



THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

FORCE MANAGEMENT  
AND PERSONNEL

August 7, 1990

(Office # 2E271 PENTAGON )

MEMORANDUM FOR : Dr. D. Kirkpatrick;

SUBJECT: :JOB DISCRPTION (GS-13)

DUTIES

Assist the SDIO (Strategic Defense Initiative Organization) staff as required in reviewing operational test plans for adequacy and evaluating the assistance, advice and support to the SDIO (STAIR WARS PROGRAM) in matters relating to satellite and space defense systems, their user equipment and their support elements in regard to the following functions: (1) providing guidance on the conduct and evaluation of operational testing to OSD, Military Department and Defense Agency staff elements; (2) prescribing operational testing policies and procedures; (3) ensuring all operational testing in the DoD is conducted in compliance with approved policies and standards; (4) initiating, conducting and reviewing of plans, programs, actions, and taskings to ensure adequate design of operational test and evaluation; (5) analyzing, evaluating and assessing results of operational test; (6) submitting operational test reports to the **Secretary of Defense** and the **Congress**; and, (7) preparing responses to requests and correspondence from Congress, the GAO and the DoD **Inspector General** on operational testing matters.

Sincerely,

John J. Pierce

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