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AIR FORCE TEST CENTER**

**AIR FORCE TEST CENTER
INSTRUCTION 99-100**



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Test and Evaluation

STATEMENT OF CAPABILITY

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This Air Force Test Center Instruction (AFTCI) implements Department of Defense (DoD) Directive 3200.11, Major Range and Test Facility Base (MRTFB), DoD Instruction 3200.18, Management and Operation of the Major Range and Test Facility Base (MRTFB), DoD Instruction 4000.19, Support Agreements, and Air Force Instruction (AFI) 25-201, Intra-Service, Intra-Agency, and Inter-Agency Agreements Procedures. This AFTCI implements policy and guidance on generating a Statement of Capability (SOC), managing risk, and re-baselining. Organizations will provide detailed local procedures for creating customer agreements or SOCs in accordance with (IAW) this instruction. This publication may be supplemented at any level, but all direct supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes described in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). If a written request for DoD records has been made by any person, organization, business, except a Federal Agency, that either explicitly or implicitly invokes the Freedom of Information Act (FOIA), it must be processed by the local FOIA Request Service Center (412 CS/SCOK) IAW DoDM 5400.07_AFMAN33-302, DoD Freedom of Information Act Program. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. A trade name is simply the name of the commercial enterprise, such as Microsoft ®. Distinguish each use

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes in General **Chapter 1** include: Authorities paragraphs were updated to reflect the latest guidance and regulations, and the SOC and SOC process paragraphs were updated to include references to relevant higher guidance and wing-level guidance. Major changes were made to **Chapter 2**, Responsibilities, including adding new responsibilities and changing references to AFTC/XP to AFTC/XR. Major changes were made to **Chapter 3**, including updating **Figure 3.1** and describing the overall process in terms of three phases. Each phase and corresponding step information was moved to Chapters **4**, **5**, and **6**, respectively. **Chapter 5** was moved to **Chapter 7** and retitled “SOC Risk Management” instead of “Project Risk Management” but otherwise had few changes. The associated Figure is now **Figure 7.1**. **Chapter 6** was moved to **Chapter 8** with minimal changes and the associated Figure is now **Figure 8.1**. Attachments **1** through **5** were updated with the most recent information available. Attachments **6** and **7** were added.

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Chapter 1

GENERAL

1.1. General. The intent of this instruction is to establish a framework and basic requirements for customers to use capabilities within the Air Force Test Center (AFTC) enterprise to conduct test and related activities.

1.2. Major Range and Test Facility Base (MRTFB). The Department of Defense (DoD) defines the MRTFB as the “designated core set of DoD Test and Evaluation (T&E) infrastructure and associated workforce [that provides] T&E capabilities to support the DoD acquisition system.” DoDD 3200.11, Major Range and Test Facility Base (MRTFB) (15 Oct 2018). The DoD identified the various MRTFB Activities operated by the DoD, including those within the Air Force, in DoDD 3200.11, Enclosure 2. Within the AFTC enterprise, the MRTFB Activities include the Arnold Engineering Development Complex (AEDC), 412th Test Wing and the 96th Test Wing. All MRTFB Activities within the DoD are managed and operated under the uniform guidelines contained in DoDI 3200.18, Management and Operation of the Major Range and Test Facility Base (MRTFB) (15 Oct 2018).

1.3. Authorities. The authority for entering into a support agreement wherein AFTC enterprise facilities are utilized by non-AFTC entities differs depending on the status of the customer. All the authorities are captured succinctly in DoDD 3200.11, [paragraph 4.5](#), which states “the MRTFB Activity may be used by other DoD users (including DoD training users), and by users outside the Department such as U.S. Government Agencies, State, and local governments, allied foreign governments, and commercial entities.”

1.3.1. Federal Government Entities. For support agreements between a federal entity and the AFTC enterprise, the implementing authority is AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures (18 Oct 2013). This would include agreements between AFTC and non-AFTC Air Force customers, customers from other service branches within the DoD, or other federal government agencies. For a one-time, reimbursable agreement between parties, a Memorandum of Agreement (MOA) or similar document may be used. DoDI 4000.19, Support Agreements (16 Dec 2020), Section 5: Examples of Agreements, contains good samples of MOAs. A SOC will be used for any cases other than that of a one-time, reimbursable agreement.

1.3.2. Commercial Entities. For support agreements between a non-federal, commercial entity and the AFTC enterprise, the controlling authority is 10 U.S.C. § 4175, as implemented through DoDD 3200.11 and DoDI 3200.18. Those authorities specifically delegate to the appropriate entity the ability to enter contracts with commercial entities which desire to conduct commercial test and evaluation activities at an MRTFB. Any support agreement between an AFTC enterprise facility and a commercial entity must comply with 10 U.S.C. § 4175. The statute mandates that any such agreement contains a provision regarding the termination of the test as well as a provision regarding the reimbursement of the DoD for all direct costs associated with the test. See 10 U.S.C. § 4175(b)-(c). Further, the statute dictates how funds collected pursuant to such a test are handled. See 10 U.S.C. § 4175(d). As to indirect costs, those are required under the DoD Financial Management Regulation, Volume 11A, [Chapter 1, paragraph 1.3.4](#). Finally, it is DoD policy not to compete unfairly with available commercial facilities when providing special services to private parties or agencies

outside the federal government. Therefore, any agreement entered pursuant to this commercial test authority must document compliance with this policy. See DoDI 3200.18, Enclosure 3, paragraph 3.b.

1.4. Statement of Capability (SOC). A SOC is a formal support agreement (a form of a Memorandum of Agreement) that commits resources by an AFTC unit in response to a support request. The SOC uses the best available information with all assumptions clearly explained. **Attachment 5** describes the basic elements of the SOC. This instruction further establishes basic vocabulary and definitions to be used universally throughout AFTC. All SOCs must comply with DoDI 4000.19 requirements IAW DoD 7000.14-R, Volume 11A, Chapter 12, paragraph 4.4.

1.5. SOC Process. This instruction provides overall policy and guidance for SOC activities to maximize standardization across AFTC organizations. Within the framework of this instruction, each wing/complex is expected to develop processes to fulfill the requirements of this instruction. Wing/complex will document their processes in local instructions. Wing/complex units will use the customer support agreement process and document templates approved by their wing/complex. 412th Test Wing (412 TW) guidance is given in Edwards Air Force Base Instruction (EDWARDSAFBI) 99-100, Test Project Management. 96th Test Wing (96 TW) guidance is given in 96th Test Wing Instruction (96TWI) 99-100, Test Project Management. AEDC guidance is available by contacting AEDC/804 TSS Workflow: AEDC.804.TSSWorkflow@us.af.mil.

1.6. SOC Process Goals. The goal of the SOC is to provide the customer with an official estimate of the cost, schedule, and any other relevant information required to conduct the testing and provide required deliverables in alignment with the acquisition strategy.

1.7. Scope. This instruction applies to any experiments/demonstrations, developmental test (ground, flight, cyber), support (general, modeling/simulation, specialty engineering), or training request initiated by customers who are external to the AFTC enterprise.

Chapter 2

RESPONSIBILITIES

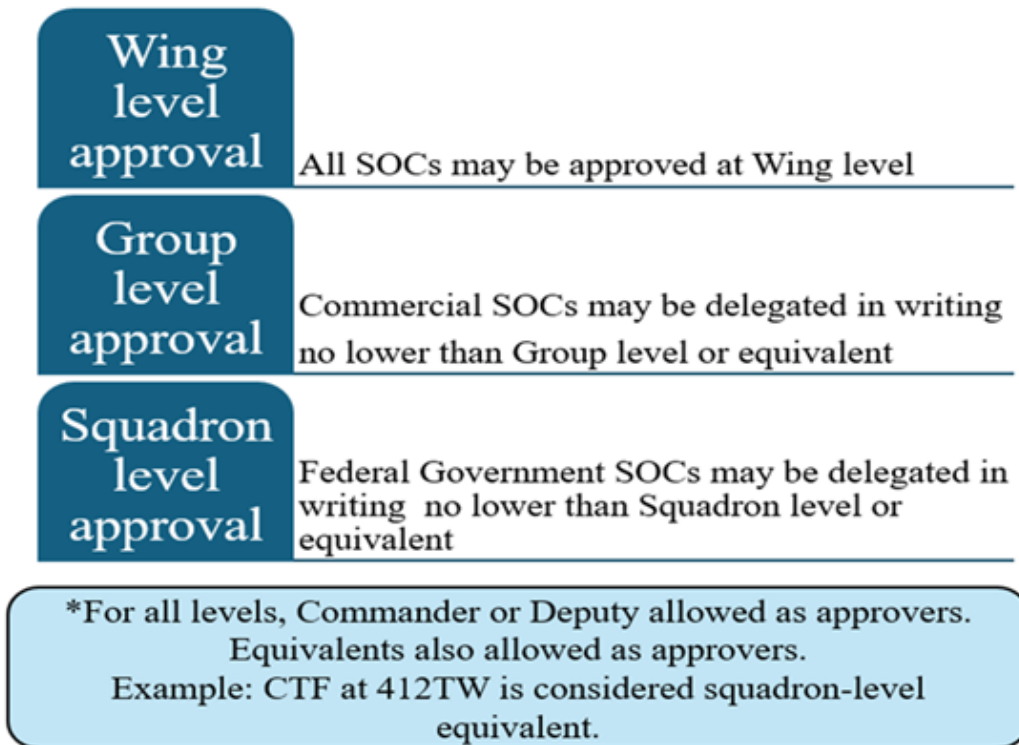
2.1. AFTC Commander.

- 2.1.1. Serves as the approval authority for this instruction.
- 2.1.2. Delegates to the commanders of the 412 TW, 96 TW and AEDC the authority to approve SOC's that obligate resources under their respective command.
- 2.1.3. Adheres to delegation of Lead Developmental Test and Evaluation Organization (LDTO) responsibilities laid out in DoDI 5000.89_DAFI 99-103, Capabilities-Based Test and Evaluation, to the Executing Test Organization (ETO) to execute.

2.2. Wing/Complex Commanders.

- 2.2.1. Serve as the approval authority for SOC's that obligate resources within their command.
- 2.2.2. May delegate SOC approval authority in writing to group commanders (or their equivalents) or group deputies (or their equivalents). For agreements with commercial entities, with or without government sponsorship, no further delegation is authorized. If there is a government sponsor of a commercial effort, the government sponsor must be included as a signatory on the SOC. For agreements solely with federal government entities, they may further delegate SOC approval authority in writing to squadron commanders (or their equivalents) or squadron deputies (or their equivalents) for their respective areas of responsibility. No further delegation is authorized.

Figure 2.1. Delegation Detail.



2.2.3. Elevate to AFTC Commander if SOC warrants higher level review or approval (high cost, resource intensive, politically sensitive, cross wing effort/Distributed Test Operations (DTO), etc.)

2.2.3.1. Establish processes and procedures for elevating a SOC to a higher-level authority for approval.

2.2.3.2. Provide the AFTC Commander the decision criteria used for elevating the SOC approval.

2.2.4. Develop and document a local SOC process compliant with this instruction.

2.2.5. Send any publications or guides related to this process to AFTC/XR.

2.2.6. Develop SOCs in accordance with (IAW) Chapter 5 of this instruction.

2.2.7. Maintain a locally developed archive of approved SOCs.

2.2.8. Report test project metrics and customer survey results to AFTC Metrics Working Group site. Report instances of customer non-support to AFTC Metrics Working Group site and AFTC/ENT Workflow: aftc.xp.1@us.af.mil.

2.2.9. Establish referral procedures when the wing/complex is unable to support a customer, to provide potential customers recommendations for suitable alternative locations (other AFTC sites or organizations outside of AFTC, such as other military services or US government agencies) when the original AFTC wing/complex is unable to provide support due to limiting factors such as resources, schedule, etc.

2.2.10. All AFTC test organizations are directed to employ DTO processes and methodologies whenever a planned test requires capabilities or resources in excess of those existing within their wing/complex (accounting for the customer's cost and schedule constraints). See Air Force Test Center Instruction (AFTCI) 99-103, Capabilities-Based Test and Evaluation, for further guidance on DTO.

2.2.11. Adhere to delegation of LDTO responsibilities laid out in DoDI 5000.89_DAFI 99-103, Capabilities-Based Test and Evaluation, to the ETO to execute. Establish and maintain a list of approved SOC's associated with each AFMC LDTO Worksheet (in place of AFMC Form 42) and provide to AFTC/ENT Workflow: afmc.xp.1@us.af.mil on a quarterly basis. AFMC LDTO Worksheets are required for all efforts and all customers in order to track organizational commitments and workload.

2.3. AFTC/XR.

2.3.1. Administer SOC policy for all AFTC organizations.

2.3.2. Review wing/complex publications and/or guides related to this instruction.

2.3.3. Collect Test Project metrics including customer survey results from the wings/complex via the AFTC Metrics Working Group site and report to AFTC leaders.

2.4. AFTC/ENT.

2.4.1. Assist AFTC/CC with determining or verifying the best source of support within the AFTC enterprise, which may include designating an ETO.

2.4.2. Collect non-support information from wing/complex.

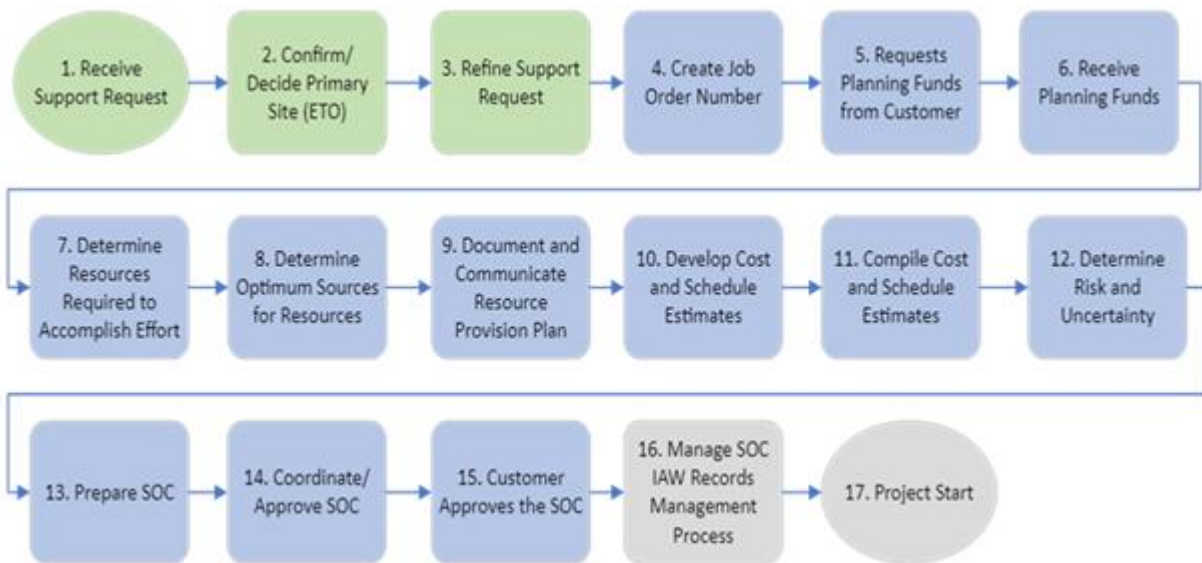
2.4.3. Facilitate the AFTC Seamless Customer Experience Integrated Product Team to increase collaboration across the enterprise and provide seamless AFTC customer experience.

Chapter 3

CUSTOMER SUPPORT PROCESS

3.1. General. There are many factors that influence the sufficiency of the initial customer input. The goal of the AFTC is to provide a response in the form of a SOC or a letter of non-support to the customer (see [Attachment 6](#)). Ideally, the SOC should be provided to the customer within 14 days of receiving the support request; however, some SOC timelines are driven by complexity of the effort and can trend higher. Several steps are needed to ensure the requirements of the customer are clearly understood. Additionally, there are administrative steps that need to be accomplished. Refer to the process flow diagram in [Figure 3.1](#). Customer Support Process for the steps referenced in the following sections.

Figure 3.1. Customer Support Process.



3.2. The Customer Support Process (Three Phases).

3.2.1. The Pre-SOC phase (steps 1 – 3, in green) is the initial steps to capture basic customer information to engage the customer in a dialogue on their requirements. This is accomplished using Customer Relationship Management techniques at each AFTC site.

3.2.2. The SOC Development phase (steps 4 – 15, in blue) is where the requirements are stated, cost & schedule estimates provided, signatures are logged to indicate concurrence by the customer and AFTC capability providers.

3.2.3. The post-SOC phase (steps 16 – 17, in gray) is where the SOC is archived, and the project begins executing.

3.3. Purpose. The purpose of the SOC is to establish a formal agreement of cost, schedule, and technical content between the test organization and the customer. Additionally, it defines the roles and reminds the customer of their role in helping to meet their objectives by delivering test articles and relevant information on time.

Chapter 4

PRE SOC PHASE

4.1. Receive Support Request (Step 1). The initiation point for the SOC process occurs when a request for support is received from a prospective customer. This is part of customer relationship management.

4.2. Confirm/Decide Primary Site (ETO) (Step 2). AFTC units will normally refer potential customers to the most appropriate wing/complex unit for support. AFTC units will also coordinate the AFMC LDTO Worksheet (in place of AFMC Form 42) to document sources of support within the AFTC enterprise, which may include designating an ETO. The AFMC LDTO Worksheet is provided to AFTC/ENT via AF Test Center LDTO Workflow at aftc.xp.1@us.af.mil as part of the LDTO process which ensures the customer receives the best resources, regardless of site location, to fulfill their unique requirements.

4.2.1. Wing/complex will develop processes to capture and review customer support requests, review and staff the AFMC LDTO Worksheet.

4.3. Refine Support Request (Step 3). The support request is received from the customer. The wing/complex unit will engage with the customer and provide guidelines to refine their support request in the best format and with the appropriate details. This starts the engagement/dialogue on capturing requirements. Each wing/complex has a guide or website to help potential customers.

4.3.1. 96TW Customer Guide: <https://www.eglin.af.mil/Portals/56/documents/Customer%20Guide%202021.pdf>

4.3.2. 412TW: <https://www.edwards.af.mil/Contact-Us/>

4.3.3. AEDC: <https://media.defense.gov/2021/Jun/23/2002747597/-1/-1/1/2021%20TEST%20CAPABILITIES%20GUIDE.PDF>

4.4. Non-Support Decision. Wing/complex will establish a process for adjudicating requests that they may not be able to support. This process will include considering their organization and organizations across AFTC. The wing/complex process will ensure all potential customers are given recommendations for suitable alternative locations (such as other military services or US government agencies) when the wing/complex determines no AFTC support from across the enterprise is available. Wings/complex will send non-support metrics to AFTC/ENT via AF Test Center LDTO Workflow at aftc.xp.1@us.af.mil and to AFTC/XR via the AFTC Metrics Working Group site. Units will use the workflow email addresses below for coordination.

4.4.1. 96TW: 96TW/XP Workflow 96abw.suspenses@us.af.mil

4.4.2. 412TW: 412 TMG Workflow s533a5@us.af.mil

4.4.3. AEDC: AEDC/CT Workflow aedc.ct.workflow@us.af.mil

4.4.4. AFTC: AFTC/ENT Workflow: aftc.xp.1@us.af.mil

Chapter 5

SOC DEVELOPMENT PHASE

5.1. Create Job Order Number (JON) (Step 4). This step is performed by the wing/complex. This step ensures the prospective project is registered and given a number. The JON is a unique number that will help identify and communicate with other systems (financial, scheduling, etc.). An appropriate title is given to the prospective project as well as assignment of a focal point.

5.2. Requests for Planning Funds from Customer (Step 5). To cover the cost of preparing the SOC (as required), a request for funds is sent to the customer by the ETO. This same process can be used between the ETO and Participating Test Organization (PTO). A sample of the request is given in [Attachment 2 \(Figure A2.1. Planning Funds Request Sample\)](#). Units will contact their wing/complex leadership for local document standards. The amount of planning funds should be limited to the cost of labor required to get through step 15 of the Customer Support process. Generally, this would not include any provision costs.

5.3. Receive Planning Funds (Step 6). Customer sends and wing/complex accepts planning funds. Note: If a Planning Funds Request is in effect for the project, the Financial Management (FM) office must distribute funds IAW the Planning Funds Request when customer funds are received.

5.4. Determine Resources Required to Accomplish Effort (Step 7). This step requires communications between customer representatives and AFTC capability subject matter experts (SMEs) to determine resources required to accomplish the effort.

5.5. Determine Optimum Sources for Resources (Step 8 as required). This step involves the technical SMEs who will provide the resources required to accomplish the customer's goals. It is important that each member of the AFTC recognize that all AFTC enterprise resources are potentially available for every project and the best resources, regardless of site location, should be used to fulfill the Support Request Schedule. Availability, capacity, logistics, and cost must all be considered when developing the optimum combination of resources for each project. In general, no site should ever consider acquiring new resources (e.g., contractors, organic employees, new or modified equipment/facilities) for a project until all options AFTC-wide have been exhausted. When using resources from another AFTC site, use the Transfer of Workload (TOW) Letter of Agreement (LOA) process to document the agreement between sites per example in [Attachment 3, \(Figure A3.1. Letter of Agreement Sample\)](#). Units will contact their wing/complex leadership for local document standards. In many cases, Steps 7 and 8 can be done concurrently.

5.6. Document and Communicate Resource Provision Plan (Step 9 as required). The purpose of this step is to document the optimum resources determined in Step 8.

5.7. Develop Cost and Schedule Estimate (Step 10). This step is performed with input from the resource providers as appropriate, using the Resource Provision Plan developed in step 9 (if available). A cost and schedule estimate will be generated for each resource required to support the project. In the case of the PTO, a TOW LOA accompanies the estimate. The PTO obtains local approval of the estimate before sending it along with the TOW LOA to the ETO, to include a support summary and any assumptions regarding potential impacts (e.g., aircraft Program Depot Maintenance schedules).

5.8. Compile Cost and Schedule Estimate (Step 11). Cost and schedule estimates are compiled so a comprehensive SOC can be drafted. The final compilation of estimates incorporated in a SOC forms the baseline of the project. The baseline costs and schedule will be compared to the actual costs and schedule as one measure of project performance.

5.9. Determine Risk and Uncertainty (R&U) (Step 12). Using historical precedent and professional judgment, the SOC preparer will decide upon an appropriate R&U assessment in terms of management of cost and schedule risk. Depending on the project, the R&U may be determined at the overall project level or for one or more critical resources.

5.10. Prepare SOC (Step 13). The wing/complex unit will prepare the draft SOC with the elements given in [Attachment 5 \(Figure A5.1. SOC Elements\)](#). The SOC Elements can be arranged in any order. Wing/complex can use their own SOC formats.

5.11. Coordinate/Approve SOC (Step 14). All SOC coordinators and approving officials are responsible for timely review and routing of the SOC. Higher complexity and scope may necessitate more extensive coordination and signature levels than lower complexity and scope. The date of transmittal to the customer must be recorded using local tracking systems.

5.12. Customer Approves the SOC (Step 15). The customer signs and dates the SOC and sends the signed document back to the appropriate office. Customer signature date constitutes a project start which must be recorded using local tracking systems. Customer takes action to provide project funding at the specified level in the SOC.

Chapter 6

POST-SOC PHASE

6.1. Manage SOC IAW Records Management Process (Step 16). The signed SOC is filed IAW the records management plan.

6.2. Project Start (Step 17). The customer sends the appropriate funds. The local FM office receives funding and transfers it into applicable financial systems IAW with Financial Improvement and Audit Readiness (FIAR) guidance. The AFTC should not perform any work beyond SOC development without funds and a customer-signed SOC. Additionally, funds cannot exceed the amount of the signed SOC. The funding document(s) must comply with FIAR guidance. Note: If a TOW LOA is in effect for the project, the FM office must distribute funds IAW the TOW LOA to the PTOs.

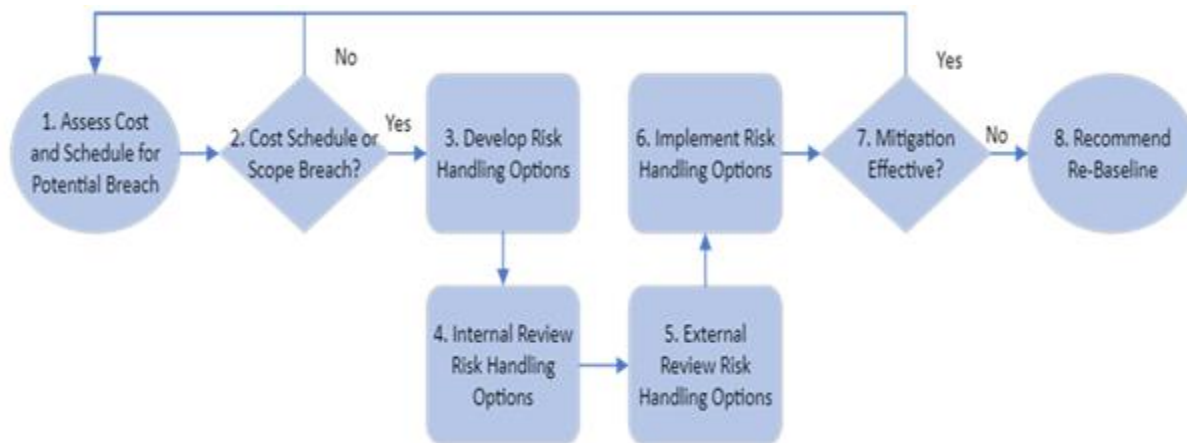
Chapter 7

SOC RISK MANAGEMENT

7.1. Completion of the SOC. With the completion of the SOC, the team starts project support work. The units will monitor the execution of the agreement's cost, schedule and performance using the SOC Risk Management process, or equivalent. Wing/complex units will use the Re-Baseline process or equivalent when SOC parameters are breached.

7.1.1. While accomplishing the project, any number of factors can influence the original cost and schedule estimates. The term, Project Team, is used in this instruction to represent the team members responsible for monitoring cost and schedule during the life of the project. "Project Team" includes the assigned project lead who functions as the Point of Contact (POC) for the project. At any point during the project life cycle there is some risk a project will not be completed within the original cost and/or original schedule. Identifying, communicating, and mitigating these risks are vital to successful project management. The basic project risk management process is shown in [Figure 7.1](#). SOC Risk Management Process.

Figure 7.1. SOC Risk Management Process.



7.1.2. Assess Cost and Schedule for Potential Breach (Step 1). The Project Team will periodically (depending upon duration of project and other factors) assess the actual costs incurred and schedule consumed and then compare the actuals to the planned costs and schedule.

7.1.3. Cost Schedule or Scope Breach? (Step 2). This is a decision point. If no breach is expected to occur, then continue executing step 1. If a breach is expected, then proceed to step 3.

7.1.4. Develop Risk Handling Options (Step 3). If mitigation is necessary, the Project Team will develop options to recover schedule or reduce costs to not exceed established baselines. The Project Team will also inform the customer of this action and include the customer's suggestions in the options.

7.1.5. Internal Review Risk Handling Options (Step 4). The Project Team will present the risk handling options to appropriate leadership within the wing/complex.

7.1.6. External Review Risk Handling Options (Step 5). The Project Team will present the internally approved option(s) to the customer then seek final approval of the option(s) from the customer.

7.1.7. Implement Risk Handling Options (Step 6). The Project Team will implement all or a portion of the approved options.

7.1.8. Mitigation Effective? (Step 7). The Project Team will determine if the mitigation is helping recover schedule and/or cost. Usually, the Project Team will require more frequent cost and schedule updates (or estimates thereof) to determine if the revised plan is working. If the risk response(s) works, the Project Team may resume normal periodic assessments of the project.

7.1.9. Recommend Re-Baseline (Step 8). The Project Team will inform leaders at the appropriate level on the recommendation to re-baseline. Whenever project requirements cannot be met on time and/or on cost, the Project Team should recommend a re-baseline action. Leaders have the option to approve the re-baseline or let the project finish late but not over cost (FIAR compliance). For projects over cost, the period of performance may need to be adjusted to be FIAR compliant.

Chapter 8

PROJECT RE-BASELINE

8.1. General.. The Project Team prepares a re-baselined SOC and associated documents with the new cost and schedule baselines IAW FIAR guidance and communicates the changes to local leadership and the customer. The re-baseline process is shown in **Figure 8.1. Re-baseline Process**. This is basically a subset of the SOC Development phase described in **Figure 3.1. Customer Support Process**

Figure 8.1. Re-baseline Process.



8.1.1. Re-baseline SOC (Step 1). The Project Team documents the new cost, schedule, and performance baselines for the project. In some cases, this may entail performing some or all the process steps in the Pre-SOC and SOC Development phases.

8.1.2. Internal Review/Approve Re-baselined SOC (Step 2). The Project Team will coordinate the re-baselined SOC through appropriate wing/complex leadership. Wing/complex leadership will validate the new cost, schedule, and performance baselines for reasonableness.

8.1.3. External Review/Approve Re-baselined SOC (Step 3). The Project Team will coordinate the re-baselined SOC with the customer. The customer will sign and date the re-baselined SOC.

8.1.4. Document Re-baseline Reasons (Step 4). Select all the contributing causes for the re-baseline from the table in **Attachment 4 (Figure A4.1. Re-baseline Reasons)**. The Project Team will provide the causes for re-baseline, in order of significance, to their wing/complex. Wing/complex will provide this information to AFTC/XR through the metrics reporting process via the AFTC Metrics Working Group site so systemic problems can be understood and addressed.

8.1.5. Receive Funds (Step 5). If the re-baseline requires the customer to send additional funds to complete the project, the customer will send funds IAW FIAR guidance. The AFTC should not perform project support work without funds and a customer-signed SOC in hand. Additionally, funds cannot exceed the amount of the signed SOC. The funding document must comply with FIAR.

8.1.6. Resume Project Risk Management (Step 6). The Project Team resumes project risk management (see [Chapter 7](#)).

SCOTT A. CAIN,
Major General,
Commander

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

10 U.S.C. § 4175, Use of test and evaluation installations by commercial entities, 28 Apr 2024

DoD 7000.14-R, Vol. 11A, Chapters 4, User Fees, Oct 2023, and Chapter 12, Major Range and Test Facility Base (MRTFB), July 2016

DoDD 3200.11, Major Range and Test Facility Base (MRTFB), 27 December 2007, Incorporating Change 2, 15 October 2018

DoDI 3200.18, Management and Operation of the Major Range and Test Facility Base (MRTFB), 1 Feb 2010, Incorporating Change 2, 15 October 2018

DoDI 4000.19, Support Agreements, 16 December 2020

DoDI 5000.89_DAFI99-103, Capabilities-Based Test and Evaluation, 8 December 2021

DoDM 5400.07_AFMAN33-302, DoD Freedom of Information Act Program, 27 April 2018

AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures, 17 October 2013

AFI 33-322, Records Management and Information Governance Program, Incorporating Change 1, 28 July 2021

AFI 51-303, Intellectual Property: Patents, Patent Related Matters, Trademarks and Copyrights, 21 June 2018

96TWI 99-100, Test Project Management, 9 November 2023

EDWARDSAFBI 99-100, Test Project Management, 14 September 2017

Adopted Forms

AFMC LDTO Worksheet, 17 May 2023

AF Form 847, Recommendation for Change of Publication, 14 April 2022

Abbreviations and Acronyms

412TW—412th Test Wing

96TW—96th Test Wing

96TWI—96th Test Wing Instruction

AEDC—Arnold Engineering Development Complex

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

AFTC—Air Force Test Center

AFTCI—Air Force Test Center Instruction

CTF—Combined Test Force
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
EDWARDSAFBI—Edwards Air Force Base Instruction
ETO—Executing Test Organization
FIAR—Financial Improvement and Audit Readiness
FOIA—Freedom of Information Act
FM—Financial Management
IAW—In Accordance With
ITF—Integrated Test Force
JON—Job Order Number
LDTO—Lead Developmental Test and Evaluation Organization
LOA—Letter of Agreement
MOA—Memorandum of Agreement
MRTFB—Major Range and Test Facility Base
OPR—Office of Primary Responsibility
POC—Point of Contact
PTO—Participating Test Organization
RDS—Records Disposition Schedule
R&U—Risk and Uncertainty
SME—Subject Matter Expert
SOC—Statement of Capability
T&E—Test and Evaluation
TOW—Transfer of Workload

Terms

Customer Relationship Management (CRM)—This is a strategy that a business uses to manage interactions with customers to improve customer service, streamline processes, increase throughput, and build customer relationships.

Executing Test Organization (ETO)—This is the AFTC unit charged with accomplishing a particular developmental test project under supervision of the LDTO. The unit will complete the Customer Support Process, monitor project's performance against the SOC during planning, execution, and reporting. The unit will also provide the customer with the agreed deliverables specified in the SOC.

Job Order Number (JON)—A unique number used to identify and track costs specific to a project.

Lead Developmental Test and Evaluation Organization (LDTO)—The lead government developmental test and evaluation organization on the Integrated Test Team that is most qualified to conduct and/or be responsible for overseeing a confederation of DT&E organizations, each with different but necessary skills, in support of an acquisition program. Per DoDI5000.89_DAFI99-103, Test and Evaluation, [paragraph 2.20c](#), the LDTO may designate a sub-organization, such as an ETO or Participating Test Organization (PTO), to conduct the test with LDTO oversight in alignment with the DAF M&S Strategy and M&S policy and instructions.

Letter of Agreement (LOA)—A support agreement between AFTC sites to capture the details of the transfer of workload.

Project Baseline—This is the output/product of the SOC process and represents the agreement between the test organization and the customer on project cost, schedule, and content, sometimes known as the Performance Management Baseline (PMB).

Project Team—This term is used to represent the points of contact responsible for project management.

Participating Test Organization (PTO)—An organization that provides additional support to the ETO when required and can exist whether the AFTC is the LDTO or not.

Re—baseline - An update to cost, schedule, or scope agreed to by the Project Team, wing/complex leadership, and the customer. Although sites may use other terms, if the cost, schedule, or scope commitments have been changed, then AFTC considers it a re-baseline and it must be reported as such.

Statement of Capability (SOC)—A support agreement between an AFTC unit and its customer.

Support Request—Formal request from a customer for a project cost and schedule estimate.

Test Support—Any effort to support a test goal. For example, using the range to support a missile test is test support but using the range to support training is not.

Test Support Request—Support requests that have an LDTO and ETO designation. Some Test Support Requests may also request support where the AFTC only has a PTO role.

Transfer of Workload (TOW)—A process used to take advantage of available resources across the AFTC Enterprise to avoid unnecessary expenditures on site-specific resources and to provide more agility in execution of mission requirements.

Wing/Complex—Generic reference to any of the AFTC subordinate units: 412th Test Wing, 96th Test Wing, or AEDC.

Attachment 2

PLANNING FUNDS REQUEST SAMPLE

Figure A2.1. Planning Funds Request Sample.

Note: Content and format may vary by wing so refer to local guidance for latest requirements.

Interim Agreement and Funding Request Letter for Government Customers. It can also be sent in email instead of on letterhead if desired. If sent by email, you need to have a response back from the customer that they concur since a signature will not be received otherwise not a valid agreement. Fill in all red highlights below; don't change anything that is black.

DATE when
signed

MEMORANDUM FOR OFFICE **ALL CAPS**

ATTN: **2 SPACES AFTER COLON**

STREET ADDRESS (be sure to spell out Building if citing a bldg.)

CITY **NO COMMA & ONE SPACE** STATE **2 SPACES** ZIP-CODE

FROM: 412 TW/TMG or SQUADRON
195 East Popson Avenue
Edwards AFB CA 93524-6843

SUBJECT: Interim Agreement and Funding Request for **(project title)**

This letter/e-mail is to confirm receipt of your request for support for the **Project Title** to provide **(enter brief description of what they're asking for/scope of work)**. The job order number (JON) for your project is **XXXXXXX00**. The project manager for your project is **PM name** and can be reached at (661) **XXX-XXXX** or **email@us.af.mil**. The PM is your focal point for the development of the statement of capability (SOC) and all associated and subsequent support. The SOC includes the type of support that will be provided, any project support constraints, and a cost and schedule estimate for your project.

The 412 TW is a Department of Defense (DoD) designated Major Range and Test Facility Base (MRTFB), and as such, all customers are responsible for reimbursing the 412 TW for direct costs identifiable to their project in accordance with DoD 7000.14-R, Vol. 11A, Chapter 12. All direct costs incurred in the development of the SOC and in providing the requested support will be billed to you. We will make every effort to minimize costs associated with processing your support request.

In accordance with DoD and Air Force Financial Management Regulations, DoD components must receive payment in advance of services being rendered. Request an initial payment of \$10,000 to cover preliminary planning. This amount could be more dependent on the complexity of your project; your business leader will communicate the need for additional funding. Once formal agreement has been reached via the SOC process, the remainder of the balance due will be required immediately. Please reference **JON XXXXXXX00** and a brief description of support being provided within the body of your funding document and email it to **BA Name@us.af.mil**. For funding related questions, contact **(BA Name)** at (661) **XXX-XXXX**.

Reference: Period of Performance: **XX XXX XX – XX XXX XX** (subject to change in SOC)

Ensure all funding documents contain the seven elements required by Financial Improvement and

Audit Remediation standards: (1) Applicable Statutory Authority, (2) Description of material/services required, (3) Established dollar limits and any authority to exceed applicable dollar limits without specific approval from ordering activity, (4) Financing source (requesting activity fund citation) (5) Delivery requirements (if not applicable, indicate so), (6) Payment Provisions, and (7) Duration of Agreement (period of performance).

Use the applicable paragraph below depending on project support (Severable or Non-Severable). Delete these instructions and the paragraph not being used before sending to the customer. Work with your budget analyst to assist in determining which one to use.

For non-severable work/services (funding documents citing Project Order Statute) that span multiple FYs, full funding is required for the entire period of performance from obligational authority current at the time the project order is issued and accepted. Exception: Research Development Test and Evaluation (RDT&E) funded programs may be incrementally funded each FY, vice fully to completion. A Project Order (AF Form 185) or Military Interdepartmental Purchase Request (MIPR) can be used to fund these programs.

OR

For severable work/services or level of effort work (funding documents citing Economy Act) funded with annual appropriations, each FY must be fully funded with obligation authority current at the time the order is issued and accepted. Any amounts not obligated by the performing agency by the end of the period of availability of the ordering appropriation must be returned and de-obligated. A Military Interdepartmental Purchase Request (MIPR) must be used to fund these programs.

Your signature is considered concurrence and agreement to pay for support provided. Please return a signed and dated copy of this letter.

Name
XXX CTF, Business Leader

1st Endorsement

Customer Signature Block

Signed (date) _____

Attachment 3

LETTER OF AGREEMENT TEMPLATE GUIDANCE

Figure A3.1. Letter of Agreement Template Guidance.

Note: Content and format may vary by wing so refer to local guidance for the latest requirements.

DATE when signed by PTO

Make sure that all red items are filled in with the appropriate information for your project and changed from red to black. The blue areas are examples of the type of information to include for your project. Do not use the exact words in blue for your agreement wording. Make sure to customize the work being done. The black words should not be changed but used exactly as written if they apply to the project being worked.

MEMORANDUM FOR **OFFICE ALL CAPS**

ATTN: 2 SPACES AFTER COLON

STREET ADDRESS (be sure to spell out Building if citing a bldg.)

CITY NO COMMA & ONE SPACE STATE 2 SPACES ZIP-CODE

FROM: 412 TW/TMG or SQUADRON
195 East Popson Avenue
Edwards AFB CA 93524-6843

SUBJECT: Letter of Agreement (LOA) on Transfer of Workload Between X and Y for the XX Project, Job Order Number (JON) XXXXXX00, Rebaseline # (R#) (as applicable)

1. This letter forms an agreement of support required by **(the requesting Enterprise Location)** to the **(Project/Program name)** for an estimated cost of \$(rounded to nearest \$K). The participating test organization (PTO) Job Order Number for the support being provided is **XXXXXX00** and the period of performance for funding purposes is **XXXXX - XXXXX**. The authority to provide this support is under the lead execution test organization (ETO) **(use applicable agency) 96 TW/412 TW/AEDC SOC for (JON listed on the SOC, R# as applicable)**.
2. **Requesting Activity: (Use applicable agency) 96 TW/412 TW/AEDC**
3. **Performing Activity: (Use applicable agency) 96 TW/412 TW/AEDC**
4. **Project Objectives and Deliverables.**
 - a. **Objectives.** State the primary objectives of the project consistent with customer articulated objectives. Top level 412 TW test objectives can also be captured here; make sure to align with the main purpose of the project.

b. **Deliverables.** Identify the major deliverables and/or support that will be provided to the customer to answer the primary project objectives. Identify key acquisition decisions and their dates (LRIP, IOT&E, fielding, etc.) supported by the deliverable, if any. Include specific, negotiated customer need dates as determined by the project planning process.

5. **Project Scope.** The scope is a brief description of the major portions of work that must be performed to meet project objectives. Add enough detail to help the customer understand the work required and how the work relates to the deliverables and objectives. Examples of what to include:

- Types of testing (major subsystems, ranges required, estimated sorties/hours, etc.) or type of support (range access, technical support, etc.)
 - Test phases
 - Span time of test execution
 - Location(s) where testing or other major activities will occur
 - Aircraft Modification and instrumentation required
 - Key meetings (PDR, CDR, etc.)

Changes outside the scope identified in this document must be sent to 412 TW Test Management Division for separate consideration and evaluation. An LOA re-baseline may be required.

6. **Schedule.** Provide a schedule that identifies key events, receivables of required assets, deliverables, important milestones, and estimated completion dates (if using Concerto, IMS dates can help determine estimated completion dates).

7. **Cost.** The total estimated cost of this project covering FY ~~XX-XX~~ is ~~\$xxx,xxx~~, which includes actuals of ~~\$xxx,xxx~~ as of ~~Mmm YY~~ and estimates of ~~\$xxx,xxx~~. Funds in the amount of ~~\$xxx,xxx~~ have been received, leaving a balance due/funds available of ~~\$xxx,xxx~~. Request you contact the 412 TW budget analyst, ~~Name & phone #~~, to discuss the funding document required prior to commencement of support. Funding documents should be e-mailed to ~~the budget analyst's email address~~. Please reference the JON ~~XXXXXX00~~ and include a brief description of support being provided within the body of your funding document. Monthly reports will be delivered by ~~xx (CTF or 412 TW)~~ to provide updated status of cost.

Table # Project Title, (Re-baseline # if any) – Cost Estimate

| Category | FY19 | FY20 | Total |
|-------------------------------------|-------------|-------------|--------------|
| Aircraft Operations | \$0 | \$0 | \$0 |
| Project, CTF, and Management | 0 | 0 | 0 |
| Investment Equipment | 0 | 0 | 0 |
| Comm and Computer Sys | 0 | 0 | 0 |
| Engineering | 0 | 0 | 0 |
| Electronic Warfare | 0 | 0 | 0 |
| Infrastructure | 0 | 0 | 0 |
| Instrumentation | 0 | 0 | 0 |
| Multimedia | 0 | 0 | 0 |
| Range | 0 | 0 | 0 |
| Off-Site | 0 | 0 | 0 |
| Transportation | 0 | 0 | 0 |
| Temporary Duty (TDY) | 0 | 0 | 0 |
| Subtotal | \$0 | \$0 | \$0 |
| 10% Risk & Uncertainty | 0 | 0 | 0 |
| Inflation | 0 | 0 | 0 |
| Estimated Cost | \$0 | \$0 | \$0 |
| Actual Expenditures as of MON YR | 0 | 0 | 0 |
| Total Project Estimated Cost | \$0 | \$0 | \$0 |
| Funding Received | 0 | 0 | 0 |
| Balance Due | \$0 | \$0 | \$0 |
| Remaining Balance | \$0 | \$0 | \$0 |
| Aircraft Requirements | | | |
| Aircraft Requirements | FY19 | FY20 | Total |
| Aircraft Test Sorties/Hours | | | |
| Aircraft Support Sorties/Hours | | | |
| Aircraft Ground Test Events/Hours | | | |

8. Assumptions, Constraints, Risk, Comments. Add any of these that might be needed for your specific project.

As of 15 Mar 2020 ALL LOAs must contain this statement in the constraints section. The schedule and associated cost estimate were created during the COVID-19 pandemic. The project manager will keep you informed of delays caused by this outbreak. The LOA will be re-baselined as necessary if cost and schedules slip outside of the Risk & Uncertainty (R&U) tolerance.

9. Project Support. This is the who, what, and how associated with our support. Use applicable categories as indicated from the cost table & in same order as the table. Describe any risks related to resources under the risk section in paragraph 8.

a. Aircraft Operations. This encompasses aircrew and maintenance personnel, operations engineering, aircraft fuel services, airfield operations, rescue, and crash recovery services in the event of a mishap.

(1) Environmental Management (EM) – **In this section, include the following statement:** The 412 Civil Engineer Group, Environmental Management Division has provided guidance and direction on current environmental laws, regulations, and policies. Program personnel shall comply with the environmental requirements as noted by the Air Force Information Management Tool 813, Request for Environmental Impact Analysis, Report Control Symbol **XX-XXXX (date project 813 was signed).**

b. Project, Combined Test Force (CTF) or Integrated Test Force (ITF), and Management. Project management support includes LOA development, scope planning, schedule development, cost estimating and budgeting, project execution and status reporting, issue resolution, and ensuring delivery of a successful project that achieves objectives relative to agreed commitments with the customer.

c. Engineering. The basic engineering disciplines include: performance and flying qualities, propulsion, subsystems, avionics, flight sciences, human factors, reliability and maintainability, logistics test, and electronic warfare (EW). These disciplines will provide support for test planning, execution, analysis and reporting, to include supervisory support for technical, safety, and project reviews. Support for analytical tools, software, data production or storage should be included. Address required engineering disciplines and related support that was included in the basis of estimate as applicable – if there are any critical engineering resources – identify them.

d. Instrumentation. Specific engineering and technical support for modifying and configuring aircraft data systems to collect required test data. Include estimates for construction of specialized components, hardware, software, etc. Include relevant information that was used in the basis of estimate associated with this support. Include specific utilization: sufficient verbiage to know what is being accomplished, break out parts or equipment purchases costs and any critical resources.

e. Range. Include support associated with use of 412 TW range capabilities, use and configuration of control rooms, data processing and walk-away products, frequency management, precision impact ranges, weather services (rawinsondes), flight following, time space position information (TSPI), telemetry, networks and datalinks (Link-16). Address specific support associated with the basis of estimate and identify any critical resources.

f. Multimedia (Photography). State support to be provided and include verbiage from the standard statement about the waiver requirement.

g. Infrastructure. Identify infrastructure support included in the basis of estimate to operate and sustain program or project activities. Example: Base Contract Execution Office (AFTC/PZ) base Contract Management - quality assurance, contractor monitoring, government flight rep (GFR) support

h. Transportation. Include relevant transportation support, shipping, vehicle rentals, GSA costs and any associated 412 TW requirements for vehicle operators.

i. TDY. Address costs associated with programmed TDY support. Include support personnel accompanying loaned aircraft if the program/project is paying for them. Estimates for personnel to attend various events such as integrated product team (IPT) meetings, test plan working groups, technical interchange meetings, system requirements and test readiness reviews, analysis and software planning meetings, technical and safety reviews, as required.

j. Communications/Computer Systems. Include support associated with computer resources, IT, networks, software purchases, phone systems, secure communications, etc.

k. Off-Site Support. Support for use of various test ranges and airspace that are not part of EAFB. If costs for off-site support are being included, identify costs as non-EAFB support.

10. Standard Operating Procedures. *Use the applicable paragraphs below depending on project support. Mandatory statements reflect (M).*

a. This document contains our cost estimates for the identified support and does not constitute a fixed-price agreement. The cost figures are estimates only; billings will be based on actual costs incurred. Your written concurrence documents your agreement to reimburse actual costs. If the SOC actual cost exceeds the cost estimate, a SOC re-baseline will be accomplished, and additional funding will be required to cover the cost overrun. **(M)**

b. Labor cost estimates in this document are based on standard rates for the workforce. Reimbursement charges will differ and be based on the assignment of personnel and their actual rank or grade. **(M)**

c. Support will be provided on a priority basis, subject to slippage due to higher priority workload, availability of support resources, in-commission rates of aircraft and equipment, and weather. **(M-modify as needed)**

d. Every effort has been made to identify and estimate all resource requirements. Any additional labor or consumable materials utilized in this effort will be direct billed to the program. **(M)**

e. **Use the applicable paragraph below for multi-year LOAs and depending on project support (severable or non-severable). Get the budget analyst to assist in determining which one to use if need be.**

For non-severable work/services (funding documents citing Project Order Statute) that span multiple FYs, full funding is required for the entire period of performance from obligational authority current at the time the project order is issued and accepted. Exception: Research Development Test and Evaluation (RDT&E) funded programs may be incrementally funded each FY, vice fully to completion. A Project Order, AF Form 185 or a DD Form 448, Military Interdepartmental Purchase Request (MIPR) can be used to fund these programs.

OR

For severable work/services or level of effort work (funding documents citing Economy Act) funded with annual appropriations, each FY must be fully funded with obligation authority current at the time the order is issued and accepted. Any amounts not obligated by the performing agency by the end of the period of availability of the ordering appropriation must be returned and de-obligated. A DD Form 448, Military Interdepartmental Purchase Request (MIPR) must be used to fund these programs.

f. Cancellation Costs.

(1) When a mission/sortie is cancelled or aborted (and we have expended reimbursable resources), it may be necessary to bill the resulting charges to the program. In such a case, the PM will work with you to minimize your cost.

(2) **412th Range Squadron Cancellation Policy.** A test customer with a scheduled range test resource at Edwards AFB has until 1230L the workday prior to cancel the use of that resource without any cancellation charge. After 1230L the workday prior, a test customer will be charged for the direct cost incurred of the expended test resource support up to the time that the official cancellation, abort, or release is received. A test customer will be charged for the direct cost incurred for resource set-up, teardown, or support expended to a scheduled mission. On execution day and after the support start time, when a test customer subsequently delays mission support and then deems that range test resource or support at Edwards AFB is no longer needed based on a change to mission execution, the test customer will be charged from the original start time to the official release or cancellation time of the test resource or support, and any remaining unused time will not be charged.

(4) **Include only if the cost for off-site range support is being provided. Off-site Cancellation Charges.** Customers that utilize off-station ranges will be subject to the cancellation policies and associated charges of the individual ranges they schedule. Cancellation policies and cost liability differs with each specific range and policies are subject to change. Cancellation charges are typically dependent upon reason for cancellation and available time to reschedule assets. Cancellation charges are generally lower or may be avoided for early cancellation. Customers are also advised that the use of off-station range assets during weekend, holiday, and non-standard hours may result in additional program costs and cancellation charges. The 412 TW is not responsible for administering these policies.

g. 412 TW Safety.

(1) The proposed test/activity must be reviewed using the procedures contained in Air Force Test Center Instruction (AFTCI) 91-202, AFTC Test Safety Review Policy, and any local supplements to this instruction. To support this review, safety planning must begin early in the program.

If the activity involves UAVs, the following text will also be included:

(2) IAW Range Commanders Council (RCC) Document 319-10, system descriptions and reliability assessments may be required for unmanned air vehicle flight termination.

If the activity involves non-Air Force assets the following text will also be included:

(3) The customer will provide a pre-mishap plan stating the roles and responsibilities between the customer and 412 TW for any non-Air Force assets that are involved in the activity (e.g., flight tests, or tests that have the potential to damage 412 TW property or the environment). The pre-mishap plan will need to be coordinated with 412 TW Flight Safety and Disaster Preparedness. Contact the 412 TW Test Safety Office for guidance.

h. Security Classification. Critical Program Information (CPI) and Program Protection Plan (PPP).

If no PPP is required, use EITHER: It has been identified that no PPP is required because it is documented that no CPI exists for your project.

OR

It has been identified that no PPP is required because CTF security has a waiver on file.

And include for both of the above: If the requirements change, a PPP must be provided to the CTF security personnel. This is to ensure information for your project is adequately protected.

If there is CPI and a PPP is required and already received: It has been identified that there is CPI on your project. 412 TW security personnel have received the necessary PPP to ensure adequate protection is provided to the project.

OR

If there is CPI and a PPP is required but not received: It has been identified that there is CPI on your project. 412 TW security personnel have not received the necessary PPP to ensure adequate protection is provided for your project. Please note the project cannot be executed without necessary documentation to ensure your project information is adequately protected.

And include for both of the above: If new CPI is identified or revised, request an updated PPP be provided to the CTF security personnel. This is to ensure information for your project is adequately protected.

i. Foreign Nationals/Visitors.

(1) Foreign Nationals/Visitors on Site. *If there are foreign nationals/visitors expected:* The 412 TW will provide an escort for all foreign visitors. The cost for the escort service will be recouped on a reimbursable basis through direct billing using the project JON. All foreign visitors must be approved by the 412 TW Foreign Disclosure Office (FDO) before access to Edwards AFB (EAFB) is granted. All visitors to EAFB, who are not US citizens or possess a current green card, must be cleared through the base FDO and Office of Special Investigation. This clearance includes both official visitors and visiting family members and takes at least 30 days to accomplish. The information that must be given to clear a foreign visit includes the name, date of birth, place of birth, passport number and date of expiration. Foreign visitors must contact their embassy, who in turn will contact the US embassy to request permission to visit

EAFB. Please request a recurring visit – which can be renewed as needed. The XXX CTF will coordinate on the request to ensure the FDO has approved the visit. Foreign visitors are NOT ALLOWED the following: cell phones, laptop computers, recording devices, or cameras.

OR

If there are no foreign nationals/visitors expected, but it could change, contact your security manager.

(1) Foreign Nationals/Visitors Not on Site. Foreign visitors are not expected for this effort; however, if this changes, FMS projects have specific and inherent security requirements. The PM, with assistance from the XXX CTF Security Manager, will be responsible for all project security issues. The 412 TW will provide an escort for all foreign visitors. The cost for the escort service will be recouped on a reimbursable basis through direct billing using the project JON. All foreign visitors must be approved by the 412 TW Foreign Disclosure Office (FDO) before access to Edwards AFB (EAFB) is granted. All visitors to EAFB, who are not US citizens or possess a current green card, must be cleared through the base FDO and Office of Special Investigation. This includes both official visitors and visiting family members. It takes at least 30 days to complete this process. The information that must be given to clear a foreign visit includes the name, date of birth, place of birth, passport number and date of expiration. Foreign visitors must contact their embassy, who will contact the US Embassy to request permission to visit EAFB. If it is later determined that foreign visitors will be expected for this test, recommend you submit a recurring visit - which can be renewed as needed. The XXX CTF will coordinate on the request to ensure the FDO has approved the visit. Foreign visitors are NOT ALLOWED the following: cell phones, laptop computers, recording devices, or cameras at EAFB.

AND/OR

If project is using non-U.S. pilots:

(2) Use the following statement for projects using non-U.S. pilots (other than the project country's own pilots). *For example, if a Taiwanese project is flown by a Canadian pilot, this statement must be included:* The 412 TW-provided project pilot for this test effort is a (non-U.S. pilot). The foreign customer has been made aware of this unique assignment. *(Include the following statement if a written response has not been received – otherwise can be removed)* The 412 TW needs a written response from the country giving approval for the non-U.S. pilot to fly the foreign customer's test aircraft. If the country does not approve the use of a non-U.S. pilot, then a U.S. pilot will be assigned to the project, based on the understanding that no foreign customer pilots will be used on the project. This documentation is kept on file with the FDO.

j. Qualified contractor non-crewmembers flying on USAF public use aircraft will adhere to all applicable requirements in AFI 10-220, Contractor's Flight and Ground Operations, (DCMAI 8210.1C). *M if the SOC is using a USAF aircraft and has flying hours included.*

k. Weather. Routine forecasting and observation will be provided during published airfield hours and defines “Standard Weather Support.” Weekend weather balloon support is limited and requires pre-coordination prior to scheduling. *For programs requesting after hours support there may be additional wording to go into the SOC. These will be on the OSS C&RE.*

l. Airspace. User may require a Letter of Agreement (LOA) or Hold Harmless Agreement (HHA). Any activity that deviates from the EAFB Instruction 13-204 Airfield Operating Instruction or R-2515 Airspace Handbook requires approval from the 412 TW Operations Group commander via a Concept of Operations. Any activity that deviates from the R-2508 Airspace Handbook requires Complex Control Board review and approval. All airspace users must obtain an Airspace Briefing from both R-2508 and R 2515 airspace offices. *(Add when using R-2515 and/or R-2508.) (Nov 21)*

m. Operations Squadron Airfield Management (OSAM) will indicate on their C&RE when this statement is applicable.) Used primarily for FMS or commercial projects. Airfield Management Civil Aircraft Landing and Parking Fees. An estimate of reimbursable costs for takeoff and landing of civil aircraft are included as directed by AFI 10-1001, Civil Aircraft Landing Permits. Estimates of landing fees are charged at the rate of \$1.50 per 1,000 lbs of the maximum gross takeoff weight (MGTOW) of the aircraft or fraction thereof for each landing; ramp parking fees are \$1.00 per 100,000 lbs. MGTOW for each 24-hour period or fraction thereof. Charges will begin 6 hours after landing. Hangar storage fees will be \$2.00 per 100,000 lbs MGTOW for each 24-hour period; charges will begin immediately upon arrival. A minimal fee of \$20.00 in either case above will be charged. In the event that during rejected takeoffs the tires blow and disable the aircraft, a sweeper will be required to clean the runway; the cost for a sweeper/operator is \$32.00 per hour. NOTE: This does not include estimates for damages beyond normal wear and tear on the airfield. Overtime charges may apply for all aircraft operations outside published airfield operating hours of M-F (0600L-2200L) to include federal holidays, 412 TW training and family days, and weekends.”

n. A Prior Permission Request (PPR) is required for all off station aircraft IAW the Instrument Flight Rules (IFR) Supplement. *(Mandatory for all LOAs that involve off-station aircraft.)*

o. Air Traffic Control. Overtime charges may apply for all aircraft operations outside published airfield operating hours of M–F, 0600–2200L. *(Mandatory for all LOAs that include flying in Edwards AFB airspace).*

11. Points of Contact and Offices of Primary Responsibility.

a. Project Manager (PM): *Name, Organization, Phone, E-mail*

b. Project Engineer or other title that represents the technical lead of the project: *Name, Organization, Phone, E-mail*

c. Chief Engineer: *Name, Organization, Phone, E-mail*

d. Program Analyst (PA): *Name, Organization, Phone, E-mail*

e. **Business Leader (BL):** *Name, Organization, Phone, E-mail*

12. The effective date of this agreement is the date of the last signature.

13. The 412 TW is committed to supplying the best support possible for the **Project Name** project and we look forward to teaming (*If this is a re-baseline change the word teaming to continuing to team or continued teaming*) with you in this effort. If you have any questions or concerns, please contact **PM name, phone number** and/or **PA name, phone number**. You are also encouraged to contact Ms. Katelin Sprague, Resource Planning and Analysis Branch Chief, 412 Test Management Division, with positive and/or negative feedback anytime during your project timeline, (661) 275-9248, DSN 525-9248, katelin.sprague@us.af.mil.

PARTICIPATING TEST ORG

LEAD EXECUTING TEST ORG

X

NAME OF SIGNATORY (DD, Sq/CC, or authorize...
Title, Org (e.g. Deputy Director, XXX CTF)

Date:

X

NAME OF SIGNATORY
Title, Org

Date:

Attachment 4

RE-BASELINE REASONS

Figure A4.1. Re-baseline Reasons.

| Reason Selection Criteria Definitions | | |
|---------------------------------------|---|---|
| Code | Re-baseline Reasons | Example |
| 1 | External – Range/Resource Availability | Customer-provided resource is delayed, External Test Range is unavailable, or availability is delayed. The specific resource or range causing the impact should be identified in comments. This reason should not be used for SUT issues. |
| 2 | External – Requirements/Scope Change | New requirement or scope has been increased or decreased by the customer since SOC signature. Examples of changes include test requirements and changes to schedules. This reason should not be used for funding issues or constraints. |
| 3 | External – System Under (SUT) Test Issues | Immature system has delayed delivery or readiness for test as scheduled in SOC, or SUT failure delaying test. This reason also includes SUT performance issues. |
| 4 | External – Late Supplier Delivery | Customer late in providing assets(s) – either the SUT or other equipment needed to support the test. The reason may be used in conjunction with SUT issues, if applicable. |
| 5 | External – Customer Funding Constraints | Project impacted because Customer funding inadequate to cover SOC estimate. Used when actual cost exceeds agreed upon SOC funding. May also be used when customer is unable to provide funding according to the SOC-agreed date. |
| 6 | External – Scope Change (Financial) | An increase or decrease in scope based on release of current FY funding. Examples include CRA impacts and funding document delays. |
| 7 | External - Weather | Excessive weather delays that require schedule slip outside SOC timeframe. Comments should accompany this reason on the exact weather impacts to test. |
| 8 | External – COVID-19 | Delay due to impacts of COVID-19 (travel bans, stay at home orders, quarantining due to exposure/illness, etc.) Comments should accompany this reason to describe impact, including if it impacted test team or customer. |
| 9 | External – Waiting on Customer | Delayed while waiting for customer to provide decision or direction forward, to deliver some necessary piece of information (other than equipment or the SUT), and/or delays in execution that they requested. |
| 10 | External – Other (provide explanation) | Anything outside AFTC control that is not covered by one of the other "External" reasons that impacts |

Attachment 5
SOC ELEMENTS

Figure A5.1. SOC Elements.

| SOC Element | Minimum (X) / Optional | Brief Description |
|-------------------------------|-------------------------------|--|
| Cover Letter | Optional | A letter providing an executive summary of the project for leadership. |
| Introduction | Optional | A high-level summary of what the effort is planned to be. |
| Points of Contact | X | A person or an organization serving as the coordinator or focal point of information concerning an activity or project. |
| Description of Effort | X | Project scope, goals, objectives, and deliverables. |
| Cost | X | Top-level summary of costs |
| Schedule | X | Schedule that highlights key milestones such as test article delivery, test start/end, technical deliverables. |
| Deliverables | X | Products delivered to customer as a result of project activity. |
| Assumptions and Constraints | X | Assumptions are events or circumstances that are expected to occur during the project life cycle. Constraints are restrictions that impede, execution of the project. Constraints can be people, materiel, process, or policy. |
| Risk and Uncertainty | X | Cost and schedule risk and uncertainty |
| Project Support | X | What the AFTC wing/complex will do. |
| Standard Operating Procedures | Optional | AFTC wing/complex standard operating procedures, if applicable. |
| Customer Responsibilities | X | What the customer needs to do, items they need to provide, and impact if items are not provided according to SOC schedule. |
| Distribution Statement | X | Notation that marks a document to ensure it is circulated among the authorized recipients. |
| Distribution List | Optional | List of those who should be sent a copy of the signed SOC. |
| Standard SOC Language | Optional | Review the standard SOC language for applicability to each project. See Attachment 7. The current list of SOC language is found in the file on the AFTC document repository site . |
| Approval Block | X | Unit and Customer signature and date establishing SOC agreement. |

Attachment 6

NON-SUPPORT LETTER SAMPLE

Figure A6.1. Non-Support Letter Sample.

Note: Content and format may vary by wing so refer to local guidance for latest requirements.

MEMORANDUM FOR CUSTOMER NAME
ATTN: CUSTOMER POC
CUSTOMER ADDRESS

FROM: 412 TW/CC
195 East Popson Ave
Edwards AFB CA 93524 -6843

SUBJECT: Letter of Non-Support for (PROGRAM NAME), reference email received on DD MMM YY

1. The 412 TW has completed our assessment of your request for support of (PROGRAM NAME) and at this time we are unable to provide the requested support due to (reason for non-support). We cannot support your request without impacting our ability to meet currently scheduled mission requirements.
2. If you require additional information, please contact (POC, 412 TW/XXXX, at (661) 27X-XXXX.)

UPDATE AS NEEDED
Brigadier General, USAF
Commander

Attachment 7

STANDARD STATEMENT OF CAPABILITY LANGUAGE

Figure A7.1. Standard Statement of Capability Language.

- a. This document contains our cost estimates for the identified support and does not constitute a fixed price agreement. The cost figures are estimates only; billings will be based on actual costs incurred. Your written concurrence documents your agreement to reimburse actual costs.
- b. Labor cost estimates in this document are based on standard rates for the workforce. Reimbursement charges will differ and be based on the assignment of personnel and their actual rank and grade.
- c. Support will be provided on a priority basis, subject to slippage due to higher priority workload, availability of support resources, in-commission rates of aircraft and equipment, and weather.
- d. Every effort has been made to identify and estimate for all resource requirements. Any additional labor or consumable materials utilized in this effort will be direct billed to the program.
- e. For non-severable work/services (funding documents citing Project Order Statute) that span multiple FYs, full funding is required for the entire period of performance from obligational authority current at the time the project order is issued and accepted. Exception: RDT&E funded programs may be incrementally funded each FY, vice fully to completion. A Project Order (AF Form 185) or Military Inter-Departmental Purchase Request (MIPR) can be used to fund these programs.
- f. For severable work/services or level of effort work (funding documents citing Economy Act) funded with annual appropriations, each FY must be fully funded with obligation authority current at the time the order is issued and accepted. Any amounts not obligated by the performing agency by the end of the period of availability of the ordering appropriation, must be returned and de-obligated. A Military Inter-Departmental Purchase Request (MIPR) must be used to fund these programs.
- g. The cost and schedule estimates shown are based on your test requirements, as currently defined. Cost billings will be actual costs incurred. Significant changes that affect cost, schedule, and deliverables will require an amended SOC with a new cost and schedule estimate and must be agreed to in writing before expenditure of additional resources. Costs incurred in preparing for this test must be paid from these funds even if the test is subsequently cancelled.