



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

5 Apr 10

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: HQ USAF/TEP
1530 Air Force Pentagon
Washington DC 2033-0-1530

SUBJECT: Guidelines for Preparation of Test and Evaluation Master Plans (TEMP)

1. The TEMP is one of the most important documents supporting acquisition and sustainment programs. TEMPs must be accurate, up-to-date, correctly formatted, and reflect the most current T&E principles, one of which is to integrate all testing into an efficient continuum.

2. TEMPs are required for all acquisition programs as directed by DODI 5000.02, *Operation of the Defense Acquisition System*, Enclosure 4, Table 3. Air Force Instruction 99-103, *Capabilities-based Test and Evaluation*, paragraphs 5.13 and 5.14, describes how a Life Cycle Management Plan (LCMP) may be used in lieu of a TEMP when deemed appropriate. Preparation of a TEMP (or LCMP) requires a fully integrated approach for all testing on that program.

3. The recently revised *Defense Acquisition Guidebook* (DAG), Chapter 9, modified the TEMP outline from 5 parts to 4 parts to facilitate the integration of all T&E. All new programs without an approved TEMP will write a stand-alone TEMP using the new 4-Part "Sample TEMP" format found in the DAG, Chapter 9. An LCMP may be used as described in paragraph 2 above, but T&E content should follow the same basic outline as the new TEMP format. In both cases, an Evaluation Framework Matrix must be completed with as much information as available depending on the phase of the program.

4. To prevent unnecessary TEMP rework, the following criteria shall guide the conversion and/or maintenance of existing Air Force TEMPs:

a. For programs with 5-Part TEMPs in their final approval cycle, continue using the 5-Part format until another update is required at the next milestone review or major program redirection.

b. For programs with time prior to a pending milestone review will convert existing 5-part TEMPs to the 4-Part format to ensure integration of all testing. If time is not available, the 5-Part format may continue in place. TEMP complexity and the impact of delaying TEMP approval are major factors in making this determination.

c. For programs not on OSD T&E Oversight with approved TEMPs, continue using the 5-Part format unless one or more of the following exceptions occur: 1) the program's ACAT level is raised; 2) the program is placed on OSD T&E Oversight; or 3) Parts 3 and 4 do not meet the intent of the guidance in the DAG, Chapter 9 with respect to integrated testing. Use the 4-part format if any of these exceptions apply.

d. For programs not on OSD T&E Oversight with approved LCMPs, continue using the LCMP format if the T&E information (required in Parts 2, 3, 4, and 5 of the old TEMP format) meets the intent of the DAG, Chapter 9. If the program's ACAT level is raised or it is placed on OSD T&E Oversight, then a 4-Part TEMP is required.

5. This policy will be summarized in the next revision to AFI 99-103. General questions should be referred to Mr. Chuck Triska, AF/TEP, e-mail Charles.Triska@Pentagon.af.mil, DSN 227-0299, commercial (703) 697-0299. Consult your assigned program action officers in AF/TEP, OSD/DOT&E, and OSD/D,DT&E for program-related questions.


DEXTER M. SAPINOSO, Colonel, USAF
Chief, Policy and Programs Division

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