This instruction implements AFPD 99-1, *Test and Evaluation Process*, and establishes policies and procedures for the preparation, processing, and approval of Task Requirements to the Air Armament Center’s (AAC), Eglin Test and Training Complex (ETTC), Operation and Maintenance (O&M) Contractor. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional’s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcss-af61a/afrims/afrims.

1. General. .................................................................................................................. 2
2. Organizational Responsibilities. ............................................................................. 2
3. Tasking Process. ...................................................................................................... 4
4. Formal Task Requirements (P-Tasks). ................................................................. 6
5. Informal Task Requirements (E-, M-, and S-Tasks). ............................................. 8
6. Task Requirement Amendments. ........................................................................... 9
7. ETS Task Requirement Form Content. ................................................................. 9
8. ETS Task Requirement Amendment Form Content. .......................................... 13
9. Facility Work Requests (FWR). ............................................................................. 15
1. General.

1.1. The ETTC O&M Contract provides for operation and maintenance of ETTC facilities to include facilities at various 46th Test Wing (46 TW) operating locations, instrumentation and related support activities, including engineering services, collection of test data and other services necessary for primary support of the AAC mission plus continued support of the Major Range Test Facility Base (MRTFB) operation stewardship by the 46 TW as defined in the Performance Work Statement (PWS) and Technical Requirements Document (TRD). Requests for contract support services are provided to the contractor via Test Directives or Task Requirements. Test Directives include a Technical Support Appendix (TSA) when O&M support is required. The TSA provides technical direction for test and training mission support and defines the schedulable ETTC assets required for specific mission execution. Schedulable assets are those that are included in the Central Scheduling Enterprise (CSE). Task Requirements provide technical direction or information exchange, or request contractor support for technical or administrative matters within the scope of the ETTC O&M Contract. Technical direction is defined as that process by which the contractor receives guidance and approvals in his/her technical effort as it relates to an element of work or task solely within the existing requirements of the contract.

1.2. The ETTC O&M Contract is a non-personal services type, performance-based contract. Thus, tasks must describe, in as much detail as possible, only the technical effort required. Clear, concise statements thoroughly describing the technical effort, including drawings, schematics, etc., must be provided. Statements providing directions on how and by whom performance will be provided are not permitted (this does not preclude listing a contractor point-of-contact with whom the Task Originator has discussed details of the Task Requirement work effort). All direction to the contractor is through written correspondence.

1.3. Normally, the ETTC O&M Contractor procures standard supplies (Element of Expense and Investment Code [EEIC] 609X) for use in support of Task Requirements. The ETTC O&M Contractor procures required standard Air Force stock-listed items regardless of cost. Nonstandard equipment items (EEIC 628X) under $3,000 unit cost are also usually procured by the contractor to support task efforts.

2. Organizational Responsibilities.

2.1. 46th Range Group (46 RANG). The 46 RANG is the functional manager, technical sponsor, and contract technical director of the ETTC O&M Contract, with the overall engineering and configuration control management responsibility for all ETTC resources supported by the ETTC O&M Contractor.

2.2. 46th Range Support Squadron (46 RANSS). The 46 RANSS has the engineering and configuration control management responsibility for all ETTC range resources that support the 46 TW test and training mission. These range resources consists of the various ranges,
test & training areas/sites, instrumentation and communications infrastructure associated with the Armament Systems Test & Training Environment (ASTTE), Multi-Spectral Test & Training Environment (MSTTE), Offshore Test & Training Area (OTTA), Santa Rosa Island Test & Training Area, and the General Purpose Support Systems (GPSS).

2.3. 46th Test Systems Squadron, Contract Management Flight (46 TSSQ/TSRM). TSRM is responsible for the overall technical management of the ETTC O&M Contract, the PWS and the Task Requirement process. Each task is viewed to ensure it is within the scope of the PWS and/or contract as well as conforms to other content and formatting requirements as described in this instruction. Additionally, TSRM is the focal point for requirements validation and preparation of the periodic overall task evaluation, in accordance with the Surveillance and Award Fee Evaluation Plan for the O&M of the ETTC. Taskings initiated by flights/organizations other than the 46 RANSS that require material or personnel resources assigned to the areas listed in paragraph 2.2, will be coordinated with the respective 46 RANSS range engineer/POC in order to prevent conflicts with resource allocations.

2.4. 782nd Test Squadron (782 TS). The 782 TS has the engineering and configuration management responsibility for measurement, modeling and simulation services. These services include assessing guided munitions performance in the field and through simulated target engagements, measuring target signatures and modeling targets and operationally relevant environments to provide virtual test ranges. The 782 TS provides electro-optical and millimeter wave hardware-in-the-loop instrumentation development; and is responsible for the engineering and configuration control management for the Guided Weapons Evaluation Facility (GWEF) and suites of field-deployable millimeter wave/infrared/visible measurement systems test and evaluation. The 782 TS/TSW has the engineering and configuration control management responsibility for the Joint-Preflight Integration of Munitions and Electronic Systems (J-PRIMES) and for the McKinley Climatic Laboratory. 782 TS/TSW is responsible for the design, development, and operation of radio frequency (RF) signature measurement systems in ground and airborne test configurations. In addition, 782 TS/TSW is responsible for parametric measurement and installed systems testing of munitions, Command & Control (C2), and seeker and sensor systems installed on weapon platforms. The 782 TS/TSW provides the global environmental conditions to allow all Department of Defense (DoD) agencies, other government agencies, and commercial companies to test weapon systems, weapon support systems and commercial products in climatic extremes.

2.5. 46th Test Support Squadron (46 TSS). The 46 TSS is responsible for the development of specialized electronics involved in air armament developmental testing and in “proof-of-concept” of air armament systems. Specific areas of development include airborne telemetry systems, Global Positioning System-Based Time-Space-Position-Information systems, avionics data bus monitoring and control, drone and remote-controlled target control systems, RF data links, and data acquisition systems. These programs include all aspects of the development, including: systems engineering; circuit design; procurement; fabrication; documentation; configuration management; laboratory and installed system testing; initial operation and training.

2.6. 846th Test Support Squadron (846 TSS). The 846 TSS has the technical and engineering responsibility to design, install, maintain and provide daily mission support for temporary airborne (T-2) instrumentation modifications and installations in 46 TW and other
customer (e.g., 53d Wing) aircraft necessary to meet the Eglin weapons development and test mission.

2.7. Financial Management Section (46 TW/FMA). 46 TW/FMA’s mission is to obtain funding to support the 46 TW mission by translating program requirements into approved budgets, acting as the ultimate source for financial and management information. 46 TW/FMA is responsible for financial management, budgeting, and control of funds, both reimbursable and directly distributed, for all 46 RANG activities. This includes development, formulation, presentation and implementation of plans, policies and procedures for all units in all financial matters. 46 TW/FMA monitors all expense areas within the organization insofar as budgeting, funding and effectiveness of financial management are concerned. These duties cross over all 46 RANG squadrons.

2.8. 46th Test Group OL-AC, Aerospace Survivability & Safety Operating Location, Wright Patterson AFB. The Aerospace Survivability & Safety Operating Location consists of two flights.

2.8.1. The Survivability Flight (OL-ACS) conducts Air Force Research Development Acquisition Test & Evaluation (RDAT&E) for Aircraft Vulnerability Reduction and Survivability and utilizes the Aerospace Vehicle Survivability Facility (AVSF) to conduct live fire tests, risk reduction tests, evaluation and analysis of sub/full-scale aircraft systems, sub-systems, and components to threat munitions for the purposes of vulnerability analysis, filling of modeling and simulation data voids, platform and system specification compliance, and platform and system survivability. This RDAT&E role extends to the support of joint-service tests performed on any test range. In compliance with AFI 99-103, Capabilities-Based Test and Evaluation, OL-ACS also functions as an intermediary between Air Force aircraft acquisition program offices and the China Lake test ranges. Enabled by aircraft vulnerability test experience, the OL-ACS responsibilities include assisting Air Force aircraft acquisition program offices with preparation of required Test and Evaluation Master Plans, Alternative Test Plans, provisioning and preparation for test, test direction at the China Lake test range, data analysis and reporting to ensure Air Force acquisition milestones are achieved in a timely/effective manner.

2.8.2. The Landing Gear Systems Test Flight (OL-ACL) conducts DoD RDAT&E for aircraft landing gear systems and utilizes the Landing Gear Test Facility (LGTF) to conduct certification and performance tests on full scale aircraft landing gear systems hardware, including tires, wheels, brakes, struts and associated systems to ensure aircraft safety and reliability during aircraft take-off and landing operations. Army land vehicle rolling stock can also be tested on LGTF equipment to determine physical performance properties. LGTF supports a full range of DoD, Department of Homeland Security (DHS), Federal Aviation Administration (FAA), industry, foreign government and foreign industry customers. The facility has "world unique" test equipment to simulate real-world operating conditions for aircraft landing gear systems to provide real world solutions to war fighter problems.

2.9. Other 46 TW and AAC organizations (including 46th Operations Group). Several organizations outside of 46 RANG may write Task Requirements on a limited basis.

3. Tasking Process.
3.1. Task Requirements. Task Requirements for the ETTC O&M Contractor, prepared by originating agencies through the Electronic Tasking System (ETS), transmit action directives for technical updating and reconfiguration of ETTC facilities under contractor control to meet AAC mission requirements. Task Originators must coordinate Task Requirements with all involved or affected AAC agencies prior to technical approval. Normally, Task Originators do not write Task Requirements for work outside the assigned areas of responsibility for their respective flight/squadron. The O&M Contract Management Flight will confirm that necessary coordination has been accomplished. Task Requirements are either Formal or Informal.

3.1.1. Formal Task Requirements (P-Tasks) are within the scope of the contract but not delineated in the PWS, or are actions that otherwise fall within the purview of paragraph 5, and require Administrative Contracting Officer (ACO) approval.

3.1.2. Informal Task Requirements (E-, M-, and S-Tasks) are limited to services delineated in the contract PWS. Informal Task Requirements may be released to the contractor following technical and range management approval. Technical approval is normally provided by the respective originating flight/squadron.

3.1.3. Formal and Informal Task Requirements may be amended by follow-on correspondence using a suffix letter with the assigned control number. Amendments are limited to minor changes in the original task.

3.1.4. Task Requirements which are high priority or of an urgent nature shall be transmitted through the ETS as Quick Reaction Tasks (QRTs). The ETS will quickly alert approving authorities of a QRT in the system. QRTs require an ETTC O&M Contractor “Point of Contact” be specified in order for his/her contract administration office to quickly contact the appropriate site and initiate the work. QRTs may be either Formal or Informal Task Requirements. The ETS incorporates features to provide a rapid response, but does not ensure all officials in the approval process will be available at all times. It is the responsibility of the QRT Task Originator to follow up to ensure promptness. If after a reasonable period of time the QRT has not been processed, the Task Originator should use the ETS to determine where the delay is occurring and take action to get the approval completed.

3.1.5. Facility Work Request (FWR). A FWR provides technical details, clarifications or additional information to the Description/Requirements section of a specific Task Requirement. Only the Task Originator of the original Task Requirement, or other authorized person, is allowed to submit a FWR, and any direction provided must be within the scope of the original Task Requirement. An FWR cannot be used to modify Task Requirement completion dates, cost estimates, Work Breakdown Structure (WBS), facilities, or requirements beyond the original Task Requirement content. These changes require a Task Requirement Amendment. Because a FWR is constrained within the scope of the original Task Requirement, it does not require technical or contracting approval. A FWR could be generated in response to extensive preparation and tear down times and long periods of execution (up to six months) on a particular Task Requirement. It would be impractical to schedule under CSE, on a daily basis, all test and training support for several major facilities. Normally, for such cases, an informal Task Requirement is prepared in general terms and detailed FWRs are generated under that
Task Requirement. In some instances, the Test Directive’s TSA may directly authorize preparation of FWRs. In either case, the FWRs are generated through the ETS. See paragraph 9 for additional details.

3.2. Task Requirement Control Number. A serial number (also called a “Task Number”) consisting of a letter designator (E - Engineering, M - Management, P - Procurement, and S - Support), a sequence number beginning with 001 each fiscal year, a dash, and the last two digits of the fiscal year (for example, E001-05). Subsequent correspondence amending the same control-numbered task is assigned up to a two-character alphabetic suffix immediately preceding the dash in the control number (e.g., E001A-05 or E001AA-05 following E001Z-05). These suffixes will be assigned in alphabetic order, excluding I, L, and O. Control numbers, including those for Task Requirement Amendments, are automatically assigned by ETS.

3.3. Briefings/Discussions. Communications that include direct interchange of verbal information between government personnel and ETTC O&M Contractor representatives. These interchanges are appropriate and necessary to ensure that all participants involved with specific technical support work efforts understand precisely what is required for successful Task Requirement accomplishment and to resolve any problems that may have been encountered during work effort performance. These verbal interchanges must not be used as a substitute for a Task Requirement, a change to a Task Requirement, a change to the scope, price or terms of the basic contract.

4. Formal Task Requirements (P-Tasks). The ACO will approve all Formal Task Requirements to the ETTC O&M Contractor. Technical approval of Formal Task Requirements originated within 46 RANG will be by the initiating office, usually a 46 RANG Squadron. These tasks will be processed via the ETS, which checks funds availability and routes the tasks to AAC/PKET through TSRM. Examples of Formal Task Requirements are manning changes, temporary duty of contractor personnel (not including temporary duty incidental to the work effort under Informal Task Requirements), contractor property account changes, real property accountability changes, reduced maintenance status changes, fabrication of other than prototype items, etc.

4.1. Manning Changes. This includes any temporary change to the manning authorized under the contract, as required by the PWS. Examples are temporary manning increases to support surge workloads, temporary manning increases or changes in required skill mixes due to new missions and temporary reductions in manning as a result of budget constraints. If permanent manning changes are required, temporary manning changes may be made permanent by changing the contract.

4.2. Temporary Duty (TDY) Assignments. This includes travel to perform technical efforts other than those contractually required in the PWS. Travel to attend seminars, professional meetings, general education and Range Commanders' Council (RCC) all require a Formal Task Requirement. Travel that is incidental to the performance of any Informal Task Requirement (reference paragraph 6) does not require a Formal Task Requirement (for example, under an Informal Task Requirement, support personnel may require TDY to Test Site D-3, Tyndall AFB, or Holloman AFB, etc.). All Task Requirements (both Formal and Informal) requiring TDY will contain, as a minimum, the information specified in paragraph 7.15.9. All TDY tasks require 46 RANG Director or Deputy Director (46 RANG/CL or 46
RANG/DD) review and approval. The ETTC O&M Contractor requires advance notice on TDY assignments. The number of days of advance notice required is shown in the table below. If application of the TDY Period and No. of Personnel criteria for determining the length of advance notice required yields ambiguous results, the larger of the two advance notification periods will be used.

<table>
<thead>
<tr>
<th>ADVANCE NOTICE</th>
<th>TDY PERIOD</th>
<th>NO. OF PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hrs</td>
<td>Less than 7 days</td>
<td>1 to 3</td>
</tr>
<tr>
<td>2 workdays</td>
<td>Up to 30 days</td>
<td>Up to 6</td>
</tr>
<tr>
<td>4 workdays</td>
<td>31 to 60 days</td>
<td>7 to 10</td>
</tr>
<tr>
<td>5 workdays</td>
<td>61 to 90 days</td>
<td>11 to 15</td>
</tr>
<tr>
<td>8 workdays</td>
<td>91 to 120 days</td>
<td>16 to 20</td>
</tr>
<tr>
<td>10 workdays</td>
<td>121 to 180 days</td>
<td>21 to 30</td>
</tr>
</tbody>
</table>

4.3. Contractor Property Account Changes. This includes the transfer of government property into and out of the contractor's supply account and applies only to non-consumable (nonexpendable) items. These items have a singular identity on the accountable property lists. It may be determined by the government that an item of equipment has more component value than item value and that it is within the best interests of the government for the contractor to disassemble the item for components and process the non-usable portions in accordance with (IAW) FAR Subpart 52.245-05. In such cases, an Informal Task Requirement will be written for disassembly, followed up with a Formal Task Requirement indicating the item should be deleted from the accountable property listing and the excess processed IAW FAR Subpart 52.245-05, as appropriate. ETTC 2400-2001, Supply Procedures provides guidance on retention of component parts.

4.4. Real Property Accountability Changes. This primarily includes additions or deletions to the contractor's real property account. Modifications to real property will normally be accomplished through Informal Task Requirements (reference paragraph 6) when the work effort is within the scope of the ETTC O&M Contract and an approved AF Form 332, Base Civil Engineering Request, is obtained through 96th Civil Engineer Group (96 CEG).

4.5. Reduced Maintenance Status Changes. This includes both moving equipment/system(s) from active into reduced maintenance status and changing status for equipment/system(s) already in reduced maintenance status. If the equipment/system(s) currently active is to be placed in reduced maintenance status, the Task Requirement must specify the desired reduced maintenance category, and may include additional instructions. If the change requires temporary activation of equipment/system(s) already in reduced maintenance status, the Task Requirement must include O&M instructions (operate only, maintain only, or operate and maintain) and disposition instructions (for example, return to a specified reduced maintenance category, process IAW FAR Subpart 52.245-05, etc.). Any time there is a change in the maintenance status of equipment/system(s), including from one reduced maintenance category to another, there may be a corresponding change in the manning and support equipment required for O&M of the equipment/system(s). For each Task Requirement requesting a change to the maintenance status, whether permanent or temporary, a separate Formal Task Requirement must request a proposal from the contractor.
for any associated manning and support equipment change(s). ETTC equipment/system(s) maintenance status is normally documented in the PWS. Permanently changing this maintenance status normally requires a PWS change, so the Task Requirement must also state “This equipment/system(s) will be added to the PWS in the next update.” The Task Originator must request, in writing (letter or e-mail), that the ETTC O&M Contract Program Manager amend the PWS to reflect this change. If the change is to dispose of equipment/system(s) (in either active or reduced maintenance status), the Task Requirement must state that the equipment/system(s) will be processed IAW FAR Subpart 52.245-05. If a customer requires an item currently in reduced maintenance for support of their test, a formal task must request the contractor to remove the item from reduced maintenance, perform required maintenance to make the item operational, operate and maintain the item for the test and return it to reduced maintenance upon completion of the test. This task will require a reimbursable Job Order Number (JON) provided by the customer.

4.6. Fabrication of Other Than Prototype Items. Any direction to fabricate or manufacture other than prototype range support items will require a Formal Task Requirement. Exempt from this policy are fabrication of printed circuit boards, small electronic-mechanical assemblies, wiring harnesses, panels, junction boxes and chassis, of which normally not more than 10 units will be fabricated.

5. Informal Task Requirements (E-, M-, and S-Tasks). These tasks will be prepared through the ETS for release to the ETTC O&M Contractor directly from TSRM. Informal Task Requirements should be limited to technical instructions describing the work required. Informal Task Requirements that require TDY must include, as a minimum, the information specified in paragraph 7.15.9. All TDY tasks require 46 RANG Director or Deputy Director (46 RANG/CL or RANG/DD) review and approval. Types of Informal Task Requirements are:

5.1. Engineering (E) Task Requirements include requests to accomplish engineering efforts such as ETTC configuration changes, equipment modifications, interface designs, etc. The following guidelines define the general types of engineering tasks:

5.1.1. Modification of government property to change its configuration or inherent capability. If the modification is permanent and affects government property specifically listed in the PWS, the PWS may have to be amended to reflect the configuration and/or capability change. The Task Originator must notify, in writing (letter or e-mail), the ETTC O&M Contract Program Manager, requesting the PWS be amended to reflect this change.

5.1.2. Direction to the contractor to develop or prepare O&M procedures associated with the technical effort.

5.1.3. Direction to the contractor to install equipment. This may include real property or real property installed equipment modifications (Base Civil Engineering type efforts). The contractor will initiate the proper actions to secure approval via AF Form 332.

5.1.4. Temporary removal of components from one item for installation on or in another.

5.1.5. Relocation and changes to configuration of ETTC resources. Any direction to relocate ETTC resources or to make permanent equipment configuration changes must have appropriate government approval prior to initiation of the Task Requirement. This
approval may require review by the Range Configuration Control Committee (reference AACI 13-206, Maintenance of Land Test Areas).

5.2. Management (M) Task Requirements include requests to develop/modify ETTC documentation such as plans, procedure, manuals and instructions; review of, and transmission of, final operational status letters; requests for management information system data vice engineering data; and other management/administrative matters.

5.3. Support (S) Task Requirements include, but are not limited to, ancillary test support such as moving furniture and safes, providing survey support, providing generator support and providing mission setup support before the Test Directive has been released.

6. Task Requirement Amendments. Any Task Requirement (Formal or Informal) may be amended at any time during its active life. Amendments should be limited to minor changes in the original task (i.e., revised completion dates, funding changes, JON changes, minor work effort changes, etc.).

7. ETS Task Requirement Form Content. The ETS Task Requirement form includes the following fields:

7.1. TASK NO. ETS automatically assigns the Task Requirement Control Number.

7.2. TO. ETS automatically populates this field, which indicates the Task Requirement is sent to the ETTC O&M Contractor.

7.3. FROM. ETS automatically populates these fields with the Task Originator’s Name, Office Symbol and Telephone Number. These entries are editable, if required.

7.4. JON. JONs must be entered by the Task Originator. Formal Task Requirements (P-Task) are limited to one JON for the life of the Task Requirement.

7.4.1. LABOR JON. Entered by the Task Originator. Used only when labor is to be charged to a different JON.

7.5. TITLE. A concise but descriptive title of no more than 100 characters must be entered by the Task Originator.

7.6. COMPLETION DATE/COMPLETION CODE. Must be entered in the format specified in ETS by the Task Originator, who is responsible for ensuring the task is processed in sufficient time for the completion date(s) to be met by the ETTC O&M Contractor. The Task Requirement Completion Date is the date by which the total task should be completed. It must be entered as either Required or Desired. These fields allow prioritization of the contractor’s workload. A Required completion date demands careful consideration due to the impact on existing task workload and possible contractor overtime costs to meet this date. Required completion dates indicate the Task Requirement work performance must be accomplished by that date. Desired completion dates indicate the Task Requirement work performance should be accomplished by that date. Neither date implies expenditures for overtime are approved or prohibited. Any required overtime should be factored into the Completion Date and Labor Costs. The Task Requirement may include work phases with varying completion dates. If included, these dates may be either Required or Desired and must be specified in the DESCRIPTION/ REQUIREMENTS field. Note: It is the responsibility of the Task Originator to obtain accurate and realistic cost and schedule estimates. These estimates may be accomplished via e-mail and must be coordinated through
the ETTC O&M Contractor's Enterprise Management Office. Reference paragraphs 8.6, 8.12, 8.13, and 8.14. The ETTC O&M Contractor will request a task for estimates requiring more than eight hours of preparation time. Task estimates are usually returned to the Task Originator within three days, the ETTC O&M Contractor will request more time if it is required. Circumstances may not allow the ETTC O&M Contractor to provide an estimate and the only estimate available is government provided.

7.7. MISSION SUPPORT. Check this box if your task is direct mission support work.

7.8. FAD. Force Activity Designator (FAD) will be automatically populated by ETS as “II.” This field is editable by the Task Originator. Reference AFMAN 23-110 CD, Volume I, Part 1, Chapter 24.

7.9. UND. Urgency of Need Designator (UND) will be automatically populated by ETS as “A.” This field is editable by the Task Originator. Reference AFMAN 23-110 CD, Volume I, Part 1, Chapter 24.

7.10. FACILITY CODE(S). Facility Code must be entered by the Task Originator. Multiple entries are permitted. The Facility Code indicates the facility for which the work is being performed. This does not restrict any required support from contractor personnel from other home facilities. The purpose of the Facility Code is to account for contractor personnel performing work at locations other than their home location. For example, an engineer from a central pool may support an effort at Test Area (TA) B-70 and the Facility Code would be that for TA B-70. If no Facility Code is available for the location from which the work is being performed, this field should be left blank.

7.11. WBS(S). Work Breakdown Structure (WBS) code must be entered by the Task Originator. Multiple entries are permitted. If no WBS is available, the default “0000” must be used. The WBS is used by the Job Order Cost Accounting System (JOCAS) to track charges against the JON.

7.12. MATERIAL COSTS. Must be entered by the Task Originator. If not required (i.e., no materials will be required for the Task Requirement), an entry of “$0.00” will be input and no funds may be expended for Material Costs. Unless otherwise specified within the DESCRIPTION/REQUIREMENTS field, this is an estimate. The Material Costs should be a total of those expenditures for materials, parts and other supplies required to accomplish the Task Requirement. This includes supplies and equipment ordered by the contractor through Base Supply (96 LRS), but should not include capital asset acquisitions from federal stock catalogs (“free issue” items) nor supplies and equipment provided by 46 RANG or other government agencies. Task Originator will be notified by the contractor when actual costs (including any “due-ins”) reach 90 percent of the estimate.

7.13. LABOR COSTS. Must be entered by the Task Originator. Unless otherwise specified within the DESCRIPTION/REQUIREMENTS field, this is an estimate. Task Originator will be notified by the contractor when actual costs reach 90 percent of the estimate.

7.13.1. The ETTC O&M Contractor will provide an overtime justification analysis if overtime is required. This analysis will include various overtime scenarios to determine the best value to the government.
7.14. OTHER COSTS. Must be entered by the Task Originator. If not required (i.e., no Other Costs will be required for the Task Requirement), an entry of “$0.00” will be input and no funds may be expended for Other Costs. These are costs not associated with Material or Labor Costs, and include shipping, credit card and Blanket Purchase Agreement purchases, travel costs, purchased services, etc. Unless otherwise specified within the DESCRIPTION/ REQUIREMENTS field, this is as estimate. Task Originator will be notified by the contractor when actual costs (including any “due ins”) reach 90 percent of the estimate. Note: The total task requirement cost is the sum of the Material, Labor and Other Costs. This total task cost will be used in evaluation of individual Task Requirements under the Award Fee Evaluation Plan.

7.15. DESCRIPTION/REQUIREMENTS. Give complete description of work to be performed, describing what is to be accomplished, not how. Initial part of the description should include a brief synopsis of the purpose of the Task Requirement. Phrase instructions in such a manner to permit the contractor to proceed as independently as possible and still accomplish the desired work effort. Provide PWS and/or TRD references requiring the contractor to support the requested efforts. In the case of a formal task requesting support outside the PWS or TRD, no reference is required. The contractor should be referred to as the ETTC O&M Contractor. References should not be made to the company name since some Task Requirements span from one contract to the next where the new contract may be awarded to a different contractor. Tasks directing the contractor to obtain items should use the words “requisition” or “acquire” and not “buy” or “purchase.” Tasks directing the contractor to make something should use the word “fabricate” not “build” or “construct.” Tasks directing the contractor to provide technical services should use the word “support” and not “assist.” This field will include the following:

7.15.1. If appropriate, specify any limitations on cost. For example, if the sum of Material Costs, Labor Costs, and Other Costs entries is $25,000.00, which represents a maximum upper limit of funding available, the Task Originator may so indicate this in the DESCRIPTION/ REQUIREMENTS field. Similar limitations may be placed on individual costs. Limitations may also be placed on overtime Labor Costs. If no limitations are specified, these cost entries are estimates only (reference paragraphs 8.12, 8.13, and 8.14 and accompanying notes).

7.15.2. If appropriate, specify any time-phased completion dates. These dates may be either Required or Desired (reference paragraph 8.6). Note: If the estimate is government provided, include the statement “This is a government estimate.” The ETTC O&M Contractor cannot be evaluated for the cost part of the estimate. However, the government engineer may request that the ETTC O&M Contractor provide an estimate once work has begun, “This is a government estimate - Request the ETTC O&M Contractor provide an estimate for this effort within X number of days (or by a specified date).” The ETTC O&M Contractor’s estimate is evaluated, if they are able to provide an estimate.

7.15.3. If required, provide appropriate security classification of equipment, data to be collected, etc.

7.15.4. If required, specify degree of protection to be afforded government property if it is to be left on the open range or at a deployed destination.
7.15.5. If appropriate, provide instructions for disposing of government property residue by including the statement “Process (indicate the residue) IAW FAR Subpart 52.245-05.” When Informal Task Requirements require modifications or integration with existing instrumentation, leaving equipment as surplus, instructions for disposition of the excess equipment must be provided. A separate Formal Task Requirement will be required if accountable property records of the contractor are changed (reference paragraph 4.3).

7.15.6. If government property is to be transferred into or out of the contractor's account, indicate the descriptive nomenclature, Federal Stock Number (if applicable), current equipment account number, location of property and equipment custodian (including phone number) to be contacted for additional information. Include reason for the change and reference any other relevant contractual document. Informal Task Requirements which require a companion Formal Task Requirement for property accountability transfer, etc., will reference the appropriate correspondence or indicate that correspondence for proper accountability will be, or has been, initiated. It should be noted that contractor work on the Informal Task Requirement cannot commence until property transfer has taken place.

7.15.7. If government property is to be placed in reduced maintenance, include the appropriate reduced maintenance categories in the Task Requirement. The terms “Storage” or “On-Site-Storage” should not be referenced in a Task Requirement or its title; always use the term “Reduced Maintenance.” Note: No property may be placed in reduced maintenance unless a future need exists and is indicated on the task.

7.15.8. For Government Furnished Property (GFP) no longer required on a specific portion of the contract, the contractor will be instructed to screen the item(s) for use elsewhere on the contract. The instructions should tell the contractor to declare GFP excess to contract requirements if no present or future use is anticipated. Dispose of excess government property by including the statement “Process (indicate the excess property) IAW FAR Clause 52.245-05.”

7.15.9. For Task Requirements (both Formal and Informal) requiring TDY, also include the following:

7.15.9.1. Security information necessary to ensure contractor compliance with DOD 5220.2-M, National Industrial Security Program Operating Manual (NISPOM), for safeguarding classified information.

7.15.9.2. Location where task is to be performed.

7.15.9.3. Name, grade and telephone number of technical and logistics contact at destination.

7.15.9.4. If appropriate, details of technical work/base support to be provided at destination host site.

7.15.9.5. Include the following statements, as required: “Transportation and lodging should be based on the most economical means in accordance with Section H Contract Clause, EGLIN-H012 Travel.”

7.15.9.6. Identification of equipment and instructions covering preparation of equipment for turn-in to 96th Logistics Readiness Squadron (96 LRS/LGRTCO) for
packing, crating and shipping by a government Bill of Lading to TDY destination.

Note: Any government property to be transported under commercial excess baggage rates must be coordinated with 96 LRS/LGRTCO before task preparation.

7.15.10. If the Task Originator is authorized and intends to use FWRs (reference paragraph 3.1.5), he/she must indicate that FWRs will be used to provide details of the support requirements for the Task Requirement.

7.15.11. M-Tasks that adjust funding require a justification statement and approval by the 46 TW/FMA or his/her designated representative prior to task submittal. This approval should be documented via e-mail or other verified documentation and included as an attachment to the task. This procedure also applies to all other tasks that specify a JON change.

7.15.12. The DESCRIPTION/REQUIREMENTS field should not include the following:

7.15.12.1. Request for loan of government-owned supplies or equipment in the contractor's possession to other government activities or contractors. If such a loan is required, the ETTC 2400-2001, Supply Procedures, allow for the temporary transfer of equipment between the contractor and the government (or other government-sponsored contractor), by exchange of a hand receipt. This is an informal procedure and, normally, no Task Requirement is required. However, if the item is subject to being scheduled for direct mission support, an Informal Task Requirement authorizing the equipment release would be required. In such cases, the Task Originator must coordinate with the Director, 46th Range Support Squadron (46 RANSS/CL) to request the temporary deletion of such equipment from the schedulable resources.

7.15.12.2. Statements that specific agreements have been reached between government and contractor personnel (it is permissible to indicate that review or coordination has been accomplished).

7.15.12.3. Direction to comply with USAF publications.

7.16. ORIGINATOR. Automatically populated by ETS when the Task Requirement is submitted for approval.

7.17. DATE. Automatically populated by ETS when the Task Requirement is submitted for approval.

7.18. TECHNICAL APPROVAL, CONTRACT REQUIREMENTS, CONTRACTING APPROVAL, and respective DATES. The ETS automatically populates these fields during the approval process.

8. ETS Task Requirement Amendment Form Content. Amendments are processed through ETS in the same way as the basic task. For Amendments, the ETS Task Requirement form includes the following fields:

8.1. TASK NO. ETS automatically assigns the Task Amendment Control Number, including the Amendment suffix letter(s).

8.2. TO. ETS automatically populates this field.

8.3. FROM. ETS automatically populates this field which is editable, if required.
8.4. JON. Must be entered by the Task Originator. If the JON has changed from the original Task Requirement (or latest amendment), enter the new JON and reference the existing JON under the DESCRIPTION/REQUIREMENTS field. Otherwise, enter the existing JON in the JON field. JON changes for Formal Task Requirements (P-Task) are not allowed.

8.4.1. LABOR JON. Entered by the Task Originator. Used only when labor is to be charged to a different JON.

8.5. TITLE. Must be entered by the Task Originator. The title of an amendment must be the same as that of the basic Task Requirement.

8.6. COMPLETION DATE/COMPLETION CODE. Entries in this field should be made only if there is a change from the basic Task Requirement or latest amendment. Otherwise, leave this field blank.

8.7. MISSION SUPPORT. Check this box if your task is direct mission support work.

8.8. FAD. Entries in this field should be made only if there is a change from the basic Task Requirement or latest amendment. Otherwise, leave this field blank.

8.9. UND. Entries in this field should be made only if there is a change from the basic Task Requirement or latest amendment. Otherwise, leave this field blank.

8.10. FACILITY CODE(S). Entries in this field should be made only if there is a change (adding new or removing previously assigned facility codes) from the basic Task Requirement or latest amendment. Otherwise, leave this field blank.

8.11. WBS(S). Entries in this field should be made only if there is a change (adding new or removing previously assigned WBSs) from the basic Task Requirement or latest amendment. Otherwise, leave this field blank.

8.12. MATERIAL COSTS. Enter in this field only the change (increase indicated by “+,” decrease by “-”) to Material Costs required by the amendment.

8.13. LABOR COSTS. Enter in this field only the change (increase indicated by “+,” decrease by “-”) to Labor Costs required by the amendment.

8.14. OTHER COSTS. Enter in this field only the change (increase indicated by “+,” decrease by “-”) to Other Costs required by the amendment.

8.15. DESCRIPTION/REQUIREMENTS. In this field, describe only the changes in work effort requirements. Provide PWS and/or TRD references requiring the contractor to support the requested efforts. In the case of a formal task requesting support outside the PWS or TRD, no reference is required. If the JON has been changed by the amendment, include the statement “The JON for this task has been changed from (old JON; for example, 9993AB12) to (new JON; for example, ABCD1234).” If the completion date has been changed, describe the circumstances that required the change in the date. If any of the three cost fields have changed, include the statement “The (indicate cost field; for example, Material Costs) has increased/decreased by (amount; for example, $500.00) for a total of (new total; for example, $10,500.00).” If changes are made to the other elements under paragraph 7.15, those changes should also be addressed.
8.15.1. Task amendments that request a JON change require a justification statement and approval by the Financial Management Flight (46 TW/FMA) or his/her designated representative prior to task submittal. This approval should be documented via e-mail or other verified documentation and included as an attachment to the task.

8.16. ORIGINATOR. Automatically populated by ETS when the Task Requirement is submitted for approval.

8.17. DATE. Automatically populated by ETS when the Task Requirement is submitted for approval.

8.18. TECHNICAL APPROVAL, CONTRACT REQUIREMENTS, CONTRACTING APPROVAL, and respective DATES. The ETS automatically populates these fields during the approval process.

9. Facility Work Requests (FWR). FWRs document the detailed support requirements for test and training projects that are in approved Test Directives and/or Task Requirements. Except where directly authorized in a Test Directive, the FWR must be generated under a Task Requirement, prepared by authorized originating agencies through the ETS. The FWR must not be used to specify work or support not authorized or defined in an approved Test Directive and/or Task Requirement. Such prohibited support includes altering the facility configuration, acquiring materials, tools, equipment, etc. Joint-Preflight Integration of Munitions and Electronic Systems (J-PRIMES); Guided Weapons Evaluation Facility (GWEF); Advanced Warheads Experimentation Facility (AWEF), including the High Explosive Research Development (HERD) Facility; and the McKinley Climatic Laboratory (MCL) are authorized to use FWRs. Threats and Mobile Targets Flight, Fixed Targets and Facilities Flight, and O&M Contract Management Flight may also use Work Requests. Other organizations may be authorized by the O&M Contract Management Flight to generate FWRs, on a case-by-case basis. FWR tasking is accomplished by authorized personnel within these facilities/organizations. Normally, this will be the Task Originator of the basic Task Requirement. FWRs are generated using the work request link which appears on the main menu of ETS if the originator is authorized to submit FWRs. This links to the Program Information Management System (PIMS) service order module where authorized government personnel log into PIMS and submit work requests.

9.1. Any authorized person may fill out and submit a FWR using the ETS.

9.2. WORK ORDER NO. If not automatically populated then a sequential numbering system such as task number, year and the number of the work order is suggested. For example, E123-06-001.

10. Task Requirement Evaluation. Once the contractor submits a Task Requirement for closure, the Task Originator is notified by both a pop-up message and a message on the ETS home page. As soon as possible after receipt of the completion notice from the contractor, the Task Originator will prepare an evaluation of the contractor's performance. This evaluation will be submitted electronically to the respective Flight/Squadron Performance Monitor IAW the Surveillance and Award Fee Evaluation Plan for the O&M of the ETTC. The Performance Monitors will roll-up individual Task Requirement evaluations into an overall evaluation for their Flight/Squadron. The Task Performance Functional Area Evaluator (46 RANG Technical Advisor or designated representative) will combine these rolled-up ratings into a single overall
rating. That overall evaluation will be reviewed by the 46 RANG Director (46 RANG/DD) with recommendation to the award fee determining official.

10.1. The Task Originator may, if desired, initiate an interim evaluation at any time during the performance period of a Task Requirement. Long-term Task Requirements requiring a year or more to complete must be given an interim evaluation every six months by the Task Originator. The interim evaluation rating is included into the overall roll-up of Task Requirement evaluations for the flight/squadron.

10.2. Task Requirements utilizing FWRs will be evaluated based on the contractor’s overall performance on the Task Requirement. The Task Originator will factor into his/her evaluation the contractor’s performance on the individual FWRs.

11. Engineering Task Validation for New ETTC O&M Contract. Task Originators will review all Informal Task Requirements prior to the beginning of each new ETTC O&M Contract. All tasks older than two years having continuing requirements will be validated to 46 TSSQ/TSRM by the Task Originator. 46 TSSQ/TSRM will cancel all unvalidated tasks at the end of the old contract period.

12. Adopted Forms:

- AF Form 332, Base Civil Engineering Request
- AF Form 847, Recommendation for Change of Publication

SAL M. NODJOMIAN, Colonel, USAF
Commander, 96th Air Base Wing
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
Performance Work Statement (PWS) for Operation and Maintenance (O&M) of the ETTC
Surveillance and Award Fee Evaluation Plan for the O&M of the ETTC
AACI 13-206, Maintenance of Land Test Areas
Procedures, Chapter 24, The Uniform Materiel Movement and Issue Priority System
DOD 5220.2-M, National Industrial Security Program Operating Manual (NISPOM)
Federal Acquisition Regulation (FAR) Subpart 52.245-05, Reporting, Redistribution, and
Disposal of Contractor Inventory
ETTC 2400-2001, Supply Procedure

Abbreviation and Acronyms
AAC—Air Armament Center
ACO—Administrative Contracting Officer
AEWF—Advanced Warheads Experimentation Facility
ASTTE—Armament Systems Test & Training Environment
AVSF—Aerospace Vehicle Survivability Facility
C2—Command & Control
CSE—Central Scheduling Enterprise
DHS—Department of Homeland Security
DoD—Department of Defense
EEIC—Element of Expense and Investment Code
ETS—Electronic Tasking System
ETTC—Eglin Test & Training Complex
FAA—Federal Aviation Administration
FAD—Force Activity Designator
FAR—Federal Acquisition Regulation
FWR—Facility Work Request
GFP—Government Furnished Property
GPSS—General Purpose Support Systems
GWEF—Guided Weapons Evaluation Facility
HERD— High Explosive Research Development Facility
IAW— In Accordance With
PRIMES— Joint-Preflight Integration of Munitions and Electronic Systems
JOCAS— Job Order Cost Accounting System
JON— Job Order Number
LGTF— Landing Gear Test Facility
MCL— McKinley Climatic Laboratory
MRTFB— Major Range Test Facility Base
MSTTE— Multi-Spectral Test & Training Environment
O&M— Operations & Maintenance
OL ACL— Landing Gear Systems Test Flight
OL ACS— Survivability Flight
OTTA— Offshore Test & Training Area
PIMS— Program Information Management System
PWS— Performance Work Statement
QRT— Quick Reaction Tasks
RCC— Range Commanders' Council
RDAT&E— Research Development Acquisition Test & Evaluation
RDS— Records Disposition Schedule
RF— Radio Frequency
TA— Test Area
TDY— Temporary Duty
TRD— Technical Requirements Document
TSA— Technical Support Appendix
UND— Urgency of Need Designator
WBS— Work Breakdown Structure

Terms

E-Task— Engineering task, directs the contractor to provide engineering support.

Formal Task— A task that requires a contracting officer’s signature (P-Tasks).

Informal Task— A task that does not require a contracting officer’s signature (E, M & S-Tasks).
**M-Task**—Management task, directs the contractor to management support.

**P-Task**—Procurement task, a formal task requiring a contracting officer’s signature (Procurement office) dealing with manning, property administration, some TDY’s and equipment maintenance status.

**S-Task**—Support task, directs the contractor to provide various forms of mission support.