Joint Doctrine, Education, and Training Electronic Information System (JDEIS)

Document Development Capability (DDC)

UJTL Task Development Tool (UTDT) Walkthrough

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Overview

The UTDT is a small batch/single action (i.e., small blocks of text) tool that handles the submission, authoring, distribution, staffing for comment entry and collection, and comment adjudication functions. The architecture of the application is distributed, consisting of a central server repository and client application viewable with a standard web browser with the Adobe Flash plug-in. A continuous Internet connection is required.

The application supports the Universal Joint Task List (UJTL) business development rules found in CJCSM 3500.04D, Universal Joint Task List. There are seven roles within the system.

Role	Functions
J-7, Joint Training Division, Joint Staff Action Officer (J7 AO)	▪ Responsible for overall management of the development program ▪ Upon completion of UJTL Coordinator initial front-end analysis (FEA) on a change request (CR), assigns an Office of Primary Responsibility (OPR) for staffing the CR. ▪ Determines priority of CR development (routine or urgent). ▪ Upon completion of UJTL Coordinator final FEA on a CR, process it for final approval IAW the procedures in CJCSI 5711.01B, "Policy on Action Processing." ▪ Publish and electronically distribute approved UJTL changes in coordination with USJFCOM.
UJTL Coordinator (UC)	▪ Responsible for overall administration of the development program. ▪ Conducts a FEA of all UJTL change requests (CRs) submitted and provides an appropriate recommendation for disposition to the Joint Staff J-7. ▪ Assigns UJTL task hierarchy placement. ▪ Receives routine CRs from Organizational Points of Contact (OPOCs). ▪ Forwards the completed change action to Joint Staff J-7 for final approval IAW CJCSI 5711.01B, *Policy on Action Processing*.
Organizational Point of Contact (OPOC)	▪ Serves as the Service, combatant command, or combat support agency (CSA) single point of contact for all UJTL matters to help ensure continuity. ▪ Solicits and initially vets UJTL change proposals within the respective Service, combatant command, or CSA. ▪ Submits UJTL CRs to the UJTL Coordinator at USJFCOM.
Office of Primary Responsibility (OPR)	▪ Assigned by JSAP action initiated by J7 AO. ▪ Designates and maintains a Subject Matter Lead (SML) for each assigned UJTL task. ▪ Responsible for ensuring that SML level coordination is completed for each assigned UJTL CR.
Subject Matter Lead (SML)	▪ Responsible to develop, coordinate, and maintain

	assigned UJTL tasks throughout their life cycle, or until properly relieved. ▪ Assigned by OPR based on expertise in the subject matter of the UJTL task.
Subject Matter Organization (SMO).	▪ The organization with primary knowledge of the subject matter of a set of UJTL tasks. ▪ Performs the actions and coordination necessary to develop and maintain the assigned set of UJTL tasks under the cognizance of the SML.
Subject Matter Expert (SME)	▪ An organization that may be tasked to provide specialized technical or administrative expertise to the SMO. ▪ More than one SME may be assigned, as appropriate. ▪ SMEs will be assigned by the SMO during the UJTL task CR staffing process.

Basic Outline and Flow of Walkthrough

OPOC: Submit new, modified or delete UJTL CR.

UC: Receive new CR and conduct FEA on it. If the task is complete, send CR to J7 AO for OPR assignment. If incomplete, return CR to OPOC for further development.

J7 AO: Receive CR from UC after initial FEA. Assign OPR.

OPR: Send CR to SML for staffing. OPR may forward CR as written to SML or edit the CR.

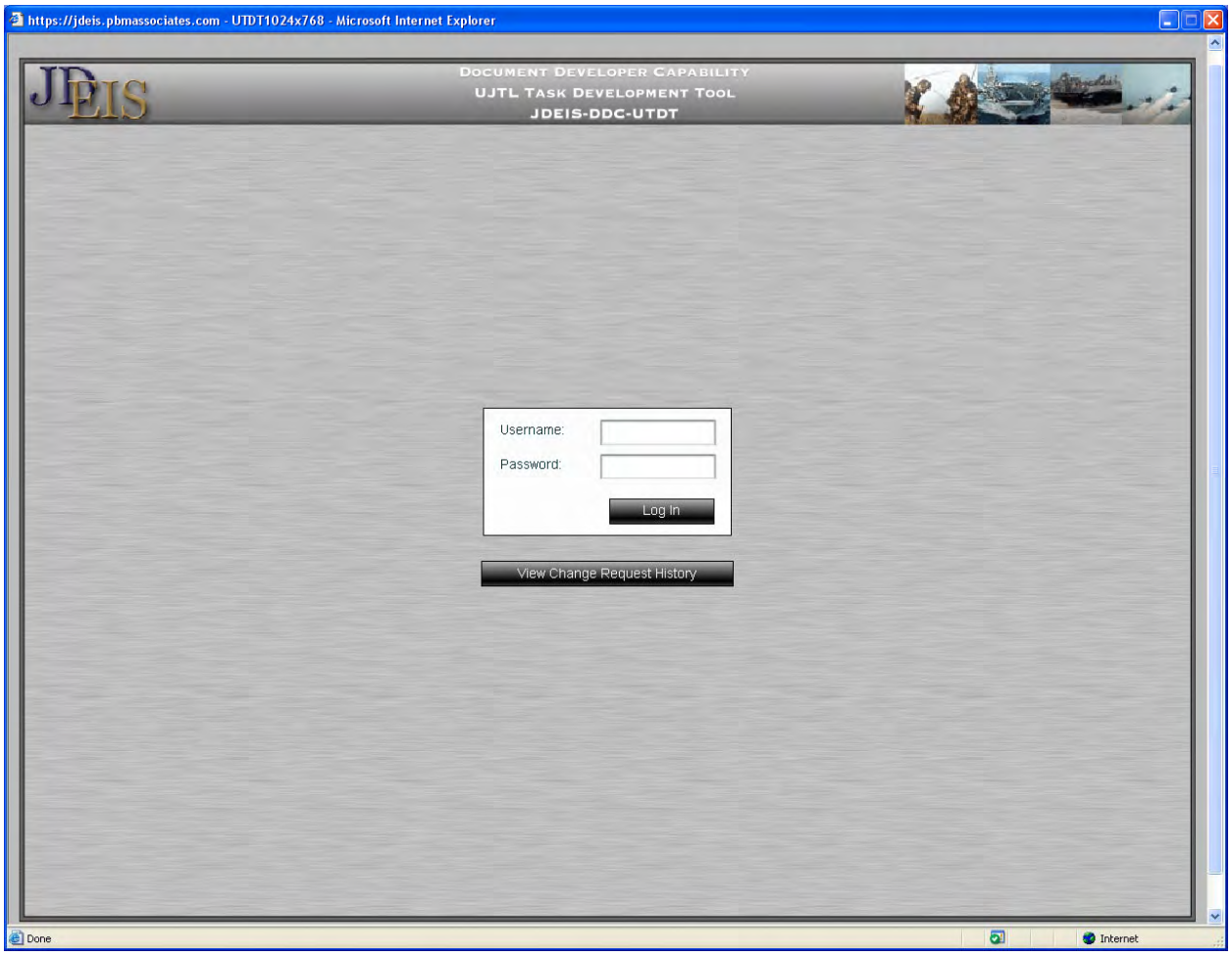
SML: Send CR to SMO for staffing. SML may forward CR as written to SMO or edit the CR.

SMO. Receives CR from SML. Create SME community and send CR out for staffing. SMO may forward CR as written to SMEs or edit the CR.

SMEs and SMO coordinate on CR. Once agreement is reached, SMO submits coordinated CR back up the chain to UC. Individuals in chain may concur in CR as written or return to next lower level for further development. UC prepares CR for submittal to J-7, Joint Staff for approval.

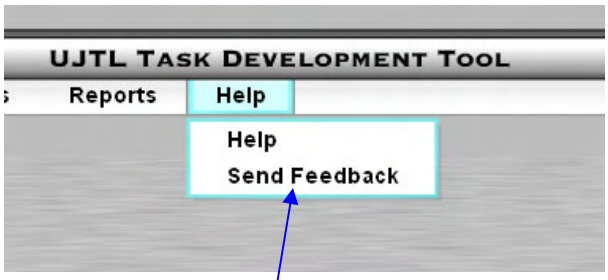
INITIAL LOGIN

Login requires your Username and Password.



USER FEEDBACK AND HELP

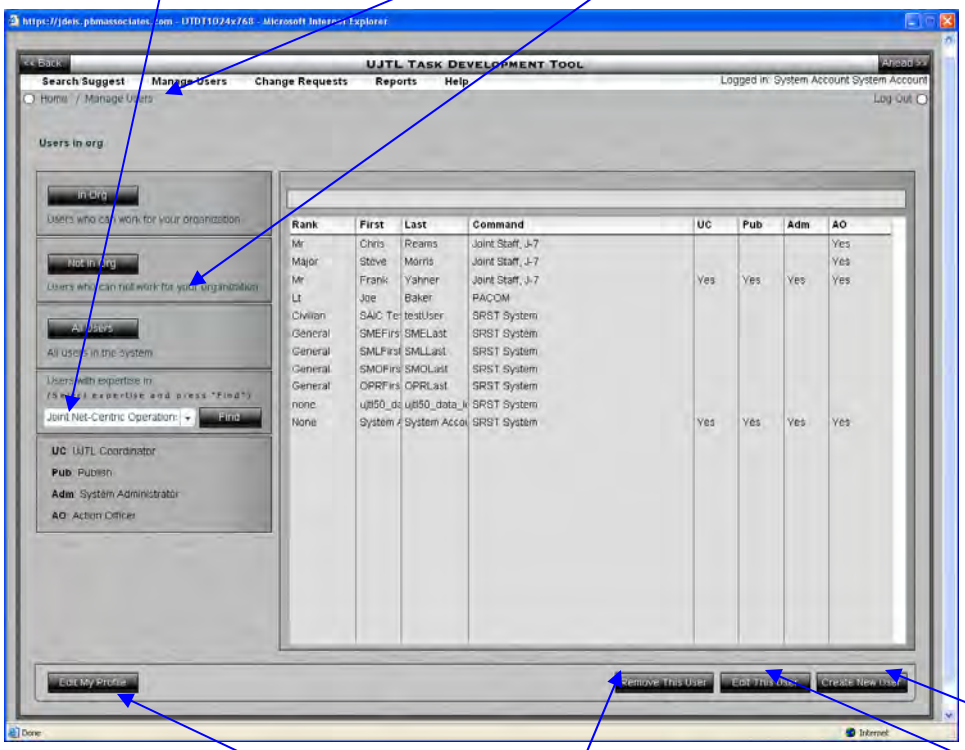
User Feedback and Help are available from every screen.



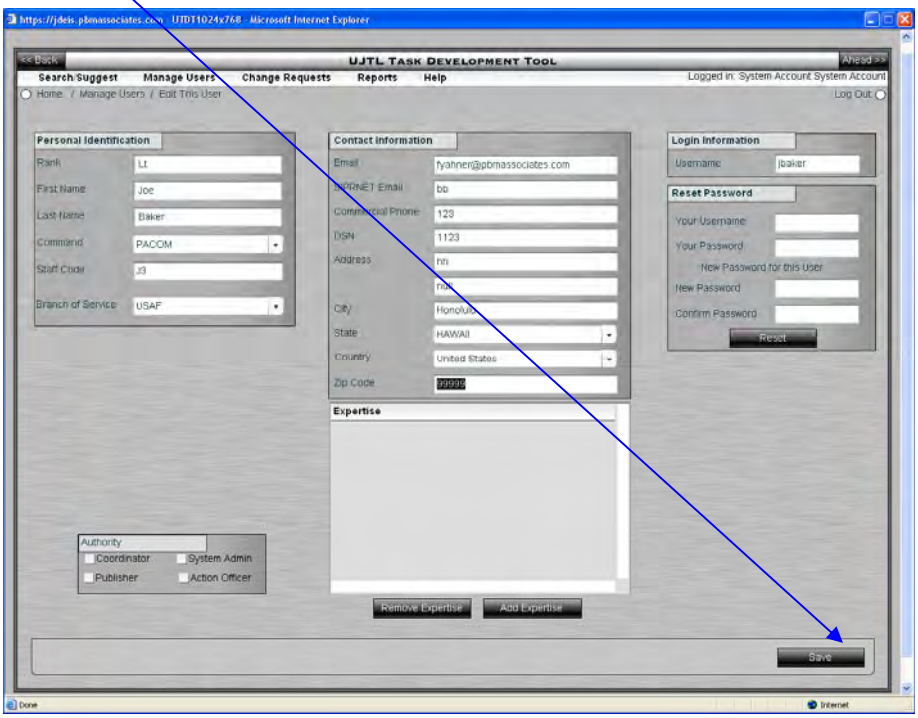
Clicking on Send Feedback provides you with a context sensitive window in which to describe the difficulties you are having.

MANAGE USERS

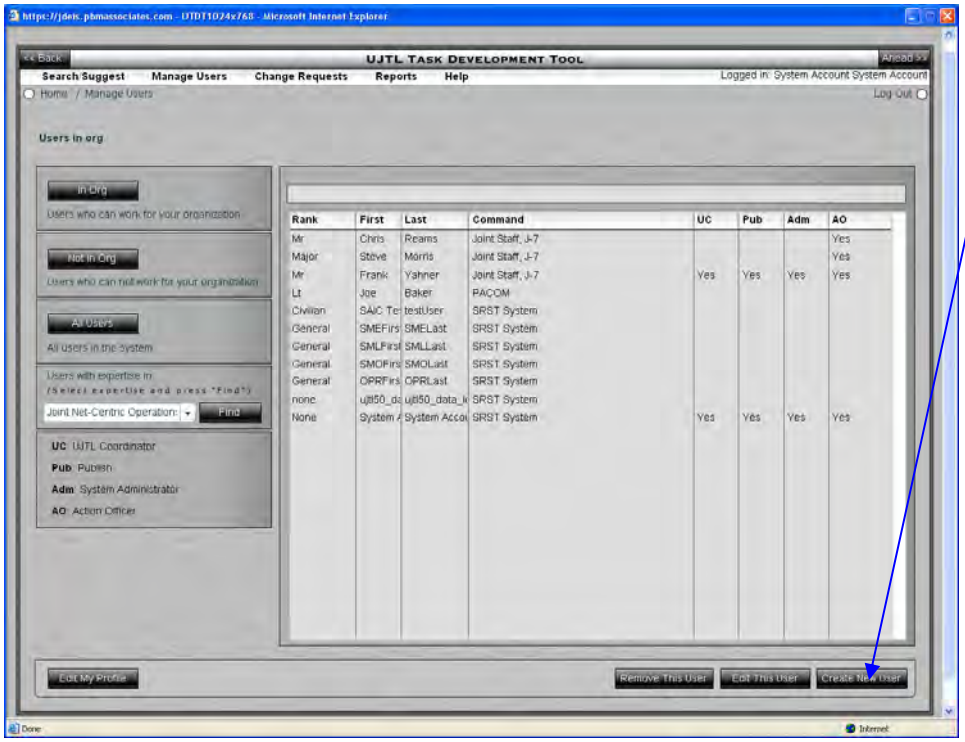
The Manage Users function (pull down the Managers Users menu and pick Manage Users) allows you see users in your organization, not in your organization, or all users. You can find users with particular expertise.



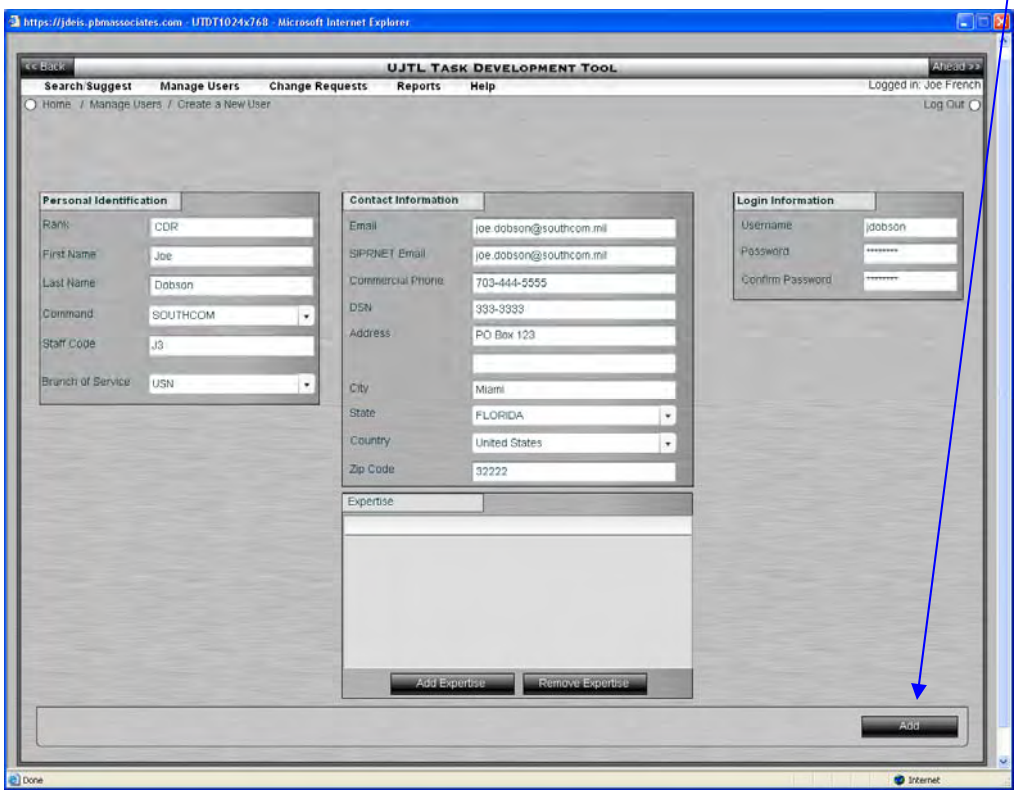
You can edit your own user profile, remove a user from your organization, edit users, or create new users. In this example, you highlight and edit LT Joe Baker. Change the Zip Code and save the change.



To add a user named CDR Joe Dobson to your organization, first press the Create New User button.

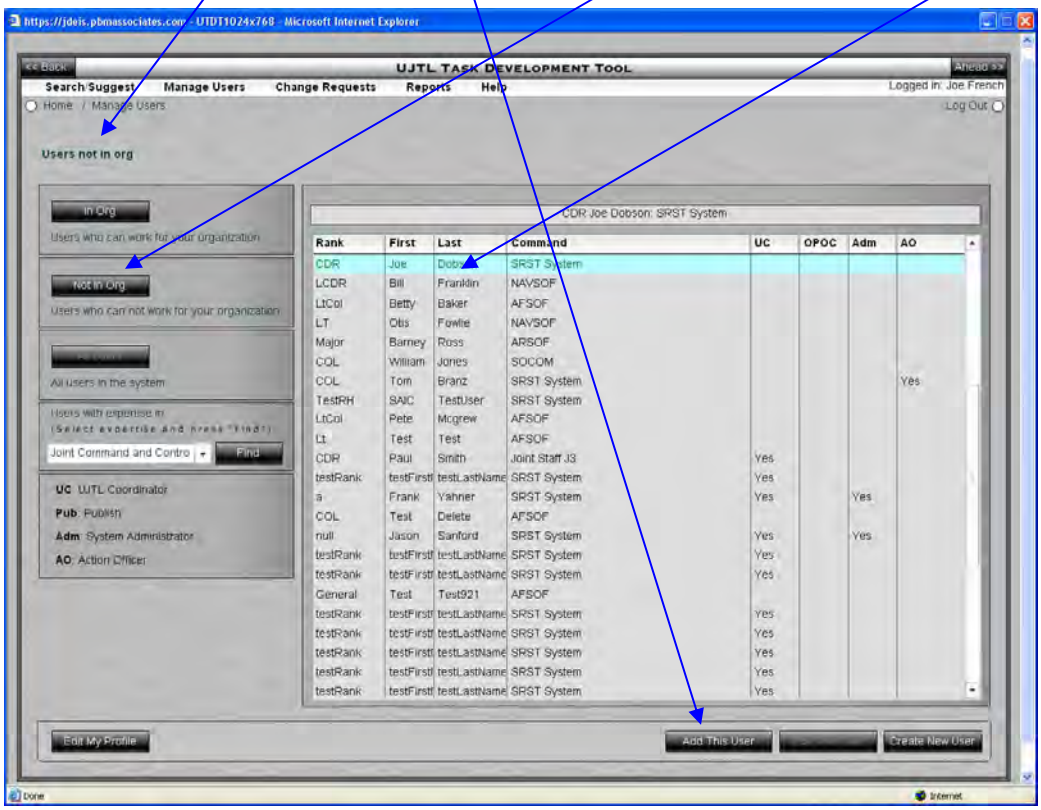


You then fill in all the relevant information about CDR Dobson and press the Add button.

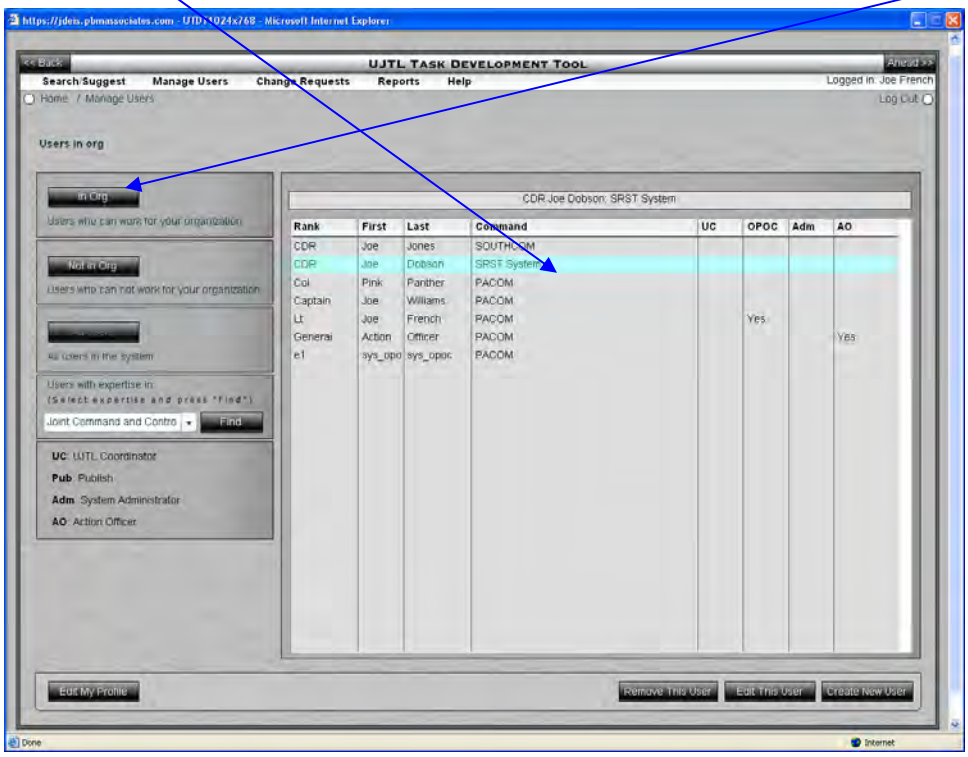


The system will notify you of the successful add.

To move CDR Dobson into your organization so that he will be available for assignments as an OPR, SML, SMO, or SME, (as appropriate), click on the Not in Org button and highlight CDR Dobson. Then click on the Add This User button. The indication of which list you are looking at is in the upper left corner.

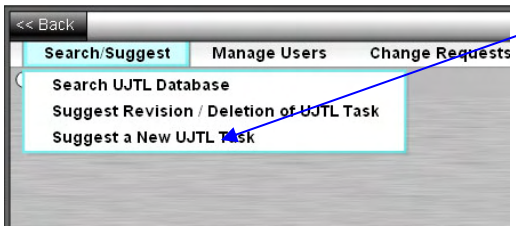


CDR Dobson is now moved into your organization. Confirm by clicking In Org button.

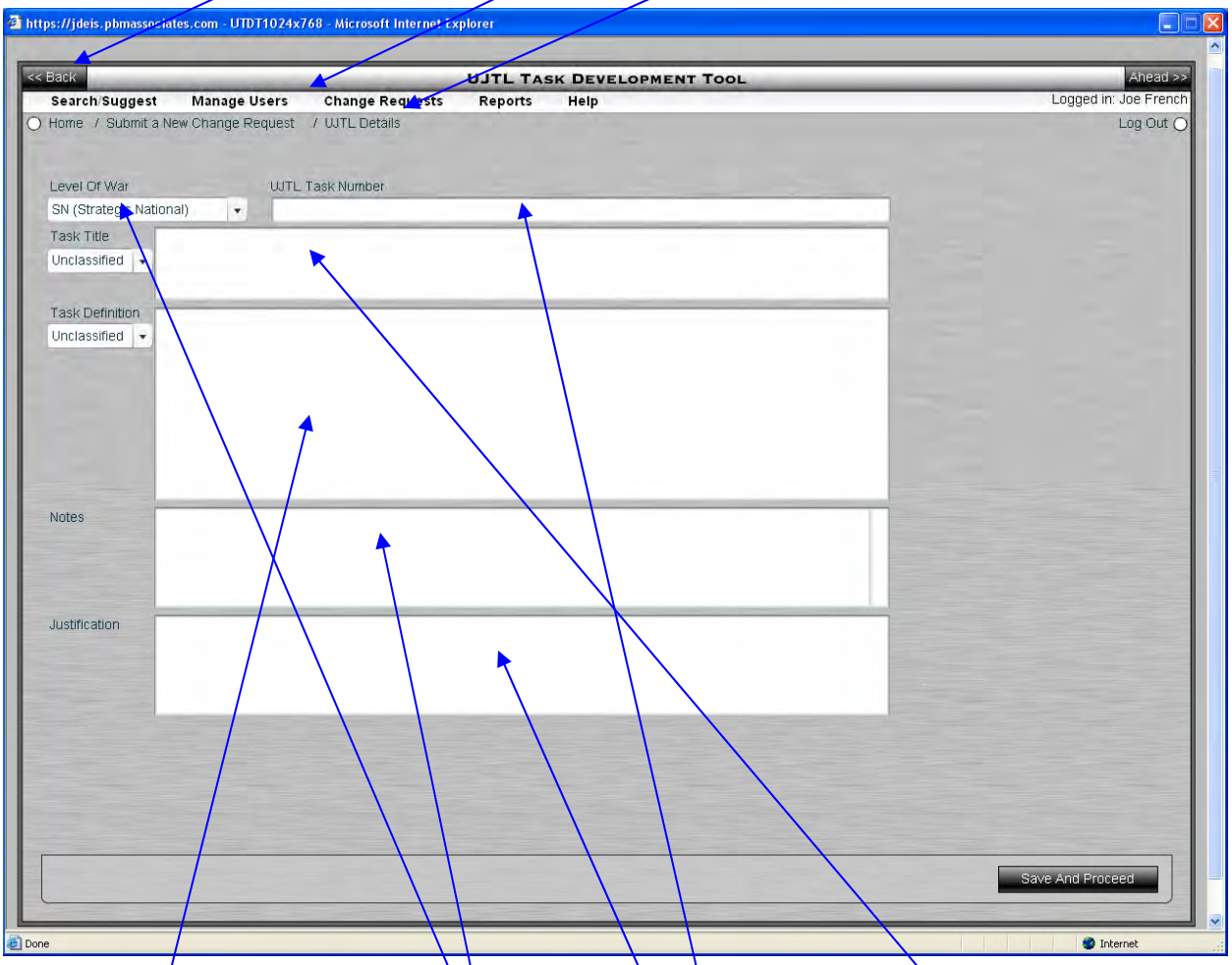


OPOC ROLE - SUGGEST A NEW UJTL TASK

Pull down the Search/Suggest menu and pick Suggest a New UJTL Task.

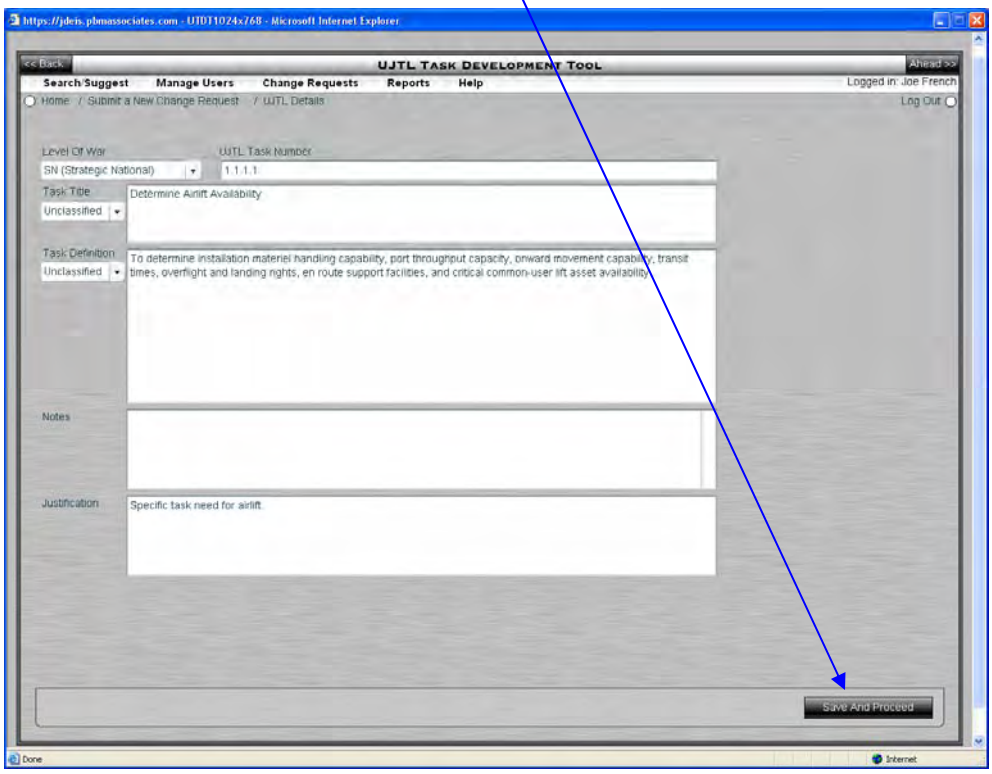


This screen shows several features of the UTDT. Basic navigation is always present at the top of the screen for the four functional areas (Search/Suggest; Manage Users; Change Requests; and Help). You can go Ahead or Back one screen. The breadcrumb menu shows you where you are in the application.

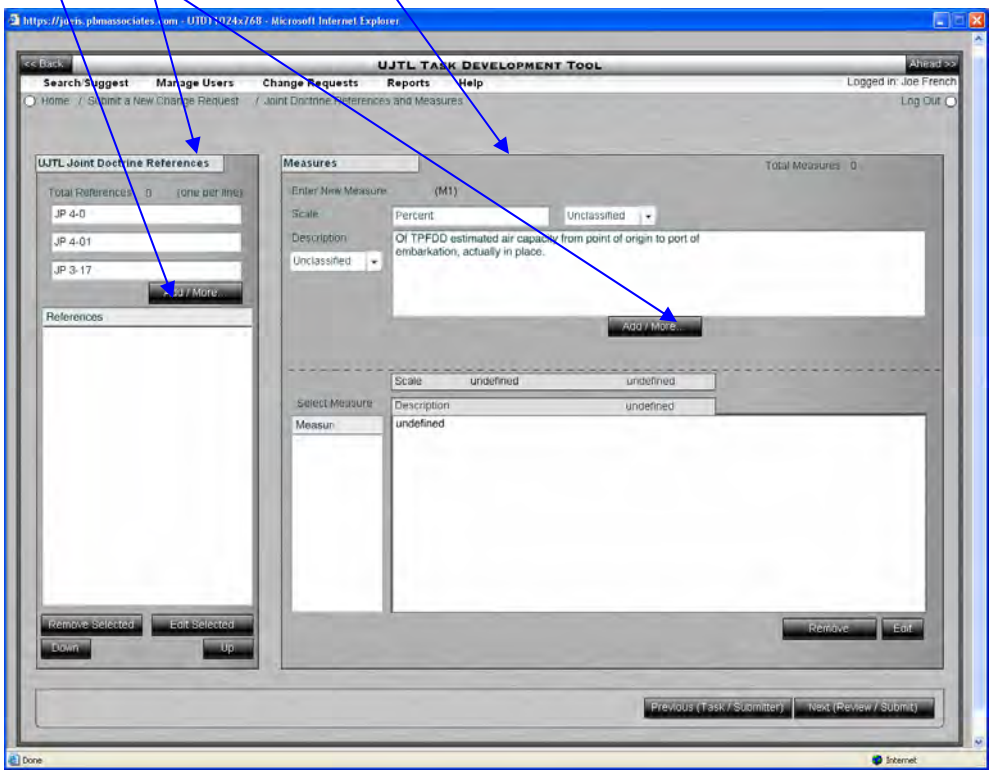


In this particular function, you can enter all the details of your new UJTL task CR on this and the following screen. You can select Level of War, Task Number, Task Title and Classification, Task Definition and Classification, Notes, and Justification for the CR.

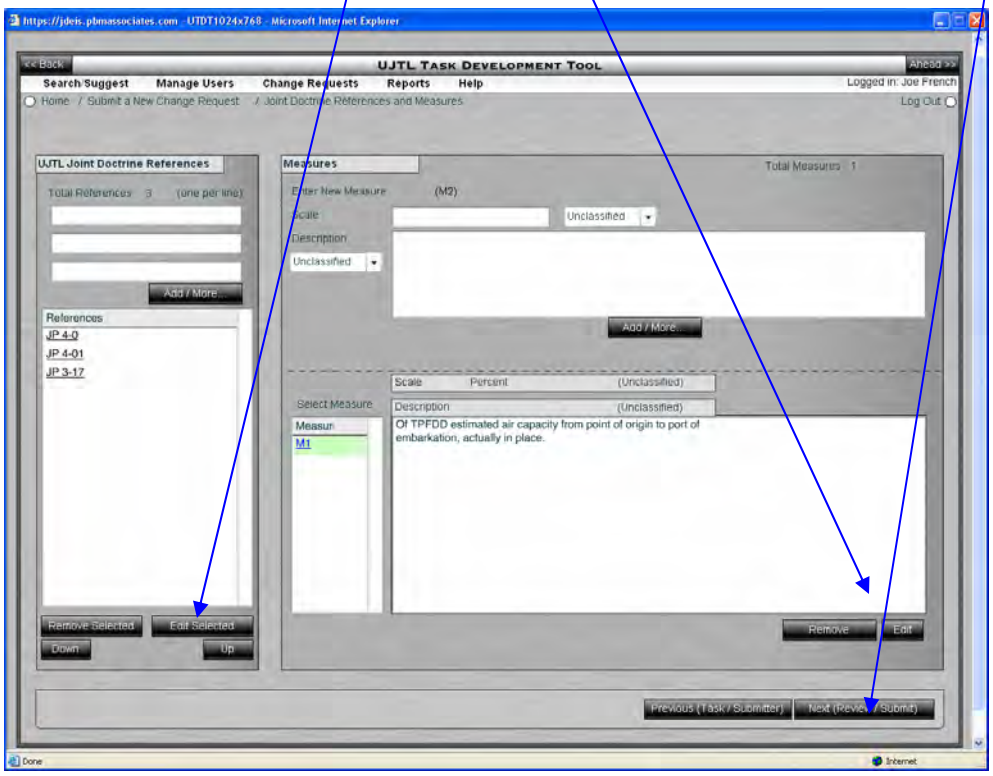
You chose to submit a CR for SN 1.1.1.1 with the parameters shown below. After filling in the first page of the form, press the Save and Proceed button to enter references and measures.



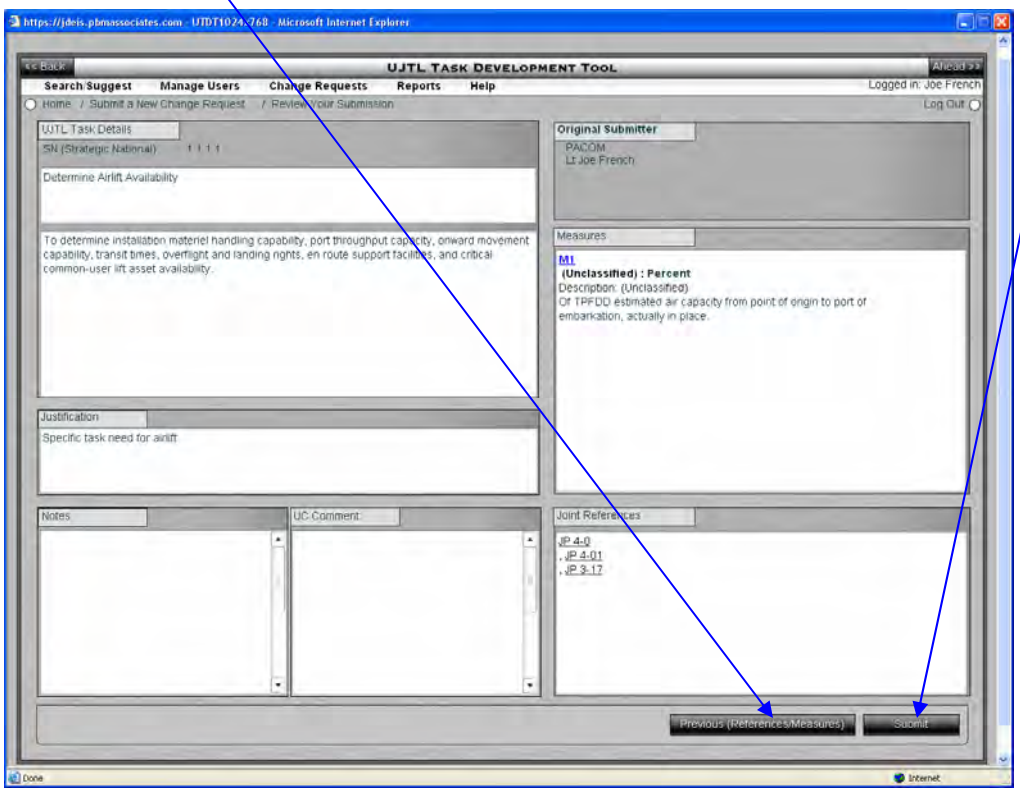
References and Measures are entered in the top halves of their respective windows. Press the Add/More button to add entered References or Measures. You can enter up to 3 references at a time. You must enter one measure at a time.



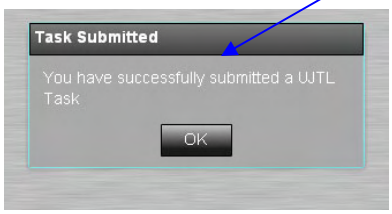
You are able to edit the References and Measures you have added in the respective lower windows of the screen. When done adding references, press the Next (Review/Submit) button.



The Review Your Submission page allows you to see the complete CR and either Submit it or return to Previous to edit the CR. In this instance, you submit the CR.

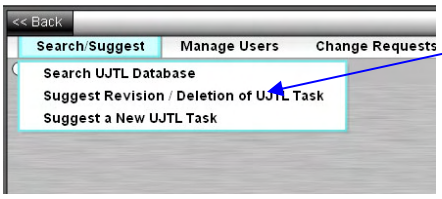


The system will provide feedback on the status of your submission.

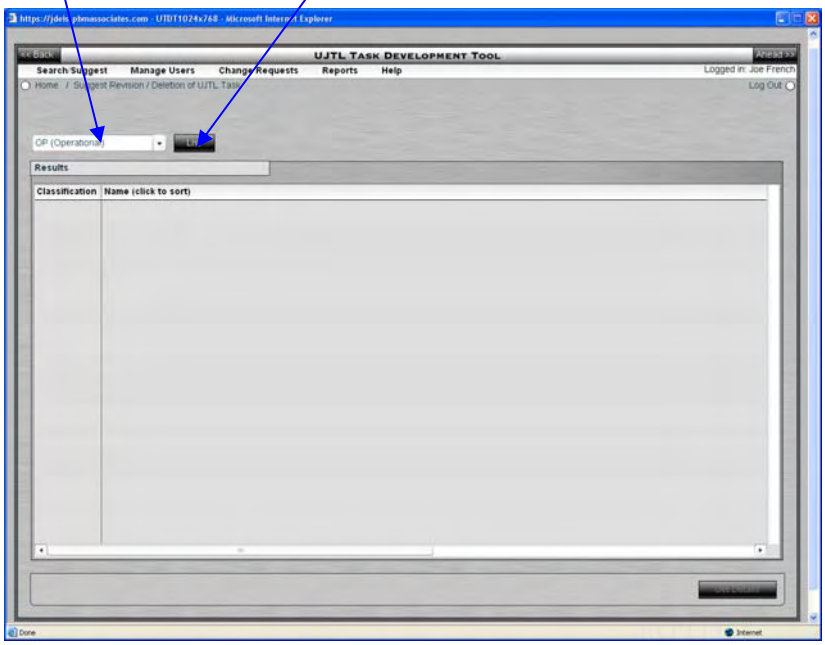


OPOC ROLE - SUGGEST A MODIFICATION OF AN EXISTING UJTL TASK

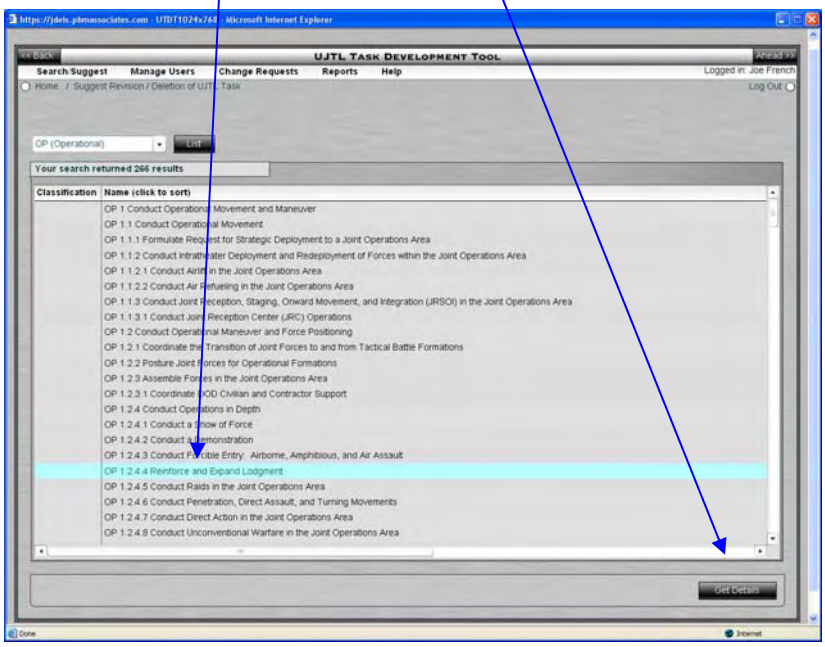
Pull down the Search/Suggest menu and pick Suggest Revision/Deletion of UJTL Task.



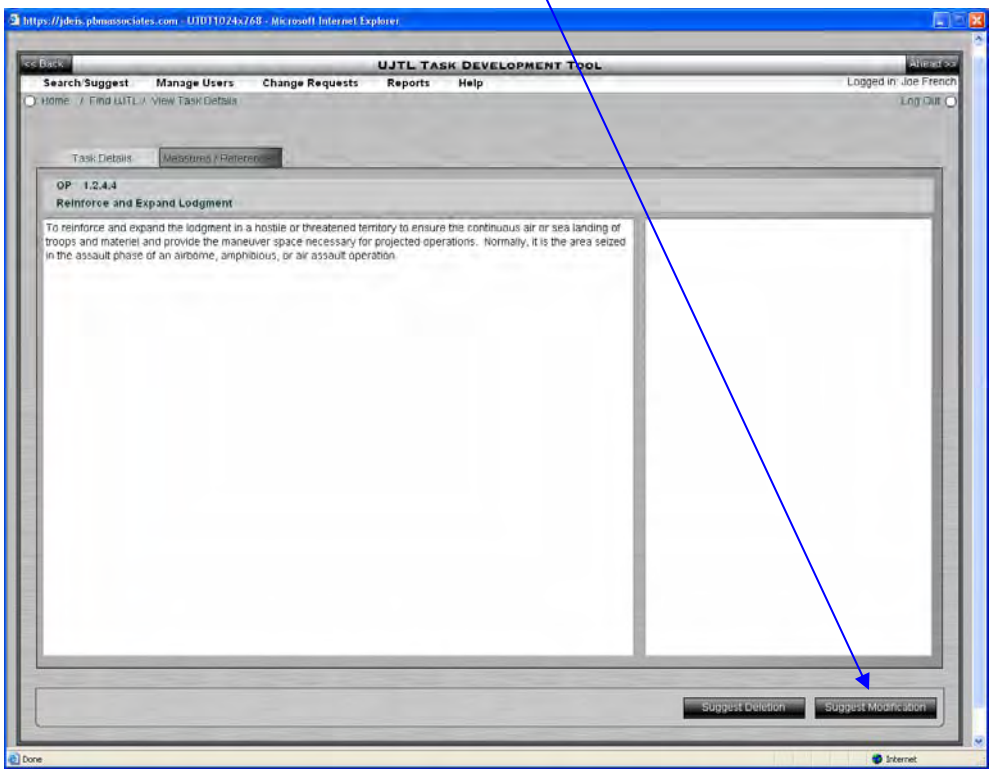
This screen allows you to select the existing UJTL task you wish to modify. You pick the Level of War (OP) and press List.



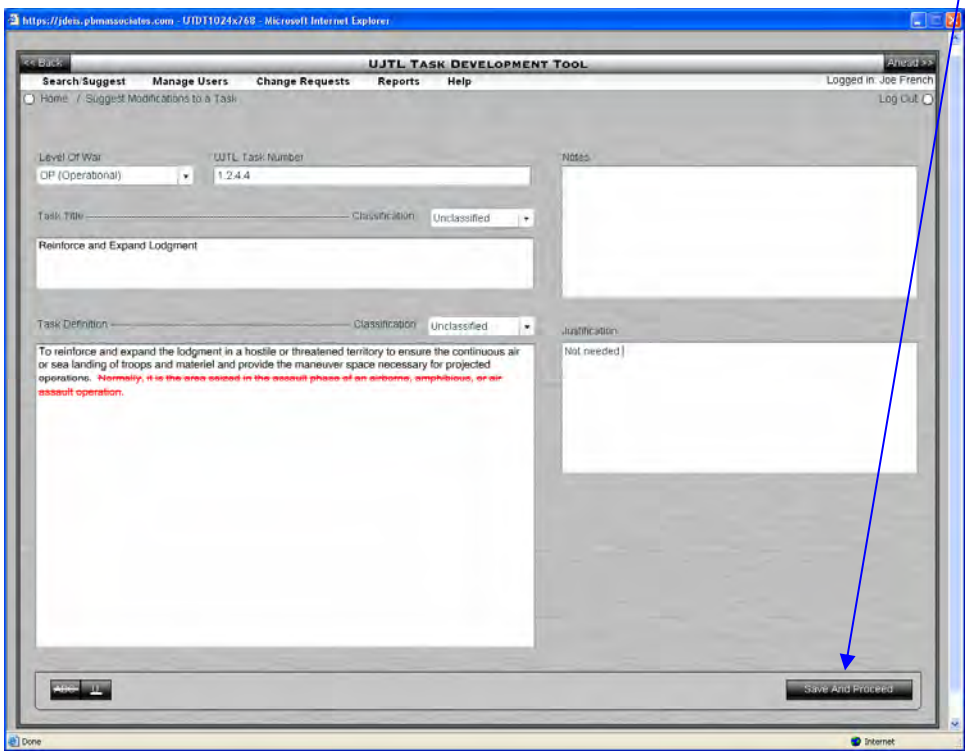
You highlight OP 1.2.4.4 and press Get Details.



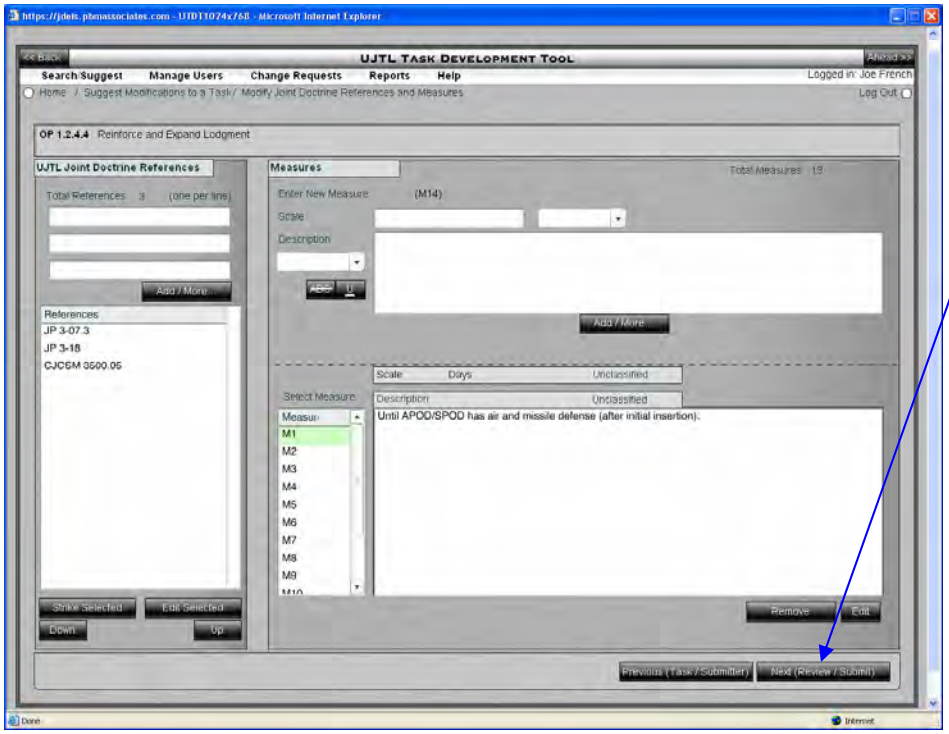
You now are able to view the definition of the task and decide to either Suggest Deletion or Suggest Modification. Press the Suggest Modification button.



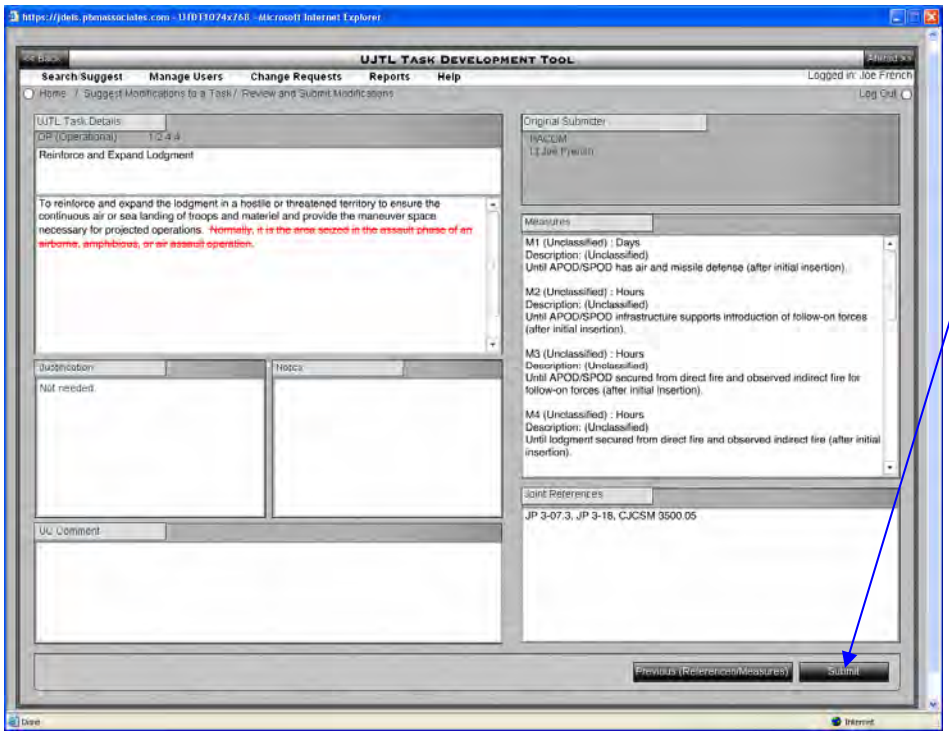
You are now able to modify the Task Title, Task Definition, and Notes. You must provide Rationale for your recommendation. Make your changes and press Save and Proceed.



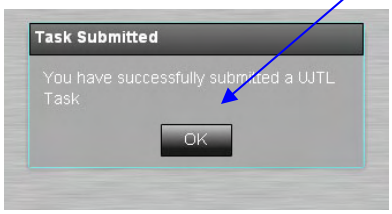
You now can alter the References and Measures. After making any changes, press Next (Review and Submit).



You are given a summary of the suggested modifications. If you concur, press Submit.

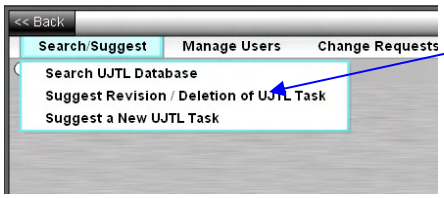


The system will provide feedback on the status of your submission.

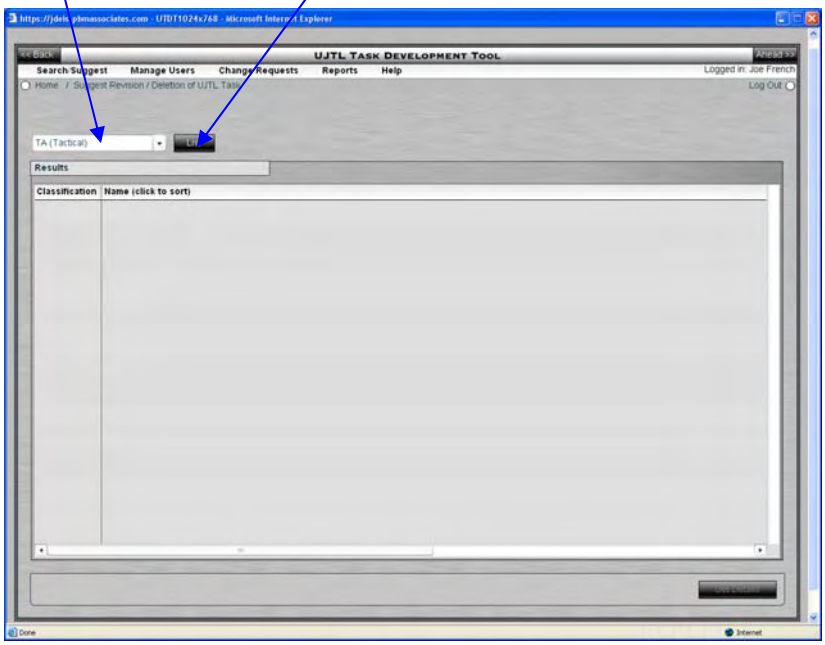


OPOC ROLE - SUGGEST A DELETION OF AN EXISTING UJTL TASK

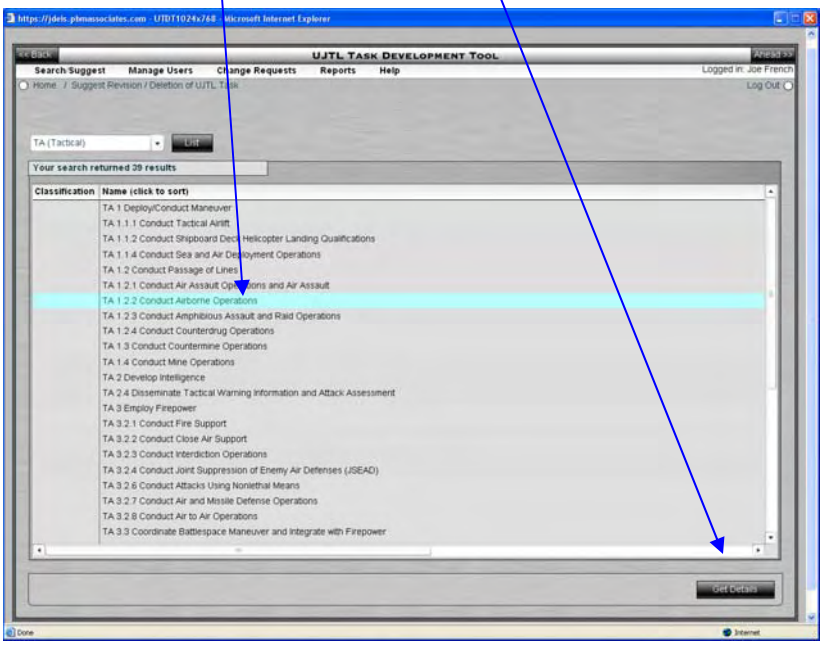
Pull down the Search/Suggest menu and pick Suggest Revision/Deletion of UJTL Task.



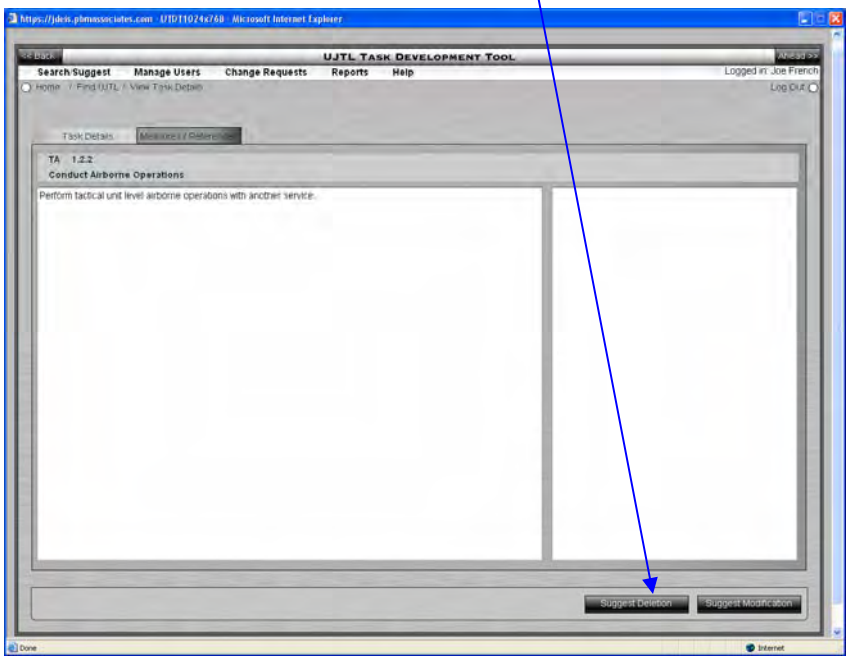
This screen allows you to select the existing UJTL task you wish to delete. You pick the Level of War (TA) and press List.



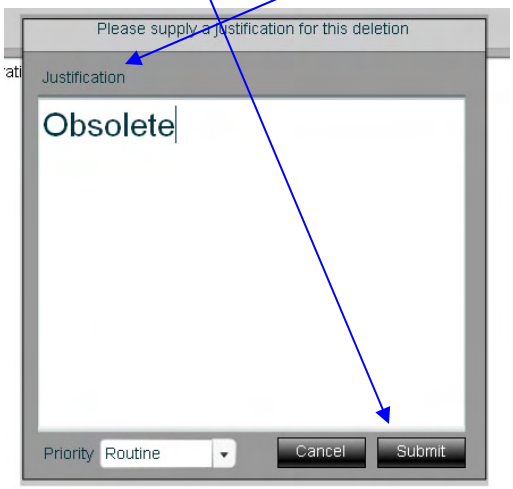
You highlight TA 1.2.2 and press Get Details.



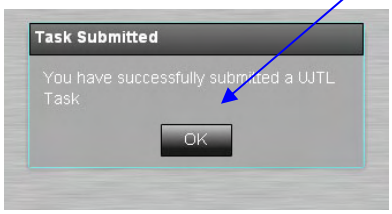
You now are able to view the definition of the task and decide to either Suggest Deletion or Suggest Modification. Press the Suggest Deletion button.



You are now presented with a Justification window. You enter your justification for the change and press submit.

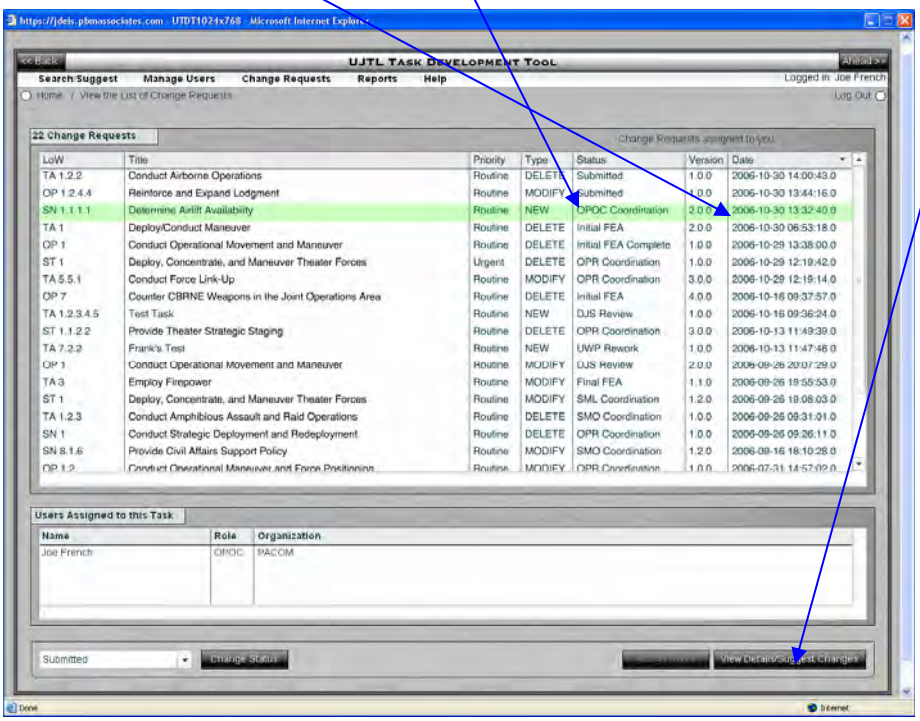


The system will provide feedback on the status of your submission.

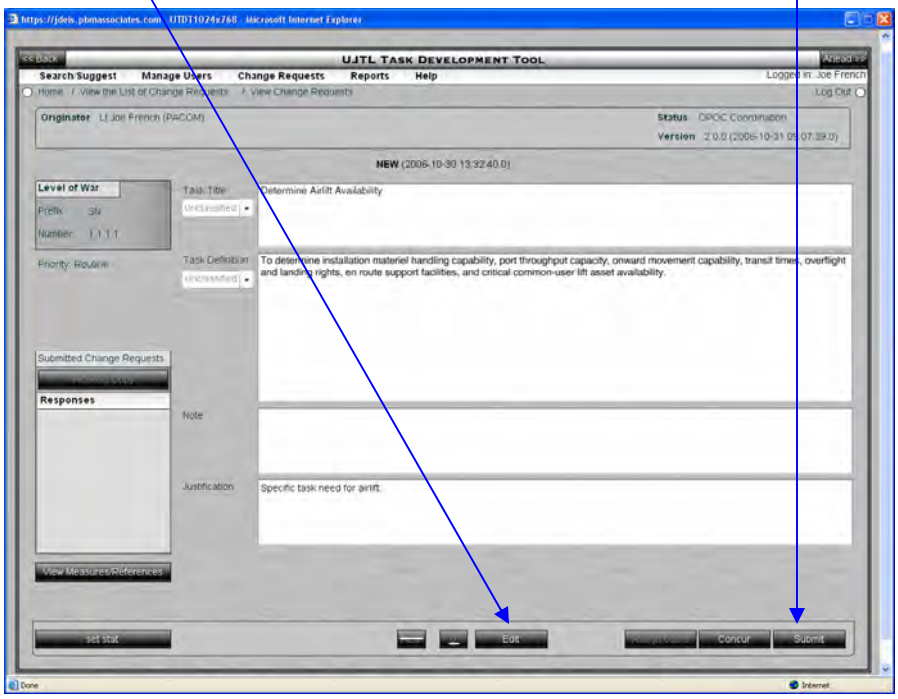


OPOC ROLE – CR RETURNED FROM UC FOR FURTHER INFORMATION

As the OPOC, you may have to supply additional information on a CR you have previously submitted. You can see that the CR status of ST 1.1.1.1 is now OPOC Coordination and the Version is 2.0.0. You can view the CR by pressing the View Details/Suggest Changes Button.

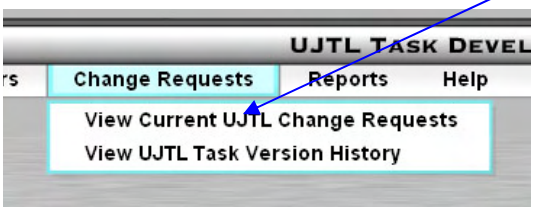


You edit the CR, provide more information, and press the Submit button. The CR is returned to the UC in Submitted status.

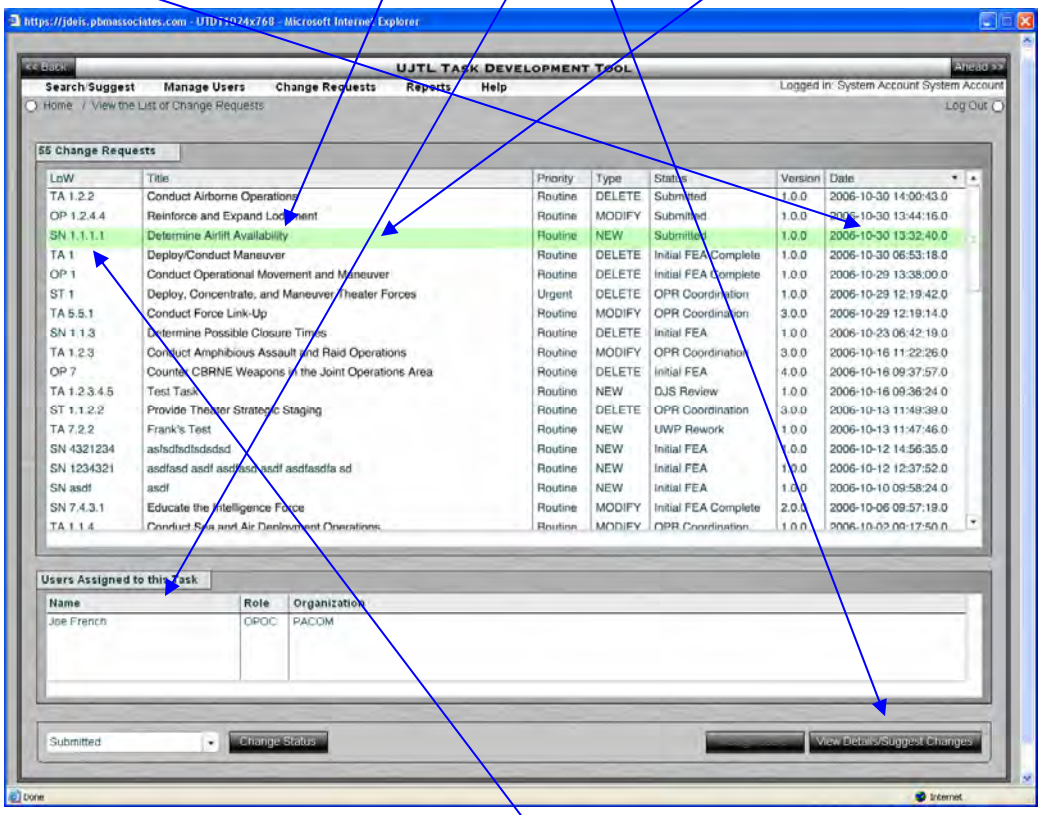


UC ROLE - RECEIVES CR, CONDUCTS INITIAL FEA, AND SETS STATUS TO INITIAL FEA COMPLETE

The Change Request function allows you to View Current UJTL CRs and View UJTL TaskVersion History. You select View Current UJTL CRs.

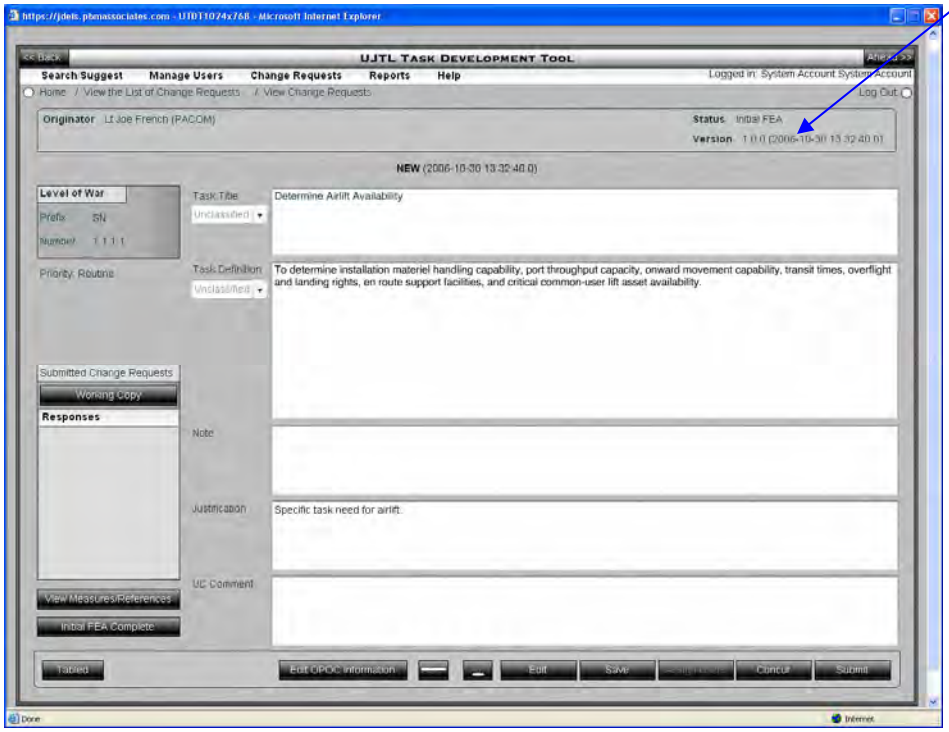


This function allows you to view all CRs in process. You can highlight a particular CR and determine which users are assigned to this task and what roles they have. You can see what the status of this task is. You can also View Details/Suggest Changes for a CR.

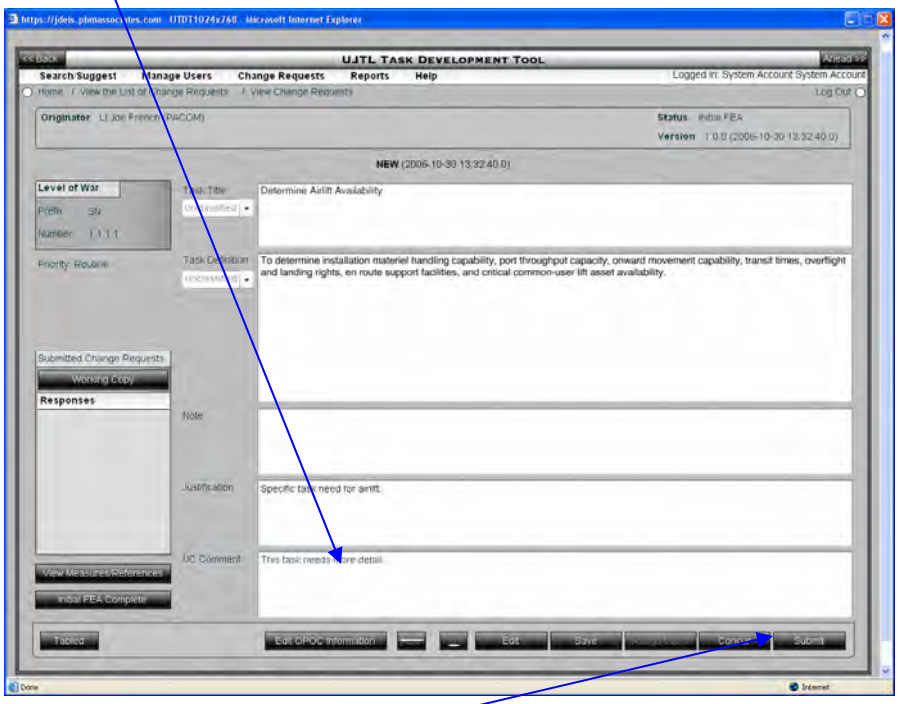


You can also sort the contents by various criteria (e.g., LoW or Status) by clicking on the top of column. You chose to view the details of SN 1.1.1.1.

You can now see all the details of the CR submitted by Lt Joe French. The Status shows as Initial FEA and the Version is 1.0.0.

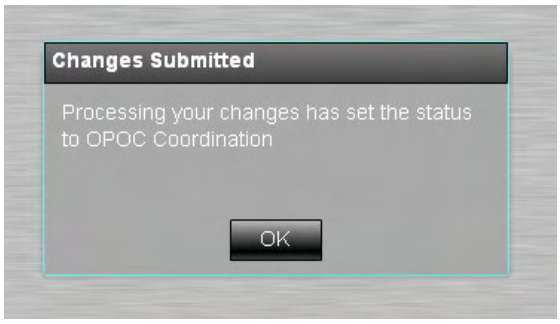


You decide to return the CR to the OPOC for more detail. You add your instructions to the UC Comment box.

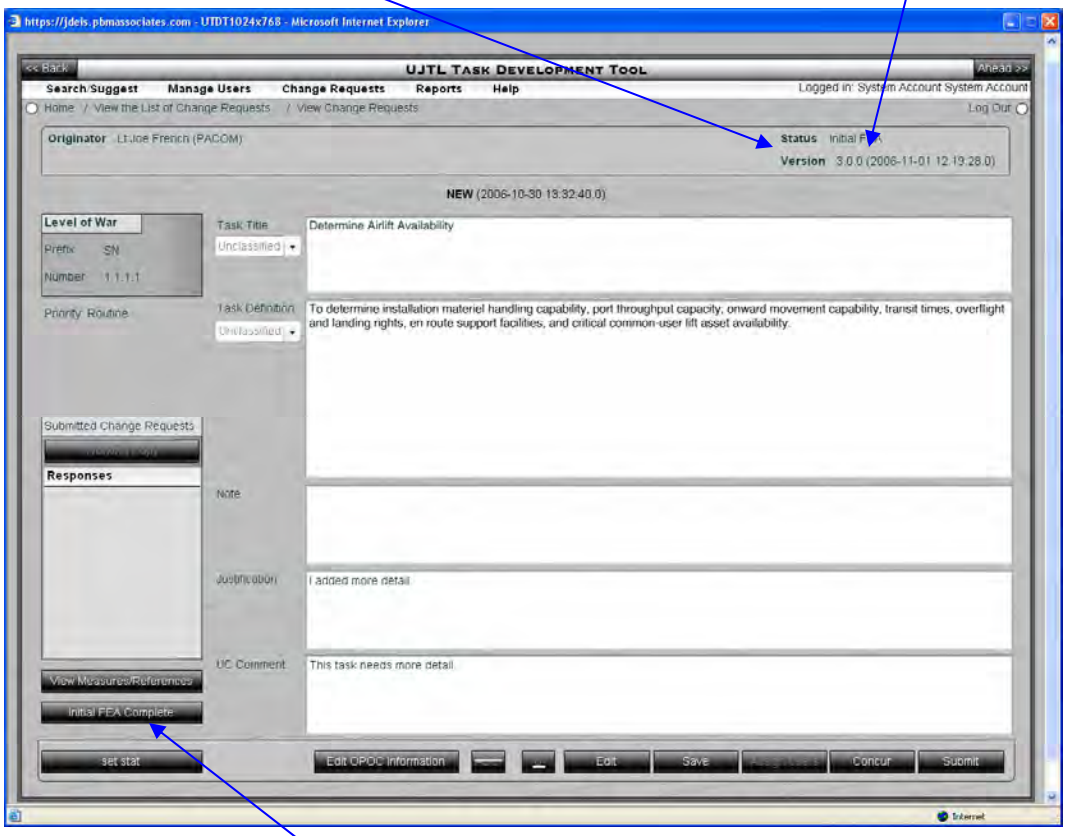


You then press the Submit button to return the CR to the OPOC.

The system will notify you that the CR has been sent back to the OPOC.



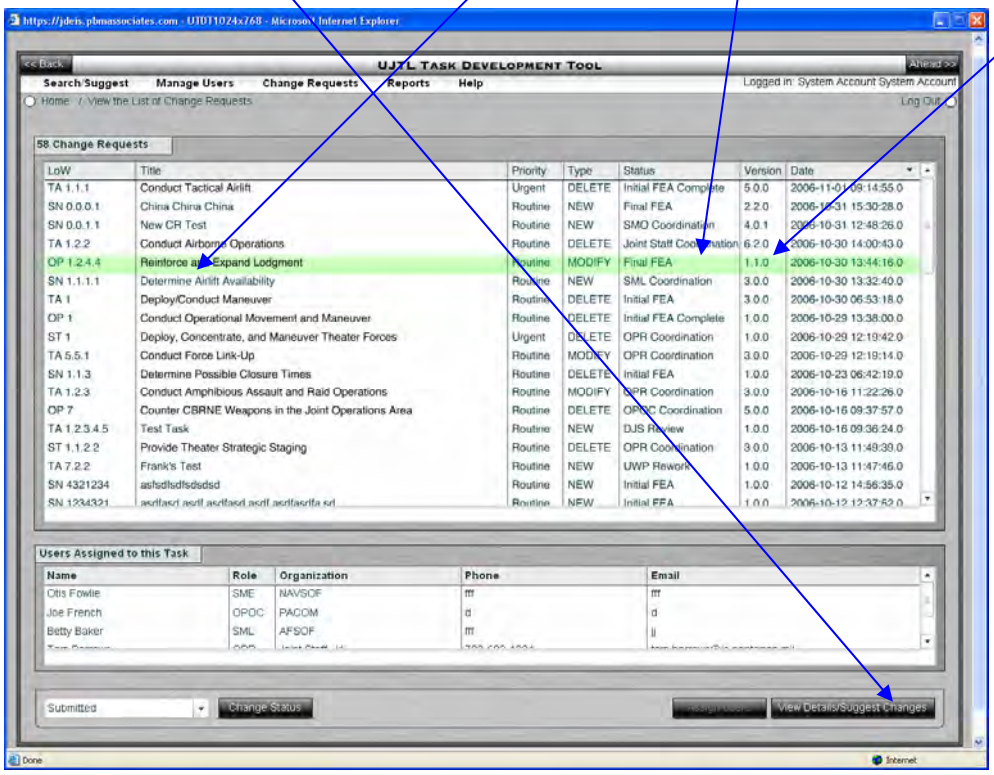
The OPOC makes the required changes and resubmits the CR. The UC then selects the CR and views details. The Status shows as Initial FEA and the Version is now 3.0.0.



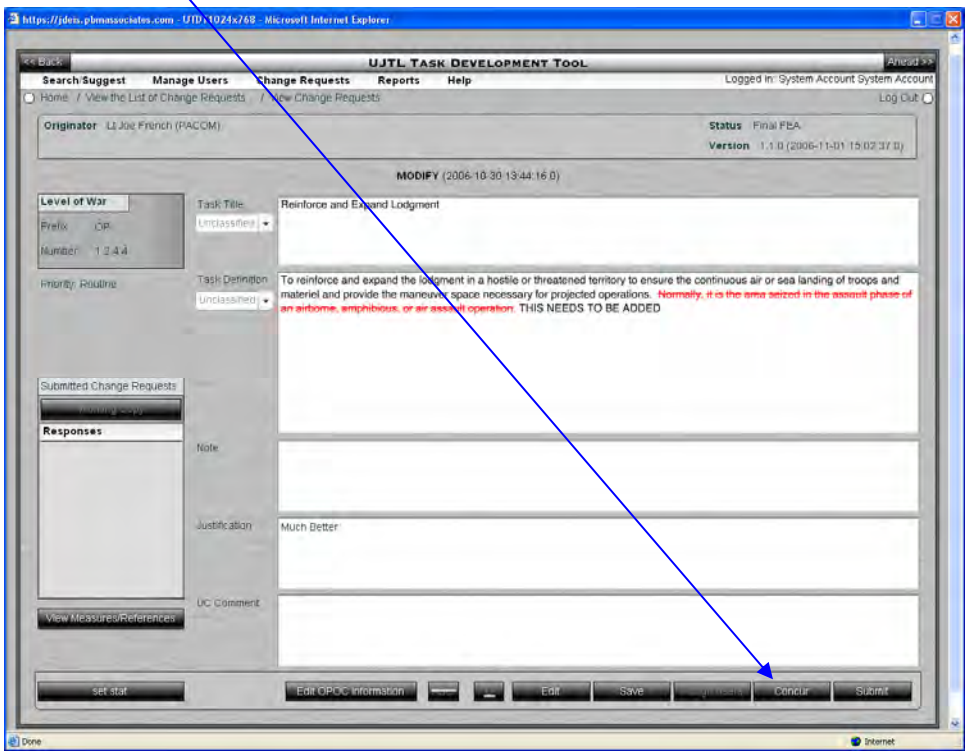
The UC now clicks on Initial FEA Complete which notifies the J7 AO that the CR is ready for OPR assignment.

UC ROLE - RECEIVES STAFFED CR FROM OPR, CONDUCTS FINAL FEA, AND SETS STATUS TO JOINT STAFF COORDINATION

The UC logs in. Pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Notice that the status is Final FEA and the version is 1.1.0. Hit the View Details/Suggest Changes button.

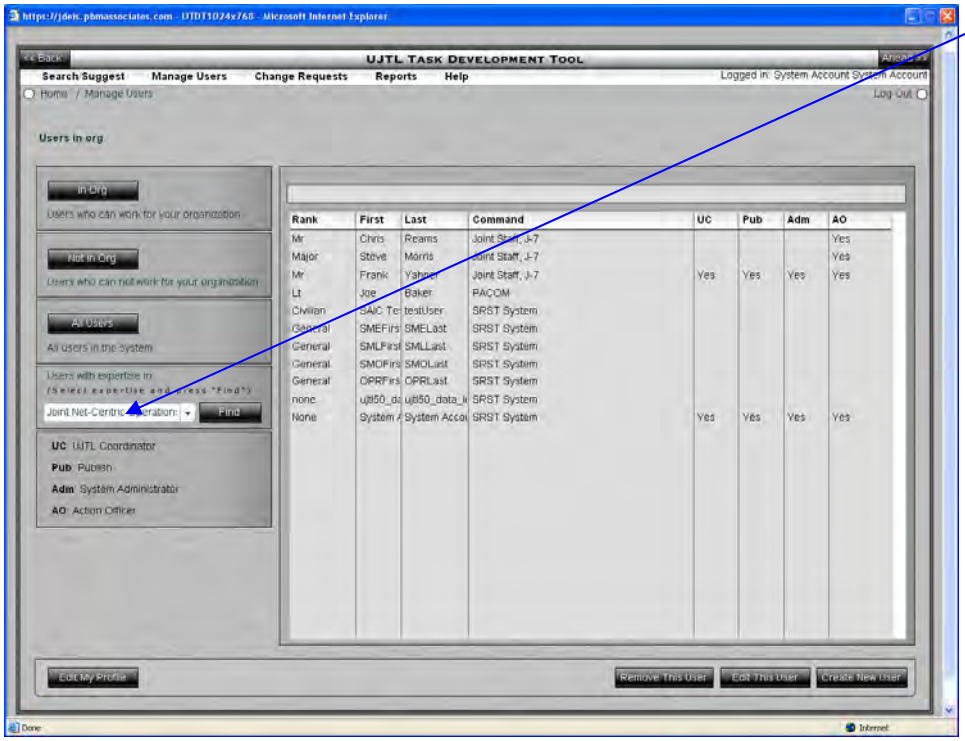


The UC Concurs with the CR as staffed and prepares it for Joint Staff approval.

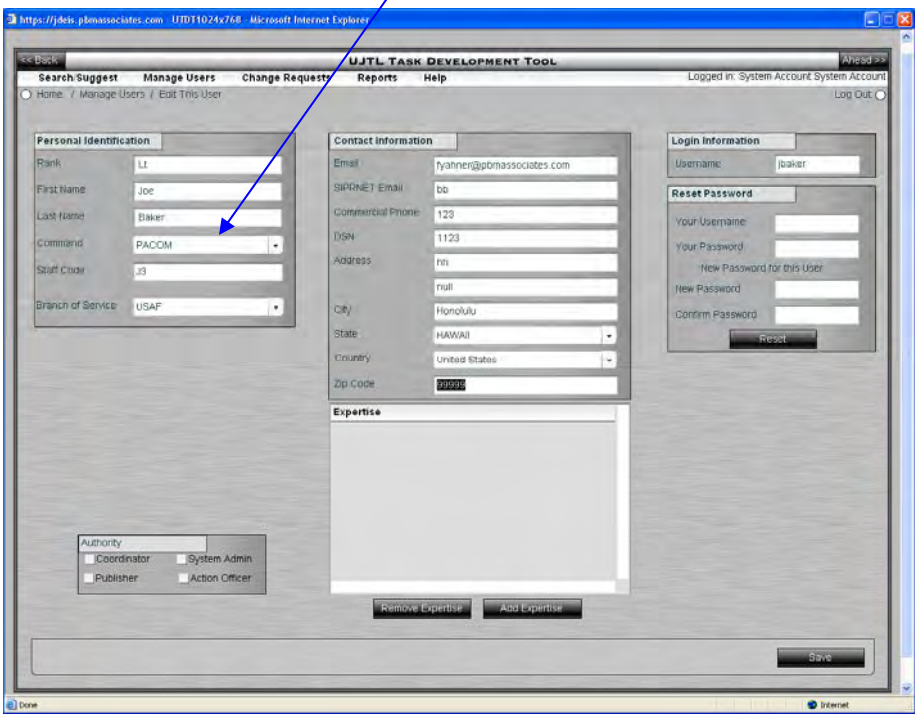


UC ROLE - ADMINISTRATIVE FUNCTIONS

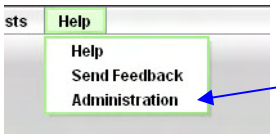
The UC also has the ability to administer two datasets. The first, Expertise, allows the UC to retrieve users with particular expertise. The function itself is found on the Manage Users page.



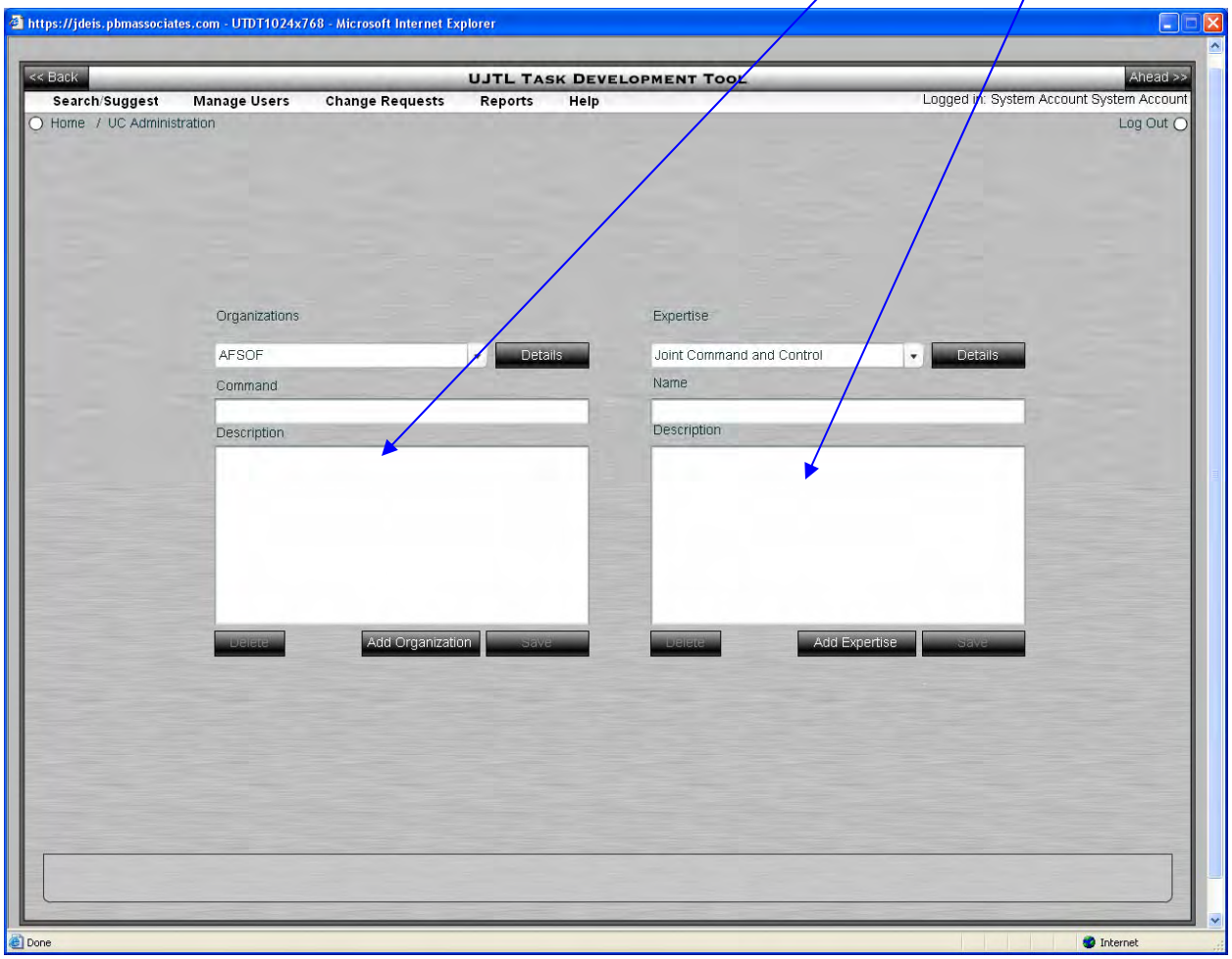
The other dataset is of the Commands involved in the staffing process. It is found on the individual users pages (click Create New User button to get to this page).



Using the Help function and selecting Administration accesses the administrative function.

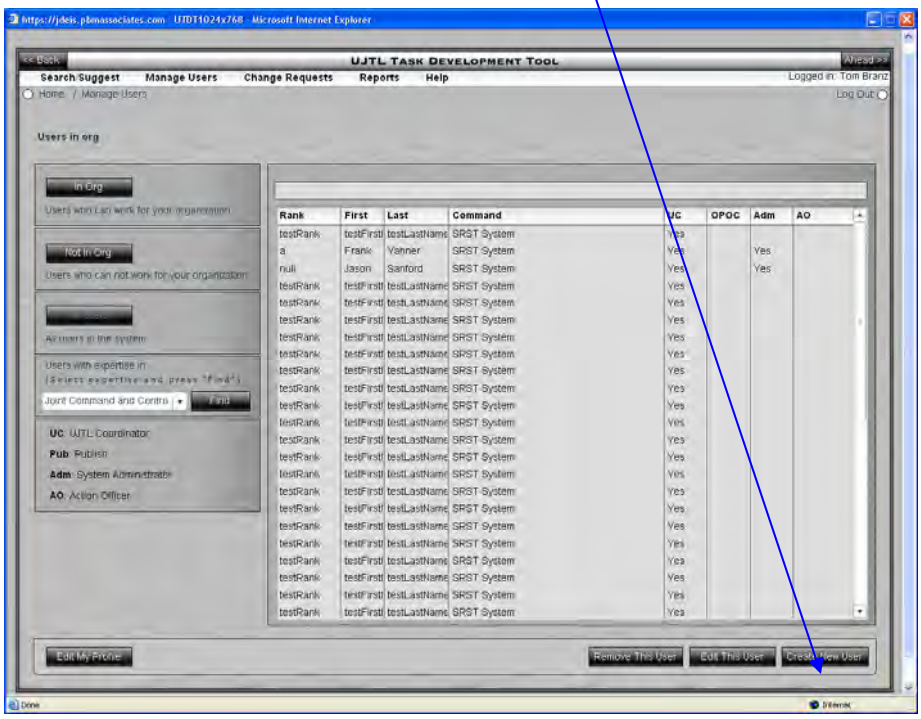


The resulting screen allows the UC to Add, Edit, or Delete Organizations or Expertise.

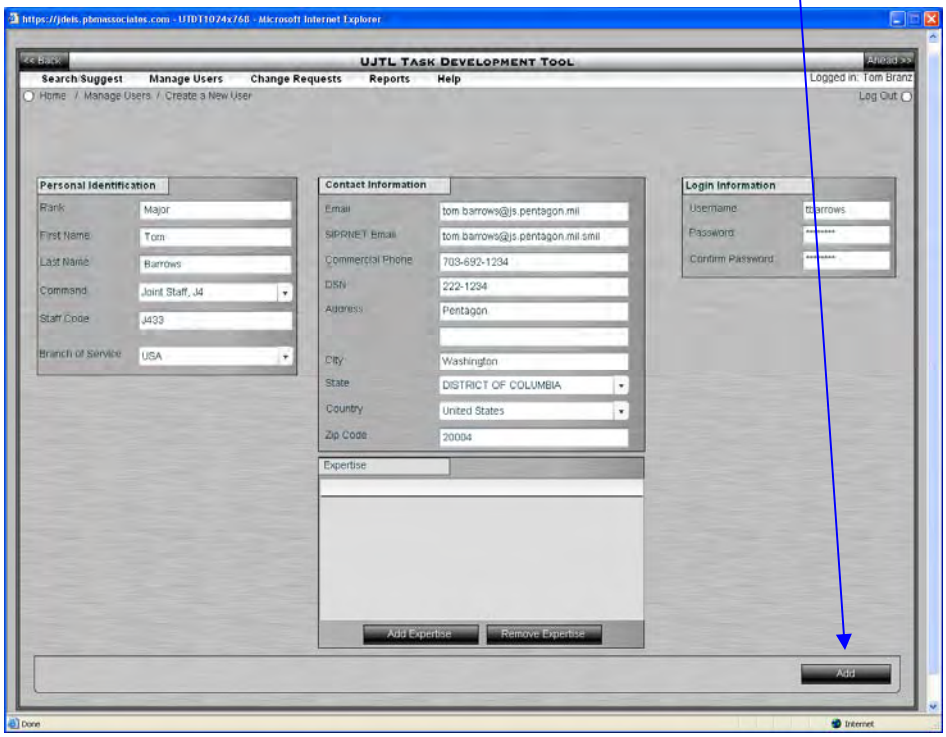


J7 AO ROLE - CREATES OPR AS USER IN SYSTEM

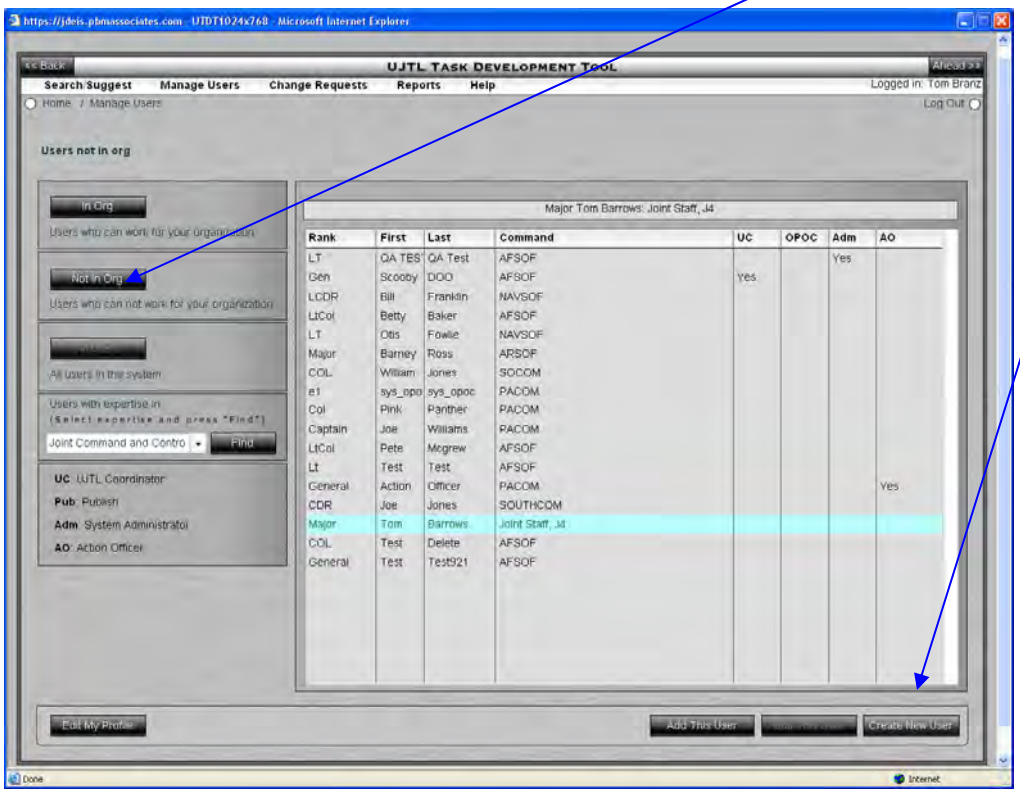
After system e-mail notification that a CR is in Initial FEA Complete status, the J7 AO determines the appropriate OPR via JSAP action. The J7 AO then enters the system and makes the OPR assignment. First, the J7 AO must create a user account for the OPR. The J7 AO enters the Manage Users function. The J7 AO must Create New User named Major Tom Barrows in Joint Staff, J4. The J7 AO clicks on Create New User.



The J7 AO then fills in the personal information and clicks Add..

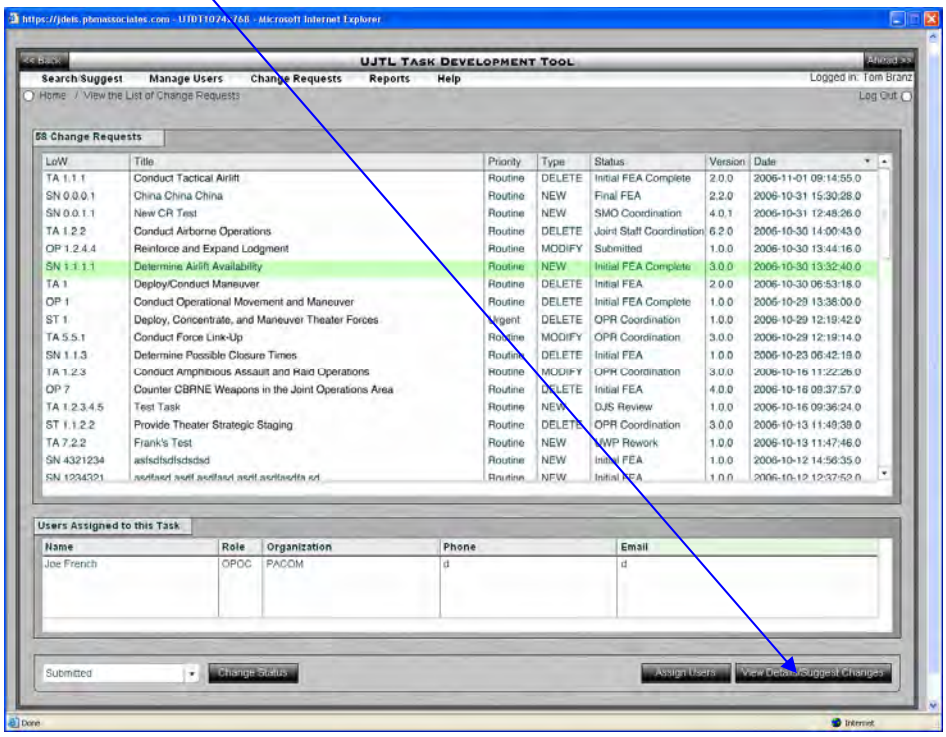


The J7 AO then moves Major Barrows into his organization by selecting Not in Org and Add This User. The J7 AO notifies Major Barrows via e-mail of his username and password.

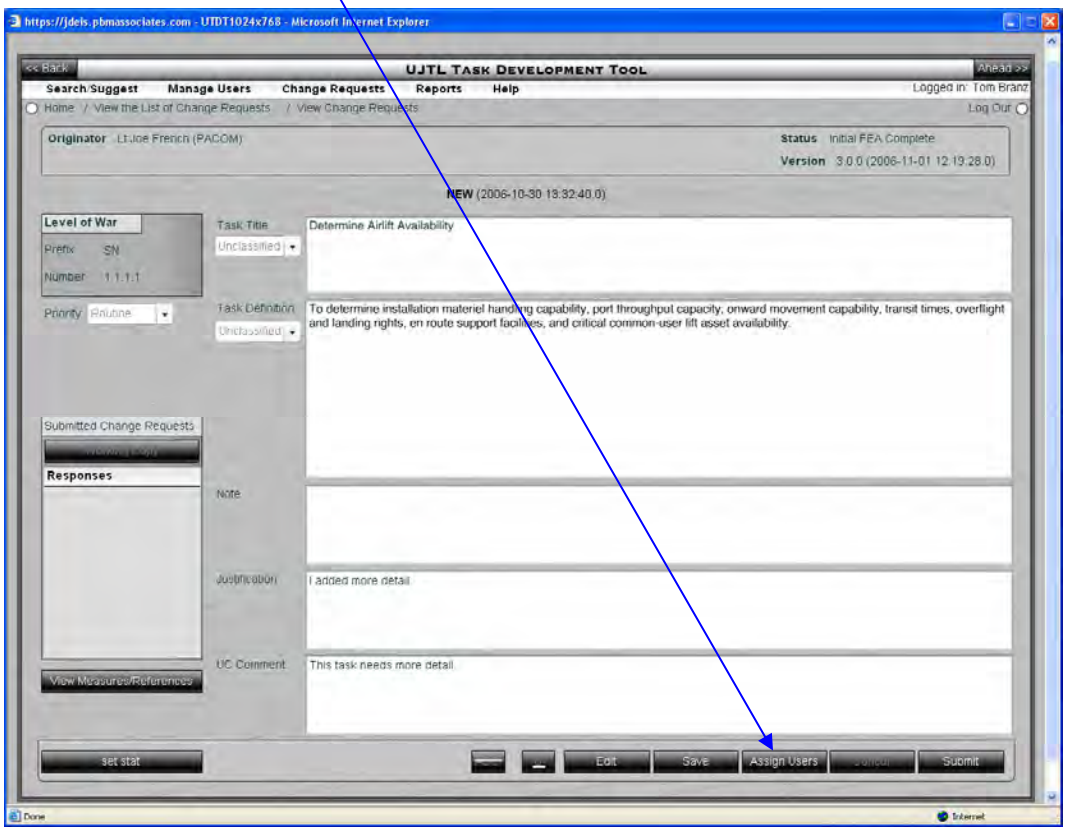


J7 AO ROLE - ASSIGNS OPR TO STAFF CR

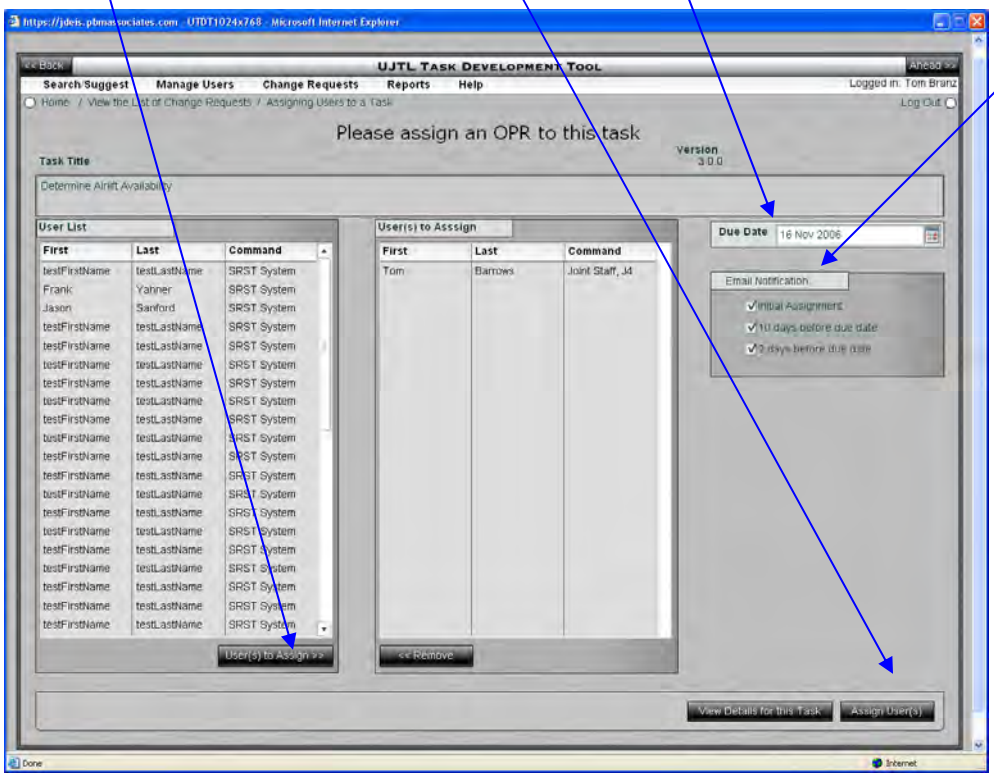
The J7 AO then selects View Current Change Requests from the Change Request menu. He selects SN 1.1.1.1 for OPR assignment.



The J7 AO clicks on Assign Users to assign Major Barrows as the OPR.

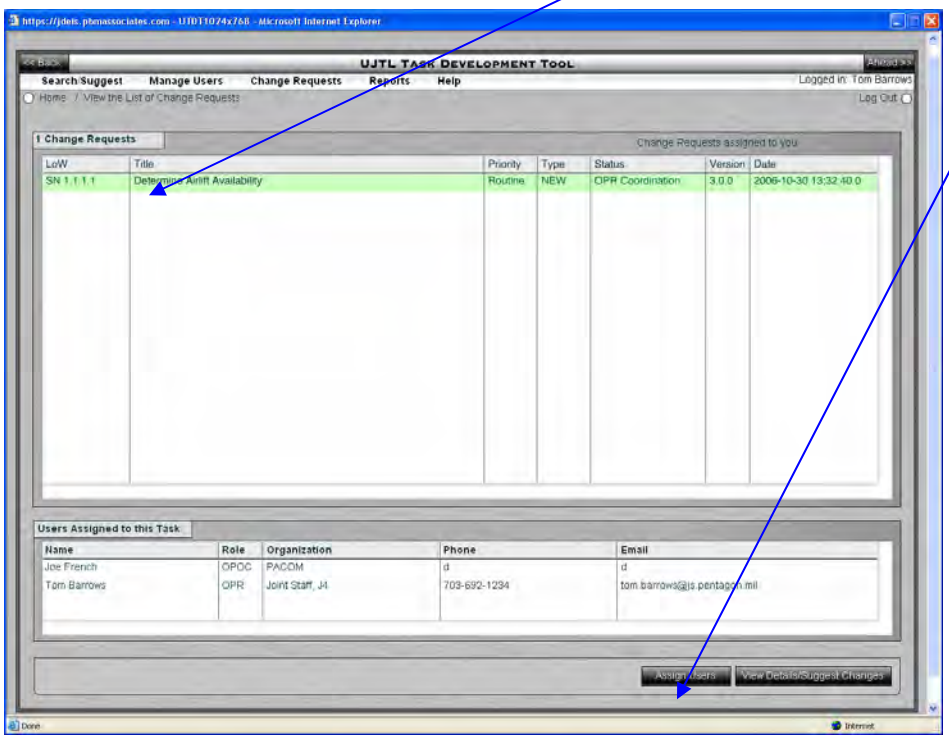


The J7 AO selects Major Barrows from the User list by highlighting his name and clicking the User(s) to Assign. The J7 AO then picks a Due Date from the pull down menu and selects Email notifications, and finally clicks on Assign User(s). The system notifies that the assignment is made.



OPR ROLE - RECEIVES CR AND FORWARDS TO SML FOR STAFFING

The OPR now logs on. First, create or select the individual who will function as the SML. See J7 AO **Creates OPR as User in System** section above for details. In this example, the SML is LtCol Baker. Once the user(s) are created, pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight SN 1.1.1.1. Hit the Assign Users button.



The OPR selects LtCol Baker from the User list by highlighting her name and clicking the User(s) to Assign. The OPR then picks a Due Date from the pull down menu and selects Email notifications, and finally clicks on Assign User(s). The system notifies that the assignment is made.

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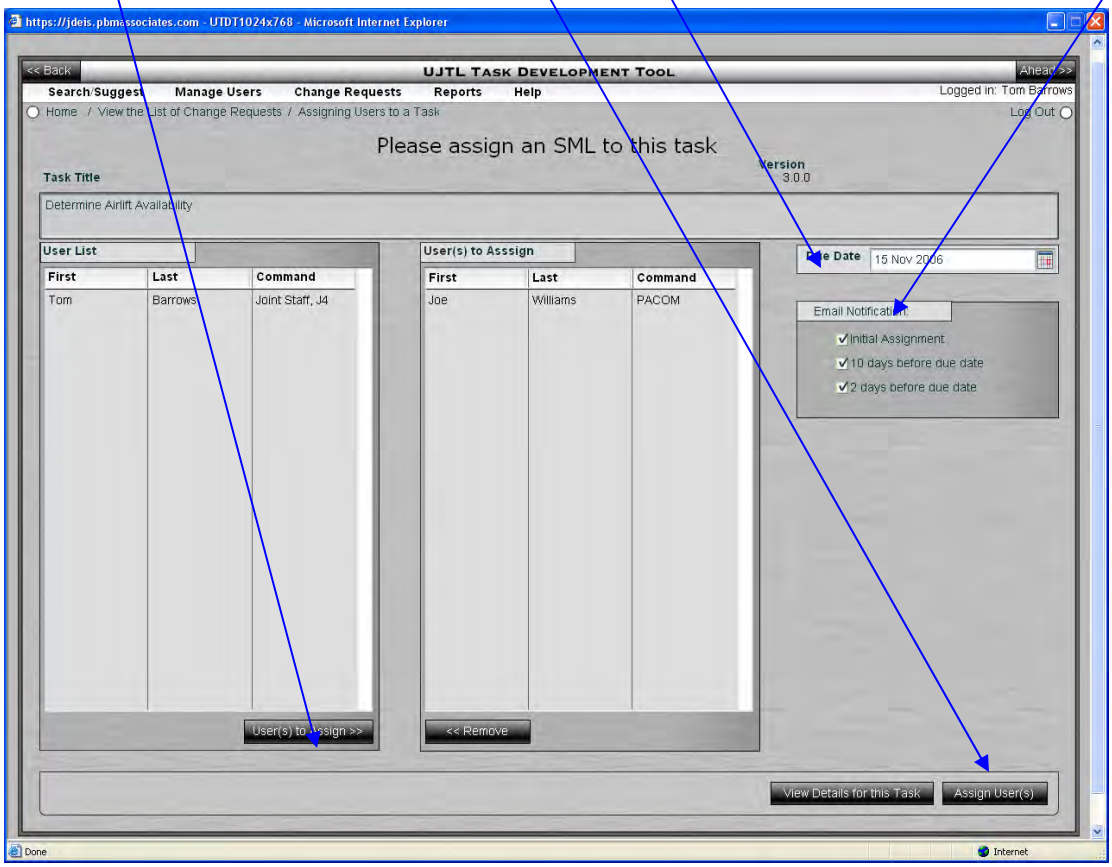
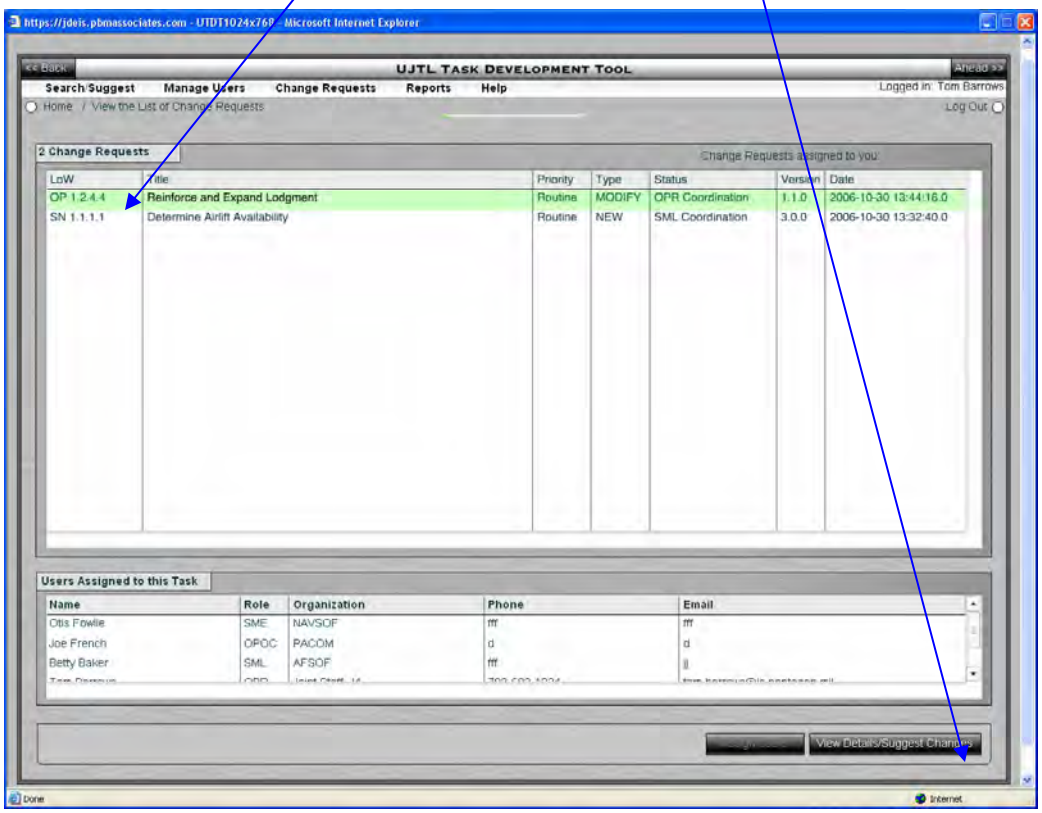
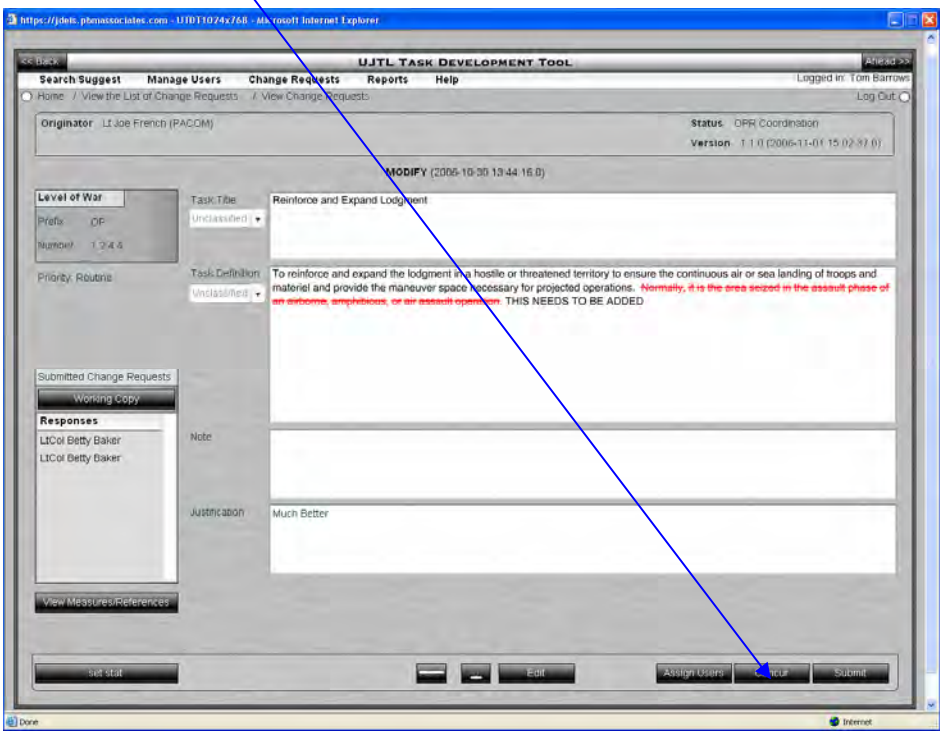


OPR ROLE - RECEIVES STAFFED CR FROM SML AND FORWARDS TO UC

The OPR logs on. Pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the View Details/Suggest Changes button.

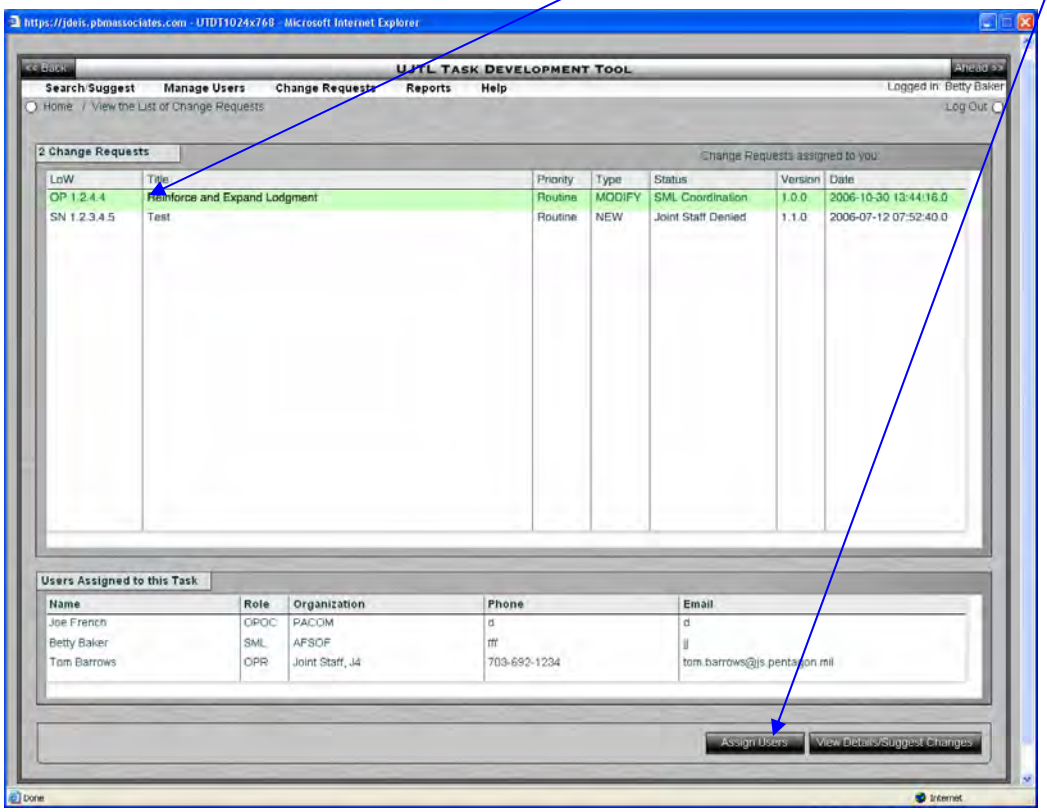


The OPR will Concur with the CR and send it to the UC.



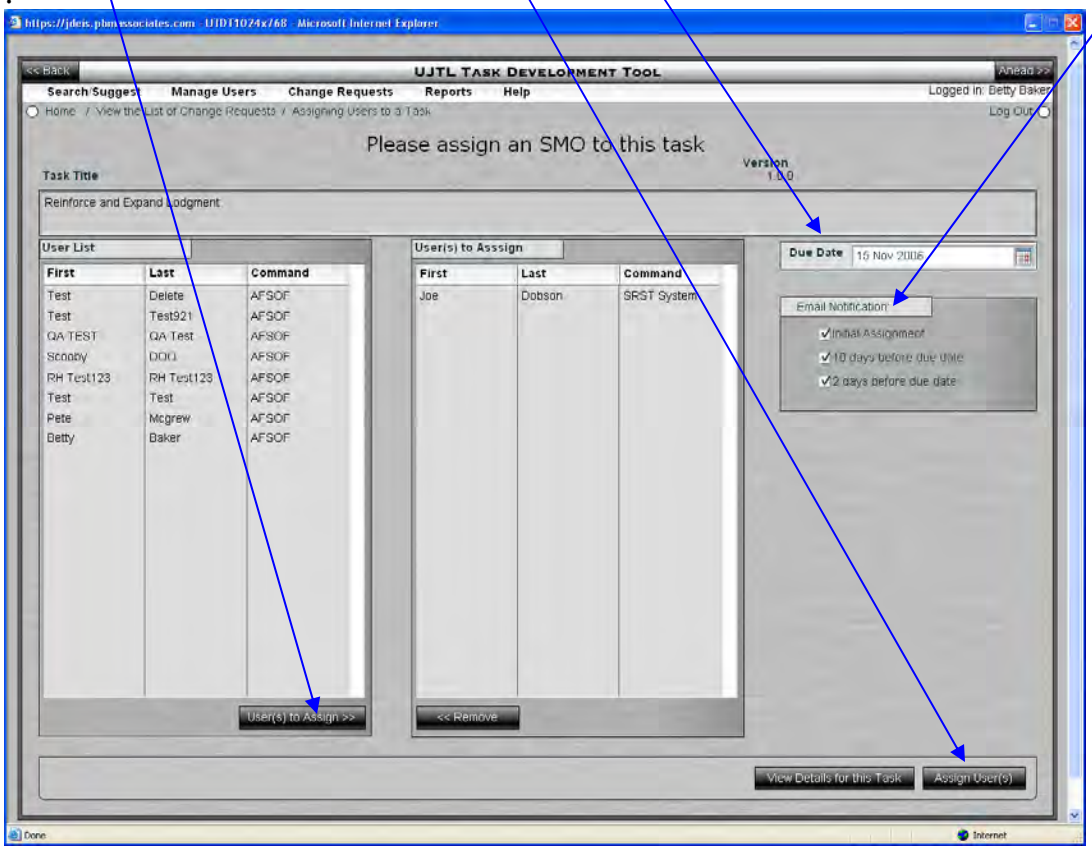
SML ROLE - RECEIVES CR AND FORWARDS TO SMO FOR STAFFING

The SML now logs on. First, create or select the individual who will function as the SMO. See J7 AO **Creates OPR as User in System** section above for details. In this example, the SMO is CDR Dobson. Once the user(s) are created, pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the Assign Users button.



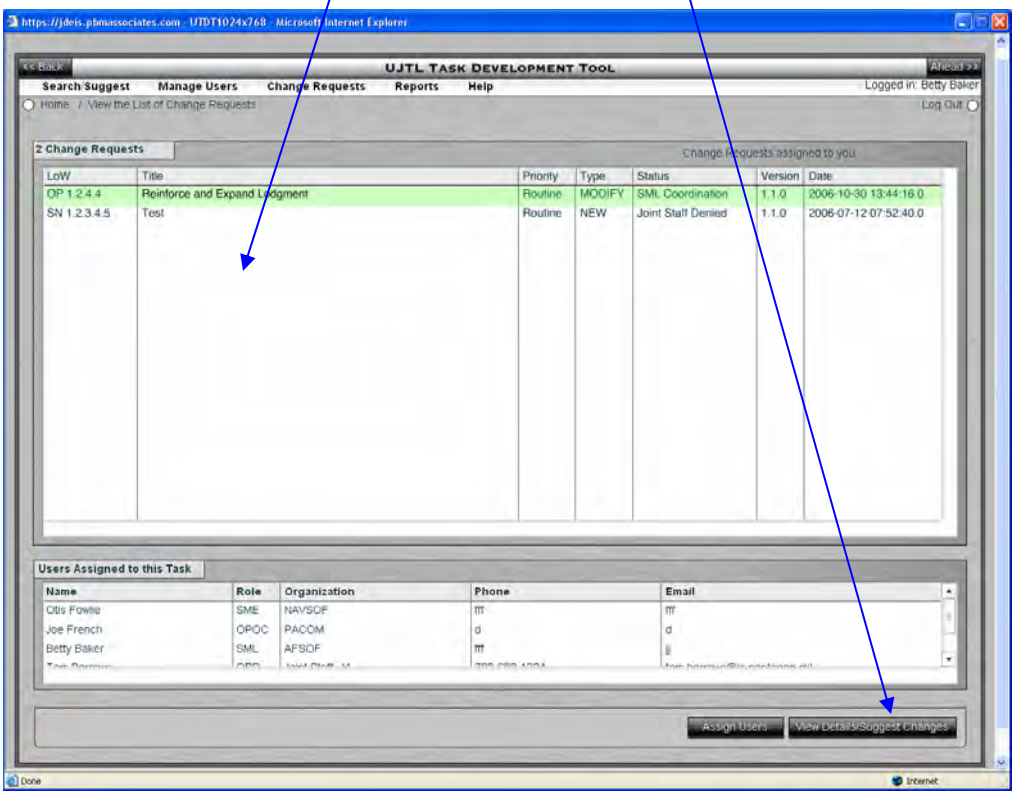
The SML selects CDR Dobson from the User list by highlighting his name and clicking the User(s) to Assign. The SML then picks a Due Date from the pull down menu and selects Email notifications, and finally clicks on Assign User(s). The system notifies that the assignment is made.

.

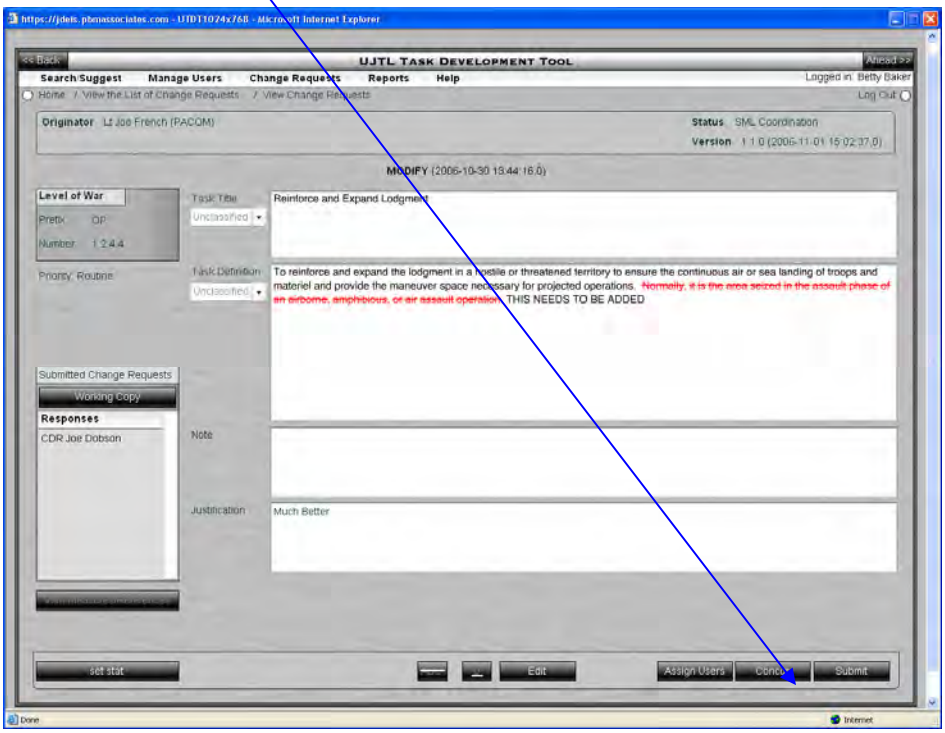


SML ROLE - RECEIVES STAFFED CR FROM SMO AND FORWARDS TO OPR

The SML logs on. Pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the View Details/Suggest Changes button.

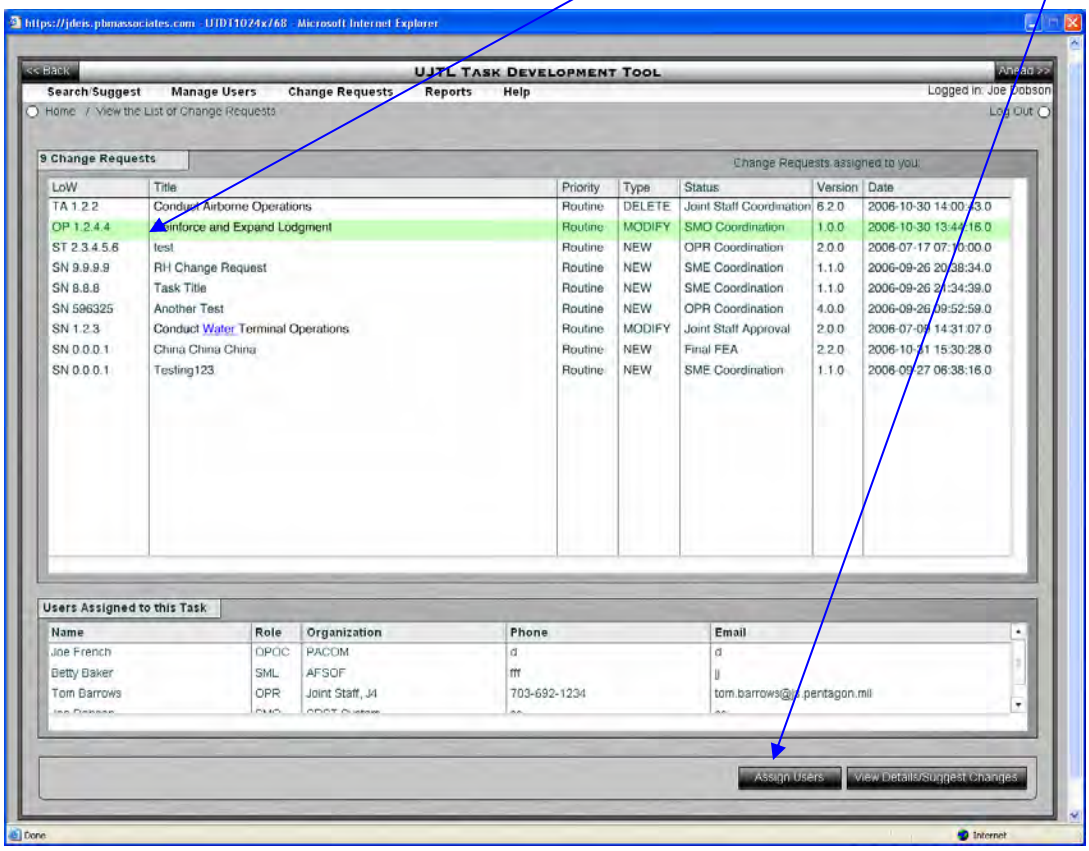


The SML will Concur with the CR and send it to the OPR.



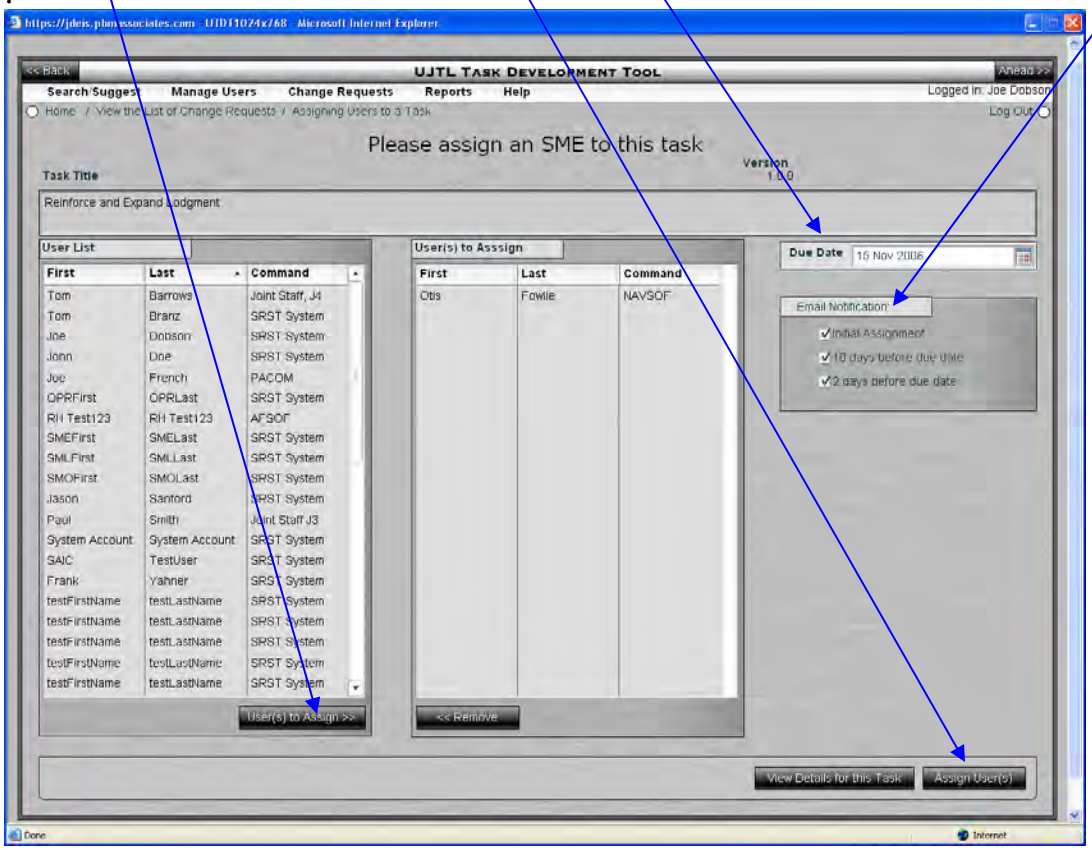
SMO ROLE - RECEIVES CR AND FORWARDS TO SMES FOR STAFFING

The SMO now logs on. First, create or select the individual(s) who will function as the SME(s). See J7 AO **Creates OPR as User in System** section above for details. In this example, the SME is Lt Fowlie. Once the user(s) are created, pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the Assign Users button.



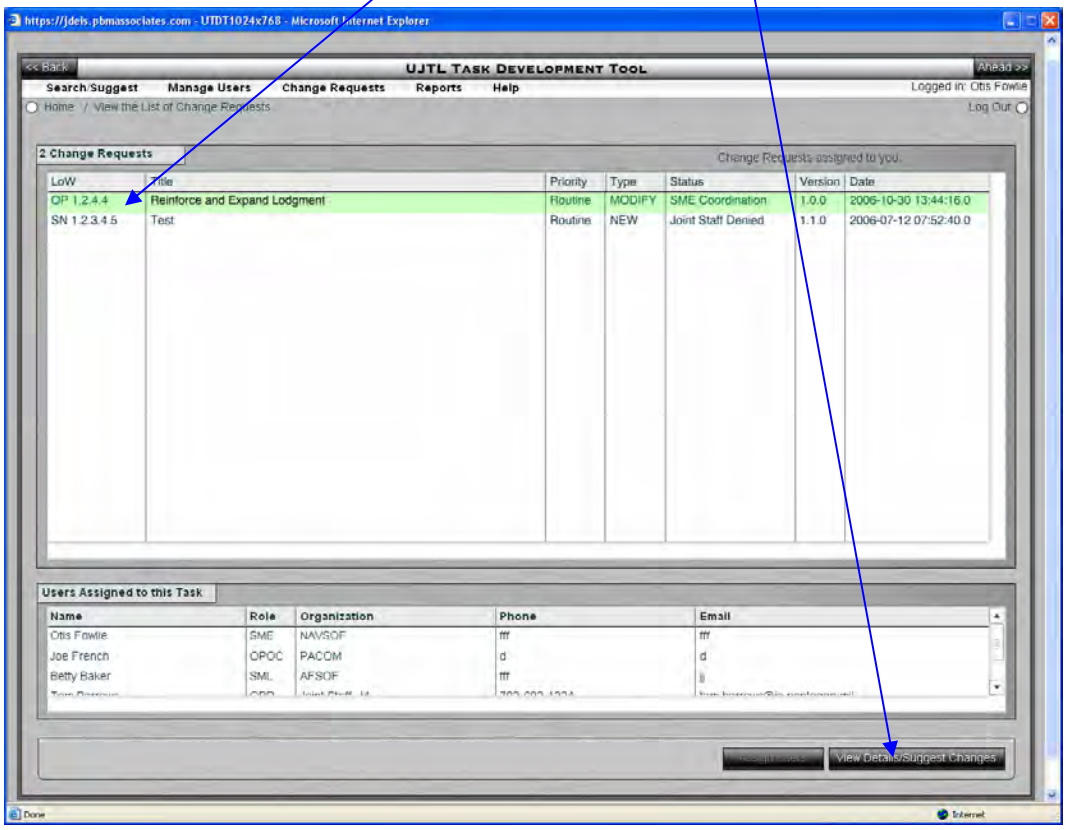
The SMO selects Lt Fowlie from the User list by highlighting his name and clicking the User(s) to Assign. The SMO then picks a Due Date from the pull down menu and selects Email notifications, and finally clicks on Assign User(s). The system notifies that the assignment is made.

.

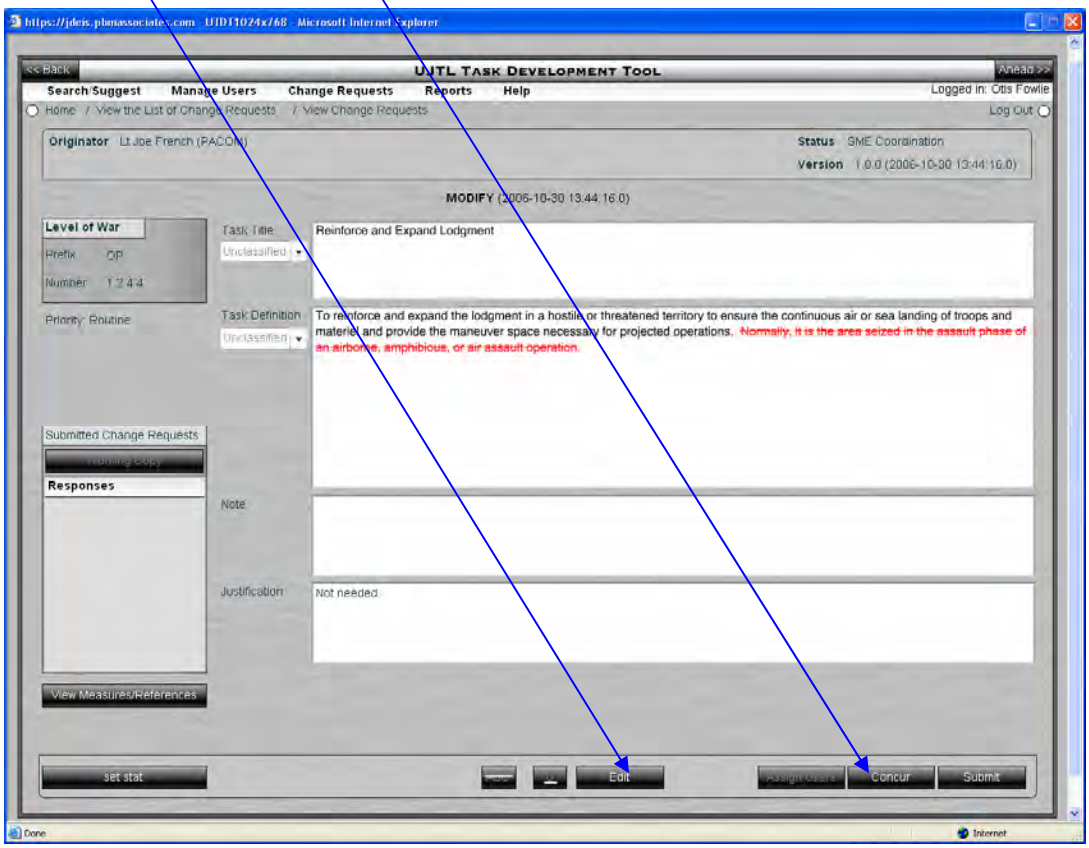


SMO AND SMES COORDINATE ON CR

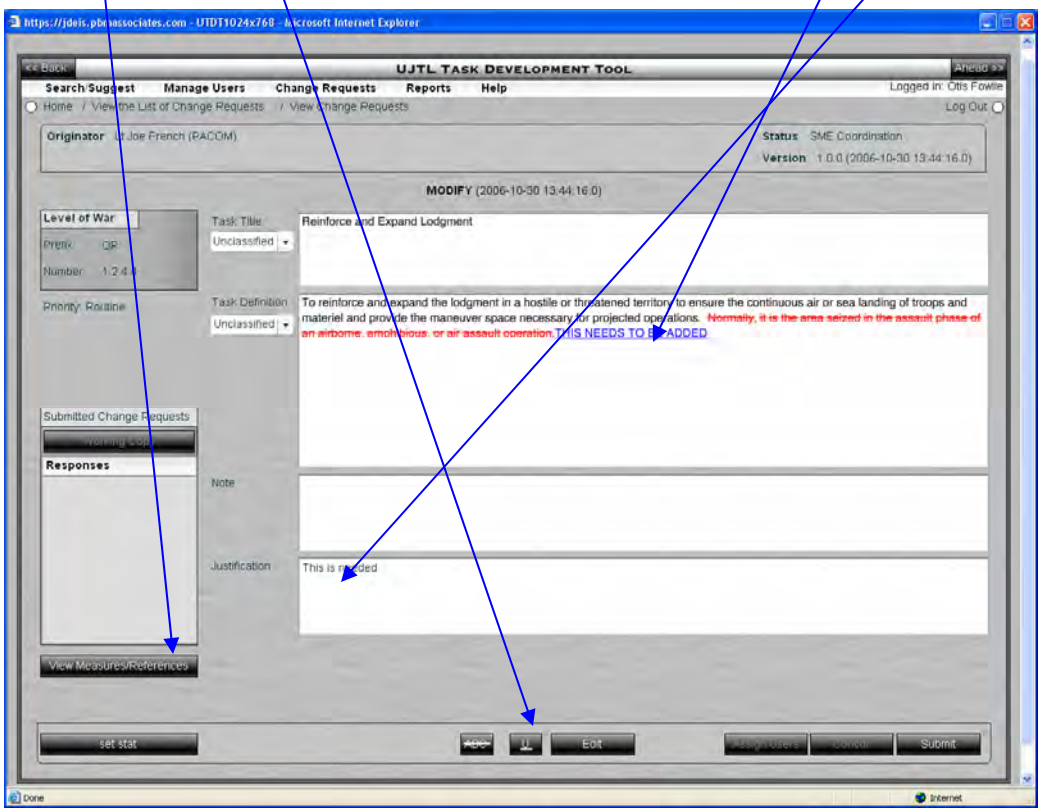
The SME now logs on. Pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the View Details/Suggest Changes button.



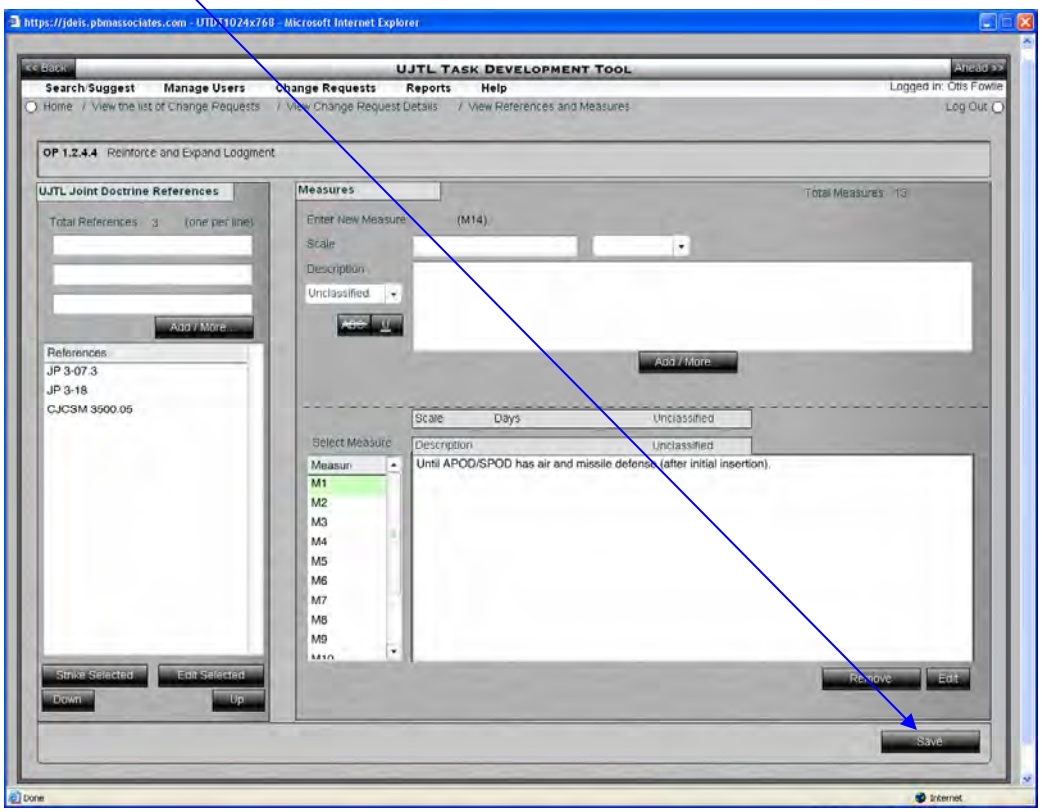
The SME can either Concur as written or Edit the CR. In this case, The SME decides to edit. Press the Edit button.



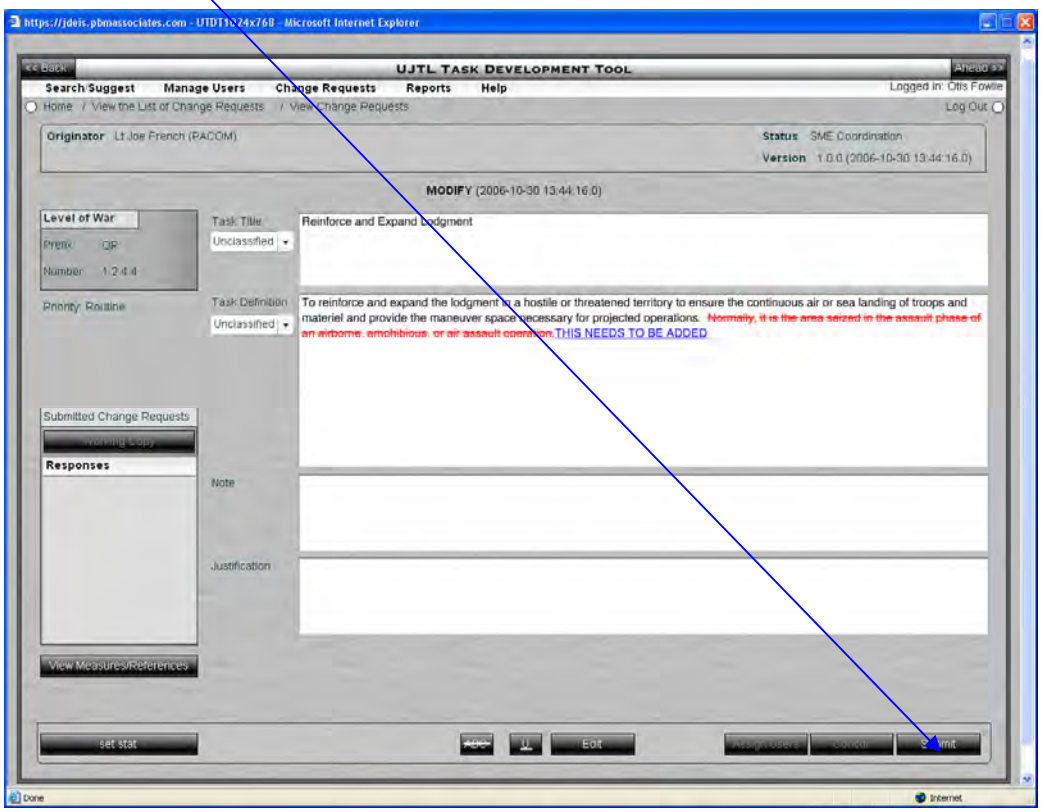
The Strikeout and Underline buttons are now active. You can make your changes to the draft CR. Changes can be made to References and Measures by pressing the View Measures/References button.



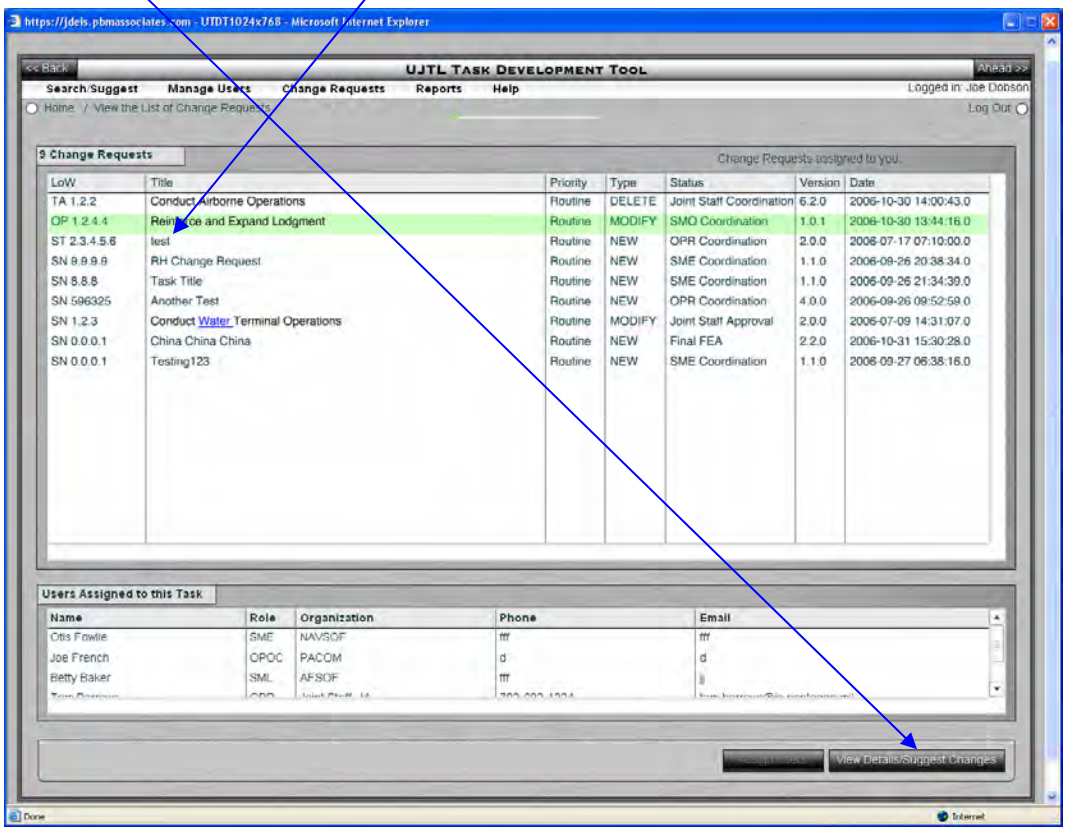
Press the Save button to return to the previous screen.



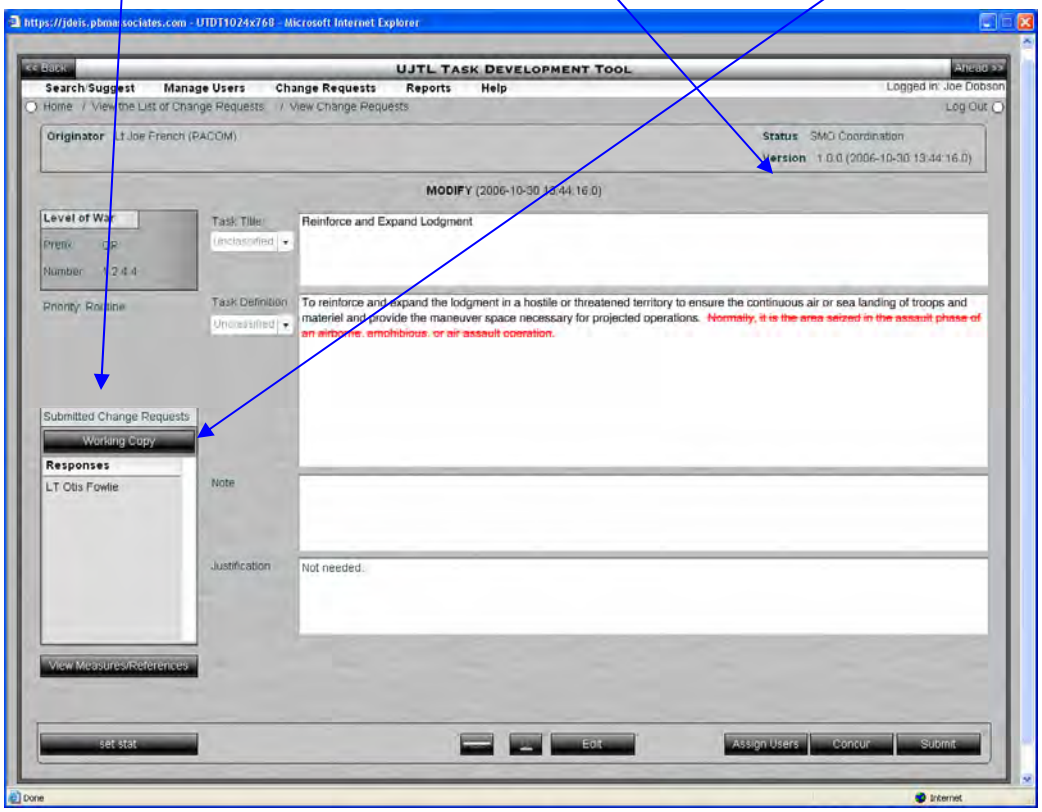
Press the Submit button to send the revised CR back to the SMO.



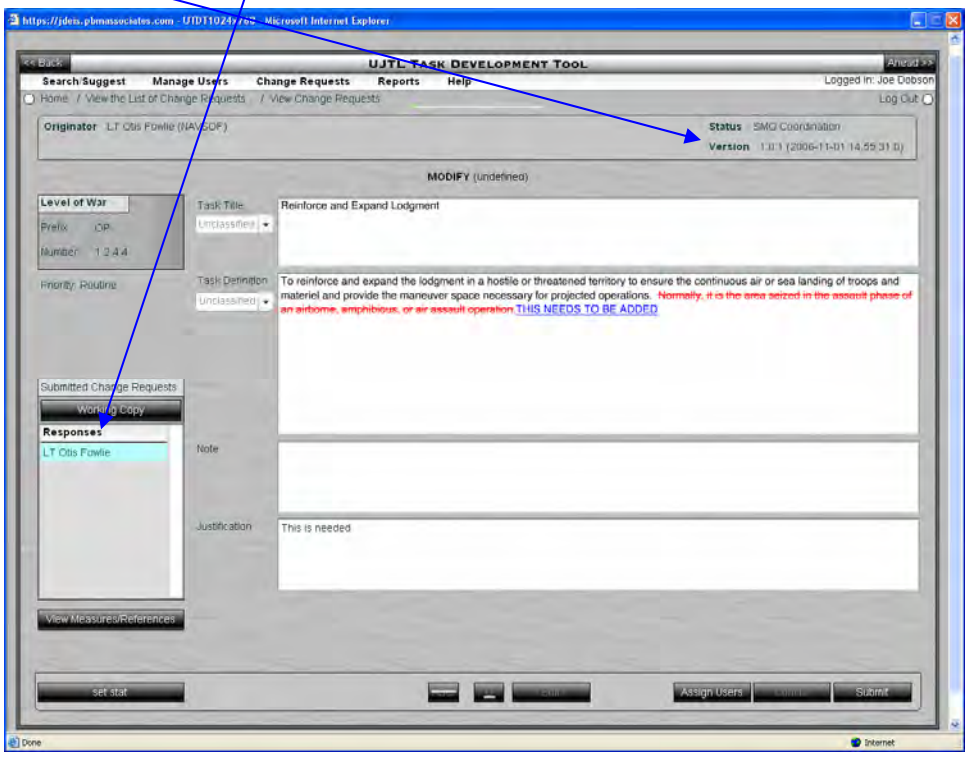
The SMO now logs on.. Pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the View Details/Suggest Changes button.



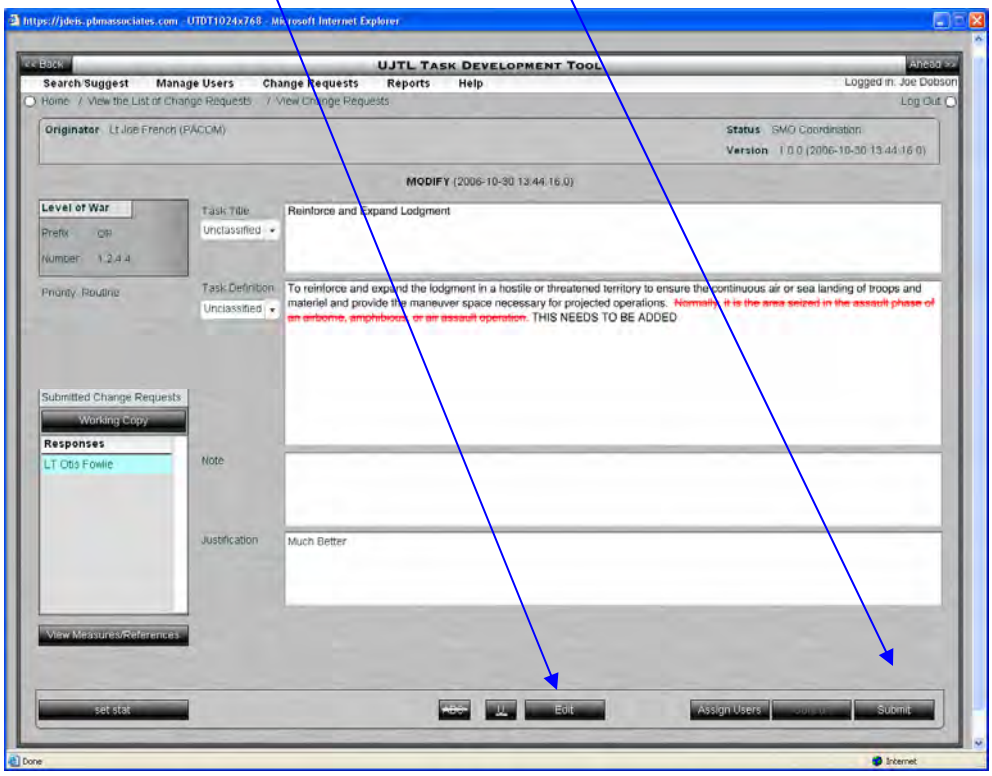
The SMO is able to view the original CR and the version submitted by the SME. The Submitted Change Request window gives this capability. Pressing the Working Copy button gives you the original. See that the version number is 1.0.0.



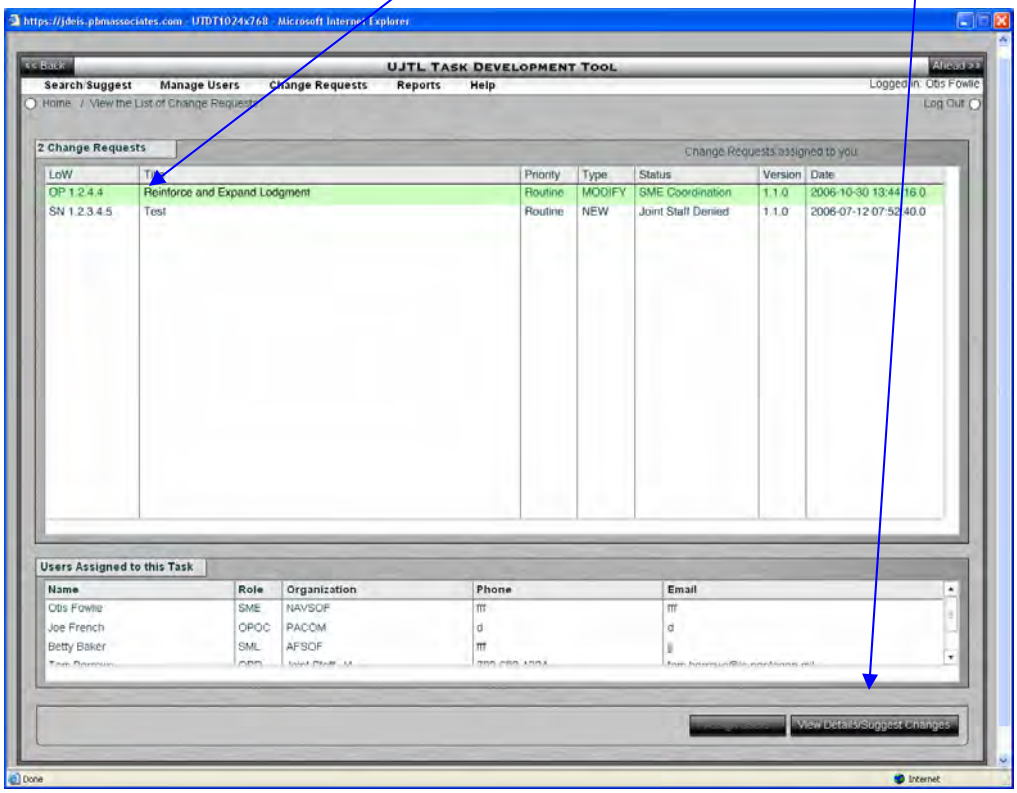
Clicking on the Otis Fowlie response shows the changes this SME made to the CR. Notice the version is 1.0.1.



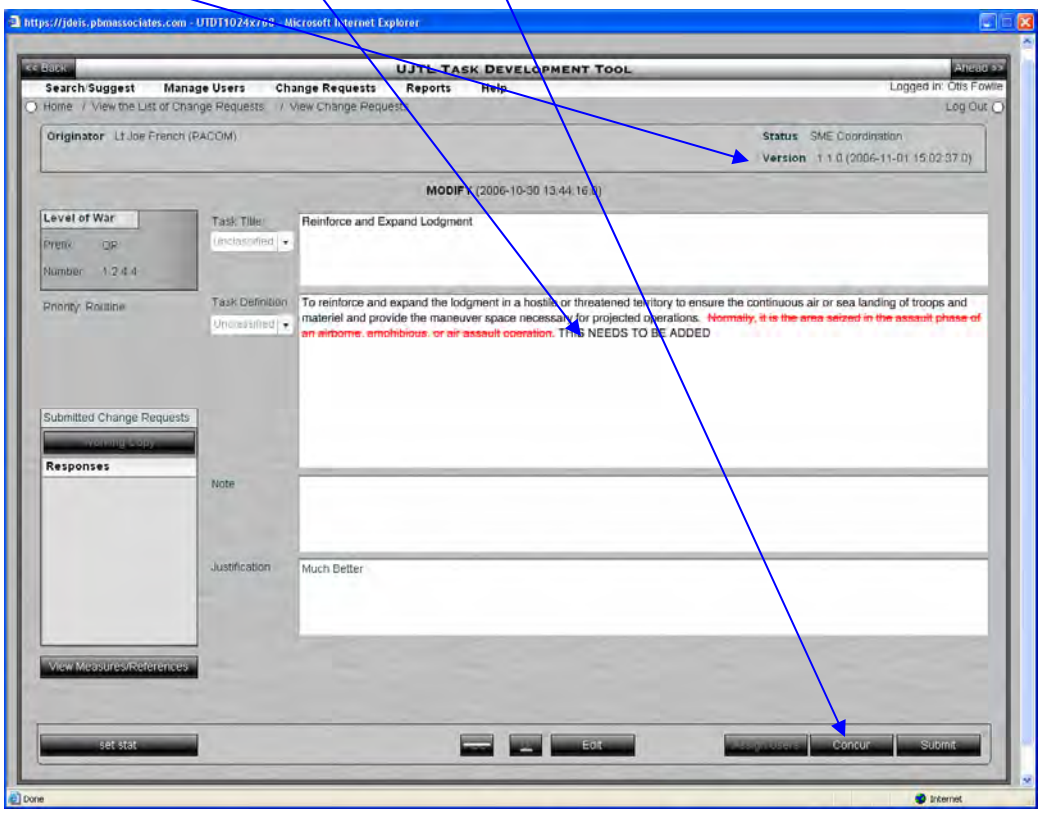
The SMO now Edits the original CR (click on Working Copy button) and creates a new version for SME coordination. He Submits it back to the SMEs.



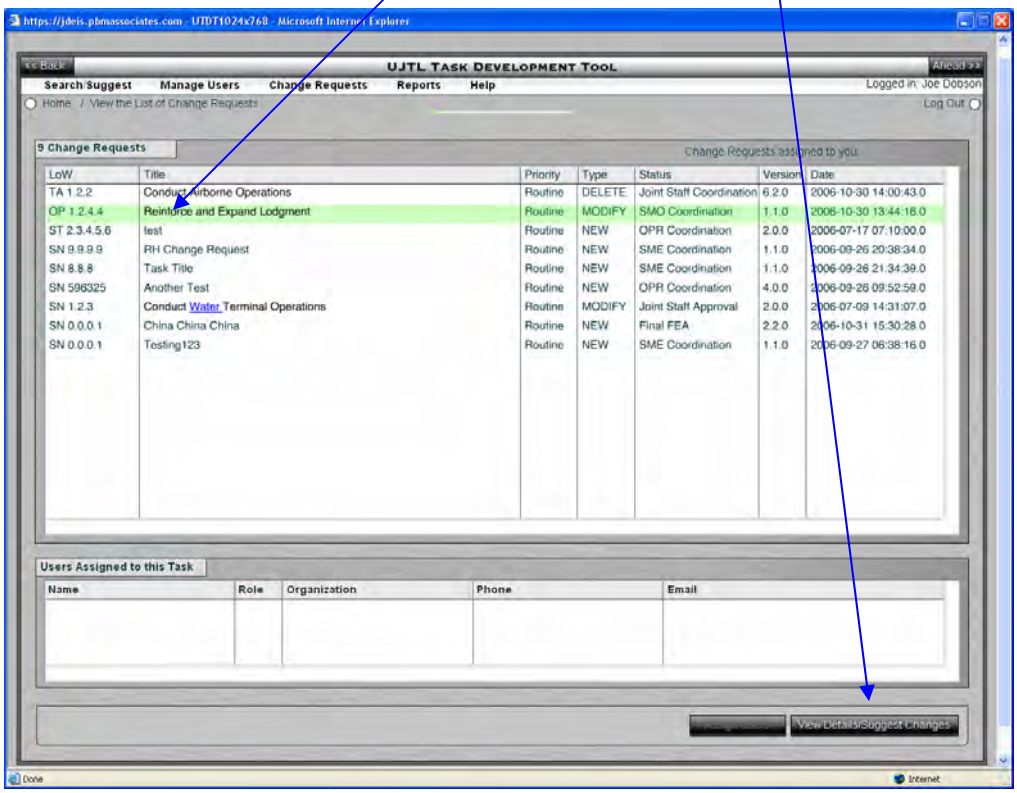
The SME logs back on. Pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the View Details/Suggest Changes button.



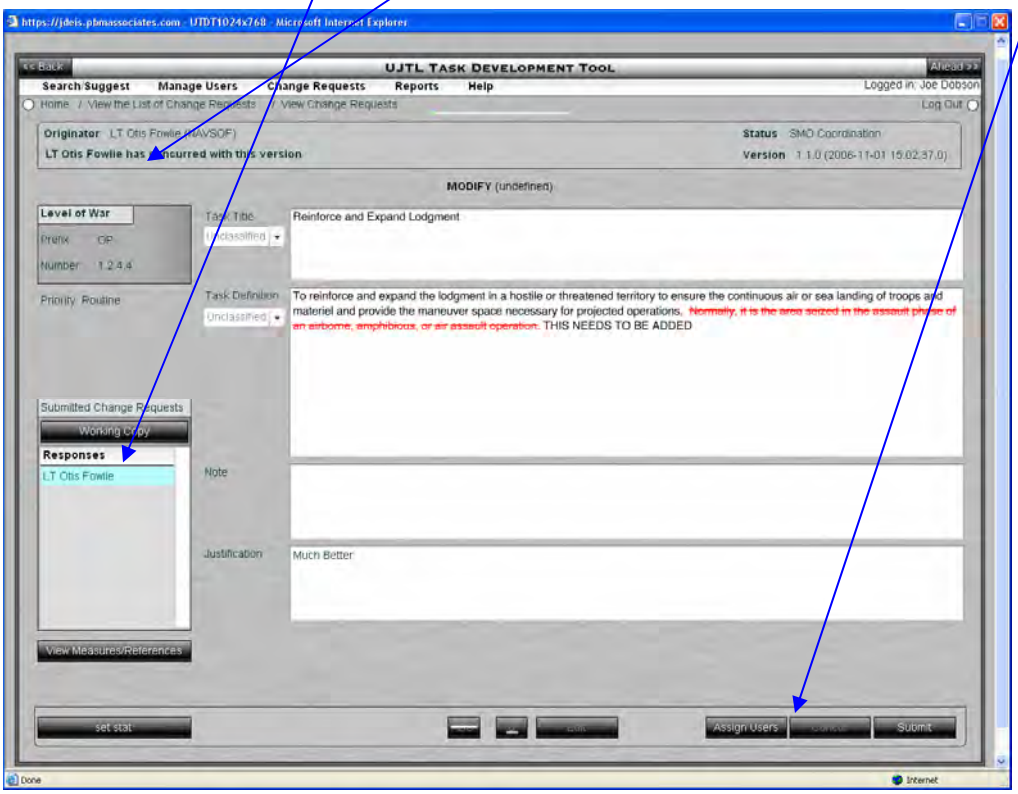
Notice that the changes made by the SMO show in this version and the version number is now 1.1.0. This time, Fritz Smith will Concur with the CR.



The SMO logs back on. Pull down the Change Requests menu and pick View Current UJTL Change Requests. Highlight OP 1.2.4.4. Hit the View Details/Suggest Changes button.

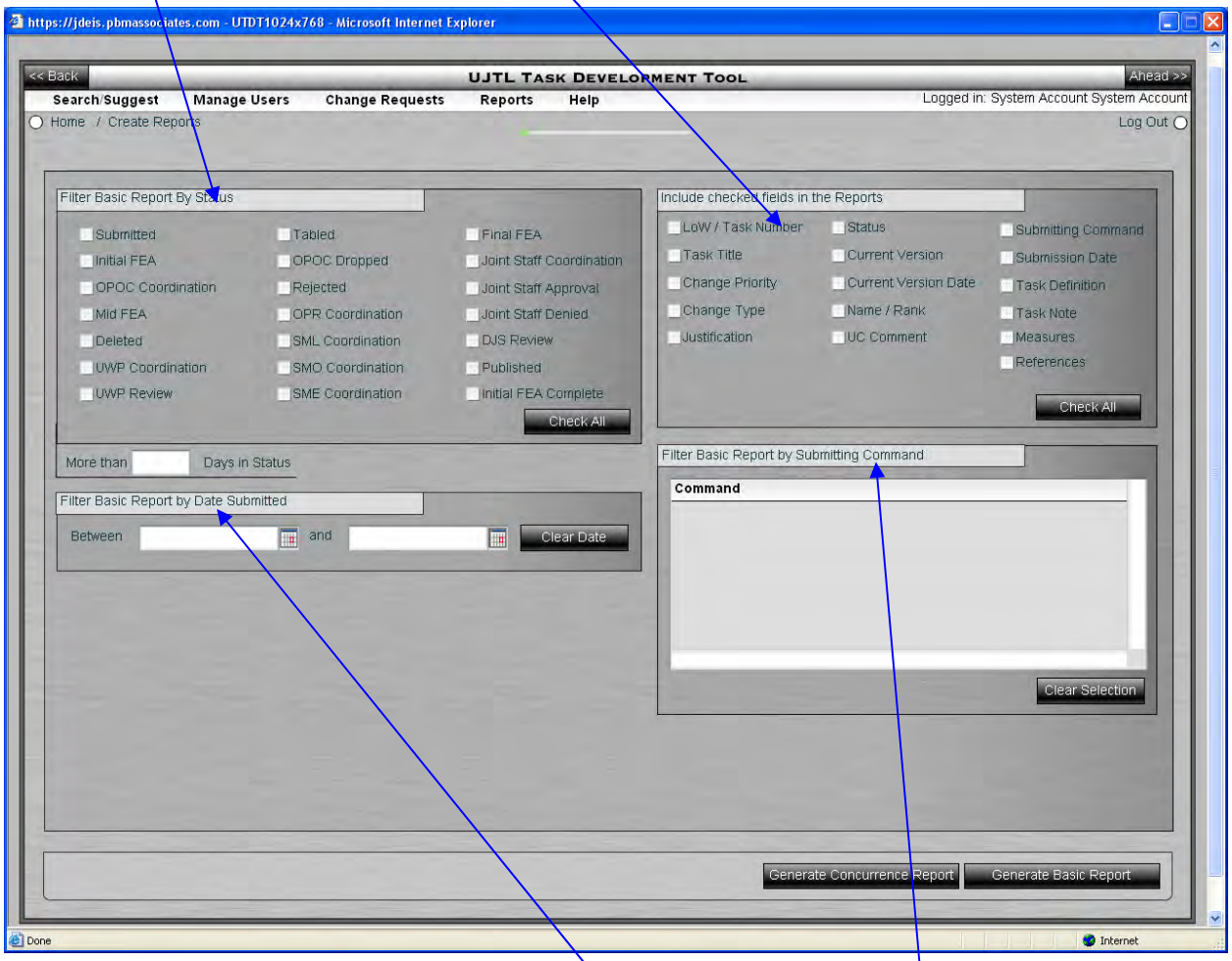


The SMO checks the copy from the SME and sees no changes. The SMO will Concur with the CR and send it to the SML.



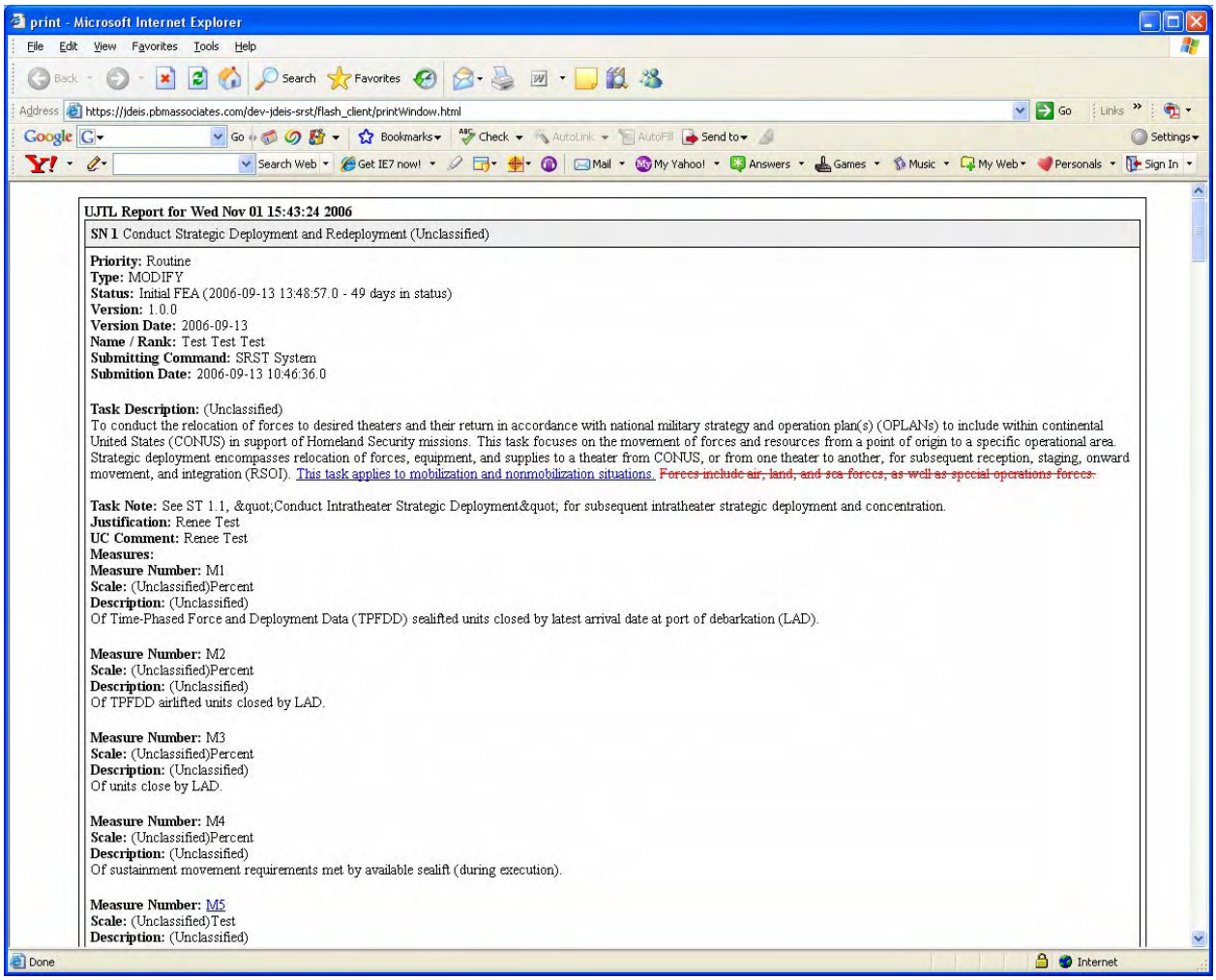
REPORTS

The reports function allows the user to create custom reports. The user is allowed to select which statuses are desired and which fields to include.



The user can filter the basic report by a range of dates or by the submitting command.

Below is an example of a report for CRs in initial FEA.



UJTL Report for Wed Nov 01 15:43:24 2006

SN 1 Conduct Strategic Deployment and Redeployment (Unclassified)

Priority: Routine
Type: MODIFY
Status: Initial FEA (2006-09-13 13:48:57.0 - 49 days in status)
Version: 1.0.0
Version Date: 2006-09-13
Name / Rank: Test Test Test
Submitting Command: SRST System
Submition Date: 2006-09-13 10:46:36.0

Task Description: (Unclassified)
To conduct the relocation of forces to desired theaters and their return in accordance with national military strategy and operation plan(s) (OPLANs) to include within continental United States (CONUS) in support of Homeland Security missions. This task focuses on the movement of forces and resources from a point of origin to a specific operational area. Strategic deployment encompasses relocation of forces, equipment, and supplies to a theater from CONUS, or from one theater to another, for subsequent reception, staging, onward movement, and integration (RSOI). This task applies to mobilization and nonmobilization situations. ~~Forces include air, land, and sea forces, as well as special operations forces.~~

Task Note: See ST 1.1, "Conduct Intratheater Strategic Deployment" for subsequent intratheater strategic deployment and concentration.
Justification: Renee Test
UC Comment: Renee Test
Measures:
Measure Number: M1
Scale: (Unclassified)Percent
Description: (Unclassified)
Of Time-Phased Force and Deployment Data (TPFDD) sealifted units closed by latest arrival date at port of debarkation (LAD).

Measure Number: M2
Scale: (Unclassified)Percent
Description: (Unclassified)
Of TPFDD airlifted units closed by LAD.

Measure Number: M3
Scale: (Unclassified)Percent
Description: (Unclassified)
Of units close by LAD.

Measure Number: M4
Scale: (Unclassified)Percent
Description: (Unclassified)
Of sustainment movement requirements met by available sealift (during execution).

Measure Number: M5
Scale: (Unclassified)Test
Description: (Unclassified)