

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE
INSTRUCTION 16-100**



3 DECEMBER 2013

Operations Support

**THE TEST SUPPORT
REQUEST STAFFING PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications referenced in this instruction are available from the following publishing website: <http://www.e-publishing.af.mil>

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This publication implements AFFTCI 16-502, *The Job Order Number Assignment Process*. The AFTC Commander delegates to the 412th Test Wing (412 TW) the authority to obligate 412 TW resources for test support. It provides guidance and procedures on staffing and promptly responding to test support requests received by the 412 TW. It applies to all 412 TW organizations and includes US Air Force Reserve, Air National Guard, or the Civil Air Patrol; managing, supporting or contributing to the processes as defined in this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Requests for waivers to any part of this publication must be submitted to the 412th TW Test Management Division (TMG) Director. Refer recommended changes and questions concerning this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. The OPR will be responsible for staffing the AF Form 847 and initiating the formal change process through the organization to the base publications/forms manager.

1. References. Details and information for executing the processes in this instruction are contained in the 412th Test Wing, Test Management Division, Resource Planning and Analysis Branch, *Program Analyst Procedures* and the 412th Test Wing, Test Management Division, Project Management Branch, *The Project Management Process*, hosted on the Air Force Portal.

2. Roles and Responsibilities.

2.1. All 412 TW personnel are responsible for supporting the processes as defined in this and subsequent related publications.

2.2. The 412th Test Wing, Test Management Division, Material Leader for the Project Management Branch assumes responsibility for rendering decisions on test execution organization (TEO) and PM assignments.

2.3. The 412th Test Wing, Test Management Division, Material Leader for the Resource Planning and Analysis Branch, assumes responsibility for the Test Support Request Staffing process, and the Programs Section is responsible for PA assignments.

2.4. The 412th Test Wing, Test Management Division, Material Leader for the Special Projects Branch assumes responsibilities for TEO, PM and the Test Support Request Staffing process for classified projects.

2.5. The combined test force (CTF) directors, integrated test force (ITF) directors and directors of projects (DP) and/or their deputies, retain, and will not delegate the authority to make decisions regarding the balancing of cost, schedule and content across the multiple projects for which their organization has been identified as the 412 TW TEO.

2.6. The 412th Test Wing, Operations Group is the OPR for the Test Acceleration/Surge (TA/S) process. When the 412 TW is presented with wartime scenarios that call for the TA/S process, the response to a Wartime Materiel Support request (if approved) is an acceleration of the test process to allow for a much more rapid execution of a test project than would otherwise be possible. If the 412 TW Commander does not designate or approve the TA/S, the program will be conducted through the normal 412 TW processes.

3. Test Support Request Staffing Process. This instruction encompasses the formulation of the project support decision process, the development, staffing, dissemination and follow-up of Rough Order of Magnitude (ROM) cost estimates and Statements of Capability (SOC) in response to customer test support requests and the assignment of TEOs and PMs. The most commonly used test support request is the program introduction (PI) document. However, other electronic or written inquiry is also acceptable.

3.1. Templates exist in the PA and PM handbooks maintained by 412th Test Wing, Test Management Division, for creating the PI, Test Concept (TC), ROM and SOC.

3.2. A TEO will be assigned to assume responsibility for test planning and execution of the project initiated by the customer's test support request. In addition, the applicable DP will assign the PM that best meets the project requirements.

3.3. The project support decision process begins upon receipt of new PIs, which are reviewed either by 412 Test Wing, Test Management Division, Resource Planning and Analysis Branch/Programs Section, the CTFs/ITFs or test support organizations. The request is forwarded to the 412th Test Wing, Test Management Division Resource Planning and Analysis Branch/Programs Section for processing. If the test support request is accepted, the remainder of the SOC Process is followed. If the test support request is disapproved by the 412 TW Commander, a non-support letter is sent to the customer.

3.4. ROM test support requests are submitted directly from external customers to the applicable CTF, ITF, and/or organizations. A ROM is not a commitment of 412 TW

resources or support. Completed ROM packages are submitted to the 412 TW ROM Board for 24-hour review and to the applicable CTF, ITF, or DP for approval. Only ROMs approved through this process will be sent to the customer.

3.5. A SOC is the 412 TW's formal commitment to support the customer. It identifies the resources to be provided, the estimated costs for those resources, major deliverables, any possible constraints, and a test and support schedule.

3.5.1. Once the decision is made to support the project, the SOC process begins. It may also begin upon the decision to revise the SOC for existing customers.

3.5.2. A Job Order Number (JON) will be established for new projects to ensure proper cost tracking associated with supporting the customer's test support request.

3.5.3. A core team meeting is required for all projects, regardless of complexity. This will ensure the customer's objectives and deliverables are clearly understood by the core team and sufficient detail is provided by the customer.

3.5.4. A TC document, if required, will be developed by the PM identifying the support requirements for successfully meeting the objectives as defined in the test support request and discussed at the core team meeting.

3.5.5. A TC meeting, if required, will be convened with the appropriate support organizations to discuss and/or clarify the requirements identified in the test support request and TC documents.

3.5.6. Each applicable support organization will develop a capability and resource estimate (C&RE) documenting the resources, constraints, risks, and comments associated with their support, along with the estimated hours or units for that support. The support organization will verify adequate resources are available within the requested timeframe.

3.5.7. Cost estimate information received with the C&REs will be consolidated and input into JOCAS. A test support plan (TSP) will be generated providing the total project estimated cost.

3.5.8. A SOC will be drafted incorporating validated cost, schedule, support, and content information. Coordination of the SOC will be on the 412th Test Wing, Resource Planning and Analysis Branch, Statement of Capability Coordination Sheet.

3.5.9. Once coordinated and signed by designated officials, the SOC will be sent to the customer requesting concurrence. The receipt of the customer-signed SOC signifies concurrence. Once concurrence and funding are received the program is placed in Active phase allowing support and execution to begin. SOC Non-concurrence requires a written statement from the customer.

MICHAEL T. BREWER, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFFTCI 16-502, *Job Order Number (JON) Assignment Process*, 24 Jun 2010

AFI 33-360, *Publications and Forms Management*, 07 Feb 2013

AFMAN 33-363, *Management of Record*, 01 Mar 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

412 TW—412th Test Wing

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

C&RE—Capability and Resource Estimate

CTF—Combined Test Force

DoD—Department of Defense

DP—Director of Projects

EAFBI—Edwards Air Force Base Instruction

IMT—Information Management Tool

ITF—Integrated Test Force

JOCAS—Job Order Cost Accounting System

JON—Job Order Number

OPR—Office of Primary Responsibility

PA—Program Analyst

PI—Program Introduction

PM—Project Manager

ROM—Rough Order of Magnitude

SOC—Statement of Capability

TC—Test Concept

TEO—Test Execution Organization

TA/S—Test Acceleration/Surge

TSP—Test Support Plan

USAF—United States Air Force

Terms

Adopted Form. A form used (required) in a publication other than the prescribing publication. (See Air Force Instruction AFI 33—360, *Publications and Forms Management*).

Capability and Resource Estimate (C&RE)—. A C&RE refers to the functional organization's formal cost estimate. It includes a transmittal letter describing the resources provided as well as constraints, risks, comments, or assumptions associated with the test support. In addition, it includes cost estimate information, which identifies resource units/hours by product and service number and responsibility center/cost center (RC/CC).

Combined Test Force (CTF) (or Integrated Test Force [ITF])—. A test force made up of representatives from the 412 TW, participating test organizations, AF Operational Test and Evaluation Center, using and support commands, other military services (ITF only), foreign partners (ITF only) and contractors. CTFs and ITFs are responsible for all aspects of planning, coordinating, managing, flight operations, safety, testing and reporting of T&E, and support of initial operational T&E and follow-on T&E test projects.

Core Team Meeting—. The core team meeting clarifies support requirements in the PI document, addresses any issues and concerns, discusses TC document development and establishes a tentative SOC schedule.

e—Publishing -. A central Web site for accessing, viewing, downloading and printing electronic products; physical products may be ordered from the e-Publishing Web site. Information on product development and links to other agency publications are also provided on the e-Publishing website.

External Customer—. An external customer refers to a customer outside of the 412 TW functional organization who requests support from the 412 TW. Examples of external customers are the Department of Defense (DoD) (a systems group or system program office), other governmental agencies (state and local), commercial and foreign military sales.

Form—. A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive purpose or object, as defined in an official AF publication. (See AFI 33-360).

Job Order Number (JON)—. The JON refers to an alpha and/or numeric designation assigned to a project to identify a specific entity (resource) or work effort. (See AFFTCI 16-502).

Prescribed Form. A form prescribed by a directive publication. (See AFI 33—360, *Publications and Forms Management*).

Program Introduction (PI)—. The PI is a test support request and serves as the initial planning document. As a minimum, it identifies the scope and duration of project activity and the test objectives.

Resources—. Funding, manpower, equipment, facilities, materials and information and/or technology used to accomplish a project.

Rough Order of Magnitude (ROM)—. A ROM is a preliminary planning test support cost estimate developed in accordance with 412 TW reimbursable policies and reimbursement rates.

The ROM is not a commitment of 412 TW resources and must be coordinated through the 412 TW ROM Board and approved by the applicable CTF, ITF, or DP prior to being sent to the customer.

Statement of Capability (SOC)— Following approval by the 412th Test Management Division, the signed SOC document is the 412 TW's formal commitment of resources in response to a test support request.

Test Concept (TC) Document— The TC identifies project scope, schedule, objectives, deliverables, success criteria, receivables, support requirements, the PM's best estimates by resource, assumptions, constraints, options, and test risk and mitigation information.

Test Execution Organization (TEO)— The TEO provides test planning and execution of a test support request.

Test Support Plan (TSP)— The TSP provides a detailed estimate by month of resources required to support a test project and their estimated costs.

Test Support Request— The test support request refers to the customer's written request for test support and includes the test requirements, schedule, and customer's point of contact.