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Department of Defense

OFFICE OF PREPUBLICATION AND SECURITY REVIEW

## Transition Tracking Action Group (TTAG) Charter

**Purpose:** This charter provides the direction for the organization and execution of the Transition Tracking Action Group (TTAG). This charter prescribes the scope, composition, and approach for the formation and management of the TTAG and provides guidance on its focus areas. Finally, this charter identifies the process to elevate topics to the Deputy Secretary of Defense (DepSecDef) and the Under Secretary of Defense for Research and Engineering (USD(R&E)) for consideration and, where appropriate, decision.

**Scope:** The TTAG will develop and support implementation of policies for advanced data analytics to track technology transitions.<sup>1</sup>

The desired outcome of the TTAG is to improve the visibility and management of the Department's technology transition efforts and to enhance capability delivery to military users in the field. Current DoD data systems and business processes are unable to track outcomes for technology transition and technology investments, leading to a lack of visibility and increasing risk to the Department's research, development, test, and evaluation (RDT&E) expenditures. To address this knowledge gap, the TTAG will work to: (1) identify opportunities and barriers to tracking technology transition; (2) track technology transitions with data; and (3) develop processes and policies required to better track technology transitions throughout research, development, test, evaluation, and acquisition – from basic research to fielding. The TTAG will measure the efficacy of the Department's investments and capture the Department's success in technology transition by leveraging the Advancing Analytics (ADVANA) data platform.

The TTAG will:

- Determine which policies and data sources need to be updated in order to track technology transition, down to the level of individual budget line items, and present recommendations for decision by the Deputy's Management Action Group (DMAG);
- Conduct research and analysis of data mapping and relationships across the research and engineering (R&E) lifecycle within the Office of the Secretary of Defense (OSD), the Military Departments, industry, and academia to identify and map relevant, existing datasets for technology transition tracking, in coordination with Chief Digital and Artificial Intelligence Office (CDAO) data mesh concepts and best practices;
- Develop and incorporate persistent identifiers<sup>2</sup> in key data sources to track technology transition throughout research, development, test, evaluation, and acquisition;
- Address key or priority technology transition tracking issues as requested by TTAG members, the DepSecDef, the USD(R&E), or the TTAG Chair; and

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<sup>1</sup> "Technology transition" is defined as the "use of technology in military systems to provide effective capabilities in the quantity and quality needed by the warfighter to carry out assigned missions." Technology transition can occur through: "(a) integrating technology into a DoD capability by starting a new program or program improvement plan, implementing new software on an existing system, or implementing a follow-on technology maturation program; (b) fielding a new capability; (c) transferring a technology from DoD into use in industry; or (d) transferring a technology from DoD into use at another government agency. Office of the Secretary of Defense (August 8, 2022). *Defining Core Terms Related to Technology Policy across the Department of Defense* [Memorandum]. Department of Defense.

<sup>2</sup> Persistent identifiers are data elements used to connect disparate datasets.

- Decide how to best provide information to internal OSD leadership for the purposes of responding to congressional inquiries.

The TTAG will report its findings and recommendations, including any recommended courses of action, to the DepSecDef, the USD(R&E), the CDAO, the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)), the DoD Chief Information Officer (CIO), and the DepSecDef's Senior Advisor for Innovation. The USD(R&E) will determine if issues raised by the TTAG or captured in the TTAG's Statement of Conclusions (SoC), a summary of the content and action items from each TTAG meeting, should be added to relevant governance forum or senior leader meeting agendas, as appropriate.

**Organization:** The TTAG, at a minimum, shall include:

- **Chair:** The Office of the Under Secretary of Defense for Research and Engineering (OUSD(R&E)) Chief Data Officer is the TTAG Chair. The TTAG Chair will set the agenda for TTAG meetings and, informed by TTAG meeting discussions, escalate issues to the DepSecDef or the USD(R&E) for further consideration. The TTAG Chair will manage the TTAG processes needed to plan, support, and execute decision-making. The TTAG Chair will be responsible for reporting strategy, policy, programmatic, or budgetary courses of action and recommendations. The TTAG Chair will manage planning, coordination, and execution of TTAG meetings and may invite speakers from outside the Department to address the TTAG members during meetings.
- **Standing Members:** The following organizations will designate individuals no lower than the 2-Star level/Tier 2 Senior Executive Service level to be standing members of the TTAG:
  - The Offices of the following OSD Components:
    - The USD(R&E);
    - The Under Secretary of Defense for Acquisition and Sustainment;
    - The Under Secretary of Defense for Policy;
    - The Under Secretary of Defense (Comptroller);
    - The Under Secretary of Defense for Intelligence and Security;
    - Cost Assessment and Program Evaluation;
    - DoD CIO; and
    - CDAO.
  - The Military Service Science and Technology Executives;
  - The Military Service Acquisition Executives;
  - The Strategic Capabilities Office;
  - The Defense Innovation Unit;
  - The Joint Chiefs of Staff: Director J6 (DJ6), Director J7 (DJ7), and Director J8 (DJ8); and
  - The Combatant Commands.

Each standing member may delegate an individual ranked no lower than the O-6/GS-15 level to participate in TTAG meetings in their place.

- **Members by Invitation:** The TTAG Chair may invite individuals (including individuals from outside the Department of Defense) who are not TTAG standing members to attend individual TTAG meetings or other TTAG working sessions.
- **TTAG Executive Secretariat:** The TTAG Executive Secretariat is comprised of OUSD(R&E) personnel supervised by the TTAG Chair.

**Schedule:** The TTAG will meet every other month, although events-driven considerations may affect meeting frequency. The TTAG Chair, when possible, will provide at least one month's advance notice of TTAG meetings. The TTAG Executive Secretariat will provide the meeting agenda to all TTAG standing members and to TTAG members by invitation (if any) one week prior to a TTAG meeting. As directed by the TTAG Chair, TTAG working groups may be convened as needed prior to a TTAG meeting.

**Implementation and Follow-up:** Within one calendar week of each TTAG meeting, the TTAG Executive Secretariat will send a SoC to the TTAG members that summarizes tasks, critical points for future discussion, and guidance from the TTAG meeting.

**Coordination with Other DoD Entities:** The TTAG may coordinate with other DoD entities to align its findings or decisions with the work of other DoD entities, as appropriate.