

***Test and Evaluation***

***PLANNING, COMMANDING, AND CONTROLLING  
OF OFF-BASE TEST ACTIVITIES***

This instruction implements AFD 99-1, *Test and Evaluation Process*. It establishes procedures and responsibilities for planning, commanding, and controlling of off-base testing by the 46th Test Wing (46 TW) and other AFDTC personnel supporting the 46 TW. This instruction, in conjunction with test directives (TDs), establishes functional relationships among Government test team participants operating at off-base/deployed testing locations. In special cases when the 46 TW is delegated or assigned a special evaluation responsibility of which test is only a part, this instruction will not apply and special procedures will be developed. Deployments from Eglin AFB to Holloman AFB are subject to this instruction; however, planning and execution of the deployment will be greatly simplified due to the existence of the 46th Test Group (46 TG) and 586th Flight Test Squadron (586 FTS) at Holloman AFB (see paragraph 3.1.3). Deployments from Holloman AFB to test locations other than Eglin AFB are subject to this instruction. See 46 TWI 11-201 for specific flying operation procedures at off-base locations.

**SUMMARY OF REVISIONS**

This revision aligns the instruction with AFD 99-1, and updates office symbols and titles. It also changes the title of deployment director to deployment commander, and cross-references appropriate 46th Test Wing and 46th Operations Group instructions.

**1. General.** This instruction provides policy guidelines and procedures for planning off-base testing, designating a deployment commander and/or leader, and identifying test team responsibilities. This instruction does not supersede existing organizational responsibilities in planning, conducting, or supporting test activities. These procedures apply for all tests conducted, wholly or in part, at off-base locations. In special cases, where a permanent operating location is established, a detachment leader will be designated and assigned the same responsibilities as the transitory deployment commander or test team leader.

**2. Terms Explained:**

2.1. **Deployment Commander.** This individual is designated in writing by the 46 TW Commander (46 TW/CC) and is responsible for all off-base activities in support of a particular test on a particular deployment. The deployment commander is normally the senior ranking military or civilian individual supporting the test, but may be the test engineer responsible for the conduct of the test.

2.2. **Team Leader.** This individual is responsible for providing 46 TW support at an off-base test location during a specific deployment when an individual from another organization is deployment commander.

2.3. **Officer in Charge (OIC) or Noncommissioned Officer in Charge (NCOIC).** This individual is responsible for all AFDTC military matters. The OIC has no test direction authority unless this person is also designated specific responsibilities.

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**Supersedes AFDTCR 55-11, 13 December 1993  
OPR: 46 TS/OGEX, (Mr. Roger Crabtree)**

**Certified by: 46 TS/CC, (Lt Col William Higginbotham)  
Pages: 5/Distribution: #F; X  
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2.4. Programming Engineer. This individual is responsible for all project documentation, test planning, and preparation.

2.5. Test Engineer. This individual is responsible for the conduct of the off-base test and final reporting.

### 3. Responsibilities:

3.1. 46 TW/CC, 46 TG/CC, and 46 TW Group Commanders:

3.1.1. The 46 TW/CC will sign the memo designating the 46 TW person as a deployment commander or team leader except when only one 46 TW directorate is supporting another organization in an off-base test, then the memo of designation may be signed by the appropriate group commander. For off-base tests conducted by the 46 TG, the 46 TG/CC will sign a memo designating the 46 TG person as a deployment commander or team leader.

3.1.2. 46 TW/CC, through the 46 TW groups, will retain control of all AFDTTC resources (such as aircrew, aircraft and support personnel, and equipment) during the deployment.

3.1.3. When deployed to Holloman AFB, all members of the test team will be under the command of the 46th Test Group Commander. In addition, if flying at Holloman AFB, the test team will follow procedures in 46 TWI 11-201 and 46 OGOI 11-6 detailing Holloman AFB deployed flight operations.

3.2. Programming Engineer:

3.2.1. Prepare a memo designating the deployment commander and/or team leader. The memo of designation should be prepared as soon as possible and addressed to key member organizations to allow adequate time for planning. The organization responsible for operational control, maintenance, test control, etc., should also be specified in the memo if more than one test organization is involved.

3.2.2. Chair a preplanning meeting with all AFDTTC participants and the test requester prior to the acceptance according to AFDTTCR 80-1, *AFDTTC T&E Workload Acceptance Coordination and Documentation*. The purpose of the meeting is to identify possible impacts on both personnel and test resources prior to preparing and forwarding the Initial Contact Summary, which must reflect such impacts. This requirement is waived for long-term test programs where requirements change over time.

3.2.3. Brief the 46 OG/CC on preliminary objectives and impacts prior to initiating test acceptance documentation. For tests conducted by the 46 TG, brief the 46 TG/CC.

3.2.4. Visit the off-base test site if required. The test engineer and the deployment commander or team leader (along with others deemed necessary) may also be required to visit the off-base/deployed test site. If necessary, this visit will occur as soon as practical after test acceptance to collect the necessary information to prepare the deployment plan. Specific items should include, but are not limited to: security, safety, test requirements, support (maintenance and munitions to include classified, supplies, and equipment), billeting, and transportation. Topics listed in paragraph 3.3.1 can be used as a guide.

3.2.5. Chair a least one planning meeting at which the test participants and support agencies are represented. This meeting may be held at the off-base site in conjunction with the trip outlined in paragraph 3.2.4.

3.2.6. Prepare and submit a coordinated agency and theater commander/host command headquarters memo (if applicable) to ensure all affected agencies are aware of the program intent, timing, and resource requirements. The memo will be submitted at least 65 days prior to the test or earlier if required by the off-base test site range or host.

3.2.7. Assist the deployment commander or team leader in the development of a deployment plan and briefing.

3.2.8. Assist local authorities at the deployed location in identifying environmental requirements, including oil spill plans, if appropriate, for inclusion in any environmental documentation required by the deployed location.

3.2.9. Ensure, with the coordination of the deployment commander, that when the deployment location is not within a CONUS location, the travel provisions of AFI 37-128, *Administrative Orders (PA)* are followed.

3.2.10. If the testing is accomplished at Holloman AFB, ensure that the appropriate coordination is accomplished with the 46 TG/586 FTS. See 46 TWI 11-201, Chapter 5, and 46 OGOI 11-6 for flying operations coordination procedures.

### 3.3. Deployment Commander or Team Leader:

3.3.1. Develop a deployment plan for inclusion in the TD. The purpose of a deployment plan is not to take the place of a test plan but rather to highlight potential problem areas and identify key resources. The deployment plan should address, but not be limited to, the following topics (as applicable):

3.3.1.1. Date and duration of deployment and the number of test and training sorties flown.

3.3.1.2. Security and/or theater clearances for test team members (including contractor); also special access badges, if required.

3.3.1.3. Supply support, including supply accounts.

3.3.1.4. Maintenance support.

3.3.1.5. Munitions support. Security requirements for handling classified munitions.

3.3.1.6. Flying support, include number of aircraft, aircrew, and organization responsible for operational control.

3.3.1.7. Equipment support.

3.3.1.8. Petroleum, oil, and lubricant (POL) requirements.

3.3.1.9. Services including billeting and messing requirements.

3.3.1.10. Medical treatment for test team personnel.

3.3.1.11. Communications support from host base.

3.3.1.12. Security of AFDTC data, equipment, and aircraft.

3.3.1.13. Expeditious transportation of data from the test site to the data reduction location.

3.3.1.14. Transportation of personnel and equipment to and from the deployment location.

3.3.1.15. Aircraft ferry configuration and timing.

3.3.1.16. Instrumentation and/or range support.

3.3.1.17. Civil engineering support.

3.3.1.18. Weather support.

3.3.1.19. Facilities support.

3.3.1.20. Administrative and secretarial support.

3.3.1.21. Security classification guide (SCG) for raw data.

3.3.1.22. Official list of contacts at test site for all the above areas.

- 3.3.1.23. Funding and transfer of funds for off-base support.
- 3.3.1.24. Safety requirements including those identified at the Hazard Review Board and stated in the AFDTC Safety Annex.
- 3.3.1.25. Environmental requirements including oil spills.
- 3.3.1.26. Target support to include fabrication and/or transportation.
- 3.3.2. Work through the assigned logistician (96 LG/LSFP) to coordinate host base support which will be documented in the TD. At the discretion of the host command, obtain (if required) an agreement for host base support for extended testing. Obtain approval from the 46 TW/CC or a designated representative on undocumented (new) requirements so that the logistician may act on them.
- 3.3.3. Designate test team participants as points of contact for specific functional support areas, such as test procedures/data collection (normally the test engineer), test instrumentation, and aircraft maintenance.
- 3.3.4. Designate a safety representative to provide liaison with the safety organization at the deployed site. The safety representative will contact the appropriate offices (Flight Safety, Weapons Safety, and/or Ground Safety) within AFDTC Base Safety for predeployment planning assistance.
- 3.3.5. Provide a deployment briefing to the 46 TW/CC at least 3 days prior to the deployment. This requirement may be waived by 46 TW/CC. For off-base test activities that are supported by only one directorate, the deployment briefing will be given to the appropriate group commander. The 46 TG/CC will receive this briefing for tests conducted by the 46 TG.
- 3.3.6. Provide a deployment briefing to all aircraft maintenance personnel at least 3 workdays prior to the deployment. Notification of time/date/location for this briefing will be provided to the 46th Logistics Group Commander (46 LG/CC) who will schedule attendance by all maintenance personnel on the deployment team. This requirement may be waived by the 46 LG/CC.
- 3.3.7. Provide overall test management and direction to AFDTC test team participants at the off-base locations.
- 3.3.8. Report test status to 46 TW/CC and other agencies.
- 3.3.9. Make sure travel orders and arrangements for transportation and billeting are prepared according to the deployment plan.
- 3.3.10. Request assistance of Environmental Management (AFDTC/EM) in identification of environmental requirements and the development of appropriate spill plans.
- 3.3.11. If the testing is accomplished at Holloman AFB, ensure that the appropriate coordination is accomplished with 46 TG/586 FTS personnel. See 46 TWI 11-201, Chapter 5, and 46 OGOI 11-6 for flying operations coordination procedures.
- 3.3.12. Work and coordinate with assigned safety officer (AFDTC/SEU) and attend a Hazard Review Board before the start of testing.
- 3.3.13. Designate a security representative to provide liaison with the security organization at the deployed site. Representative will ensure all security requirements are met to include handling classified munitions if required. When missions involving classified munitions are aborted, the munitions will be released to the munitions section for transportation and storage. Test engineers will ensure classified munitions remain under constant surveillance and are properly protected until they are released to the storage area.
- 3.4. Test Engineer. If the test engineer is not assigned as the deployment commander or team leader, he or she will assist the deployment commander or team leader in the development of a deployment plan and/or briefing.

3.5. Test Team Participants. The AFDTC test team participants are primarily members assigned to the 46 TW, but they may include the test requester and contractor. They will:

3.5.1. Accomplish organizational test responsibilities, as documented in TDs and governed by AFDTC instructions, and in response to direction by the deployment commander or team leader.

3.5.2. Coordinate with and obtain approval (as applicable) from the deployment commander or team leader for all test-related activities at the off-base location to include:

3.5.2.1. Services (transportation, travel times, billeting, administrative support, etc.).

3.5.2.2. Maintenance support.

3.5.2.3. Technical support.

3.5.2.4. Reports (status report, quick-look reports, and news releases).

3.5.3. Coordinate with and obtain approval from the OIC/NCOIC (as applicable) for all administrative and other nontest related actions at off-base locations.

HAROLD T. STRITTMATTER, Colonel, USAF  
Commander, 46th Test Wing