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AIR TRAINING COMMAND RANDOLPH AFB TX DCS/TECHNICAL T--ETC F/G 5/9  
ORGANIZATION AND MISSION, MISSION OF THE 3306TH TEST AND EVALUA--ETC(U)  
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DEPARTMENT OF THE AIR FORCE  
Headquarters Air Training Command  
DCS/Technical Training  
Randolph Air Force Base, Texas 78148

TECHNICAL TRAINING OI 23-3

15 December 1980

### Organization and Mission

#### MISSION OF THE 3306TH TEST AND EVALUATION SQUADRON

This operating instruction prescribes the mission, responsibilities, and functions of the 3306th Test and Evaluation Squadron (TES), Edwards AFB CA 93523.

1. References: AFM 50-2, AFR 50-8, AFR 80-14, AFM 55-43, ATCR 80-14, and ATCR 800 series.
2. Mission: Support ATC's role in system test and evaluation by planning, developing, evaluating and recommending training systems on assigned test programs.
3. Methodology: Mission is accomplished by:
  - a. Participating in all phases of test and evaluation (T&E).
  - b. Application of Instructional System Development (ISD) procedures.
  - c. Developing and teaching courses to meet special training requirements of test program.
  - d. Developing training equipment recommendations.
  - e. Developing course control documents.
  - f. Conducting and participating in research and special activities.
4. Command and Control: The 3306 TES is under the command and control of the Director, Systems Training, DCS/Technical Training, Headquarters Air Training Command, (HQ ATC/TTY). The 3306 TES Commander's OER will be prepared by the Director, TTY. OER/APR preparation and control will be retained within the squadron for all personnel assigned PCS to the 3306 TES. Control of personnel assigned to support the mission of the 3306 TES on a TDY basis will be the responsibility of the Commander, 3306 TES only to that extent necessary to meet system test or training planning requirements.
5. Terms:
  - a. System. Includes systems, subsystems and components in air or ground applications.

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b. **Responsible Test Agency (RTA).** An ATC organization that has the capability to support command test and evaluation responsibilities and to accomplish training-related objectives for a specific acquisition program (ATCR 80-14).

c. **ISD.** A deliberate and orderly process for planning and developing training and training equipment requirements.

d. **Use of the term test.** Encompasses both aspects of test and evaluation.

e. **ATC Test Participation Plan.** Prepared by ATC on a system-by-system basis, is directive in nature, and is used for internal control of command activities in support of system test and training planning.

f. **System Test Plan.** An Air Force-wide test planning document developed on a system-by-system basis by the Air Force Test Management Agency (AFTEC, AFSC, or Implementing Command) outlining objectives for each participating command (ATC included) and agency, test schedules, concepts and methodology.

g. **Training Requirements Recommendations Review Meeting (TRRRM):** An ATC meeting convened to review recommendations prepared by the Responsible Test Agency (RTA) in the areas of courses, draft course control documents and resource requirements, to include technical training materials (equipment, data, software and other training materials), instructor requirements and facilities in support of a given system. These recommendations will be developed through the ISD process and findings resulting from participation in test and evaluation in accordance with provisions of the applicable test participation plan. The 3306 TES will host a system TRRRM, at the direction of the ATC system single manager/training manager/resources manager, who will serve as meeting chairman or co-chairmen. Participants will normally include, but are not limited to, ATC training manager, ATC training resources manager, prime and associate center management personnel and field training group representatives.

6. Responsibilities and Functions: The 3306 TES will:

a. Manage ATC test personnel and resources required in support of assigned test programs.

b. Provide ATC membership to test teams in accordance with approved system test plans and within the limitations of available resources.

c. Assign evaluators/instructors to test locations as required to support approved test schedules.

d. Identify to TTY, requirements for manpower needed to support the test and training planning effort. The assignment status of 3306 TES test personnel will be determined based on the length of the requirement at the

test location. As a general policy, personnel will be assigned to the 3306 TES in PCS/PCA status when the tour duration is in excess of 179 days.

e. Exercise supervisory control over attached evaluators/instructors assigned in a TDY status at Edwards AFB and designated operating locations and provide administrative support as required.

f. Serve as the point of contract for ATC personnel visiting Air Force Flight Test Center testing activities.

g. Prepare recommended ATC Test Participation Plan and ATC Annexes to the System Test Plan for systems in the acquisition process.

h. Review and comment on other test planning documents, as required.

i. Collect and analyze data pertinent to responsibilities outlined in approved test plans.

j. Analyze test derived and/or contractor prepared data for training implications.

k. Complete ISD steps, as directed through TTY in accordance with AFM 50-2; AFR 50-8 and ATC Sup 1 thereto, and the ISD section of approved test participation plan.

l. Recommend courses, course content, and supporting resources for system training to prime center and associate centers.

m. Recommend training equipment characteristics.

n. Host the TRRRM as directed by the ATC single manager (see paragraph 5g above) to review, revise, consolidate and document the training/training resources recommendations to be forwarded, through the prime center for final coordination, to HQ ATC for further staff action. The 3306 TES will keep the ATC single manager/training manager/training resources manager apprised of progress in establishing recommendations and will advise of an appropriate date to convene the TRRRM, considering training planning status and established system milestones.

o. Apprise prime and associate centers of technological changes impacting existing or new courses conducted at resident or field training locations and provide information requested by centers for use in training programs.

p. Provide prime and associate centers with timely information for use in preparing or revising training plans.

q. Identify critical questions and issues that require resolution during test to the ATC single manager.

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r. Apprise the ATC single manager, training manager and center managers of training deficiencies discovered during test.

s. Provide ATC representation as necessary at conferences and meetings involving system test to ensure ATC plans, policies and procedures are accommodated in the overall test program design.

t. As directed, provide command representation at meetings and conferences related to training/training resources; i.e., design reviews, specification reviews, or technical interchange meetings.

u. Prepare and conduct courses where it is determined by the ATC training manager that training by the 3306 TES is the most economical and efficient method for Combined Test Force (CTF) personnel qualification.

v. Develop necessary technical expertise and develop and conduct courses to satisfy selected special training requirements (particularly to replace programmed type I training).

w. Prepare inputs to test reports as required by AFR 80-14 and approved system test plans.

x. Maintain liaison with the appropriate test organizations, System Staff Officers/System Training and Training Resource Managers and Prime/Associate Center Managers during the accomplishment of assigned tasks.

y. Participate in special studies or research projects as directed.

7. Assignment of Programs: Assignment of test programs to the 3306 TES will be coordinated with the ATC/TT functional manager for the squadron (TTY). Assignment will be based on resource availability, level of ATC participation required, program priority, location of test activity, schedule, and size of the test program. Programs will not normally be assigned to the 3306 TES which require extensive TDY support from other ATC organizations. Upon being assigned a program, the 3306 TES will prepare a Test Participation Plan IAW ATR 80-14. Direction and guidance will be in writing and will include level of ISD effort required, schedules for ISD completion and other constraints which would affect the Test Participation Plan and ISD support planning. Additional written guidance will include:

- a. Training concept summary.
- b. ATC test participation concept and scope.
- c. Test objectives to be accomplished.
- d. Estimated test support personnel requirement/availability.
- e. Estimated funding requirements for test program support.

f. Other guidance or data pertinent to the timely accomplishment of program tasks and milestones.

g. Identification of each member of the ATC System Management Working Group; including name, office symbol and telephone number.

8. Squadron Organization: The squadron will be functionally organized into an administrative section, training development section, a test and evaluation section and system test branches to which all test support personnel will be assigned. For the support of test programs being conducted other than at Edwards AFB, an operating location (OL) will be established.

9. Communications: Direct contact with headquarters and center(s) functional managers is authorized. Formal reporting to ATC/TTY will include:

a. A monthly squadron activity report by 10th of each month. (Forward information copy to prime and associate centers or other ATC agencies, as appropriate).

b. Trip report for each TDY to be submitted on ATC Form 222, Report of Temporary Duty Travel, in accordance with ATCR 11-17 and TT OI 10-7.

c. TDY travel and per diem reports which show expenditures by program for the previous month and total for fiscal year. Include this information as an attachment to monthly activity report (para 9a).

d. Annual budget requirements and revision for TDY, telephone, support and equipment funds.

e. Such other reports as ATC/TTY may require on either a continuing or one time basis.

10. Additional Administrative Procedures: The 3306 TES/CC will insure that those administrative procedures required to support the mission and personnel of the 3306 TES are accomplished. This includes, but is not limited to:

a. Review and approve TDY requests for assigned personnel. The host base shall issue TDY orders using the appropriate fiscal year ATC or test management agency fund citation, as appropriate.

b. Process and approve leave requests for assigned personnel. 3306 TES/CC will coordinate his leave plans with ATC/TTY.

c. Obtain necessary recurring and one time ATC publications and forms from ATC/DAPE.

d. Manage supply, equipment, civilian payroll and TDY funds provided by ATC Headquarters.

e. Comply with the provisions of the AFFTC/3306 TES host-tenant agreement.

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f. Insure proper utilization and care of facilities provided for squadron support.

FOR THE DCS/TECHNICAL TRAINING

W.F. HOEHNDORF, Major, USAF  
Executive Officer  
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