Future Capabilities Branch (Dept B02420611):

4.4.1. Represent USTRANSCOM information technology requirements at DOD level boards and other forums, as appointed by the TCJ6 Director.

4.4.2. Represent USTRANSCOM enterprise requirements to DOD CIO's governance structure (Enterprise Guidance Board (EGB) and its Council of Colonels). Ensure USTRANSCOM efforts are represented in the EGB's review groups.

4.4.3. Represent USTRANSCOM in Joint Capabilities Integration and Development System requirements processes focusing on information technology.

4.4.4. Represent USTRANSCOM through participation in the Net-Centric Functional Capabilities Board and its working groups.

4.4.5. Represent USTRANSCOM enterprise requirements in Joint Staff efforts building the Global Information Grid 2.0.

4.4.6. Track, manage, and coordinate the implementation of Joint C4S Information Technology capabilities supporting USTRANSCOM Distribution Process Owner missions.

4.4.7. Conduct IT product assessments and evaluations.

4.4.8. Monitor enterprise research and development efforts.

4.4.9. Provide support to development initiatives.

4.5. Enterprise Infrastructure Support Branch (Dept B02420612):

4.5.1. Assist in the development, dissemination, implementation, and enforcement of IRM policies, procedures, and standards.

4.5.2. Establish and maintain an enterprise software management oversight program synchronizing enterprise software across USTRANSCOM and assigned military Service components.

4.5.3. Encourage standardized application development, maintenance, and improvement methodologies.

4.5.4. Facilitate the reduction of program development, operations, and maintenance costs across the data system enterprise.

4.5.5. Enable expeditionary approaches that reduce data and process duplication.

4.5.6. Bridge process and system gaps across the enterprise by integrating emerging technology.

4.5.7. Provide support to Enterprise Integration Portfolio project management initiatives (C4S, Local Area Network, Information Assurance (IA), Infostructure).

4.5.8. Serve as Contracting Officer Representative for multiple IT contracts.

4.5.9. Manage the Cyberspace Infrastructure Planning System (CIPS) program covering automated communications/computer systems requirements.

4.5.10. Manage USTRANSCOM blackberry/cell phone purchases.

4.5.11. Directorate point of contact for Defense Information Systems Agency (DISA) direct circuit approval.

4.6. C4S Resource Management Branch (Dept B02420614):

4.6.1. Establish and oversee the IT financial planning and investment control process.

4.6.2. Support training of personnel on methods and tools.

4.6.3. Review TCJ6 IT acquisition packages and track ongoing contracts.

4.6.4. Manage TCJ6 Enterprise Portfolio budget/resources and non-IT budget/resources to include current year execution of funds and future year budget submissions. Provide financial analysis and reports to leadership, as required, to include monthly execution rates/spend plans, temporary duty execution rates/spend plan, daily execution reports, and reprogramming actions.

4.6.5. Serve as TCJ6 representative for Personnel, Manpower, and Training.

4.6.6. Single directorate point of contact for all TCJ6 budget/resource issues, to include congressional appeals, budget exhibits, and Government Accountability Office audits.

4.7. Operations and Readiness Division (Dept B02420620):

4.7.1. Support the Service Lifecycle Platforms for experimentation, integration, and delivery of Corporate Services.

4.7.2. Operate the Enterprise Integration Laboratory (EIL)/production platforms with assurance, reliability, and security, and with rapid certification.

4.7.3. Serve as IT requirements liaison between USTRANSCOM and Single Service Provider.

4.7.4. Develop, promote, and provide rapid Designated Approval Authority (DAA), DOD Information Technology Security Certification and Accreditation Process (DIACAP), certification for Corporate Services.

4.7.4.1. Coordinate with DIACAP authorities to establish new rules for certification of services rather than just applying systems rules to services.

4.7.5. Develop and operate the portal to performance service levels, and to meet IA and network security compliance requirements.

4.7.6. Provide C4S IT capabilities for Global Operations and Exercises across the JDDE.

4.7.7. Synchronize cyberspace defense operations with United States Cyber Command, USTRANSCOM's component commands (TCC), and national partners.

4.7.7.1. Coordinate with customers to configure new operations monitoring capabilities to better meet customer needs.

4.7.8. Transition the Global C4 Intelligence Coordination Center (GCCC) to sense, respond, coordinate, and report events to ensure global situational awareness of JDDE capabilities and management of response to NetOps events.

4.7.9. Transform and transition IT operations to provide workflow-centric information services.

4.7.10. Develop and execute strategy for maximizing effectiveness of strategic investments through USTRANSCOM CGP.

4.7.11. Influence IT programs to deliver Corporate Services priorities and compliant IT capabilities, and to improve responsiveness to each customer segment.

4.7.12. Manage the command's Command and Control (C2)/Business Systems Operations and Maintenance.

4.7.13. Establish C4S Operations and Maintenance interoperability standards, directives, and procedures for USTRANSCOM and the TCCs.

4.7.14. Serve as the Designated Approval Authority (DAA) for USTRANSCOM's C4S collateral systems/networks.

4.8. Information Assurance Operations Branch (Dept B02420621):

4.8.1. Assist in the rapid migration of JDDE applications and services to the iDistribute.mil portal.

4.8.2. Assist in developing a Service-Oriented Architecture and Information-Layer Infrastructure.

4.8.3. Operate the GCCC for netops situational awareness, systems and capability monitoring, and cyberspace operations defense. Serve as the command's 24-hour focal point for Information Assurance/Cyberspace Operations Defense.

4.8.4. Maintain current operational status of C4S supporting Distribution Process Owner.

4.8.5. Coordinate C4S restoration actions.

4.8.6. Maintain Information Assurance Command Operation Picture (IA COP).

4.8.7. Manage the Command Information Assurance Program (systems/network management, Information Protection, and Service Assurance). Serve as Command DAA/CIO Information Assurance representative.

4.8.8. Manage the command's Certification and Accreditation program.

4.8.9. Manage the command's Information Assurance Vulnerability Assessment program.

4.8.10. Manage the command's Communications Security program.

4.9. Systems Operations Branch (Dept B02420623):

4.9.1. Operate the production platforms with assurance, reliability, and security, and with rapid certification.

4.9.2. Provide Production Environment via Single Service Provider/DISA DECC.

4.9.3. Provide operations and maintenance support for key USTRANSCOM C2 ITV systems, to include but not limited to, Global Transportation Network, IGC, Global Command and Control System-Joint (GCCS-J), Single Mobility System (SMS), TransViz, AMP, Logbook, and TRANSCOM Regulating, Command And Control Evacuation System (TRAC2ES).

4.9.4. Provide operations and maintenance for classified and unclassified official messaging systems through Defense Message Systems (DMS) and Automated Message Handling System (AMHS).

- 4.9.5.** Provide classified and unclassified audiovisual and video-teleconferencing support.
- 4.9.5.1.** Provide operations and maintenance for command presentation systems.
- 4.9.5.2.** Schedule and provide operations and maintenance for classified and unclassified video-teleconferencing systems.
- 4.9.6.** Provide operations and maintenance for GCCS-J and GCCS-Top Secret (GCCS-T).
- 4.9.7.** Provide collaboration support through training and on-line monitoring for high-level collaboration systems using Defense Collaboration Online.
- 4.9.8.** Provide acquisition, distribution, operations, and maintenance support, for Information Technology assets, to the Defense Courier Division.
- 4.9.9.** Contingency Operations:
 - 4.9.9.1.** Manage communications planning support for contingencies and exercises.
 - 4.9.9.2.** Manage C4S requirements for Deployable Distribution Command and Control (D2C2).
 - 4.9.9.3.** Provide C4S support to command D2C2.
 - 4.9.9.4.** Plan, execute, and sustain deployed D2C2.
 - 4.9.9.5.** USTRANSCOM point of contact for Satellite Communications (SATCOM).
 - 4.9.9.6.** Plan and engineer communications support of SATCOM and terrestrial networks for deployed operations.
 - 4.9.9.7.** USTRANSCOM's advocate for satellite bandwidth requirements.
 - 4.9.9.8.** Manage/apportion satellite communications bandwidth.
 - 4.9.9.9.** Manage DOD Satellite Communications Database entries for USTRANSCOM.
 - 4.9.9.10.** Validate Satellite Access Requests/Gateway Access Requests in support of USTRANSCOM and TCCs' deployed operations and training.
 - 4.9.9.11.** Process Global Broadcast Services Mission Requests in support of USTRANSCOM's TCCs.
 - 4.9.9.12.** Represent TCJ6 at Joint Theater Tactical Networks Configuration Control Board and DOD Teleport Operations Working Group and Global Broadcast Services as the Theater Information Manager.
 - 4.9.9.13.** Conduct Military Strategic and Tactical Relay System operations and planning.
 - 4.9.9.14.** USTRANSCOM's advocate for spectrum management.

- 4.9.9.15.** Manage TCJ6 Joint Training Information Management System Reporting.
- 4.9.9.16.** Develop and maintain Communication Systems portion of Command Arrangements Agreement.
- 4.9.9.17.** Develop and maintain USTRANSCOM Annex K for supporting operations plans and contingency plans.
- 4.9.9.18.** Manage TCJ6 exercise schedule.
- 4.9.9.19.** Develop and coordinate airborne communications requirements to achieve and maintain robust, redundant, and interoperable airborne C2 communications systems for national and DOD senior leadership.
- 4.9.9.20.** Provide technical integration and planning expertise for command requirements, development, and programmatic efforts across a broad spectrum of aircraft communications activities.
- 4.9.10.** Design, develop, operate, and maintain classified and unclassified portals, web sites, and web based applications and services, to include:
 - 4.9.10.1.** Classified JDDE UDOP application, with supporting GIS web mapping services.
 - 4.9.10.2.** DPS public facing web site move.mil.
 - 4.9.10.3.** DPO restricted portal.
 - 4.9.10.4.** Classified and unclassified WebShare web based file sharing services.
 - 4.9.10.5.** Multiple USTRANSCOM public and restricted access web sites.
 - 4.9.10.6.** Provide end user support for USTRANSCOM gatekeepers and SharePoint site owners.
 - 4.9.10.7.** Provide eDiscovery support services.
- 4.10. Joint Information Technology Transformation Project Office (Dept B02420630):**
 - 4.10.1.** Lead TCJ6 transformation efforts.
 - 4.10.2.** Provide technical advice on the network consolidation efforts of USTRANSCOM, Military Surface Deployment and Distribution Command and Air Mobility Command in support of BRAC 2005 directives.
 - 4.10.3.** Serve as the USTRANSCOM Deputy Knowledge Management (KM) Officer dual-hatted under the Chief of Staff (TCCS).
 - 4.10.4.** In the absence of TCCS, lead the USTRANSCOM KM Working Group (KMWG); and charter sub-working groups, as necessary, to work issues identified by the KMWG.

4.10.5. Oversee, prioritize, and direct KM processes, procedures, standards, and capabilities at USTRANSCOM and across the JDDE, to facilitate effective, timely, and synchronized operational decision making.

4.11. IT Transformation Branch (Dept B02420631):

4.11.1. Facilitate the development of information technology process improvement projects for TCJ6 in support of USTRANSCOM business processes refinements.

4.11.2. Track applications and necessary resources to achieve success of consolidated contract activities.

4.12. IT Integration Branch (Dept B02420632):

4.12.1. Track, manage, and coordinate the implementation of Annex H for Air Force Business Plan Communications 142 covering USTRANSCOM's C4S. Synchronize schedule for delivering capabilities.

4.12.2. Facilitate the development of information technology process and rapid responsive reconfiguration of IT network capabilities and services, and interface with CSV.

4.12.3. Provide support to the Deputy KM Officer.

4.12.4. Act as the TCJ6 Representative on the USTRANSCOM KMWG.

4.12.5. Assist in identifying and optimizing knowledge processes common to the USTRANSCOM staff.

4.12.6. Assist the functional owner(s) with aligning USTRANSCOM staff processes with Federal and Department of Defense (DOD) Information Management (IM) initiatives, tools, and processes.

4.13. Distribution Enterprise Architecture Division (Dept B02420640):

4.13.1. Enable Continuous Process Improvement and Business Process Management (BPM) priorities for the JDDE.

4.13.1.1. Support the definition of common deployment and distribution workflow processes.

4.13.1.2. Align DPfM IT portfolio spend plans with process improvement/BPM priorities.

4.13.2. Enhance internal software delivery capability.

4.13.2.1. Establish Charter for internal software development group.

4.13.2.2. Staff and resource the internal development group.

4.13.2.3. Verify and validate internal development processes.

4.13.2.4. Establish and sustain software development continuous process improvement.

4.13.3. Provide a workflow-centric portal.

4.13.3.1. Assist in the development and implementation of activities designed to gain support for the workflow centric portal among the JDDE community.

4.13.3.2. Lead the design and establishment of an initial portal production capability within JDDA-E, as required.

4.13.3.3. Develop and operate the portal to performance service levels, to meet IA and network security compliance requirements.

4.13.3.4. Oversee the rapid migration of JDDE applications and services to the iDistribute.mil portal.

4.13.4. Provide a Service Oriented Architecture and Information-Layer Infrastructure.

4.13.4.1. Publish Service-Oriented Architecture Implementation Strategy.

4.13.4.2. Provide a cost effective service-oriented architecture infrastructure (Enterprise Service Bus, Universal Description Discovery and Integration, etc.) for positioning and execution of enterprise services.

4.13.4.3. Provide service-oriented architecture governance.

4.13.5. Provide Service Lifecycle Platforms for experimentation, integration, and delivery of Corporate Services.

4.13.5.1. Design the EIL and make available for command-wide use as applicable.

4.13.5.2. Leverage KM Lab (KML) partnerships.

4.13.5.3. Provide architecture for KML/EIL/Production Environments.

4.13.6. Coordinate with customers to configure new operations monitoring capabilities to better meet customer needs.

4.13.7. Support the transition of the GCCC to sense, respond, coordinate, and report events to ensure global situational awareness of JDDE capabilities and management of response to network operations events.

4.13.8. Allocate current IT initiatives to the USTRANSCOM capabilities map.

4.13.9. Allocate future IT initiatives to the USTRANSCOM capabilities map.

4.13.10. Develop, align, and maintain integration EA Reference Models.

4.13.11. Provide EA Configuration Management (CM).

- 4.13.12. Encourage EA specifications and standards in compliance with Reference Models.
- 4.13.13. Manage Information Tool Suite.
- 4.13.14. Manage Corporate Resource Information Source (CRIS) database.
- 4.13.15. Perform web development.
- 4.13.16. Lead and manage corporate data environment.
- 4.13.17. Serve as the enterprise data administrator.
- 4.13.18. Integrate EA with the DOD EA, coordinating changes with Service components and TCCs.
- 4.13.19. Perform as the enterprise integration and interface manager.
- 4.13.20. Manage the Service Oriented Architect and Information Layer Infrastructure.
- 4.13.21. Manage the architects, engineers, and developers.
- 4.13.22. Incorporate Business Process designs into the EA.
- 4.13.23. Support the CSV and Agile Transformation for the 21st Century (AT21).
- 4.13.24. Chair Distribution Data Community of Interest.
- 4.13.25. Serve as ADUSD (AT&L) Integration Working Group representative.
- 4.14. Distribution Operational Architecture Branch (Dept B02420641):**
 - 4.14.1. Establish and maintain standard profiles for operational activities.
 - 4.14.2. Conduct and facilitate workshops to collect and vet data for functional activities and processes.
 - 4.14.3. Perform Configuration Management for all operational view products.
 - 4.14.4. Manage external architecture alignments in accordance with approved Architecture Reference Model.
 - 4.14.5. Develop and maintain operational primary threads for various operational views.
 - 4.14.6. Support operational assessments in concert with portfolio managers.
 - 4.14.7. Direct front-end development, providing access to operational architecture views.
 - 4.14.8. Provide support to reconciliation workshops linking process capabilities to IT system functions.

4.15. Distribution Enterprise Data Branch (Dept B02420642):

- 4.15.1.** Manage Transportation Data Management Program (data models and standards, extensible Mark-Up Language standards, reference tables, etc.).
- 4.15.2.** Manage and implement Enterprise data architecture.
- 4.15.3.** Design, implement, and maintain Enterprise Information Reference Model.
- 4.15.4.** Manage Data Quality Program.
- 4.15.5.** Manage elimination of redundant interfaces and integration of source data.
- 4.15.6.** Implement Corporate Data Environment.
- 4.15.7.** Support implementation of the Corporate Data Solution.
- 4.15.8.** Assist program managers in implementing data standards.
- 4.15.9.** Implement and manage the KM Data Integration layer of the Corporate Data Environment.
- 4.15.10.** Design, implement, and maintain the USTRANSCOM data repository.
- 4.15.11.** Manage and oversee transportation-related extensible Mark-Up Language Namespace.
- 4.15.12.** Manage the Defense Transportation Electronic Business program.
- 4.15.13.** Chair the Defense Transportation Electronic Business Committee (USTRANSCOM, TCCs, Services, DLA, Defense Finance and Accounting Service (DFAS), and General Services Administration).
- 4.15.14.** Co-chair the Ocean, Rail, and Motor Automated Carrier Interface Task Groups.
- 4.15.15.** Serve as functional focal point to the commercial transportation industry on Electronic Data Interchange (EDI) and extensible Mark-Up Language implementation and related issues.
- 4.15.16.** Serve as the Transportation Functional Work Group Chair within the DOD and Federal EDI standards community.
- 4.15.17.** Provide Distribution Data Community of Interest (DDCOI) policy, procedures, and toolset support.
- 4.15.18.** Establish and maintain standard technical profiles.
- 4.15.19.** Reconcile IT system functions with process capabilities.
- 4.15.20.** Develop and manage CRIS database.

- 4.15.21. Develop, direct, and perform technical assessment for all Transportation Working Capital Fund IT systems.
- 4.15.22. Support Portfolio Managers in performing technical reviews.
- 4.15.23. Perform Configuration Management for all system and technical view products.
- 4.15.24. Perform data calls for all IT systems.
- 4.15.25. Prioritize and develop front-end applications to CRIS.
- 4.15.26. Act as component sponsor to OSD for certification of all IT systems.
- 4.15.27. Member to OSD's DOD IT Standards Registry Working Group.
- 4.15.28. Oversee KML research efforts.
- 4.15.29. Work with program managers to identify, standardize, and record data interfaces.
- 4.15.30. Provide developers and data analysts support for the value chain teams in support of CSV/AT21.
- 4.15.31. Provide and manage standard terms for standard data exchanges.

4.16. Chief Information Officer and Distribution Portfolio Management Division (Dept B02420650):

- 4.16.1. Lead integration of IT Portfolio Management with strategic planning, and alignment to the Joint Capability Area Portfolios, to measures of performance, risk management techniques, and transition plans in the JDDA-E.
- 4.16.2. Influence IT programs to deliver Corporate Service priorities, compliant IT capabilities, and improved responsiveness to each customer segment.
- 4.16.3. Analyze, select, control, and evaluate all distribution and deployment-related IT systems.
- 4.16.4. Serve as the Technical Director for CIO.
- 4.16.5. Assist in providing service-oriented architecture governance.
- 4.16.6. Support the governance for KML/EIL/Production Environments.
- 4.16.7. Conduct change management information sessions for USTRANSCOM personnel and other partners to learn about the new strategy and its potential impact.
- 4.16.8. Manage IT Investment Strategy and Management and facilitate the CGP.
- 4.16.9. Staff acquisition packages, as required, to support DPfM initiatives.

4.17. Distribution Portfolio Capabilities Analysis Branch (Dept B02420651):

- 4.17.1.** Monitor and provide guidance for systems migration throughout the Distribution Portfolio.
- 4.17.2.** Facilitate the analysis and evaluation of IT systems requirements and capabilities for USTRANSCOM mission and strategic planning contribution and applicability.
- 4.17.3.** Develop DPfM focus-area project schedule and execution plan to monitor program(s) deliverables.
- 4.17.4.** Work with customers to form common capabilities mapping and priority setting committee.
- 4.17.5.** Facilitate analysis and evaluation of IT systems requirements and capabilities for USTRANSCOM mission and strategic planning contribution and applicability.
- 4.17.6.** Implement and perform Portfolio Management for new, changing, and updated Transportation Working Capital Fund, distribution IT, and functional requirements and capabilities.
- 4.17.7.** Facilitate development of business case studies.
- 4.17.8.** Support the Continuous Process Improvement and BPM priorities for the JDDE.
- 4.17.9.** Identify/coordinate for programming and release of resources in support of DPfM-vetted focus area.
- 4.17.10.** Develop/maintain funding profiles for focus areas, and track Distribution Portfolio current account balances and expenditures.
- 4.17.11.** Refine/modify Business Case Analysis, as required.
- 4.17.12.** Assist in the development and execution of strategy for maximizing effectiveness of strategic investments through USTRANSCOM Corporate Governance Process.
- 4.17.13.** Assist in allocation of current IT initiatives to the USTRANSCOM capabilities map.
- 4.17.14.** Assist in the allocation of future IT initiatives to the USTRANSCOM capabilities map.
- 4.17.15.** Oversee Business Case Analysis implementation.
- 4.17.16.** Analyze, select, control, and evaluate all distribution and deployment-related IT systems.
- 4.17.17.** Conceptualize/socialize/obtain approval for Distribution Portfolio Initiatives for Transportation Working Capital Fund and distribution IT and functional requirements and capabilities.

4.17.17.1. Stand up/run Capabilities-Based Analysis Teams, as required.

4.17.18. Assist in development and execution of strategy for maximizing effectiveness of strategic investments through USTRANSCOM CGP.

4.18. Chief Information Officer and Investment Management Branch (Dept B02420652):

4.18.1. Develop, disseminate, implement, and enforce IRM policies, procedures, and standards.

4.18.2. Establish regular execution and effects reviews to examine IT spending performance.

4.18.3. Provide reports and metrics for investment performance by Joint Capability Area and Program of Record.

4.18.4. Support the migration of JDDE applications and services to the iDistribute.mil portal.

4.18.5. Develop and manage IT strategic planning. Develop implementation strategy and underlying supporting plans.

4.18.6. Serve as focal point for CIO responsibilities.

4.18.7. Ensure and report CIO Statutory Compliance to the USTRANSCOM CIO, DOD CIO, and Joint Staff.

4.18.8. Develop, review, and integrate Enterprise Policy and Planning, overseeing documentation publication, ensuring compliance and integration across CIO Requirements, Strategic Planning, Corporate Services Vision, and the CGP.

4.18.9. Align with customers on a common mapping for capability-based portfolio management.

4.19. Program Engineering & Support Services Division (Dept B20246000):

4.19.1. Provide Financial and Resource Management, Systems Engineering, Configuration Management, Test and Evaluation, and Information Technology support for USTRANSCOM Information Technology Programs managed by the USTRANSCOM Acquisition Directorate (TCAQ).

4.20.2. Provide Interoperability Certification oversight and support to USTRANSCOM and Component IT programs.

4.20.3. Provide Engineering support to USTRANSCOM and Component Systems as the Technical Liaison for DISA Cross Domain Solution activities.

4.20. Program Engineering Branch (Dept B20246010):

4.20.1. Provide systems, database, integration, and security engineering support.

4.20.2. Provide technology advice to TCAQ, Program Executive Officer (PEO), and PEO staff.

4.20.3. Lead all efforts on technical compliance on all programs, such as Federal Information Security Management Act, Title 40, and Privacy Act.

4.20.4. Lead risk identification, analysis, and mitigation strategy development.

4.20.5. Provide support to the Functional Management activity for requirements collection, analysis, tracking, and de-confliction.

4.20.6. Act as liaison with TCJ6-A for architecture activities.

4.20.7. Develop initial technical specifications for cost estimates and Independent Government Cost Estimates (IGCE).

4.20.8. Provide technical support to TCAQ for cost estimates.

4.20.9. Lead technical Analyses of Alternatives and assist TCAQ for Analyses of Alternatives that include cost estimates.

4.20.10. Provide technical recommendations to Program Managers on documentation.

4.20.11. Lead technical Integrated Product Teams (IPT) and Technical Interchange Meetings.

4.20.12. Develop and/or review technical information in program documentation, such as Systems Engineering Master Plans.

4.20.13. Support development of acquisition documentation, such as the Performance Work Statement and the Capability Development Document.

4.20.14. Act as liaison with the USTRANSCOM interface manager.

4.20.15. Lead preparation of DIACAP documentation.

4.20.16. Participate on source selection boards as technical lead or advisor.

4.20.17. Provide engineering and test resource requirements to TCAQ.

4.21. Program Information Technology Branch (Dept B20246020):

4.21.1. Manage the information technology (IT) integration activities for programs assigned to the PMO.

4.21.2. Provide functional guidance on system design, integration, development, testing, deployment, and sustainment initiatives for assigned programs, as well as for IT efforts assigned by the DAA.

4.21.3. Provide functional assistance in the development of overall program plans, architecture criteria, and system priorities.

4.21.4. Coordinate system initiatives with USTRANSCOM staff, TCCs, and other partners (i.e., DISA) and commercial shipping/transportation industry service providers (long-haul communications, etc.)

4.21.5. Conduct research and analysis to determine the feasibility of implementing new information technology initiatives in the assigned systems/programs.

4.22. Program Configuration Management & Test Branch (Dept B20246030):

4.22.1. Provide Configuration Management for all programs assigned to the PMO.

4.22.2. Support the Functional Management activity in requirements definition to ensure requirements are fully testable.

4.22.3. Act as government witness for developmental testing.

4.22.4. Lead all test IPTs and Working Groups.

4.22.5. Develop and maintain a master test schedule.

4.22.6. Develop and/or review test documentation, such as Test and Evaluation Master Plans.

4.22.7. Conduct PMO testing and support testing conducted by external organizations, such as the Joint Interoperability Testing Command.

4.22.8. Support the Functional Management activity and the user community in execution of IOT&E and OT&E.

4.22.9. Develop and/or support development of test reports.

4.22.10. Support the Program Engineering Branch and the Program Information Technology Branch in analysis of problem or incident reports.

4.22.11. Perform required program testing, such as acceptance, verification and validation, integration, reliability, human interface, and security tests.

4.23. Agile Transportation for the 21st Century Enterprise Integration Laboratory (Dept B21751000):

4.23.1. The Enterprise Integration Laboratory (EIL) provides a robust and secure software engineering environment that supports USTRANSCOM's Transportation Component Commands' (TCCs), and broader Distribution Process Owner (DPO) Community's transition to the Corporate Service Vision (CSV).

4.23.2. Maintain hardware and software authorized to operate (ATO)/certified to operate (CTO) to be used by Lab customers to perform development, test, integration, and pre-release validation and verification.

- 4.23.3.** Provide physical access to developmental workstations where external customers can perform software development, testing, and integration.
- 4.23.4.** Provide secure remote access to the EIL environment that parallels physical lab access.
- 4.23.5.** Provide Configuration Management of software code (development through production), release artifacts, and other Configuration Items (CIs).
- 4.23.6.** Establish and follow Quality Engineering (QE) processes to ensure Lab activities conform to DoD regulatory guidance and EIL Operating Instruction; implement Quality Assurance (QA) procedures in support of QE. QA is fundamental to implement Continuous Process Improvement (CPI).
- 4.23.7.** Manage day-to-day activities of the physical and virtual Labs and establishes EIL governance, policies, and procedures in support of Lab operations.
- 4.23.8.** Manage the workload of personnel matrixed to the EIL.
- 4.23.9.** Maintain an EIL resource management schedule.
- 4.23.10.** Coordinate EIL technical issues and resolutions.
- 4.23.11.** Assigns EIL Project Coordinators to provide customer support for activities within the EIL.
- 4.23.12.** Develop plans, policies, and operating instructions to manage the EIL.
- 4.23.13.** Collaborate with the Enterprise Engineering Group (EEG) and USTRANSCOM Directorates to define and manage EIL CDE infrastructure.
- 4.23.14.** Support USTRANSCOM's functional community and EIL with analytical capabilities.
- 4.23.15.** Focus on development and application of Deployment and Distribution (D2) optimization and simulation tools to both drive and support associated business process change and for use in the production environment in order to realize prioritized outcomes.
- 4.23.16.** Work closely with functional stakeholders (TCJ3, TCJ5J4, etc.) and supporting elements to ensure the benefits of the Lab are fully leveraged towards improving D2 operational capabilities.
- 4.23.17.** Work toward optimization of the kinetic systems to provide improved asset allocation, stock positioning, mode/node selection, and schedule development parameters.
- 4.23.18.** Perform studies, tests, experiments, and projects to determine appropriate algorithmic approaches for new capability, and inform Adopt, Buy, Create decisions for acquisition strategy.

4.23.19. Perform testing for Verification, Validation, and Accreditation (VV&A) of USTRANSCOM model and optimization capabilities.

DAVID W. CZZOWITZ, Colonel, USAF
Director, Manpower and Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORT INFORMATION*****References***

DODD 5100.73, *Major Department of Defense Headquarters Activities*
CJCSI 1001.01, *Joint Manpower and Personnel Program*
USTRANSCOM I 38-2, *USTRANSCOM Reserve Component Support Requirements*
USTRANSCOM I 38-3, *Joint Manpower Management*

Abbreviations and Acronyms

BPM-Business Process Management
C2-Command and Control
C4S-Command, Control, Communications and Computer Systems
CGP-Corporate Governance Process
CIO-Chief Information Officer
CRIS-Corporate Resource Information Source
D2C2-Deployable Distribution Command and Control
DAA-Designated Approval Authority
DFAS-Defense Finance and Accounting Service
DIACAP-DOD Information Technology Security Certification and Accreditation Process
DISA-Defense Information Systems Agency
DLA-Defense Logistics Agency
DPfM-Distribution Portfolio Manager
DOD-Department of Defense
EA-Enterprise Architecture
EDI-Electronic Data Interchange
EGB-Enterprise Guidance Board
AT21 EIL-Agile Transportation for the 21st Century Enterprise Integration Laboratory
GCCC-Global C4S Coordination Center
IA-Information Assurance
IPT-Integrated Product Team
IRM-Information Resource Management
IT-Information Technology
JDDA-Joint Deployment and Distribution Architecture
JDDE-Joint Deployment and Distribution Enterprise
KML-Knowledge Management Laboratory
PEO-Program Executive Officer
PMO-Program Management Office
RRC-Requirements Review Council
SATCOM-Satellite Communications
TCC-Transportation Component Command
TCCC-USTRANSCOM Commander
TCJ6-USTRANSCOM Command, Control, Communications and Computer Systems Directorate
USTRANSCOM-United States Transportation Command

Attachment 2

USTRANSCOM Command, Control, Communications, and Computers Systems Directorate (TCJ6)

