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EGLIN AIR FORCE BASE**

**EGLIN AIR FORCE BASE
INSTRUCTION 99-105**



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Test and Evaluation

**MANAGEMENT AND DOCUMENTATION
OF TECHNICAL DIRECTIVES**

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This instruction implements Air Force Policy Directive 99-1, *Test and Evaluation Process*, and establishes the policies and procedures for the preparation, processing, and approval of Technical Directives to the 96th Test Wing Eglin - Operations and Maintenance Services (E-OMS) contractor. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Information Management Systems (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been extensively rewritten and should be read in its entirety. It incorporates multiple changes resulting from a new Eglin Operations and Maintenance Services (E-OMS) contract, and contract management processes. Changes throughout the document reflect Technical Directive requirements to include introduction to the Electronic Directive System, submitting, amending and evaluating Technical Directives, and applicable verbiage. Responsibilities have been updated to include geographically separated locations. This rewrite also provides requirements for property management and construction support on the E-OMS contract.

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Chapter 1

GENERAL

1.1. The Egin Operations and Maintenance Services (E-OMS) Contract provides for. Operation and maintenance of Egin Test and Training Complex (ETTC) facilities, National Radar Cross Section Test Facility (NRTF), Aerospace Vehicle Survivability Facility (AVSF), and Landing Gear Test Facility (LGTF), to include facilities at various 96th Test Wing (96 TW) operating locations, instrumentation and related support activities, including engineering services, collection of test data and other services necessary for primary support of the 96 TW mission plus continued support of the Major Range and Test Facility Base (MRTFB) operation stewardship by the 96 TW as defined in the Performance Work Statement (PWS). The PWS requirements are fluid and dynamic. For this reason, the Government provides the contractor with technical direction to meet requirements as they arise. Technical direction is provided to the contractor via Test Directives and Technical Directives. Technical direction is only valid if it is within the scope of the contract. Test Directives provide direction when Operations and Maintenance (O&M) support is required through routine mission planning processes. Technical Directives provide technical direction, information exchange, or request contractor support for technical or administrative matters within the scope of the E-OMS Contract. Technical direction is defined as that process by which the contractor receives guidance and approvals in his/her technical effort as it relates to an element of work or effort solely within the existing requirements of the contract.

1.2. The E-OMS Contract is. A non-personal services type, performance-based contract, thus, Technical Directives must describe, in as much detail as possible, only the technical effort required. Clear and concise statements thoroughly describing the technical effort, including drawings, schematics, etc., must be provided. Statements providing directions on how and by whom performance will be provided are not permitted. This does not preclude listing a contractor point-of-contact with whom the Technical Directive Originator has discussed details of the Technical Directive work effort. All direction to the contractor is through written correspondence.

1.3. Normally, the E-OMS Contractor procures standard supplies for use in support of Technical Directives. The E-OMS Contractor procures required standard Air Force stock-listed items regardless of cost. If standard items are not available, nonstandard equipment items can also be procured by the contractor to support Technical Directive efforts.

Chapter 2

RESPONSIBILITIES

2.1. 96th Range Group (96 RN). The 96 RN is the functional manager, technical sponsor, and contract technical director of the E-OMS Contract, with the overall engineering and configuration control management responsibility for all ETTC resources supported by the E-OMS Contractor.

2.2. 96th Range Support Squadron (96 RANSS). The 96 RANSS has engineering and configuration control management responsibility for all ETTC range resources that support the 96 TW test and training mission. These range resources consist of the various ranges, test & training areas/sites, instrumentation and communications infrastructure associated with the Armament Systems Test & Training Environment (ASTTE), Multi-Spectral Test & Training Environment Electronic Combat Range (MSTTE-ECR), Overwater Test & Training Area (OTTA), Santa Rosa Island Test & Training Area, General Support Services, and Range Support Services.

2.3. 96th Test Systems Squadron, Contracts Management Flight (96 TSSQ/RNXC). The 96 TSSQ/RNXC is responsible for the overall management of the E-OMS Contract, the PWS and the Technical Directive processes. Each Technical Directive is viewed to ensure it is within the scope of the PWS and/or contract as well as conforms to other content and formatting requirements as described in this instruction. Additionally, 96 TSSQ/RNXC is the focal point for requirements validation and preparation of the periodic overall Technical Directive evaluation, in accordance with (IAW) the Award Fee/Term Plan (AF/TP) for the E-OMS Contract. Technical Directives initiated by flights/organizations other than 96 RANSS that require material or personnel resources assigned to the areas listed in [paragraph 2.2](#) will be coordinated with the respective 96 RANSS engineer/Point of Contact (POC) in order to prevent conflicts with resource allocations.

2.4. 782d Test Squadron (782 TS). The 782 TS has the engineering and configuration management responsibility for measurement, modeling, and simulation services. These services include assessing guided munitions performance in the field and through simulated target engagements, measuring target signatures, and modeling targets and operationally relevant environments to provide virtual test ranges. The 782 TS/RNWX provides electro-optical and millimeter wave hardware-in-the-loop instrumentation development and is responsible for the engineering and configuration control management for the Guided Weapons Evaluation Facility (GWEF) and suites of field-deployable millimeter wave/infrared/visible measurement systems test and evaluation. The 782 TS/RNWP has the engineering and configuration control management responsibility for the Joint-Preflight Integration of Munitions and Electronic Systems (J-PRIMES) and is responsible for the design, development, and operation of radio frequency (RF) signature measurement systems in ground and airborne test configurations. In addition, 782 TS/RNWP is responsible for parametric measurement and installed systems testing of munitions, Command & Control (C2), and seeker and sensor systems installed on weapon platforms.

2.5. 896th Test Support Squadron (896 TSS). The 896 TSS has the technical and engineering responsibility to design, install, maintain, and provide daily mission support for temporary airborne (T-2) instrumentation modifications and installations in 96 TW and other customer's (e.g., 53d Wing) aircraft necessary to meet the Eglin weapons development and test mission.

2.6. 96th Range Control Squadron (96 RNCS). The 96 RNCS operates and maintains eight (8) real-time Mission Control Rooms at the Central Control Facility (CCF) in support of open air testing at Eglin Test and Training Range. The Mission Control Rooms provide the data fusion of Range Instrumentation and the Aircraft or Weapon under test, and enables flight test coordination/execution. In addition to Operations of the CCF, 96 RNCS performs life cycle management of hardware/network resources and the software development necessary for data processing and display.

2.7. Financial Management Section (96 TW/FMAR). The 96 TW/FMAR obtains funding to support the 96 TW mission by translating program requirements into approved budgets, acting as the ultimate source for financial and management information. The 96 TW/FMAR is responsible for financial management, budgeting, and control of funds, both reimbursable and directly distributed, for all 96 RN activities. This includes development, formulation, presentation and implementation of plans, policies and procedures for all units in all financial matters. The 96 TW/FMAR monitors all expense areas within the organization including budgeting, funding and effectiveness of financial management. These duties cross over all 96 RN Squadrons.

2.8. Arnold Engineering Development Complex (AEDC).

2.8.1. The 704th Test Group (704 TG) located at Holloman Air Force Base (HAFB), NM has one detachment and two flights that are included in the E-OMS program. The 704 TG Det 1 (NRTF) is located on White Sands Missile Range (WSMR) with administrative offices on HAFB. The Survivability Assessment Flight (OL-ACS) and Landing Gear Systems Test Flight (OL-ACL) are located at Wright-Patterson Air Force Base (WPAFB), OH.

2.8.1.1. The 704 TG Det 1 conducts Radar Cross-Section (RCS) measurements of new and inventory air frames at the National Radar Cross-Section Test Facility (NRTF). The mission of the NRTF is to deliver secure, static RCS and antenna test data including analysis and processing. Activities include operation of radars, control devices, pits, pylons, and field probe devices, mounting, dismounting, transportation, modification of targets, operation of heavy equipment, calibrations, and narrowband, wideband, mono-static, and polarimetric scattering matrix corrections. Additionally, the NRTF develops state-of-the-art RCS testing technologies and processes to ensure NRTF is capable of meeting the most advanced United States applied RCS technology test requirements at all times. The NRTF is a single site/facility utilizing the Radar Target Scatter (RATSCAT) Advanced Measurement System (RAMS), and the Research, Diagnostic and Integration (ReDI) Range with storage facilities located on and off site.

2.8.1.2. The Survivability Assessment Flight (OL-ACS) conducts Air Force Research Development Test & Evaluation (RDT&E) for Aircraft Vulnerability Reduction and Survivability and utilizes the Aerospace Vehicle Survivability Facility (AVSF) to conduct live fire tests, risk reduction tests, evaluation and analysis of sub/full-scale aircraft systems, sub-systems, and components to threat munitions for the purposes of vulnerability analysis, filling of modeling and simulation data voids, platform and system specification compliance, platform and system survivability, and risk reduction tests for Title 10, Live Fire Test and Evaluation (LFT&E). This RDT&E role extends to the support of joint-service tests performed on any test range. In compliance with AFI 99-103, *Capabilities-Based Test and Evaluation*, OL-ACS also functions as an intermediary between Air Force aircraft acquisition program offices and the China Lake test ranges. Enabled by aircraft

vulnerability test experience, the OL-ACS responsibilities include assisting Air Force aircraft acquisition program offices with preparation of required LFT&E, Strategy, Master Plans, Alternative Test Plans, Waiver Letters, cost estimates, provisioning, risk-reduction tests, test article preparation, post-test data analysis, and reporting to ensure Air Force acquisition milestones are achieved in a timely/effective manner. The OL-ACS also sends and monitors AF tests at remote test locations, such as China Lake, Aberdeen, and other Contiguous United States (CONUS) test facilities/locations.

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

2.8.2. Propulsion Test Operating Location (OL-TDP). The OL-TDP has management responsibility of the McKinley Climatic Laboratory (MCL). The MCL is located at Eglin AFB and provides global environmental conditions to allow all DoD agencies, other government agencies, and commercial companies to test weapon systems, weapon support systems and commercial products in climatic extremes. It has five different chambers in which it performs those functions. Its largest chamber, the Main Chamber, is the largest climatic chamber in the world.

2.9. Performance Monitors. Performance Monitors are Technical Directive Primary points of contact or other responsible points of contact, that monitor the contractor's performance of Technical Directives. At the completion of each Technical Directive, Performance Monitors are responsible to evaluate the contractor's performance IAW evaluation procedures contained in this instruction. Evaluations must be completed within 30 days of Technical Directive completion in order to provide timely feedback to the contractor.

Chapter 3

TECHNICAL DIRECTIVE OVERVIEW

3.1. Technical Directives. For the E-OMS Contractor, prepared by originating agencies through the Electronic Directive System (EDS), are used to direct actions to meet mission requirements. Technical Directive Originators must coordinate Technical Directives with all involved or affected 96 TW agencies prior to technical approval. Normally, Technical Directive Originators do not write requirements for work outside the assigned areas of responsibility for their respective Flight/Squadron/Detachment/Operating Location. If a Technical Directive Originator writes a requirement for work outside of their area of responsibility, they must ensure the necessary coordination has been accomplished.

3.2. Each Technical Directive is given. A serial number (also called a “Directive Number”) which consists of a letter designator (P – Tier 1 or E – Tier 2), a sequence number beginning with 0001 each fiscal year, a dash, and the last two digits of the fiscal year (for example, E0001-21 is the first submitted Tier 2 Technical Directive of Fiscal Year 2021). Serial numbers are automatically assigned by EDS.

3.3. Technical Directives are either Tier 1 (P) or Tier 2 (E) as defined below.

3.3.1. Tier 1 (P) Technical Directives are limited to efforts that are within the scope of the contract but are uncommon or irregular work delineated in the PWS. Tier 1 Technical Directives require Contracting Officer approval.

3.3.2. Tier 2 (E) Technical Directives are limited efforts that are regular, recurring services delineated in the contract PWS. Tier 2 Technical Directives may be released to the contractor following technical and contract management approval. Technical approval is provided by the respective originating Flight/Squadron/Operating Location. Contract management approval is provided by the Contracts Management Flight.

3.4. Tier 1 and Tier 2 Technical Directives. May be amended with follow-on correspondence using up to a two-character alphabetic suffix immediately preceding the dash in the serial number (e.g., E0001A-21 or E0001AA-21 following E0001Z-21). These suffixes are automatically assigned by EDS in alphabetic order, excluding I, L, and O, with the assigned directive serial number.

3.5. Technical Directives which are urgent. Shall be processed through EDS as Quick Reaction Directives (QRDs). QRD may be either Tier 1 or Tier 2 Technical Directives. QRDs require a comment providing a valid justification for it to be labeled a QRD. EDS highlights QRDs in the Approval Queue, and approving authorities can adjust notification settings to be alerted when a QRD is pending their approval. It is the responsibility of the QRD Technical Directive Originator or Primary POC to follow up with approving authorities to ensure prompt approval.

3.6. Direct interchange of information between Government personnel and E-OMS Contractor representatives. May be necessary to supplement Technical Directives to ensure that all involved parties understand precisely what is required for successful Technical Directive accomplishment. These interchanges occur to clarify and resolve any problems that may be encountered during performance of the Technical Directive. However, direct interchanges must not be used as a substitute for a Technical Directive, an amendment to a Technical Directive, or a change to the scope, price or terms of the basic contract.

Chapter 4

TIER 1 TECHNICAL DIRECTIVES (P-DIRECTIVES)

4.1. The Contracting Officer will. Have final approval of all Tier 1 Technical Directives to the E-OMS Contractor. Technical approval of Tier 1 Technical Directives will be completed by the Technical Directive Originator's first or second line supervisor, or approved representative. After technical approval is completed, contract management approval will be completed by 96 TSSQ/RNXC, Contracts Management Flight. Examples of Tier 1 Technical Directives are short-term mission support, temporary duty (TDY) of contractor personnel for non-test mission support, construction related efforts, transfer of sites/systems for operations and maintenance (O&M), contractor property account changes to include transfer of Government property into and out of the contractor's account, real property accountability changes, reduced maintenance status changes, and transfer of fabricated items. Requirements for each of these Tier 1 Technical Directives are provided below.

4.1.1. Short-Term Mission Support. Short-term mission support includes support that is within the scope of the contract but has an unknown duration and/or may not have funds assurance. Example: Gulf Range Enhancement (GRE). Support can only be added to the contract through contract amendment and must include funds assurance.

4.1.2. TDY Assignments. TDY assignments includes travel to perform technical efforts that are not in direct support of a test mission. Travel to attend seminars, professional meetings, general education, and Range Commanders' Council (RCC) all require a Tier 1 Technical Directive. Travel that is in support of a test mission does not require a Tier 1 Technical Directive and must be submitted as a Tier 2 Technical Directive. All Technical Directives (both Tier 1 and Tier 2) requiring TDY will contain, at a minimum, the information specified in [paragraph 7.1.15.8](#) TDY assignments require advance notice to the E-OMS Contractor. The number of days of *Advance Notice* required is shown in [Table 4.1](#) below. If application of the *TDY Period* and *Number of Personnel* criteria for determining the length of advance notice required yields ambiguous results, the larger of the two advance notification periods will be used.

Table 4.1. TDY Advanced Notice Requirements.

ADVANCE NOTICE	TDY PERIOD	NUMBER OF PERSONNEL
1 day	7 days or less	1 to 3
2 days	8 to 30 days	4 to 6
4 days	31 to 60 days	7 to 10
5 days	61 to 90 days	11 to 15
8 days	91 to 120 days	16 to 20
10 days	121 to 179 days	21 to 30
60 days	180 days or more	31 or more

4.1.3. Construction Related Work. Construction, as defined by the Federal Acquisition Regulation, means construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. Construction of structures and/or other real property may include, but not be limited to, work on water and sewer lines, gas lines, chillers, exterior electrical or communication cabling installation, waste-water treatment plants, electrical substations, fencing, dams, bridges, roofing, fire suppression system installation, HVAC and paving of roads. The contractor shall not proceed with any construction related work expected to exceed \$2,000 unless a Tier 1 Technical Directive has been approved by the Contracting Officer. All Technical Directives requiring construction related work will contain, at a minimum, the information specified in [paragraph 7.1.15.9](#). Construction related Technical Directives must be accompanied by an approved AF Form 332, *Base Civil Engineer Work Request* (or installation equivalent), prior to Contracting Officer approval and issuance of a Notice to Proceed. Approval from the Contracting Officer of Tier 1 construction related Technical Directives shall invoke all applicable Construction Wage Rate Requirements (formerly known as the Davis Bacon Act) and clauses unless otherwise specified in the Technical Directive by the Contracting Officer.

4.1.4. Transfer for Operations and Maintenance (O&M). Transfer for O&M includes transfer of sites, equipment and/or systems that are within scope of the contract when a contract modification is not necessary. Use a Tier 1 Technical Directive when sites, equipment and/or systems are to remain on a Government account but require the contractor to provide O&M support. Example: Common Range Integrated Instrumentation System (CRIIS). The CRIIS was being transferred to contractor for O&M at Initial Operational Capability (IOC), it was already included in the PWS and it was to remain on Government property account.

4.1.5. Contractor Property Account Changes. This includes the direct transfer of Government property into and out of the contractor's property account. These items have a singular identity on the accountable property lists. It may be determined by the Government that an equipment item has more component value than item value and that it is within the best interests of the Government for the contractor to disassemble the item for components and process the non-usable portions IAW approved contractor's procedures. In such cases, a Tier 1 Technical Directive shall indicate the item to be disassembled, deleted from the accountable property listing, and the excess processed IAW approved contractor's procedures, as appropriate. Centrally managed items cannot be disassembled without prior approval from the item manager. Item manager approval must be attached to the Tier 1 Technical Directive. See paragraphs [7.1.15.4](#), [7.1.15.5](#), [7.1.15.6](#), and [7.1.15.7](#) for required language.

4.1.5.1. Real Property Accountability Changes. Real Property Accountability Changes primarily include additions or deletions of real property accountability such as building manager responsibilities and/or turnover of buildings/sites for O&M. Any modifications to real property will be accomplished through a Tier 1 Technical Directive when the work effort is within scope of the E-OMS Contract and an approved AF Form 332, *Base Civil Engineer Work Request* (or equivalent), is obtained through 96th Civil Engineer Group. Example: Climatic Lab is a Government owned, contractor managed facility.

4.1.5.2. Reduced Maintenance Status Changes. Reduced Maintenance Status Changes include both moving equipment/system(s) from active into reduced maintenance status and changing status for equipment/system(s) already in reduced maintenance status. If the currently active equipment/system(s) is to be placed in reduced maintenance status, the Technical Directive must specify the desired reduced maintenance category, and may include additional instructions. If the change requires temporary activation of equipment/system(s) already in reduced maintenance status, the Technical Directive must include O&M instructions (operate only, maintain only, or operate and maintain) and disposition instructions (for example, return to a specified reduced maintenance category, process IAW approved contractor's procedures). Any time there is a change in the maintenance status of equipment/system(s), including from one reduced maintenance category to another, there may be a corresponding change in the manning and support equipment required for O&M of the equipment/system(s). For each Technical Directive requesting a change to the maintenance status, whether permanent or temporary, a separate Tier 1 Technical Directive must request a proposal from the contractor for any associated manning and support equipment changes. E-OMS equipment/system(s) maintenance status is documented in the Government Furnished Property Listing. Permanently changing equipment or system status will require a change to contract documentation. In the case of a permanent change of status, the Technical Directive Primary POC must notify the E-OMS Contract Program Manager, in writing, that there is a need to permanently change the status. If the change is to dispose of equipment/system(s) (in either active or reduced maintenance status), the Technical Directive must state that the equipment/system(s) will be processed IAW approved contractor's procedures. If a customer requires an item currently in reduced maintenance for support of their test, a Tier 1 Technical Directive must request the contractor remove the item from reduced maintenance, perform required maintenance to make the item operational, operate and maintain the item for the test and return it to reduced maintenance upon completion of the test (if applicable). This Technical Directive will require a reimbursable Job Order Number (JON) provided by the customer. Assets with a National Stock Number cannot go into any category of reduced maintenance since they are centrally managed by the Depot and must remain serviceable and properly maintained.

4.1.5.3. Transfer of Fabricated Items. Any direction to fabricate or manufacture an item can be sent to the contractor on a Tier 1 or Tier 2 Technical Directive based on the following situations. If the fabricated item will remain in the contractor's possession, the direction can be provided on a Tier 2 Technical Directive. If the item is fabricated with the intent of being transferred to the Government (regardless of cost or end result; i.e. consumed in mission support), the direction must be submitted on a Tier 1 Technical Directive. Examples of fabricated items that are transferred to the Government are mechanical components, test structures, support structures, test articles. The contractor accounts for all fabricated items as Contractor Acquired Property (CAP) and manages them IAW applicable regulatory compliance, which requires the items to be officially transferred when they are given to the Government.

Chapter 5

TIER 2 TECHNICAL DIRECTIVES (E-DIRECTIVES)

5.1. Tier 2 Technical Directives will. Be prepared through EDS for release to the E-OMS Contractor directly from 96 TSSQ/RNXC. Tier 2 Technical Directives should be limited to technical instruction to enable the contractor to perform regular, recurring services under the PWS. Tier 2 Technical Directives that require mission support TDY must include, as a minimum, the information specified in [paragraph 7.1.15.8](#) Types of work requested through Tier 2 Technical Directives are listed below.

- 5.1.1. Modification of Government property to change its configuration or inherent capability. If the modification is permanent and affects Government property specifically listed in the PWS, the PWS may have to be amended to reflect the configuration and/or capability change. The Technical Directive Originator or Primary POC must notify, in writing (letter or e-mail), the E-OMS Contract Program Manager, requesting the PWS be amended to reflect this change. Any request for modification to a National Stock Numbered item must be approved by the item manager prior to submitting the Technical Directive. Documented approval must be attached to the Technical Directive.
- 5.1.2. Direction to the contractor to develop or prepare O&M procedures associated with the technical effort.
- 5.1.3. Direction to the contractor to install equipment.
- 5.1.4. Temporary removal of components from one item for installation on or in another.
- 5.1.5. Relocation and changes to configuration of ETTC resources. Any direction to relocate ETTC resources or to make permanent equipment configuration changes must have appropriate Government approval prior to initiation of the Technical Directive. Approval may require review by the Range Configuration Control Committee. It is the responsibility of the Technical Directive Originator to ensure the proper approval has been received.
- 5.1.6. Requests to develop or modify ETTC documentation such as plans, procedures, manuals and instructions; review of, and transmission of, final operational status letters; requests for management information system data vice engineering data; and other management/administrative matters.
- 5.1.7. Ancillary test support such as providing survey support, providing generator support and providing mission setup support before the Test Directive has been released.
- 5.1.8. Pre-mission long-lead item acquisition and build-up.
- 5.1.9. All phases of Government investment and modernization activities.

Chapter 6

TECHNICAL DIRECTIVE AMENDMENTS

6.1. Any Technical Directive (Tier 1 or Tier 2). May be amended at any time during its active life. Amendments should be limited to minor changes in the original Technical Directive (i.e., revised completion dates, funding changes, JON changes, minor work effort changes, etc.). Technical Directives can only have a single amendment in the Approval Queue at any given time.

Chapter 7

EDS TECHNICAL DIRECTIVE INPUT FORM CONTENT

7.1. The EDS Technical Directive form includes the following fields.

7.1.1. TIER. The Tier must be selected by the Technical Directive Originator from the Tier Dropdown, Tier 1 or Tier 2, as defined in [chapter 3](#) above.

7.1.2. TITLE. A concise but descriptive title of no more than 100 characters must be entered by the Technical Directive Originator. The Title of the Technical Directive cannot be changed once it has been approved at all levels and sent to the contractor.

7.1.3. JON. All Technical Directive costs will be charged to the JON provided in this field unless a different Labor JON is provided as outlined in [paragraph 7.1.5](#). If a different Labor JON is provided, all non-labor cost will be charged to the JON provided in this field. Only one JON can be specified in this field.

7.1.4. WBS(S). The Work Breakdown Structure (WBS) code must be selected by the Technical Directive Originator from the WBS List. Multiple entries are permitted. If no WBS is available, the default “0000” must be used. The WBS is used by the Job Order Cost Accounting System (JOCAS) to track charges against the JON. Only WBSs marked as Active in JOCAS will appear in EDS for selection.

7.1.5. LABOR JON. The Labor JON is the JON used for labor hours for the Technical Directive. This field should only be used if the labor will be charged to a different JON than the rest of the effort. EDS will put out an error message if the same JON is used for both the JON and Labor JON fields.

7.1.6. LABOR WBS(S). The Labor WBS code must be selected by the Technical Directive Originator from the Labor WBS List. Multiple entries are permitted. If no WBS is available, the default “0000” must be used. The WBS is used by the JOCAS to track charges against the JON. Only WBSs marked as Active in JOCAS will appear in EDS for selection. The Labor WBS field should only be used when a Labor JON has been specified.

7.1.7. COMPLETION DATE. The Technical Directive Completion Date is the date by which the Technical Directive should be completed. It must be entered in the format specified in EDS by the Technical Directive Originator, who is responsible for ensuring the Technical Directive is processed in sufficient time for the completion date(s) to be met by the E-OMS Contractor. The Completion Date must be greater than or equal to the date of Technical Directive approval. The Technical Directive may include work phases with varying completion dates. It is the responsibility of the Technical Directive Originator to obtain accurate and realistic cost and schedule estimates. The E-OMS Contractor will request a Technical Directive for estimates requiring more than eight hours of preparation time.

7.1.8. COMPLETION CODE. All Technical Directives have a Required Completion Code, indicating that the Completion Date is Required. The Completion Code is automatically set as “Required” by EDS, and cannot be changed.

7.1.9. BUDGET. The budget is the anticipated cost of the effort described in the Technical Directive. The Budget field has a seven (7) character limit. If the desired budget exceeds the seven (7) character limit, the Technical Directive will need to be amended to add the remaining budget for the Technical Directive. Unless otherwise specified within the DESCRIPTION/ REQUIREMENTS field, this is an estimate. The costs should be a total of those expenditures for labor, materials, parts and other supplies required to accomplish the Technical Directive. This includes supplies and equipment ordered by the contractor through Base Supply (96 LRS or appropriate organization), but should not include capital assets from federal stock catalogs, nor supplies and equipment provided by 96 RN or other Government agencies. The E-OMS Contractor will provide an overtime justification analysis if overtime is required to accomplish the Technical Directive. This analysis will include various overtime scenarios to determine the best value to the Government. It is the responsibility of the Technical Directive Originator to obtain accurate and realistic cost and schedule estimates. The E-OMS Contractor will request a Technical Directive for estimates requiring more than eight hours of preparation time. If the Budget exceeds the funding available on the JON, EDS will put out a warning message. The Technical Directive Originator is responsible for attaching confirmation from 96 TW/FMAR or appropriate organization that the funding is forthcoming and the Technical Directive can proceed.

7.1.10. MISSION SUPPORT. Check this box if the Technical Directive is direct mission support work.

7.1.11. PRIORITY. The Priority must be selected by the Technical Directive Originator from the Priority Dropdown. Technical Directive priorities A through E correspond to 96 TW Test Priorities Tier 0 through Tier 4, respectively. The Technical Directive Priority may be equal to, lower than, or higher than the associated JON's Priority based on the immediacy of the need. The Technical Directive Priority determines the weight of the evaluation of the Technical Directive according to [Table 7.1](#) below.

Table 7.1. Technical Directive Priority and Evaluation Weight.

Technical Directive Priority	Technical Directive Evaluation Weight
A	3.0
B	2.5
C	2.0
D	1.5
E	1.0

7.1.12. PRIMARY POC. The Primary POC will be automatically populated with the Technical Directive Originator's information but may be changed by the Technical Directive Originator if they are submitting the Technical Directive for another user. The new Primary POC must be selected from the POC List.

7.1.13. ALTERNATE POC. The Alternate POC is optional and may be selected from the Alternate POC List by the Technical Directive Originator if needed.

7.1.14. RANGE RESOURCE QUESTIONS. Two questions are listed on the Technical Directive form to identify if the effort in the Technical Directive involves a schedulable range resource, and if so, if coordination with the 96th Operations Support Squadron (96 OSS) has taken place. It is the responsibility of the Technical Directive Originator and/or their Technical Approvers to ensure proper coordination with 96 OSS has taken place for all schedulable resources involved in the Technical Directive.

7.1.15. DESCRIPTION/REQUIREMENTS. The Description/Requirements should be a complete description of the effort to be performed, describing what is to be accomplished, and not how it should be accomplished. The initial part of the description should include a brief synopsis of the purpose of the Technical Directive. Phrase instructions in such a manner to permit the contractor to proceed as independently as possible and still accomplish the desired work effort. Provide PWS references to support the requested efforts. Refer to the contractor as the E-OMS Contractor or the O&M Contractor. Technical Directives directing the contractor to make something should use the word “fabricate” in order to avoid confusion with construction efforts. Technical Directives directing the contractor to provide technical services should use the word “support” and not “assist.” This field will include the following:

7.1.15.1. If appropriate, specify any time-phased completion dates. Technical Directive Originators should request a total cost estimate from the contractor unless time does not permit due to mission requirements.

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

7.1.15.3. If required, specify degree of protection to be afforded Government property if it is to be left on the open range or at a deployed destination.

7.1.15.4. If Government property is to be transferred into the contractor's account, coordinate the transfer with 96 TW Logistics Material Control Activity (LMCA) or appropriate organization, and include the following information in the Technical Directive:

7.1.15.4.1. The statement “Request the O&M Contractor receive the following items via PIII per the information below:”

7.1.15.4.2. Item description

7.1.15.4.3. Quantity

7.1.15.4.4. Cost

7.1.15.4.5. Item location

7.1.15.4.6. Current equipment account number

7.1.15.4.7. Federal stock number (if applicable)

7.1.15.4.8. Model number

7.1.15.4.9. Serial number

7.1.15.4.10. Manufacturer

7.1.15.4.11. Item Unique Identification (IUID) for items over \$5,000 or as required

7.1.15.5. If Government property is to be transferred out of the contractor's account, coordinate the transfer with 96 TW LMCA or appropriate organization, and include the following information in the Technical Directive:

7.1.15.5.1. The statement "Request the O&M Contractor transfer the following items via PIEE per the information below:"

7.1.15.5.2. Item description

7.1.15.5.3. Quantity

7.1.15.5.4. Cost

7.1.15.5.5. O&M tag (B) number

7.1.15.5.6. Receiving DoD Account Activity Code (DoDAAC) number

7.1.15.6. If Government property is to be placed in reduced maintenance, include the appropriate reduced maintenance categories in the Technical Directive. The terms "Storage" or "On-Site-Storage" should not be referenced in a Technical Directive or its title; always use the term "Reduced Maintenance." Note: No property may be placed in reduced maintenance unless a future need exists and is indicated on the Technical Directive. Assets with a National Stock Number are centrally managed and cannot go into any category of reduced maintenance unless approved by the item manager. Centrally managed items must remain serviceable and properly maintained.

7.1.15.7. When Government Furnished Property (GFP) is no longer required on a specific portion of the contract, the contractor will be instructed to screen the item(s) for use elsewhere on the contract. The instructions will tell the contractor to declare GFP excess to contract requirements if no present or future use is anticipated. Dispose of excess Government property by including the statement "Process (list the excess property) IAW approved contractor's procedures."

7.1.15.8. Technical Directives (both Tier 1 and Tier 2) requiring TDY, will include the following:

7.1.15.8.1. Security information necessary to ensure contractor compliance with DoD 5220.22-M, *National Industrial Security Program Operating Manual* (NISPOM), for safeguarding classified information

7.1.15.8.2. Location where work is to be performed

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

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

7.1.15.8.5. The following statement: "Transportation and lodging should be based on the most economical means in accordance with Section H Contract Clause, E-OMS-H006 Travel."

7.1.15.8.6. Identify whether a rental car is authorized or not

- 7.1.15.8.7. Identification of equipment and instructions covering preparation of equipment for turn-in to 96th Logistics Readiness Squadron (96 LRS/LGRTCO) for packing, crating and shipping by a Government Bill of Lading to TDY destination. Any Government property to be transported under commercial excess baggage rates must be coordinated with 96 LRS/LGRTCO before Technical Directive preparation.
- 7.1.15.9. Construction related efforts must be submitted as a Tier 1 Technical Directive, and must have the following documentation and language:
- 7.1.15.9.1. Approved 332/TRIRIGA form (or installation equivalent) attached to the Technical Directive.
 - 7.1.15.9.2. Government Statement of Work attached to the Technical Directive.
 - 7.1.15.9.3. Independent Government Cost Estimate (IGCE) sent to the Contracting Officer and 96 TSSQ/RNXC separate from the Technical Directive. Do not attach IGCE to the Technical Directive.
 - 7.1.15.9.4. Identification in the Technical Directive of who in the Government will be performing inspection and acceptance.
 - 7.1.15.9.5. The statement “IAW PWS Para 4.1.5.1.1 compliance with United States Army Corps of Engineers Safety and Health Requirements Manual (Army Publication 385-1-1) is mandatory including all pre-work submittals and approvals. Once found acceptable by the cognizant Government office and before beginning work, provide a copy of a job-specific Accident Prevention Plan to the Contracting Officer”.
 - 7.1.15.9.6. The following contractor deliverables: Accident Prevention Plan; Work Plan; contractor milestones; completed drawings, plat plans, and final design documentation delivered at completion or as otherwise specified; Payroll submittal to the Contracting Officer IAW Federal Acquisition Regulation (FAR) 52.222-8.
- 7.1.15.10. Technical Directives requiring procurement of equipment should identify if the need is a Government identified requirement or a contractor identified requirement.
- 7.1.15.10.1. If it is a Government identified requirement, the Technical Directive must include documentation that all other mandatory sources of supply have been pursued prior to requesting that the contractor procure the item.
 - 7.1.15.10.2. If it is a contractor identified requirement, it should be clearly identified in the Technical Directive as such.
- 7.1.15.11. The DESCRIPTION/REQUIREMENTS field should *not* include the following:
- 7.1.15.11.1. Direction for the contractor to “buy” or “purchase” items.
 - 7.1.15.11.2. Request for loan or hand receipt of GFP to other Government activities or contractors.
 - 7.1.15.11.3. Statements that specific agreements have been reached between Government and contractor personnel (it is permissible to indicate that review or coordination has been accomplished).
 - 7.1.15.11.4. Direction to comply with USAF publications. Instead list the requirement and reference the guidance.

Chapter 8

EDS TECHNICAL DIRECTIVE AMENDMENT INPUT FORM CONTENT

8.1. Amendments are processed through EDS. In the same way as the basic Technical Directive. The EDS Technical Directive Amendment form includes the following fields:

8.1.1. **SELECT DIRECTIVE TO AMEND.** The Technical Directive to be amended must be selected by the Technical Directive Amendment Originator from the selection dropdown. Once selected, the Technical Directive number and title will be displayed along with the Technical Directive's current state showing JONs, WBSs, Completion Date, Completion Code, Budget information, Mission Support state, Priority, and POCs.

8.1.2. **JON.** The JON will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator. If the JON is changed, the change must be referenced in the DESCRIPTION/REQUIREMENTS field and new WBS(s) must be selected from the WBS list.

8.1.3. **WBS(S).** The WBS(s) will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by adding new or removing previously assigned WBSs. If the JON is changed in the amendment, a new WBS(s) must be selected. Only WBSs marked as Active in JOCAS will appear in EDS for selection.

8.1.4. **LABOR JON.** The Labor JON will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator. If the JON is changed, the change must be referenced in the DESCRIPTION/REQUIREMENTS field and new WBS(s) must be selected from the Labor WBS list. This field should only be used if the labor will be charged to a different JON than the rest of the effort. EDS will put out an error message if the same JON is used for both the JON and Labor JON fields.

8.1.5. **LABOR WBS(S).** The Labor WBS(s) will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by adding new or removing previously assigned WBSs. If the Labor JON is changed by the amendment, a new WBS(s) must be selected. Only WBSs marked as Active in JOCAS will appear in EDS for selection. The Labor WBS field should only be used when a Labor JON has been specified.

8.1.6. **COMPLETION DATE.** The Completion Date will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by entering a new Completion Date. The Completion Date must be greater than or equal to the date of Technical Directive approval. Completion Date extensions require justification of the requirement change with coordination in writing in the Technical Directive amendment description (e.g., The initial completion date was provided by the Government and was not realistic, additional requirements have been added, Government caused delay). Completion Date extensions that are needed due to a contractor caused delay are not permitted. For Tier 1 Technical Directives with a contractor caused delay beyond the Completion Date, additional coordination with the Contracting Officer is required. It is the

responsibility of the Technical Directive Primary POC to monitor their Technical Directive and notify the Contracting Officer as early as possible if a Tier 1 Technical Directive Completion Date will not be met. For Tier 2 Technical Directives with a contractor caused delay beyond the Completion Date, the contractor shall continue to execute the Technical Directive with the expired Completion Date, and the Technical Directive evaluated accordingly in the Technical Directive Evaluation.

8.1.7. **COMPLETION CODE.** All Technical Directives have a Required Completion Code, indicating that the Completion Date is Required. The Completion Code is automatically set as “Required” by EDS, and cannot be changed.

8.1.8. **BUDGET DELTA.** The Budget Delta field is the change (increase in Budget indicated by a positive value, decrease in Budget indicated by a negative value) to costs required by the amendment. The Budget Delta field has a 7 character limit. If the desired budget exceeds the 7 character limit, the directive will need to be amended to add the remaining budget for the Technical Directive. If the Budget Delta exceeds the funding available on the JON, EDS will put out a warning message. The Technical Directive Amendment Originator is responsible for attaching confirmation from 96 TW/FMAR or appropriate organization that the funding is forthcoming and the Technical Directive can proceed.

8.1.9. **MISSION SUPPORT.** The Mission Support field will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by checking or unchecking this box.

8.1.10. **PRIORITY.** The Priority will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by selecting a new priority from the Priority dropdown.

8.1.11. **PRIMARY POC.** The Primary POC will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by selecting a new POC from the POC List.

8.1.12. **ALTERNATE POC.** The Alternate POC will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by selecting a new POC from the POC List.

8.1.13. **RANGE RESOURCE QUESTIONS.** The Range Resource questions will be auto populated from the most recently approved directive/amendment information and may be changed by the Technical Directive Amendment Originator by selecting a new response. The two range resource questions are listed on the Technical Directive creation form to identify if the effort in the Technical Directive involves a schedulable range resource, and if so, if coordination with 96 OSS has been completed. It is the responsibility of the Technical Directive Originator and/or their Technical Approvers to ensure proper coordination with 96 OSS has taken place for all schedulable resources involved in the Technical Directive.

8.1.14. **DESCRIPTION/REQUIREMENTS.** In this field, describe only the changes in work effort requirements. Provide PWS references to support the requested efforts. Reference section 7.1.15 for additional information on specific requirement language.

Chapter 9

TECHNICAL DIRECTIVE SUBMISSION

9.1. When Technical Directives and Technical Directive Amendments are. Submitted to In-Work (IW) review, EDS will validate the input fields, and highlight any errors or warnings. Errors must be resolved before Technical Directive submission. Warnings must be addressed with an explanation in the Comments of the Technical Directive. The Technical Directive Originator can also select the option to flag the Technical Directive as a Quick Reaction Directive. This will highlight the Technical Directive in the Approval Queue to help expedite approval. The Technical Directive Originator is required to provide an explanation for flagging the Technical Directive as a Quick Reaction Directive, and is responsible for notifying the approvers at all levels to ensure timely approval.

9.2. After submitting a Technical Directive to In-Work (IW). The Technical Directive Originator (or anyone in their approval chain), can review and edit the Technical Directive by selecting the Edit icon for the Technical Directive under the IW column. When the Technical Directive is ready for approval, the Technical Directive Originator will select the “Submit Into Technical Approval (TA)” button.

9.3. Technical Approval (TA) of a Technical Directive is. Completed by the supervisor of the Primary POC (or other designated approver in Flight/Squadron of the Primary POC). Technical Approvers will select the Edit icon for the Technical Directive under the TA column. Once the Technical Approver has completed review of the Technical Directive, the Technical Directive can either be disapproved for additional edits by selecting the “In Work (IW)” button, or approved for next level approval by selecting the “Submit Into Contract Requirements (CR)” button. If a Technical Directive is disapproved, the Technical Directive Originator is notified via e-mail, and the Technical Directive Originator is responsible for making any required edits and resubmitting the Technical Directive as described in section 9.2.

9.4. Contract Requirements (CR) Approval of a Technical Directive is completed by 96 TSSQ/ RNXC. Contract Requirements Approvers will select the Edit icon for the Technical Directive under the CR column. Once the Contract Requirements Approver has completed review of the Technical Directive, the Technical Directive can be disapproved for additional edits by selecting the “In Work (IW)” button or approved for next level approval by selecting either the “Submit Into Contracting Requirements (PZ)” button for Tier 1 Technical Directives, or approved for release to the contractor by selecting the “Submit For Contractor Pickup (OM)” button for Tier 2 Directives. If a Technical Directive is disapproved, the Technical Directive Originator is notified via e-mail, and the Technical Directive Originator is responsible for making any required edits and resubmitting the Technical Directive as described in section 9.2.

9.5. Tier 1 Technical Directives will be routed to the Contracting Officer for final approval. The Contracting Officer will select the Edit icon for the Technical Directive under the PZ column. Once the Contracting Officer has completed review of the Technical Directive, the Technical Directive can either be disapproved for additional edits by selecting a button of any previous approval level, or approved for release to the contractor by selecting the “Submit For Contractor Pickup (OM)” button. If a Technical Directive is disapproved, the Technical Directive Originator is notified via e-mail, and the Technical Directive Originator is responsible for making any required edits and resubmitting the Technical Directive as described in section 9.2.

Chapter 10

TECHNICAL DIRECTIVE EVALUATION

10.1. Once the contractor submits a Technical Directive for closure. The Technical Directive Primary POC is notified via e-mail, and a notification message will be present on the EDS home page of the Technical Directive Primary POC. The contractor updates EDS with closed Technical Directives roughly once every two weeks. As soon as possible after receipt of the completion notice from the contractor, and no more than 30 days after completion, the Technical Directive Primary POC will prepare an evaluation of the contractor's performance. The evaluation will be released to the contractor following technical and contract management approval. Technical approval is provided by the respective originating Flight/Squadron. All Technical Directive performance scores will be rolled-up IAW the E-OMS AF/TP for an overall performance score in each of the five areas defined in PWS paragraph 5. The overall evaluations will be reviewed by the 96 RN Director (96 RN/CL) with recommendation to the Fee Determining Official.

10.2. The Technical Directive Primary POC may, if desired. Initiate an interim evaluation at any time during the performance period of a Technical Directive. Only one evaluation (regardless if it is an interim evaluation or closed directive evaluation) can be submitted per Technical Directive per Award Fee Period. It is recommended that Technical Directives spanning more than one Award Fee Period have an interim evaluation completed by the Technical Directive Primary POC in each Award Fee Period. The interim evaluation rating is included into the overall roll-up of Technical Directive evaluations. No additional amendments can be made on a Technical Directive that has an interim evaluation in process until the interim evaluation is closed. Once the interim evaluation is closed, the Technical Directive will become available again for amendments.

10.3. The Performance Monitors evaluate the contractor's Technical Directive performance. Each evaluation measures the contractor's performance in meeting the Technical Directive's requirements in the areas of quality, schedule, and budget. Each Technical Directive evaluation has a total of five evaluation criteria, based on requirements established in the PWS paragraph 5. Each evaluation is weighted by the Technical Directive's priority, which are assigned by the Technical Directive Originator at the initiation of the Technical Directive or by Technical Directive Amendment. The Technical Directive evaluation score is a weighted average of all evaluated Technical Directives in an Award Fee Period and are evaluated against PWS paragraph 5.1, Customer Performance Measurements; Requirements 5.1.1 through 5.1.6, excluding 5.1.3. All evaluation scores require a narrative justification to describe the positive or negative impact of the work in each PWS Requirement regardless of rating. The table below shows this in more detail.

Table 10.1. Performance Weights and Requirements for Mission and Technical Directives.

Focus Areas	Requirements	Satisfactory Score	Maximum Score	Performance Score Weight
Quality	5.1.1. The Contractor shall provide validated, defensible products and services.	50	100	20%
	5.1.2. The Contractor shall effectively communicate its ability to meet the customer's requirements, schedule and cost estimate.	50	100	5%
Schedule	5.1.3. The Contractor shall meet scheduled mission times.	50	100	10%
	5.1.4. The Contractor shall meet customer's overall schedule.	50	100	5%
Budget	5.1.5. The Contractor shall provide reasonable and accurate estimates.	50	100	10%
	5.1.6. The Contractor shall report costs with accuracy and timeliness.	50	100	5%

10.4. There are four possible scores for each evaluation area. The table below shows the evaluation scoring criteria.

Table 10.2. Evaluation Scoring Criteria.

Rating	Score	Rating Description
Met Requirements with No Deviations	100%	The O&M Contractor met all requirements to support the test mission or Technical Directive with no deviations from the test mission or Technical Directive plan.
Met Requirements with Minor Deviations	93%	The O&M Contractor met all requirements to support the test mission or Technical Directive with minor deviations from the test mission or Technical Directive plan.
Partially Met Requirements	75%	The O&M Contractor did not meet all requirements for the test mission or Technical Directive; however, the test mission or Technical Directive was still effective.
Did Not Meet Requirements	0%	The O&M Contractor did not meet all requirements for the test mission or Technical Directive and the test mission or Technical Directive was not effective.

10.5. All Technical Directives are. Evaluated using the EDS Evaluation module. Performance Monitors are notified via e-mail when a Technical Directive is ready for evaluation. The Evaluation Submission and Approval process is described below:

10.5.1. The Performance Monitor will complete the Technical Directive evaluation, and submit it for Technical Approval by selecting the “Submit for Approval (EA)” button.

10.5.2. The Technical Approval of the Evaluation is completed by the supervisor of the Primary POC (or other designated approver in the Flight/Squadron of the Primary POC). Technical Approvers will select the Edit icon for the Evaluation under the EA column. Once the Technical Approver has completed review of the Evaluation, the Evaluation can either be disapproved for additional edits by selecting the “Evaluate (E)” button, or approved for next level approval by selecting the “Submit For Close (EC)” button. If an Evaluation is disapproved, the Performance Monitor is notified via e-mail, and the Performance Monitor is responsible for making any required edits and resubmitting the Evaluation as described in section 10.4.

10.5.3. The Close Evaluation Approval of the Evaluation is completed by 96 TSSQ/RNXC. Close Evaluation Approvers will select the Edit icon for the Evaluation under the Evaluation Close (EC) column. Once the Close Evaluation Approver has completed review of the Evaluation, the Evaluation can be disapproved for additional edits by selecting the “Evaluate (E)” button, or approved for close by selecting the “Close (C)” button. If an Evaluation is disapproved, the Performance Monitor is notified via e-mail, and the Performance Monitor is responsible for making any required edits and resubmitting the Evaluation as described in section 10.4.

SCOTT A. CAIN
Brigadier General, USAF
Commander

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

Eglin - *Operation and Maintenance Services Performance Work Statement*, 30 March 2021
Eglin - *Operation and Maintenance Services Award Fee/Award Term Plan*, 1 September 2021
AFI 99-103, *Capabilities-Based Test and Evaluation*, 18 November 2019
AFMAN 33-322, *Records Management and Information Governance Program*, 27 July 2021
DoD 5220.22-M, *National Industrial Security Program Operating Manual*, 18 May 2018
FAR subpart 52.222-8, *Payrolls and Basic Records*, July 2021
FAR Subpart 52.245-1, *Government Property*, September 2021

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*
AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

704 TG—704th Test Group
782 TS—782d Test Squadron
896 TSS—896th Test Support Squadron
96 OSS—96th Operations Support Squadron
96 RANSS—96th Range Support Squadron
96 RN—96th Range Group
96 RNCS—96th Range Control Squadron
96 TSSQ/RNXC—96th Test Systems Squadron, Contracts Management Flight
96 TW—96th Test Wing
AF/TP—Award Fee/Term Plan
AFB—Air Force Base
AFRIMS—Air Force Records Information Management System
ASTTE—Armament Systems Test & Training Environment
AVSF—Aerospace Vehicle Survivability Facility
C2—Command & Control
CCF—Central Control Facility
DHS—Department of Homeland Security

DoD—Department of Defense
ECR—Electronic Combat Range
EDS—Electronic Directive System
E-OMS—Eglin Operations and Maintenance Services
ETTC—Eglin Test and Training Complex
FAA—Federal Aviation Administration
FAR—Federal Acquisition Regulation
GFP—Government Furnished Property
GWEF—Guided Weapons Evaluation Facility
HAFB—Holloman Air Force Base
HVAC—Heating, Ventilation and Air Conditioning
IAW—In Accordance With
JOCAS—Job Order Cost Accounting System
JON—Job Order Number
JPRIMES—Joint-Preflight Integration of Munitions and Electronic Systems
LFT&E—Live Fire Test and Evaluation
LGTF—Landing Gear Test Facility
LMCA—Logistics Material Control Activity
MCL—McKinley Climatic Laboratory
MRTFB—Major Range and Test Facility Base
MSTTE—Multi-Spectral Test & Training Environment
NISPOM—National Industrial Security Program Operating Manual
NRTF—National Radar Cross Section Test Facility
O&M—Operations & Maintenance
OL—Operating Location
OL ACL—Landing Gear Systems Test Flight
OL ACS—Survivability Assessment Flight
OPR—Office of Primary Responsibility
OTTA—Overwater Test & Training Area
PIEE—Procurement Integrated Enterprise Environment
POC—Point of Contact
PWS—Performance Work Statement

QRD—Quick Reaction Directive

RCS—Radar Cross-Section

RDS—Records Disposition Schedule

RDTE—Research Development Test & Evaluation

TDY—Temporary Duty

WBS—Work Breakdown Structure