BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE

EDWARDS AIR FORCE BASE
INSTRUCTION 99-104

22 JULY 2026

Test and Evaluation

DEFICIENCY REPORTING

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements Department of Defense Instruction (DoDI) 5000.89, *Test and Evaluation,* along with supplementary Department of the Air Force Instruction (DAFI) 99-103, *Capabilities-Based Test and Evaluation*. In addition, USAF Technical Order (T.O.) 00-35D-54, *USAF Deficiency Reporting*, *Investigation, and Resolution*, establishes the framework for which all US Air Force organizations must adhere to regarding Deficiency Reporting policy and processes. The T.O. mandates the use of the Air Force DR process (see **Attachment 2** for the 412TW's process flowchart) along with the roles and responsibilities for test and evaluation organizations, life cycle management centers, as well as the program offices in the identification, reporting and resolution of system anomalies (see **Attachment 3**). Guidance for product quality deficiency reporting is found in federal acquisition requirements of Public Law, Title 41, Code of Federal Regulations, subpart 101-26-8, *Discrepancies or Deficiencies in General Service Administration or Department of Defense Shipments, Material, or Billings.* This instruction applies specifically to test projects and their personnel at Edwards Air Force Base, CA, which fall within the auspices of the 412th Test Wing. This publication does not apply to Air Force Reserve Command, Air National Guard, or Civil Air Patrol units. Compliance with T.O. 00-35D-54 is required by 412TW organizations which serve as a lead developmental test organization (LDTO), regardless of if the testing is being conducted at Edwards Air Force Base, is at a deployed/remote testing location, or is part of a joint/multi-service program. "This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Sec 9013, Secretary of the Air Force, in accordance with DoDI 5400.11, DoD Privacy and Civil Liberties Programs. The applicable System of Records Notices for F011 AF XO A Aviation Resource Management System (ARMS) and F021 AF IL A Core Automated Maintenance System

(CAMS), are available at https://dpcld.defense.gov/privacy/SORNS.aspx. Ensure all records generated because of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program,* and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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*; then route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

1. General.

This publication has been rewritten and should be read in its entirety. Major changes include: 1) the updating of 412MSG to 412LRS, incident to Base Supply, 412 MSG, becoming the Logistics Readiness Squadron, 2) the removal of AFI 31-401, which was superseded by DoDM 5200.01V1_AFMAN 16-1404V1, 3) the removal of AFI 33-112, which was superseded by DFMAN 17-1203, 4) updated handling of classified DRs in conjunction with the Joint Deficiency Reporting Systems, 5) HAP/MISHAP DR handling as well as 6) DR transmission time limits.

1. 1. The Deficiency Report (DR) is the sole Air Force (AF) action document for use in identifying, reporting, resolving, and tracking deficiencies on military systems. DRs are to be submitted.

1.1.1. On weapon systems and munitions under test (including non-production/non-fielded items), in operational transition, or undergoing modification. "System" includes the total system, or any related subsystem(s), support equipment, software, government-furnished assets, and defense contract management assets, to include:.

1.1.2. On items that fail to meet military standards, specifications, contractual requirements, operational requirements (i.e., lack of equipment, features, or capabilities), or the initial acceptance requirements for new test vehicles.

1.1.3. When the potential for failure exists, to initiate an investigation.

1.1.4. Even if no corrective action is anticipated, since such documentation provides valuable program history and research data to support present and future program development and acquisition/management decisions.

1.2. In our adherence to systems engineering principles that address risk management, a DR is to be initiated by any member of the test team, i.e., maintenance, logistics, engineering, or flight operations personnel, who believes there's a system defect, believes the system is not providing sufficient utility regardless of specifications or design, or believes there is a condition that negatively impacts the Air Force's efforts to achieve operational safety, suitability--*ability to use and keep up the system to include life cycle costs*, and effectiveness--*ability to perform intended mission* (OSS&E).

2. Responsibilities.

2.1. Deficiency Reporting Single Point of Contact Office (SPOCO). The Deficiency Reporting Technical Expert serves as the 412 Test Wing's Deficiency Reporting focal point and provides services to include:

2.1.1. Assisting test organizations in establishing and maintaining DR systems, thus ensuring each program's compliance with T.O. 00-35D-54.

2.1.2. Delivering DR briefings to each Test Pilot School and New Engineering Training class as part of their curriculum or orientation. Annual DR refresher briefings are also provided to Edwards AFB test organizations throughout each calendar year.

2.1.3. Attending HQ AFMC's Deficiency Reporting, Investigating, and Resolution Advisory Council meetings as a representative of the 412th Test Wing, and coordinating with HQ USAF/TE, MAJCOMs, AFOTEC, and other services/agencies to address Deficiency Reporting-related issues.

2.1.4. Establishing and maintaining a listing of all DR originating points at Edwards AFB. A documentation library of both test and non-test organizations' DR systems will be maintained, including any applicable instructions, OIs, handbooks, forms, or worksheets.

2.2. Test Organizations. The test organization may be a combined, joint, or integrated test force, a test team, or an organizational element responsible for test and evaluation. The designated Edwards LDTO is tasked with submitting DRs during weapon system testing. The test organization also initially prioritizes and tracks the status of their released DRs as well as ensuring any Watch Items (WITs) captured are reviewed during the course of testing. Early in test planning, the test organization will consult the System Program Office (SPO) when determining the transfer of DR responsibility from the test organization to a non-test organization for both modified and non-modified assets. 412th Test Wing project managers will ensure the test organization stresses the importance of timely identification, validation, and transmission of deficiencies during test planning and test execution.

2.3. Non-Test Organizations. The Product Improvement Management (PIM) office, 412 MXG/MXQP, is the designated organization and originating point for all DRs within the Edwards AFB aircraft maintenance complex which do not have a test organization as its originating point. Deficiency reporting through 412 MXG/MXQP applies primarily to fielded operational systems and general support equipment. Any anomalies identified on fielded operational systems, which are identified as test assets or components, will be directed back to the appropriate test organization's originating point. The responsible originating point will be determined prior to the beginning of test or operation of the system. 412 MXG/MXQP carries out its responsibilities in accordance with chapters **1**, **2**, and **4** of T.O. 00-35D-54.

3. Procedures.

3.1. General. The administrative processes for DRs submitted by both test and non-test organizations are shown in **Attachment 2**. Small programs testing one-of-a-kind items will use the same basic reporting procedures; however, they may be simplified. Each test organization must establish a reporting system, which provides for the origination of, review of, and adjudication of all DRs. Detailed definitions and procedures are contained in T.O. 00-35D-54. The SPO is the contact point for receipt and control of all test-related DRs, including those concerning government-furnished property. The AF Life Cycle Management Center (AFLCMC) or Air Force Sustainment Center (AFSC) is the screening/action point which determines the applicable support points (contractors) to assist in any problem investigation and resolution.

3.2. Most 412TW test organizations/projects at Edwards AFB use the unclassified Joint Deficiency Reporting System (JDRS) for the submission of their DRs on their Non-classified Internet Protocol (IP) Router Network (NIPRNet) workstation. **Never input classified data in JDRS.** 412th Test Wing personnel with an "official need" to generate a Deficiency Report can access JDRS via the Web-browser interface at: **https://jdrs.mil**.

3.2.1. Once on the webpage, users will see and must "initiate DR" via the "NO LOGIN USERS (AF ONLY)" prompt, which is linked with their government-issued Common Access Card (CAC). In contrast, 412th Test Wing Deficiency Reporting personnel who serve as administrative Originating points for their organizations must officially CAC 'log in' to JDRS and, therefore, must apply for JDRS "Site Access" by completing a "New User Registration" form, and completing an on-line AFMC Deficiency Reporting training course.

3.2.2.1. An alternate secure tool has been developed for use on the government's Secure Internet Protocol Router Network called Joint Deficiency Reporting System-Classified (JDRS-C). JDRS-C currently only handles classified DRs on a case-by-case basis, and only up to and including information classified at the SECRET level. JDRS does not possess the security requirements to handle DRs above the Secret classification level or Special Access Required, and Special Access Programs; any such transmittal must be coordinated with the respective program office v to discern if they have an account in JDRS-C or if alternate secure means must be used.

3.3. Forms.

3.3.1. For non-test organizations, the following forms must accompany defective assets sent to the Base Supply organization (412 LRS/LGRM). (These forms are in addition to any other forms that are normally required):

3.3.1.1. DD Form 1575, *Suspended Tag-Material*, 2 each

3.3.1.2. AFTO Form 350, *Reparable Item Processing Tag*

3.3.1.3. DD Form 2332, *Product Quality Deficiency Report (PQDR) Exhibit*, 2 each

3.4. Control and Administration. For test organizations, control and administration of the DR system is the overall responsibility of each combined/integrated test force director, or a designee. For non-test organizations, control and administration of the DR system is the responsibility of the product improvement manager, 412MXG/MXQP.

3.4.1. Edwards AFB Control. Each test organization will develop an operating instruction (OI) for their DR process. To standardize the basic approaches and ensure the intent of T.O. 00-35D-54 is met, each set of procedures should be submitted to the Edwards AFB Deficiency Reporting SPOCO for comments and consultation before initiation of the DR system. For non-test organizations, T.O. 00-35D-54, Chapters **2** and **4**, governs their processes, and these product quality DR tasks will be performed by 412MXG/MXQP in conjunction with 412LRS personnel.

3.4.2. Suspense. All DRs will be submitted within time constraints established by T.O. 00-35D-54. AF Deficiency reporting consists of the following two basic types of reports, Category I and Category II, whose suspense start from the date the deficiency is discovered. Note: The date discovered is defined as either "the date the problem was discovered" or "a WIT was confirmed to warrant a DR." (See **Attachment 4** for a sample of a test-related DR.)

3.4.2.1. Category (CAT) I DRs. Deficiencies that could: cause death, severe injury, or severe occupational illness; cause major loss or damage to equipment or a system; or restrict combat or operational readiness are classified as a CAT I DR. Suspension of testing due to safety of flight may be considered. Full impact of the problem should be included to the extent known. CAT I DRs are required to be released within 2 workdays after discovery of the deficiency. Due to the critical nature of CAT I DRs, use of telecommunication facilities is authorized within security constraints of the program.

3.4.2.1.2. When CAT I DRs pertain to safety or safety-of-flight issues, they will be coordinated with the local Safety office, who will then serve as the originating point for all such reports. High Accident Potential (HAP)/MISHAP DRs cite when a condition: 1) is known or suspected to be the cause of mishaps, or 2) incidents caused design, malfunction, material, quality, or software, or 3) has high accident potential.

3.4.2.2. CAT II DRs. A CAT II DR does not meet the criteria of a CAT I DR and can be attributable to errors in workmanship; nonconformance to specifications; system not providing sufficient utility regardless of specifications or design; failure unacceptable to the submitter; drawing standards or other technical requirements; or identifies an enhancement. A DR should be forwarded as CAT II only if immediate problem resolution is not required. Release of CAT II DRs is required within 10 workdays after validation of the problem.

3.4.3. Originating Point. The originating point functions will be performed as directed in T.O. 00-35D-54, Chapters **2** and **5**. The originating point at Edwards (usually the squadron commander, or a test director, or designee) has control of the system while it is being tested, and, therefore, has management responsibility for the DR process within the organization. Areas of responsibility include validation procedures, clearance, control, and release. Accordingly, the originating point will perform the following duties:

3.4.3.1. Act as the test team's focal point for the DR system during testing.

3.4.3.2. Ensure that WITs and DRs appropriately document reportable conditions.

3.4.3.3. Ensure CTF representation at SPO-chaired Materiel Improvement Project (MIP) Review Board meetings where DRs are adjudicated.

3.4.3.4. Open and maintain communication with System Program Office (SPO) contact points.

3.4.3.5. Provide direction in making an initial input regarding the prioritizing of DRs.

3.4.3.6. Aid in the decision-making process concerning release of DRs.

3.4.3.7. Convene local Watch Item Review Board meetings on a regular basis each month.

3.4.3.8. Ensure that WIT/DR-pertinent administrative tasks are accomplished.

3.4.3.9. Ensure appropriate validation of DRs.

3.4.3.10. Address activities at deployed locations, such as climatic test sites.

3.4.3.11. Otherwise ensure appropriate release, distribution, transmission, filing, and exhibit control of DRs.

3.4.3.12. Establish procedures to track the progress and resolution of the DR after submittal and to provide feedback to the pertinent parties within the test organization.

3.5. Watch Item (WIT). WIT generation is a local test team process. A WIT can be considered an observation, a pilot or maintenance squawk, a suspicion, etc. that has not been confirmed/validated; thus, further retests, coordination with other team members, technical data research, or flight data analysis will be required.

3.5.1. Whenever a potential condition occurs with impact to OSS&E (i.e., malfunction, reliability, compatibility, integration, interoperability, safety, vulnerability, survivability, human factors, difficulty of operation or maintenance, expense of operation or maintenance, design, utility, maintainability, logistics supportability, reparability, quality, environmental, or enhancement), it can be treated as a WIT, *only* to gather additional data needed to assess or validate the condition prior to releasing a DR, or closing it as unfounded. However, once the condition meets the reportable criteria, no longer keep it as a WIT, immediately draft and submit a CAT II DR.

3.5.2. Note: Any condition that constitutes a CAT I DR will be submitted immediately, with any supplemental information provided later, if necessary, and should never be treated as a WIT. WITs shall neither preclude nor replace the DR process, nor shall WIT data be construed as representing a DR. When there are WITs written, the test organization should implement an internal database to keep the members of the organization aware of the various WITs noted over the course of flight testing. If there are any remaining WITs in an open, unresolved status at the end of a Test and Evaluation (T&E) phase, they will be reconciled by submission of a DR or closed as “not a problem.” Hence, not all WITs will be upgraded to and reported as DRs. The originating point will use tracking, validation procedures, and will convene a WIT Review Board to ensure all WITs are appropriately submitted, tracked, and adjudicated in a timely fashion.

3.6. Administration. Each major program or CTF has deficiency reporting personnel who oversee their day-to-day administrative DR-related issues. For non-test organizations, the PIM office handles the daily administrative tasks for DRs.

3.7. Validation. For test organizations, all DRs should be coordinated with all participating government test personnel (e.g., engineering, operations, maintenance, logistics, AFOTEC, etc.) to obtain a general consensus of the test organization. Edwards Form 5474 can be used to ensure proper validation (See **Attachment 5**). A similar routing construct can be done in Microsoft Teams or Outlook. For non-test organizations, the PIM validates any DRs generated.

3.8. Communication. Transmittal, distribution, and receipt of feedback are maintained via the JDRS. Lines of communication are to be kept open between SPO, AFLCMC/AFSC, and Edwards AFB personnel. Notification of forthcoming Category I DRs will be provided over the telephone to the DR contact point and engineering/test personnel at the SPO no later than 24 hours after discovery provided security requirements are not compromised. All safety and safety-of-flight related DRs will be coordinated with the local Safety Office.

3.9. Release. In the test organization, the CTF director, test director, or an applicable designee, has responsibility for the release of all DRs to their respective program office. During testing involving both the Edwards AFB and AFOTEC, DRs may be signed and released by either the CTF director, or the Operational Test and Evaluation test director after validation. If there is any disagreement with submittal of a particular DR, that disagreement should be noted in the body of the report and should not preclude the DR's release. For non-test organizations, the PIM office, in accordance with T.O. 00-35D-54 and the Mission Workload Assignment System, D086, (**https://www.msg.wpafb.af.mil/d086**), will release DRs to the appropriate AFLCMC, or SPO.

3.9.1. Distribution. Distribution of DRs to the applicable screening point at the SPO is addressed by T.O. 00-35D-54, **chapter 3**. Each CTF's DR administrator will maintain copies of all released DRs. After a DR's release, DR distribution will only be done by the system's Program Office personnel.

3.9.2. Transmission Time Limits. To ensure timely availability of DR data to program office personnel as well as Air Force decision makers, the time limit to report the following DRs are established in T.O. 00-35D-54, as follows:

Table 1.1. Deficiency Reporting Transmission Time limit.

Deficiency Report (DR) Category	Time Limit
CAT I DRs (including M/HAP DRs)	Within 24 to NLT 48 hours after discovery
CAT II DRs	Within 10 working days after its validation

3.9.3. Reports containing classified, source selection sensitive, competitive prototype, proprietary, or other sensitive information will be marked with their appropriate security classification per the program's security guide. Under no circumstance should classified DR information be entered into the NIPRNET-based JDRS. The SPO will be consulted to determine the preferred method of transmittal for classified information. All unclassified DRs generated should be marked "CONTROLLED UNCLASSIFIED INFORMATION (CUI) and will be handled in accordance with DoD Instruction 5200.48, *Controlled Unclassified Information*, DoDM 5200.01V1_AFMAN 16-1404V1, *Air Force*

Information Security Program; and DAFMAN 17-1203, Information Technology (IT) Asset Management (ITAM).

3.10. Exhibits. The handling and processing of exhibits is outlined in T.O. 00-35D-54, **chapter 4**. An exhibit usually is considered a non-conforming or deficient component that needs to be investigated and repaired or replaced. The integrity of the part must be maintained by segregating it in a specified holding location, thus preventing any undue manipulation of the item, which could skew or void problem investigation and analysis, or the misplacement/loss of the item. In the case of material/quality defects of Air Force-owned parts (parts where there is a national stock number assigned), the importance of including the following items with an exhibit to assist the evaluation of a DR cannot be overemphasized:

3.10.1. AFTO Form 350 (*Reparable Item Processing Tag*).

3.10.2. DD Form 1575 (*Suspended tag-material*), brown tag, 2 each.

3.10.3. Two copies of the originator's approved deficiency report.

3.10.4. DD Form 2332 (*Product Quality Deficiency Report Exhibit*), 2 each.

Note: Assets found to be defective upon issue from Base supply must have a copy of its DD Form 1574 (serviceable tag-materiel-yellow tag) that was issued with the asset, turned-in with the exhibit. The data on this tag are used by the originating point to validate the deficiency report and its exhibit. (These instructions can also be found on the PIM's 412 Quality Assurance SharePoint site at: **https://usaf.dps.mil/teams/23939/QA_Info/SitePages/Community%20Home.aspx**).

3.10.5. In a test environment, exhibits to a DR are not only malfunctioning items, but can also be photos, drawings, plots, computer tapes, memory dumps, video, or documentation that came with the part when issued from the Supply organization. These can be forwarded to the screening/action point by the originating point to provide further illustrative detail of a problem or condition.

3.11. Watch Item Review Board. Local Watch Item Review Board assesses WITs, which may become DRs; agrees to the release of and suggests an *initial* input towards the prioritization of those WITs upgraded to DRs; and, if desired, reviews the status of released DRs to ensure satisfactory resolution. ***Notes****:* 1) Prior to the start of testing, the test team and program office shall ensure understanding and concurrence with priority definitions. If required, definitions may be further expanded to support the individual test program and then cited in its local DR operating instruction/charter. 2) The PM at the program office, or an independent test agency, is tasked with drawing in members of the test team, as well as representatives from the using command, to make the formal and *final* decisions as to the priority of open, unresolved DRs, e.g., AFOTEC's Deficiency Analysis and Ranking Technique (DART) review. The following scheme, presented in T.O. 00-35D-54, may be used to assign an initial priority designation to each DR, based upon its category and impact statement:

Table 1.2. DR Category and Initial Priority Determination.

Submit a CAT I DR and assign the corresponding priority when the issue:		
	Priority	Impact
CAT I	Emergency	If uncorrected, may cause death, severe occupational illness, and no workaround is known, or, if uncorrected, may cause major loss or damage to equipment or a system, and no workaround is known, or prevents the accomplishment of an essential capability or critically restricts OSS&E, to include required interaction with other mission-critical platforms or systems; and no acceptable workaround is known.
	Urgent	Adversely affects an essential capability or negatively impacts OSS&E, and no acceptable workarounds are known, or adversely affects a project's technical factors, cost, or schedule , or the life cycle support of the system, or, results in a production line stoppage, and no acceptable workaround is known.
Submit a CAT II DR when the condition does not meet the safety or mission impact criteria of a CAT I report, and assign the corresponding priority when the issue:		
CAT II	Urgent	Adversely affects an essential capability or negatively impacts OSS&E, and adequate performace is achieved through siginifcant compensation or acceptable workaround, and/or adversely affects a project's technical factors, cost, or schedule, or the life cycle support of the system, but an acceptable workaround is known.
	Routine	Does not affect an essential capability, but may result in inconvenience/annoyance to user/operator/developer/ maintenance personnel. Adequate performance is achieved through minimal compensation, and it does not prevent the accomplishment of the task. Any other effect, i.e., enhancements having little or no impact to OSS&E under current requirements.

3.11.1. Watch Item Review Board meetings are convened and chaired by squadron commander, test director, or a designee, and is comprised of the local government test team personnel representing developmental and operational testers, as applicable. Prime contractor involvement as part of an Integrated Product Team or Integrated Test Team is permitted; however, attendance should not be viewed as contractual direction to perform work, or as providing the contractor with a voice in determining if a WIT should be a DR or closed. Board meetings should be held in regular intervals, i.e., weekly or biweekly, to ensure and encourage participation. At the end of a block or phase of testing, a final meeting should be convened to adjudicate any remaining open Watch Items.

4. Materiel Improvement Project (MIP) Review Board (MIPRB) . A MIP is a planned effort by the SPO. It is the formal means to initiate an investigation, task the contractor, if necessary, and resolve deficiencies or to evaluate proposed enhancements once a DR has been submitted. During T&E, whenever the action point at the SPO, AFLCMC, or AFSC agrees submittal criteria have been met and an investigation is required, a MIP number will be assigned. If a MIP number is not assigned to a DR and there is disagreement by the originating point, then the DR is evaluated at the next highest level. DRs deemed to be "out of scope" of contract requirements should still receive an adequate investigation to ensure appropriate resolution.

4.1. A MIPRB is used by the SPO and review of progress towards completion and closure of all MIPs during T&E. MIP Review Board meetings are convened by the SPO or the AFLCMC/AFSC via video- or teleconference means, e.g., Microsoft Teams, Zoom, etc.

4.2. MIPRB activities include evaluating the recommended resolution, providing direction for additionally required actions, and MIP closure when all required actions are completed. The MIPRB reviews the status of DRs in work by the action/support point. It classifies them based on where it is in its resolution cycle, e.g., open-investigation, open-engineering change proposal, open-awaiting fix verification, open-awaiting funding, closed as enhancement, closed as investigation complete, closed-administratively, closed and verified, and closed-acceptable risk. The definition for DR status codes can be found in Technical Manual *USAF Deficiency Reporting, Investigation, and Resolution (DRI&R),* Technical Order 00-35D-54, Chapter 3, **paragraph 3.10**d:

https://www.tinker.af.mil/Portals/106/Documents/Technical%20Orders/00-35D-54_1.pdf?ver=HJvqOu6ooE4ptBdPzF8xHQ%3d%3d.

4.3. MIPRB membership will include appropriate government representatives from each functional area within the SPO, the test community, the using command, and support point(s). Attendance at these meetings by the pertinent CTF personnel is very important. All members and attendees should be able to speak and commit for their organizations on the issues at hand.

5. Reporting. DRs in an "open" status at the end of test will be listed in an appendix of the appropriate subject matter technical report. Presentation of the full text of the DR may be appropriate if space permits. Appearance in multiple reports is appropriate when the DRs cross discipline lines. Reporting in test reports facilitates preservation of the historical record and promotes the resolution of weapon system deficiencies discovered during T&E.

6. Briefings. Necessary information for any Installation-level briefing will be forwarded by all DR-generating organizations to the Deficiency Reporting SPOCO for inclusion. Notification regarding the format and reporting periods of the requested DR metric information, as well as any changes to them, will be provided by the Deficiency Reporting SPOCO.

7. Computerized Management Information System (CMIS). The official CMIS for Air Force test programs is the JDRS (refer to **para 3.2** above). However, test squadrons involved with a large number of deficiencies should also use a local data tool to independently track WITs generated as well as any DRs submitted. A prime contractor's CMIS should not be used as the formal system of record for DR tracking during government-conducted T&E. For non-test organizations, DRs will also be submitted and tracked via the JDRS.

8. Formal Feedback. Changes to DR status are noted in the JDRS. The SPO or AFLCMC/AFSC is required to provide formal feedback for open DRs every 30 days as specified in T.O. 00-35D-54, **chapter 3**. Center administrative DR personnel should attain feedback on their organization's DRs. The originator is also advised by JDRS e-mail of any feedback, i.e., investigation results or closure activity. Upon review of this information, if further action is warranted, or there is disagreement, this should be communicated back to the SPO, AFLCMC, or AFSC with concurrence from and through CTF/ITF management as soon as possible.

THOMAS M. TAUER, Col, USAF
Commander, 412th Test Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 91-204_DAFGM2025-02, *Safety Investigations and Reports*, 16 July 2025

AFI 33-322_DAFGM2025-01, *Records Management and Information Governance,* 26 June 2025

DAFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM), 13 September 2022*

DoDI 5000.89, *Test and Evaluation* (T&E), 19 Nov 2020

DoDI 5000.89_DAFI 99-103, *Capabilities-Based Test and Evaluation*, 7 March 2022

DoDI 5200.48, *Controlled Unclassified Information (CUI),* 6 March 2020

DoDM 5200.01V1_AFMAN 16-1404V1*, Information Security Program: Overview, Classification, and Declassification*, 6 April 2022

T.O. 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*, 15 February 2024

Title 41, Code of Federal Regulations, subpart 101-26-8, *Discrepancies or Deficiencies In General Service Administration or Department of Defense Shipments, Material, or Billings*

Prescribed Forms

EDWARDSAFB 5474, *Watch Item/Deficiency Report Validation Form*

Adopted Forms

DAF Form 847, *Recommendation for Change of Product*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFOTEC—Air Force Operational Test and Evaluation Center

AFSC—Air Force Sustainment Center

AFTO—Air Force Technical Order

CAC—Common Access Card

CAT—Category

CMIS—Computerized Management Information System

CTF—Combined Test Force

CUI—Controlled Unclassified Information

DAFI—Department of the Air Force Instruction

DAFGM—Department of the Air Force Guidance Memorandum

DART—Deficiency Analysis and Ranking Technique

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DR—Deficiency Report/Deficiency Reporting

HAP—High accident potential

HQ—Headquarters

JDRS—Joint Deficiency Reporting System

JDRS-C—Joint Deficiency Reporting System-Classified

LDTO—Lead Developmental Test Organization

MAJCOM—Major Command

MIP—Materiel Improvement Program

MIPRB—Materiel Improvement Program Review Board

NIPRNet—Non-classified Internet Protocol (IP) Router Network

OI—Operating Instruction

OPR—Office of Primary Responsibility

OSS&E—Operational Safety, Suitability, and Effectiveness

SPOCO—Single Point of Contact Office

SPO—System Program Office

T.O.—Technical Order

T&E—Test and Evaluation

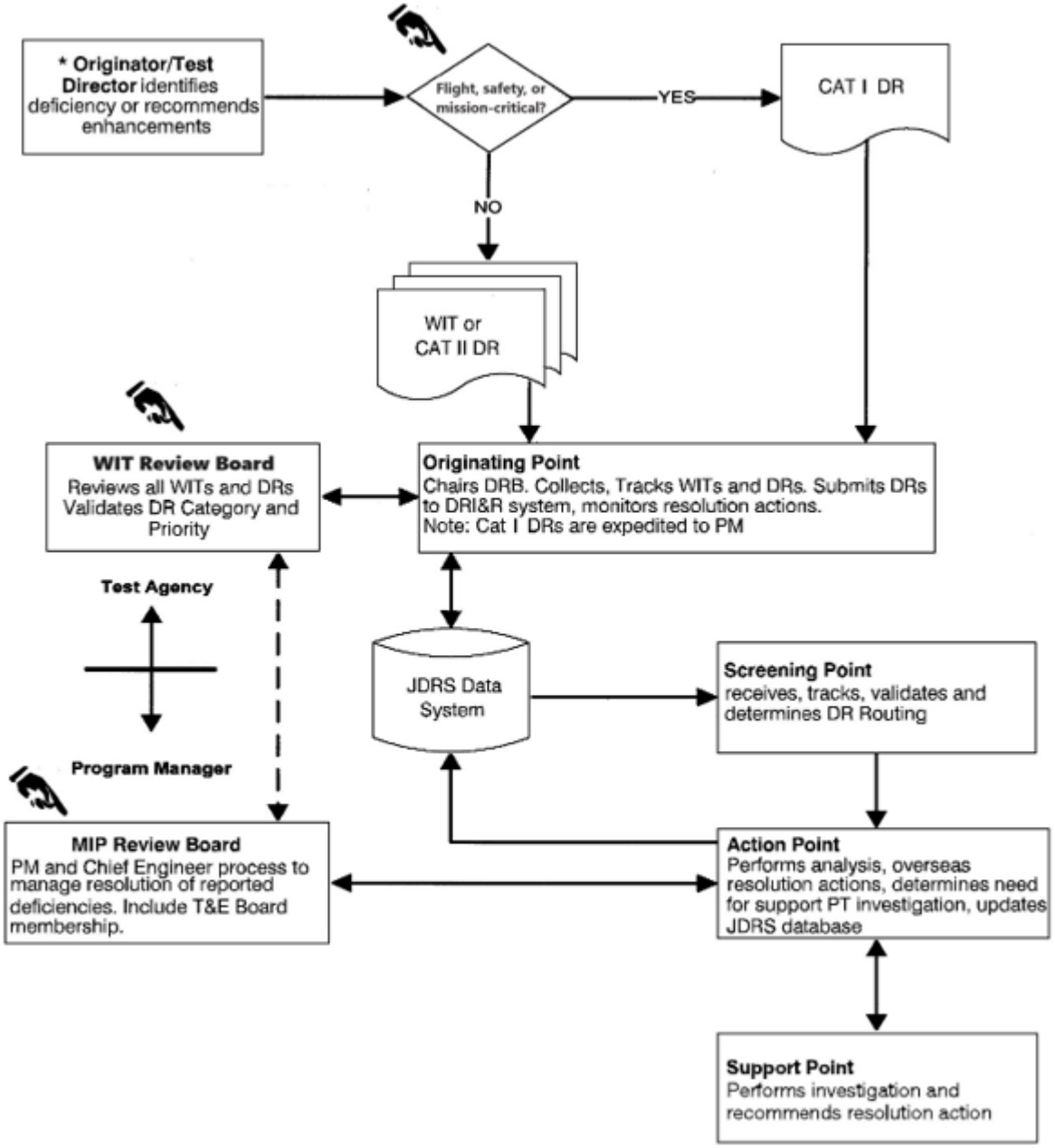
USAF—United States Air Force

WIT—Watch Item

Attachment 2

TEST AND EVALUATION DEFICIENCY REPORTING PROCESS

Figure A2.1. Test and Evaluation Deficiency Reporting Process.



Attachment 3

DR SUBMISSION AND RESOLUTION RESPONSIBILITIES AS SPECIFIED IN T.O. 00-35D-54

Table A3.1. DR Submission and Resolution Responsibilities.

ORIGINATOR (CTF Test Team Member)	ORIGINATING POINT (CTF Director or Designee)	SCREENING/ ACTION POINT (SPO, AFLCMC, AFSC)	SUPPORT POINT (CONTRACTOR)
Discovers and identifies deficiency as a WIT or DR.	Certifies validity, completeness, and accuracy of DR.	Receives DRs, and performs the necessary administrative functions to route DR for proper handling.	Provides disposition instructions to the screening point at the request of the action point.
Researches and completes draft as required.	Monitors DR activity in JDRS.	Ensures JDRS database is updated with all actions.	Performs investigation.
Determines if noted condition meets submittal criteria.	Assigns report control number, processes any exhibit(s), and submits DR.	If no investigation is required, administratively closes DR with rationale provided to originating point.	Determines what corrective action is required.
Forwards draft to originating point for entering into local data system.	Follows up on DR after their release and provides feedback to originator and applicable squadron personnel.	If an investigation is required, assigns a MIP number and ensures the investigation is performed, recommended solution is evaluated, and need for corrective action is identified by support point.	Provides exhibit shipping information to the action point and dispositions exhibits, per recommendation of action point.
Identifies and secures DR exhibit, as required.	Provides notification for all DR-related meetings, e.g., WIT and MIP Review Board meetings.	Provides administrative support for convening MIPRBs with all applicable parties.	
Helps screening point/ action point in investigation resolution, if requested.	Establishes and maintains currency of squadron's WIT/DR data system.	Ensures DR closures meet closing criteria.	
Serves as the cognizant official throughout the life of the WIT or DR, if possible.		Ensures exhibit disposition is made as appropriate.	

Attachment 4

T&E DEFICIENCY REPORT (FOR ILLUSTRATIVE PURPOSES ONLY)

Figure A4.1. T&E Deficiency Report (For Illustrative Purposes Only).

FROM: 4X FLIGHT TEST SQUADRON, EDWARDS AFB, CA

TO: AFLCMC, WRIGHT PATTERSON AFB, OH

1. SUBJECT: CAT I DEFICIENCY REPORT

2. TITLE: KINKED HOSES CAUSED FIRE HAZARD

3. REPORT CONTROL NUMBER:	FA99991000001, 499FLTS
4. DATE DEF DISCOVERED:	9 NOV 2009
5. NATIONAL STOCK NUMBER:	1234-01-123-4321
6. NOMENCLATURE:	HYDRAULIC FUEL LINE
7. MANUFACTURER:	GIANT DEFENSE CONTRACTOR
8. MANUFACTURER's PART NO.:	112-23-234-567
9. SERIAL, LOT, BATCH NO.:	NOT APPLICABLE
10. CONTRACT NO.:	F33XXX-14-C-00XX
11. NEW, REPAIRED, OR OVERHAUL:	NEW
12. DATE MANUFACTURED:	UNKNOWN
13. OPERATING TIME AT FAILURE:	UNKNOWN
14. GOVT FURNISHED MATERIAL:	NO
15. QTY:	
15A. RECEIVED:	4
15B. INSPECTED:	4
15C. DEFICIENT:	2
16. ITEM WORKS ON OR WITH:	
16A. END ITEM:	F-130H
16B. NEXT HIGHER ASSEMBLY:	F-130H
17. DOLLAR VALUE:	$1500
18. ITEM UNDER WARRANTY:	NO

19. DETAILS: DURING HIGH ALTITUDE FLIGHT OR WHILE DOING PRE-FLIGHT CHECKS, EDWARDS AFB AIRCREW NOTICED FUEL LEAKING FROM THE AFT TANK LOCATED NEAR THE BOMB RACK ON THE F-130H, AIR VEHICLE #86-1234 ON 9 NOV 09 AT 1805. PILOTS EGRESSED FROM THE AREA AND NOTIFIED ALL PERSONNEL. SUBSEQUENTLY, THE AREA WAS CORDONED OFF. IN DISCUSSION WITH MAINTENANCE PERSONNEL, PER TECH ORDER 12-245-00, THE FUEL LINE SHOULD BE THREE INCHES IN LENGTH. THE F-130H FUEL LINES WERE MEASURED AND 14

WERE FOUND TO BE SIX INCHES.

20. TEST CONDITIONS: AIRCREW WAS FLYING TEST POINT 123.4, AIR-TO-AIR ENGAGEMENT POINT.

21. OPERATIONAL IMPACT: IF UNCORRECTED, THERE IS A POTENTIAL FOR FIRE.

22. RECOMMENDATION: INVESTIGATE AND CORRECT TO PRECLUDE LEAKAGE OF FUEL FROM THE AFT FUEL TANK.

23. COGNIZANT OFFICIAL/ORIGINATOR: TSGT DAVID WRENCH, DSN 527-9999

RELEASING AUTHORITY: _____signed_____
LtCol Mark "DT" Johnson, SQUADRON COMMANDER

*(**NOTE:** IF THERE IS OPERATIONAL TEST INVOLVEMENT DURING DEVELOPMENTAL TESTING, THEN INCLUDE COORDINATING OFFICIAL SIGNATURE LINE.)*

COORDINATING OFFICIAL:_____signed_____
LtCol James Livefire, AFOTEC

Attachment 5

EDWARDS FORM 5474, WIT/DR VALIDATION FORM

Figure A5.1. Use of Edwards Form 5474.

The purpose of this form is to ensure a consensus of WIT/DR content by appropriate disciplines within the organization. The form may be attached to a WIT and routed to provide awareness of the WIT and to collect pertinent information, but the primary use is intended for DRs. One copy of this form should be attached to the WIT/DR worksheet. The originating point should indicate the OPR on the left side of the "Routing" column and indicate which disciplines should validate the DR. A DR will normally be prepared in the final format when all appropriate validating disciplines have coordinated in the "Draft" column, and the OPR has addressed all questions/comments. If extensive changes are subsequently made, the "Revision" column may be used. When the DR is prepared in final format, the "DR Release Concurrence" block should be completed by the releasing authority. The "Review Board" block may be used for controversial DRs. The originating point, section chiefs, and organization director(s) will convene to discuss these WITs/DRs, and the final outcome will be noted on the validation form.