SERIES 2000

DIRECTOR OF OPERATIONAL TEST AND EVALUATION

2000. <u>DIRECTOR OF OPERATIONAL TEST AND EVALUATION (DOT&E)</u> (NC1-330-92-2)

These files are accumulated by DOT&E as the Principal Staff Assistant to the Secretary of Defense and the principal advisor to the Under Secretary of Defense (Acquisition, Technology & Logistics) on operational test and evaluation (OT&E) and live fire test and evaluation (LFT&E) in the DoD, and the principal OT&E and LFT&E official within the senior management of the DoD. They document the Director's role in oversight and in prescribing OT&E and LFT&E policies and procedures, and for the composition and operations of the Major Range and Test Facility Base within the Department of Defense; providing guidance and consultation with respect to specific testing, monitoring and reviewing OT&E and LFT&E in the DoD; coordinating testing conducted jointly by more than one military department or Defense Agency; reviewing and making recommendations on all budgetary and financial matters on testing and evaluation including the test and evaluation infrastructure; and in development and distribution of testimonies and the DOT&E's annual report to Congress.

2001. <u>RECORDS OF THE OFFICE OF THE SCIENCE ADVISOR</u>

These files are accumulated in the course of providing scientific advice, technical guidance, review, and consultation to the Director on all test and evaluation matters relating to major and special interest DoD programs.

<u>Disposition</u>: Destroy when superseded, obsolete, or no longer needed for reference purposes.

2002. <u>OT&E RESOURCE FILES</u>

These files accumulate in the Office of the Principal Deputy and in the office of the Deputy Director for Resources and Ranges in the course of tracking the long- and short-range planning and integration of OT&E and LFT&E programs, test and evaluation infrastructure programs. They are used to track program budgets, test and evaluation infrastructure investment and test and evaluation science and technology programs, and the planning and acquisition of test resources (targets, ranges, and threat models acquired from foreign or domestic sources). They may also contain documents on personnel, security, budgets, congressional correspondence and testimonies, test and evaluation infrastructure and military construction spending, real estate acquisition and airspace, land space, and sea space (to include attendant sustainment environmental issues such as noise abatement, forestry, wildlife, and encroachment). These files cover the

development of test programs through the short-term (three years prior to major testing of a program) to the time they are removed from DOT&E oversight. While these files may duplicate some of the material included in the Program Files, they are maintained separately from them.

2002-01. <u>Resource Reference Files</u>. These files consist of reports such as Institute for Defense Analyses (IDA), support contractors, other federal agencies, budget tracking, congressional, GAO, and IG; other documentation of test resource materials such as copies of the Test and Evaluation Master Plans (TEMPS) and test resource planning and investment strategy materials.

<u>Disposition</u>: Cut off upon removal of the program from the DOT&E oversight; retire to the WNRC after 2 years; destroy after 15 years.

2002-02. <u>GAO History Files</u>. These are copies of GAO reports and other correspondence used to track the processing of the GAO activities in connection with the DOT&E program which provide a central, discrete file on this subject.

<u>Disposition</u>:

a. Action copies. Cut off and retire to the WNRC when no longer needed for oversight purposes; destroy after 15 years.

b. Information copies. Destroy when no longer needed for reference purposes.

2003. <u>PROGRAM FILES</u>

These are action officers' files accumulated in the offices of the Deputy Directors for Conventional, Strategic, and C3I Systems, and Live Fire Test and Evaluation that pertain to system requirements and program objectives, threat assessments, testing program resources, and the program decision process. Included are such documents as analyses, assessments, periodic and one-time reports, general correspondence, GAO and IG audit material, news reports, and other documentation on testing and development programs that individual action officers deem appropriate for inclusion in a program-specific file.

2003-01. <u>Plans and Assessments File</u>. These files consist of Test and Evaluation Master Plans (TEMP), including approval and disapproval correspondence; test plans consisting of approval and/or disapproval correspondence and test concept briefings; test and evaluation reports, including interim reports, Quicklooks and status reports; development testing and evaluation (DT&E) plans and reports (accumulated only as required); DOT&E assessments submitted to House and Senate committees, the SecDef, USD(AT&L), and the Military Services consisting of Beyond Low-rate Initial Production (BL-RIP) reports and annual reports which synopsize current programs; and operational and live fire test data utilized in support of DOT&E analyses and assessments.

Disposition: Permanent. Cut off upon completion of testing and retire to the WNRC; transfer to the National Archives after 15 years.

2003.02. Requirements Documentation Files. These files may include mission area analyses (MAA) of generic requirements tied to a specific weapons system; mission need statements (MNSs) or element need statements (MENS) that further define the MAA and establish operational requirements; stand-alone operational requirement documents that further define the MENS and include operational requirements (OR), system operational requirements documents (SORD), joint system operational requirements (JSOR), tentative operational requirements (TOR), and operational and/or maintenance concept documents; cost and/or operational effectiveness analyses that support milestone acquisition points; system concept papers; program baseline documents; and DCP or Service-equivalent documents.

2003.02.01. Threat documentation that consists of service-generated and DIA-approved system threat assessment (STA) and threat scenarios.

2003.02.02. Test program resource documents that include test program outlines and documentation on resource issues.

2003.02.03. Program Decision Documentation consisting of committee (conventional, strategic, and C3I, and live fire program) and the Defense Acquisition Board (DAB) books and copies of the acquisition decision memorandums (ADMs).

2003.02.04. Trip reports, meeting minutes, and internal correspondence files. GAO/IG audit material and related correspondence. News reports, magazine articles, and other open-source published materials accumulated at the discretion of individual action officers that pertain to on-going programs.

2003.02.05. IDA and other support documentation consisting of task orders, technical reports, and budget and/or cost reports.

Disposition: Cut off upon removal of program from DOT&E oversight; retire to the WNRC after 2 years; destroy after 15 years.