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**Test and Evaluation**

**TEST REPRESENTATIVES (TESTREP)**

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This instruction implements AFMCPD 99-2, *Test Representatives (TESTREP)*. It provides the procedure for establishing a TESTREP at an AFMC center, the necessary qualifications for personnel occupying the position of TESTREP, and a description of the minimum duties and responsibilities a TESTREP must perform. This instruction is applicable to all AFMC organizations possessing a TESTREP position. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

**1. Introduction.** Assignment of TESTREPs were originally directed in Dec 92 during the consolidation of test and evaluation (T&E) functions from the air logistics centers (ALC) to the Air Force Development Test Center (AFDTC) and Air Force Flight Test Center (AFFTC). TESTREPs have been noted to have a positive influence on the test process when developmental test and evaluation (DT&E) is performed outside the purview of an AFMC Test Center. TESTREP positions have expanded beyond the original three ALCs they were initially assigned to. Thus, it is necessary to establish a minimum set of qualifications and responsibilities for TESTREPs to ensure their effectiveness is not diminished as their numbers expand.

**2. Qualifications.** TESTREPs:

- 2.1. Shall possess a minimum level 2 certification in the T&E functional area of the acquisition professional development program (APDP) .
- 2.2. Must be a military test pilot school graduate or have at least four years of testing experience at an AFMC Test Center.
- 2.3. Must occupy an O-4 level position or civilian grade equivalent.

**3. Reporting:**

- 3.1. The number and organizational location of each TESTREP position is at the product center or ALC commander's discretion, by mutual agreement with the appropriate test center commander.

- 3.2. The TESTREP's immediate supervisor (rater) will be within the product center or ALC.
- 3.3. The TESTREP's additional rater and reviewer will be in the appropriate test center chain of command .
- 3.4. TESTREP manpower authorizations will be sourced from the appropriate test center's existing manpower resources .

**4. Responsibilities.** TESTREPs are responsible for:

- 4.1. Monitoring the effectiveness of the T&E process at their location.
- 4.2. Supporting single managers by ensuring test requirements are effectively identified and managed.
- 4.3. Coordinating with single-face-to-customer (SFTC) organizations and test centers as appropriate to ensure T&E expertise and capabilities are brought to bear in support of single managers when needed.
- 4.4. Monitoring and advising individual program offices at their location to ensure the Air Force T&E process is followed.

**5. Functions.** TESTREPs will perform, as a minimum, the following functions:

- 5.1. Participate in single manager master plan working groups, configuration control boards, product improvement working groups, test management councils, test plan working groups, technical and safety review boards, and other meetings where emerging test requirements may be identified.
- 5.2. Provide assessments of technical and/or safety risk, or assist in test planning, conduct, or reporting as required.
- 5.3. Ensure the appropriate level and extent of participation in technical and safety review boards.
- 5.4. Arrange coordination of T&E plans with the appropriate test center.
- 5.5. Ensure specific coordination requirements are met with the appropriate test center for test introduction sheets, technical and safety review boards .
- 5.6. Provide oversight of test preparation and operations as required.
- 5.7. Develop performance indicators to monitor and improve the effectiveness of the T&E process at their location and report them as requested.
- 5.8. Provide advice on T&E issues and training options as requested by center test authority and single managers.

**6. Assignment of TESTREP Positions.** Assignment and/or elimination of TESTREPs will be approved by request to HQ AFMC/DO. HQ AFMC/DO will select the appropriate responsible test center and approve/ disapprove the request. Specific requirements for TESTREP positions may be established via

memorandum of agreement between the product center or ALC commander and the test center commander .

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