



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

OCT 31 2022

MEMORANDUM FOR CHAIR, DEFENSE ADVISORY COMMITTEE ON MILITARY
PERSONNEL TESTING

SUBJECT: Terms of Reference – Defense Advisory Committee on Military Personnel Testing

I am establishing terms of reference (ToR) for the Defense Advisory Committee on Military Personnel Testing (DACMPT). My objectives for this committee are outlined in the attached ToR. As the sponsor of the DACMPT, I direct that all tasks for this committee be coordinated through my office; however, proposals for tasks may come from key stakeholders across the Department.

The DACMPT is subject to the Federal Advisory Committee Act (5 U.S.C., Appendix). All advice and recommendations generated by it will be thoroughly discussed and deliberated by the entire DACMPT at a properly noticed and open meeting, subject to the Government in the Sunshine Act exemptions (5. U.S.C. § 552b(c)).

A handwritten signature in black ink, appearing to read "Gilbert R. Cisneros, Jr.", is centered below the text.

Gilbert R. Cisneros, Jr.

Attachment:
As stated

cc:
General Counsel of the Department of Defense
Director of Administration and Management
Group Federal Officer, Office of the Under Secretary of Defense
for Personnel and Readiness

Defense Advisory Committee for Military Personnel Testing

This Terms of Reference (ToR) establishes the Under Secretary of Defense for Personnel and Readiness' (USD(P&R)) objectives for the Defense Advisory Committee for Military Personnel Testing (DACMPT).

Mission Statement: Consistent with the Federal Advisory Committee Act and in accordance with DoD policy and procedures, the DACMPT will not duplicate work performed by DoD or any other DoD Federal advisory committee or subcommittee. The DACMPT is tasked to provide independent advice and recommendations to the Secretary of Defense and the Deputy Secretary of Defense, through the USD(P&R), on matters and policies related to the military personnel testing for selection and classification.

The DACMPT will focus on issues related to the research, development, implementation, and maintenance of enlisted and officer accession tests and career exploration programs. Technical issues to be addressed will include, but are not limited to, processes and policies related to administration and security of testing and theoretical development of constructs, measurement precision, reliability, validity, equating, efficiency, fairness, and other operational and policy considerations.

Issue Statement: Military Services conduct a whole person assessment of each candidate who applies for admission into the officer commissioning program or enlistment into the Armed Forces. This holistic process reviews several factors including citizenship, age, previous education, dependency status, aptitude, medical, physical, drug and alcohol abuse, and conduct. Specific qualification standards are codified in Department of Defense Instruction (DoDI) 1304.26, "Qualification Standards for Enlistment, Appointment, and Induction," March 23, 2015, as amended. Eligibility qualification testing is a critical component of the whole person assessment. This process must be continuously evaluated, ensuring use of valid, reliable, and fair criteria and measures. Senior Leaders must have access to, and benefit from, independent and external perspectives from the leading experts in test development and personnel assessment techniques. The Committee provides the optimum pathway to generate recommendations to ensure the military's primary means for testing are valid, reliable, and fair.

Objectives and Scope: The DACMPT provides the Secretary of Defense, the Deputy Secretary of Defense, and the USD(P&R) with independent assessments, external perspectives, and recommendation on policies and processes utilized by the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) and Military Services assessing candidates to the Active, Reserve, and National Guard Components. The Committee reviews and examines policies and processes relating to both cognitive and non-cognitive test assessment methodologies, policies, and standards. The committee focuses on:

- Administration and security of testing;
- Theoretical development of constructs;
- Measurement precision;

- Measurement Equivalency;
- Validity of Measurement for outcome of interest;
- Measurement fairness; and
- Other operational and policy considerations relating to standards.

Therefore, I direct the DACMPT to examine the accession testing practices based on the Standards for Educational and Psychological Testing (American Educational Research Association, American Psychological Association, & National Council for Measurement in Education, 2014), and industry best practices on the methodologies and approaches used to develop, administer, and make high stakes decisions based on the applicable accession tests. This includes methodologies used for selecting candidates, matching them to occupational specialties, and providing career exploration tools.

During the first year after date of the ToR, DACMPT will:

- Review the Department's current military accession testing capabilities to select, classify, and provide career exploration information to the accession population; identify gaps based on best practices from academia and private industry; and recommend changes leveraging private sector best practices.
- Review the Department's approach and methodology to develop, administer, and make decisions based on applicable accession instruments; and recommend modernization techniques to ensure all instruments are reliable, valid, and fair to all demographic populations and used for appropriate accession decisions. Recommendations must leverage the latest theory and standards used within the realm of test development and uniform guidelines for employee selection.

During the second year after the date of ToR, DACMPT will:

- Assess and recommend changes to statutory requirements, system limitations, staffing shortfalls, and fiscal resource constraints that inhibit the Department's ability to accurately assess military workforce capabilities at the point of accession.
- Assess and provide prioritization of actionable, germane recommendations on how to enhance the testing capabilities, policies, practices, and applicable law to ensure the Department of Defense is utilizing accurate, precise, and legally defensible practices to select, classify, and provide career exploration counseling. Recommendations should address technical issues related to, but not limited to, policies and processes for administration and security of testing, theoretical development of constructs, measurement precision, validity, equating, efficiency, fairness, and other operational and policy considerations.
- Any other related matters determined relevant to these tasks.

Methodology: The DACMPT assessment will be conducted in compliance with the Federal Advisory Committee Act (FACA). Its assessment should focus on current policies, procedures, processes, standards, and future enhancement efforts under consideration by OUSD(P&R) and Military Services. To complete the assessments:

1. The Committee is authorized to access, consistent with law, documents and records, which the Committee deems needed and DoD personnel determines necessary to complete its task.
2. The Committee may review the results of past and recent examinations, analyses, and reports in relation to the accession testing programs, to include reports generated by OUSD(P&R) and the Military Services.
3. The Committee may receive information, briefings, updates, and conduct interviews as appropriate.
4. The Committee may seek input from other sources with pertinent knowledge or experience as appropriate.

Deliverables: The DACMPT will discuss and deliberate on its recommendations through open discussion in a noticed public meeting subject to the Government in the Sunshine Act exemptions. The DACMPT Chair provides official recommendations, within 90 days, after the conclusion of every session in a letter addressed to the Director, Accession Policy. The letter is also included in the Chair certified meeting minutes. The DACMPT also provides a biennial report summarizing and prioritizing critical advice and recommendations provided within the last two years. Suggested prioritization of recommendations is deliberated by the DACMPT members in an open meeting prior to submission.

Support: In support of this ToR and the work conducted in response to it, the DACMPT has my full support to meet with DoD experts. The DACMPT staff, on behalf of the DACMPT, may request the Office of the Secretary of Defense and DoD Component heads to timely furnish any requested information, assistance, or access to personnel to the DACMPT. All requests shall be consistent with applicable laws; applicable security classifications; DoDI 5105.04, "Department of Defense Federal Advisory Committee Management Program;" and this ToR. As special government employee members of a DoD Federal advisory committee, the DACMPT members will not be given any access to DoD networks, to include DoD email systems.

Once material is provided to the DACMPT, it becomes a permanent part of the DACMPT's records. All data/information provided is subject to public inspection unless the originating Component office properly marks the data/information with the appropriate classification and Freedom of Information Act exemption categories before the data/information is released to the DACMPT. The DACMPT has physical storage capability and electronic storage and communications capability on unclassified networks to support receipt of material. The DACMPT does not advise on classified issues.

The DACMPT will operate in conformity with, and pursuant to, its charter, FACA, the Government in the Sunshine Act, other applicable Federal statutes and regulations, and DoD policies and procedures. The DACMPT members do not have the authority to make decisions or provide recommendations on behalf of the DACMPT nor report directly to any federal representative. Members of the DACMPT are subject to certain Federal ethics laws, including 18 U.S.C § 208, governing conflicts of interest, and the Standards of Ethical Conduct regulations in 5 CFR Part 2635.

Thank you in advance for cooperation and support to this critical undertaking to inform subsequent decisions on how the Department addresses matters and policies related to the military personnel testing for selection and classification.

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