



# Department of Defense INSTRUCTION

**NUMBER** 3200.18

February 1, 2010

Incorporating Change 2, October 15, 2018

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USD(R&E)

**SUBJECT:** Management and Operation of the Major Range and Test Facility Base (MRTFB)

**References:** See Enclosure 1

1. **PURPOSE.** This Instruction:

a. Establishes policy for identifying the composition of the MRTFB in accordance with the authority in DoD Directive 5134.01 (Reference (a)).

b. Implements policy and assigns responsibilities for the management and operation of the MRTFB in accordance with Reference (a), DoD Directive 5105.71 (Reference (b)), and DoD Directive 3200.11 (Reference (c)).

c. Establishes procedures for changing the composition of the MRTFB and incorporates and cancels the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) Memorandum (Reference (d)).

d. Establishes uniform procedures for the management of the MRTFB.

e. Establishes MRTFB reporting requirements.

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. **DEFINITIONS.** See Glossary.

4. POLICY. It is DoD policy that:

a. The MRTFB shall be sized, operated, and maintained to provide test and evaluation (T&E) information to DoD Component T&E users in support of the DoD Research, Development, Test and Evaluation and acquisition processes in accordance with Reference (c).

b. The MRTFB shall provide a broad base of T&E capabilities and shall be managed and operated under uniform guidelines across the DoD Components in accordance with Reference (c).

c. The MRTFB shall be financed through a combination of appropriated (institutional) funds and user charges in accordance with Reference (c) and Chapter 12 of Volume A of DoD 7000.14-R (Reference (e)).

d. The MRTFB shall be composed of those DoD facilities and ranges requested by the Secretaries of the Military Departments and the Department of Defense Chief Information Officer (DoD CIO) and approved by the Director, Test Resource Management Center (TRMC).

e. Any action that will result in a significant change to the T&E capability of an MRTFB facility or range shall be approved by the Director, TRMC.

f. The MRTFB shall be managed to ensure long-term range sustainment and to minimize the impact of encroachment, in accordance with DoD Directive 3200.15 (Reference (f)).

5. RESPONSIBILITIES. See Enclosure 2.

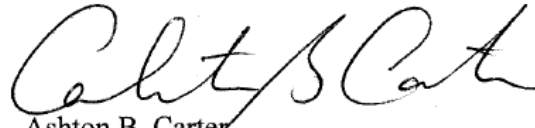
6. PROCEDURES. Enclosure 3 provides procedures for determining the composition of the MRTFB and for managing MRTFB facilities and ranges.

7. INFORMATION REQUIREMENTS. The reporting of MRTFB resources needs and recommendations for changes to the T&E capability of the MRTFB required by Reference (c) and this Instruction, referred to in section 5 of Enclosure 3 of this issuance, does not require licensing with a report control symbol in accordance with Paragraph 9 of Volume 1 of DoD Manual 8910.01 (Reference (g)).

8. RELEASABILITY. **Cleared for public release**. This Instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

9. SUMMARY OF CHANGE 2. This change reassigns the office of primary responsibility for this Instruction to the Under Secretary of Defense for Research and Engineering in accordance with the July 13, 2018, Deputy Secretary of Defense Memorandum (Reference (h)).

10. EFFECTIVE DATE. This Instruction is effective February 1, 2010.

A handwritten signature in black ink, appearing to read 'Ashton B. Carter', written in a cursive style.

Ashton B. Carter  
Under Secretary of Defense for  
Acquisition, Technology, and Logistics

Enclosures

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5134.01, “Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)),” December 9, 2005, as amended
- (b) DoD Directive 5105.71, “Department of Defense Test Resource Management Center (TRMC),” March 8, 2004
- (c) DoD Directive 3200.11, “Major Range and Test Facility Base (MRTFB),” December 27, 2007
- (d) Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) Memorandum “Changes to the Composition of the Major Range and Test Facility Base,” January 18, 2008 (hereby canceled)
- (e) DoD 7000.14-R, “Department of Defense Financial Management Regulation (FMR),” dates vary
- (f) DoD Directive 3200.15, “Sustaining Access to the Live Training and Test Domain,” December 18, 2013
- (g) DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- (h) Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment,” July 13, 2018
- (i) Section 2681 of title 10, United States Code
- (j) Section 5807 of title 15, United States Code
- (k) Sections 70101-70109 of title 49, United States Code
- (l) DoD Instruction 4715.07, “Defense Environmental Restoration Program (DERP),” May 21, 2013

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, TRMC. The Director, TRMC, under the authority, direction, and control of the USD(AT&L), shall:
  - a. Oversee the MRTFB in accordance with References (b) and (c).
  - b. Implement policies for the MRTFB, including composition, sizing, and usage.
  - c. Approve significant changes to the T&E capabilities of the MRTFB in coordination with the affected DoD Component.
  - d. Publish and disseminate, at least annually, a list of T&E facilities and ranges that comprise the MRTFB.
  - e. Publish and maintain, in coordination with the Secretaries of the Military Departments and DoD CIO, a capabilities directory of the MRTFB facilities and ranges in accordance with Reference (c).
  - f. Coordinate any significant changes to the MRTFB T&E capabilities with the Assistant Secretary of Defense for Research and Engineering (ASD(R&E)) that may impact developmental test and evaluation.
  - g. Coordinate any significant changes to the MRTFB T&E capabilities with the USD(P&R) that may impact training.
  - h. Coordinate any significant changes to the MRTFB T&E capabilities with the DOT&E that may impact operational test and evaluation and live-fire test and evaluation.
2. ASD(R&E). The ASD(R&E), under the authority, direction, and control of the USD(AT&L), shall coordinate on any proposed changes to the composition of the MRTFB when developmental test and evaluation is impacted.
3. USD(P&R). The USD(P&R) shall coordinate on any proposed changes to the capabilities and composition of the MRTFB when training is impacted.
4. SECRETARIES OF THE MILITARY DEPARTMENTS AND DoD CIO. The Secretaries of the Military Departments and the DoD CIO shall:

a. Implement the requirements of this Instruction for designated MRTFB facilities and ranges under their control.

b. Maintain, operate, upgrade, and modernize MRTFB facilities and ranges for all acquisition and RDT&E users, in accordance with the MRTFB funding policies stated in Reference (e).

c. Coordinate investment strategies that provide new or modified T&E capabilities, and plans to close or reduce T&E capabilities or capacity of the MRTFB with other cognizant DoD Components.

d. Submit requests for approval to the Director, TRMC, before making significant changes to the T&E capabilities of the MRTFB.

e. Provide timely responses to periodic reviews and data collection activities conducted by the TRMC, as specified in section 5 of Enclosure 3.

f. Establish safety policies and standards for MRTFB facilities and ranges.

g. Establish a priority system satisfying the requirements of paragraph 2.a. of Enclosure 3.

h. Require that the activity commander or director responsible for an MRTFB facility or range:

(1) Coordinates and cooperates with prospective users to assist in T&E planning, including trade-off analyses and optimization of test scenarios based on the test objectives and test support capabilities.

(2) Supports the planning, programming, budgeting, and execution process by providing estimates of operations, maintenance, and modernization requirements to accomplish projected workloads and to sustain the MRTFB facility or range.

(3) Manages the respective facility or range, administers the operating program, and ensures that collections are made for all amounts owed for services of the MRTFB in accordance with Reference (e).

(4) Provides or arranges for test support and resources, including, as appropriate, tracking and data acquisition, data reduction, communications, meteorology, targets, utilities, photography, calibration, security, recovery, maintenance and repair, frequency management and control, network access, network protocol control and information security, and base support services relevant to the facility mission. This includes coordination with other facilities or ranges when support is required beyond the boundaries or capabilities of the lead activity.

(5) Manages a test safety program consistent with operational requirements, which includes the prevention of test objects (including targets) from violating established safety, security, or range boundaries. When more than one activity is involved in supporting a test

event, the lead activity shall be responsible for the coordination of safety plans, and for any safety issues arising during the test. For earth reentry of orbiting space vehicles, the safety responsibility rests with the activity controlling the recovery portion of the flight. Specific responsibilities include:

- (a) Establishment and enforcement of safety policies and procedures.
- (b) Coordination of safety plans and procedures with other agencies within potentially affected areas and issuance of notices within the United States and to foreign governments on anticipated hazards from test activities.
- (c) Coordination of public affairs plans and assistance in disseminating appropriate information.
- (d) Establishment of allowable ground and flight safety conditions and appropriate action to ensure that test articles do not violate those conditions.
- (e) Prevention of test objects (including targets and decoys) from violating established limits through impact for vehicles with suborbital trajectories and through orbital injection or escape velocity for space vehicles.
- (f) Notification to the National Military Command Center if an accident or errant trajectory occurs that may have international implications.

i. Require that each MRTFB user:

- (1) Provides timely notification to the activity managing the facility or range of test system performance characteristics, such as planned flight trajectories, in accordance with established activity safety, security, environmental compliance, and instrumentation requirements.
- (2) Provides timely and complete notification to the activity managing the facility or range of support requirements, including unique test support capabilities needed beyond those presently available or planned by the activity, using documentation formats prescribed by the activity.
- (3) Plans, budgets, and funds the MRTFB installations and activities for support costs, based on the guidance in Reference (e).
- (4) Obtains prior concurrence from the activity managing the facility or range before entering into any contractual commitment containing activity use provisions.
- (5) Obtains prior approval from the activity managing the facility or range for use of user-furnished instrumentation and ground support equipment to ensure compatibility and prevent duplication.



(6) Operates and maintains ground equipment and support facilities assigned for their exclusive use.

(7) Conducts tests in compliance with international treaties and other agreements.

(8) Complies with safety policies, standards, and environmental matters with the activity managing the MRTFB facility or range.

(9) Promptly funds the activity managing the MRTFB facility or range for any damage to property or equipment caused by the user in the preparation for, or conduct of, any activity on the facility or range or for direct costs incurred for aborted or canceled tests in accordance with Reference (e).

5. DOT&E. The DOT&E shall coordinate on any proposed changes to the capabilities and composition of the MRTFB when operational and live fire testing is impacted.

ENCLOSURE 3

PROCEDURES

1. MRTFB COMPOSITION CHANGES. The composition of the MRTFB shall be considered to be changed when a facility or range is added to or withdrawn from the MRTFB, when a facility or range currently designated as part of the MRTFB is placed in a mothballed or closed status, or when the capability of an MRTFB facility or range is significantly changed. A significant change is any action (e.g., shutting down facilities or subcomponents, removing instrumentation) that will limit or preclude a T&E capability from fully performing its intended purpose or any action (e.g., major reduction in capacity/workforce) that affects the ability of the user to conduct test and evaluation in a timely or cost-effective manner.

a. Changes to the composition of the MRTFB may be proposed by the DoD CIO or the Secretary of the Military Department managing the DoD T&E range or T&E facility.

(1) Procedures for adding facilities or ranges to the MRTFB are detailed in Appendix 1 to this enclosure.

(2) Procedures for the closing or removing of facilities or ranges from the MRTFB are detailed in Appendix 2 to this enclosure.

(3) Procedures for requesting that MRTFB facilities or ranges be placed in a mothballed status are in Appendix 3 to this enclosure.

(4) Procedures for requesting the reinstatement of a mothballed MRTFB facility or range back to an active status are in Appendix 4 to this enclosure.

(5) Procedures for requesting approval for a significant change to the capability of an MRTFB facility or range are in Appendix 5 to this enclosure.

b. The Director, TRMC, will document approved changes to the composition of the MRTFB in appropriate decision memorandums.

c. Changing the status of an MRTFB facility or range from active to standby, or from standby or mothball to active, is not considered to be a change to the composition of the MRTFB. However, DoD Components shall provide written notification of such action to the Director, TRMC, prior to implementation.

d. DoD Components may mutually agree to transfer the management responsibility for an MRTFB facility or range from one DoD Component to another. The gaining DoD Component shall provide written notification of such action to the Director, TRMC, prior to implementation.

## 2. SCHEDULING OF THE MRTFB

a. Scheduling of the MRTFB shall be based upon a priority system that gives equitable consideration to all DoD Components, does not discriminate among DoD programs on the basis of DoD Component sponsorship, and accommodates DoD acquisition program priorities.

b. In accordance with DoD Component guidance, commanders or directors of activities managing MRTFB facilities and ranges shall make every effort to resolve conflicts between competing users. Scheduling conflicts among DoD users that cannot be resolved through the MRTFB component chain of command may be referred by the DoD Component(s) to the Director, TRMC, for further mediation.

c. In accordance with DoD Component guidance, commanders or directors of activities managing MRTFB facilities and ranges shall establish guidelines for the use of MRTFB facilities and ranges by non-DoD users. Such guidelines will provide scheduled access for non-DoD users to the maximum extent feasible without compromising primary responsibility to DoD users. Commanders or directors are responsible for resolving scheduling conflicts involving all commercial and non-DoD entities, and their decisions shall be final.

## 3. USE OF THE MRTFB BY COMMERCIAL ENTITIES. Section 2681 of title 10, United States Code (U.S.C.) (Reference (i)) authorizes the use of MRTFB resources by commercial entities.

a. In accordance with DoD Component guidance, commanders or directors of activities managing MRTFB facilities and ranges are authorized to enter into contracts with commercial entities that desire to conduct commercial test and evaluation at their MRTFB facility or range.

b. In accordance with DoD Component guidance, commanders or directors of activities managing MRTFB facilities and ranges shall ensure that they are not competing with U.S. private industry in providing services to commercial entities. One method of satisfying this requirement is to require commercial users to certify that a commercial source for the desired goods or services does not exist.

c. Commercial entities shall be charged for use of the MRTFB as specified in Chapter 12 of Volume 11A of Reference (e).

d. In accordance with DoD Component guidance, commanders or directors of activities managing MRTFB facilities and ranges are authorized to terminate, prohibit, or suspend immediately any commercial test or evaluation event if the commander or director determines that the test or evaluation event is or would be detrimental to public health and safety, public or private property, or any national security interest of the United States. The commanders or directors must provide such notification along with the rationale for termination in writing to the commercial entity.

e. Support to commercial space launch and reentry activities is authorized by section 5807 of title 15, U.S.C. (Reference (j)), and sections 70101-70109 of title 49, U.S.C. (Reference (k)). Commercial entities shall be charged for use of the MRTFB for commercial space launch and reentry activities as specified in Chapter 13 of Volume 11A of Reference (e).

4. MULTIPLE-SITE TESTING. When a test event requires the support of more than one MRTFB facility or range and/or non-MRTFB assets, a lead MRTFB facility or range concept shall be used. The lead MRTFB facility or range usually provides major support or originates the test event.

a. The lead MRTFB facility or range serves as the principal point of contact with the user for planning, execution, and reimbursements and fully coordinates with other support activities.

b. Scheduling and coordinating groups (such as the Southeastern Test and Training Area Coordinating Agency, the Joint Pacific Area Scheduling Office, and the R-2508 Restricted Area Complex Control Board) may be established when inter-activity coordination and scheduling must routinely occur.

5. REPORTING REQUIREMENTS. DoD Components shall provide information to the TRMC on each MRTFB facility and range under their control to enable the TRMC to accomplish the MRTFB oversight responsibilities detailed in Reference (c).

a. Financial data submitted to the TRMC as required by section 1903, Chapter 19 of volume 2B of Reference (e).

b. Copies of range and operating area (OPAREA) range management plans, submitted in compliance with the requirements of Reference (f).

c. Information at the MRTFB facility and range level to support the monitoring and evaluation of the MRTFB and to ensure its adequacy to meet requirements and prevent unnecessary duplication of capabilities as authorized in Reference (c). Information required includes, but is not limited to:

(1) Information to support of MRTFB charge policy compliance assessments.

(2) Information needed to periodically update the MRTFB capabilities directory as required by paragraph 1.e. of Enclosure 2.

(3) Information on the state of MRTFB resources and evolving requirements in support of the TRMC Annual T&E Infrastructure Review.

(4) Information required to develop and maintain metrics to assess overall health of the MRTFB.

d. Information to support the development of the Strategic Plan for DoD T&E Resources.

APPENDIX 1 TO ENCLOSURE 3

PROCEDURES FOR REQUESTING THE ADDITION OF A  
FACILITY OR RANGE TO THE MRTFB

1. GENERAL GUIDANCE. A DoD facility or range shall be eligible for inclusion in the MRTFB if it meets the core parameter and at least one of the additional parameters listed in section 2.

2. MRTFB PARAMETERS

a. Core Parameter. The facility or range is required to meet DoD research, development, test and evaluation, and acquisition requirements and must be preserved regardless of current workload, because it could not be reconstituted in a timely and/or cost-effective manner.

b. Additional Parameters

(1) The DoD facility or range needs to be available to support the T&E requirements of more than one development or acquisition program or subprogram;

(2) The DoD facility or range provides a unique T&E capability that the Department of Defense currently requires or that the Department has documented as a future requirement in a source such as Strategic Plan for DoD T&E Resources, a T&E master plan (TEMP), or a suitable DoD Component requirements document;

(3) In addition to the owning DoD Component, another DoD Component is dependent on the DoD facility or range for T&E information or utilizes the facility or range to avoid unnecessary duplication; or

(4) The DoD facility or range is required to support the current and future T&E requirements for jointly managed programs or for joint T&E requirements documented in a source such as Strategic Plan for DoD T&E Resources, a TEMP, or a suitable DoD Component requirements document.

c. Other Parameters. The Director, TRMC, may use other parameters on a case-by-case basis to evaluate facilities and ranges that have been requested for inclusion in the MRTFB.

3. REQUEST. The DoD CIO or the Secretary of the Military Department managing a DoD facility or range may request an addition to the MRTFB. A request for such an addition shall be in writing to the Director, TRMC, and shall contain:

a. The name of the facility or range to be added to the MRTFB and the managing activity.

- b. A description of the T&E capabilities the facility or range will provide.
  - c. An analysis and justification addressing the core and additional parameters specified in section 1 of this appendix.
  - d. Historical workload data for the previous 5 years and projected future workload data for the current year and 4 succeeding years.
  - e. Analysis of how the recommended change supports T&E requirements documented in a source such as Reference (i), a TEMP, or a suitable DoD Component requirements document.
  - f. An implementation plan, to include:
    - (1) Time-phased implementation schedule.
    - (2) Workforce requirements and staffing plan.
  - g. Changes in institutional and investment funding requirements. This shall include the data specified to be submitted in the MRTFB exhibits required by Chapter 19 of volume 2B of Reference (d).
3. DIRECTOR, TRMC, REVIEW. The Director, TRMC, shall review the request and prepare a draft memorandum documenting the proposed decision and any associated changes in management responsibility and funding levels. The draft shall be coordinated for comment with the requesting DoD Component and with all affected stakeholders. After reviewing all comments, the Director shall issue a memorandum approving or disapproving the proposed change in the composition of the MRTFB, along with any instructions necessary for the affected DoD Component(s) to implement the decision. A DoD Component may appeal the decision of the Director, TRMC, to the USD(AT&L).

APPENDIX 2 TO ENCLOSURE 3

PROCEDURES FOR REQUESTING THE CLOSURE OR REMOVAL OF A FACILITY OR RANGE FROM THE MRTFB

1. GENERAL GUIDANCE

a. A MRTFB facility or range may be considered for closure or removal from the MRTFB if it no longer meets the core parameter and at least one of the additional parameters listed in section 2 of Appendix 1 to Enclosure 3.

b. A DoD Component may request that an active (fully operational) MRTFB facility or range be removed from the MRTFB as long as it no longer meets the guidance established in paragraph 1.a. of this appendix.

c. A MRTFB facility or range that has been approved for closure by the Director, TRMC, will be removed from the MRTFB.

2. REQUEST. The DoD CIO or the Secretary of the Military Department managing a DoD T&E range or T&E facility may request the closure or removal of a facility or range from the MRTFB. A request for the closure or removal shall be in writing to the Director, TRMC and shall contain:

a. The name of the MRTFB facility or range requested to be closed or removed from the MRTFB and the name of the managing activity.

b. A description of the T&E capabilities the facility or range has been providing.

c. An analysis and justification that the facility or range no longer meets the core and additional parameters specified in section 1 of Appendix 1 to Enclosure 3.

d. Future plans for the facility or range if the request is approved.

e. Historical workload data for the previous 5 years, current-year workload data, and forecasted future years workload data out to 4 years, if available.

f. An analysis of the impact of the proposed action, to include:

(1) Acquisition programs that are affected, including programs outside the requesting DoD Component (scheduled and projected).

(2) Risk assessment.

(3) Alternatives considered.



(4) Other providers of the affected T&E capability.

(5) Non-acquisition programs affected.

(6) Environmental restoration requirements, in accordance with DoD Instruction 4715.7 (Reference (1)).

g. A transition plan, to include an implementation schedule and an assessment of the impact of the change on the T&E work force, to include the impact on maintaining critical T&E skill sets.

h. Changes in institutional and investment funding requirements. This shall include proposed revisions to the most recent submission of the MRTFB exhibits required by Chapter 19 of Volume 2B of Reference (e).

3. DIRECTOR, TRMC, REVIEW. The Director, TRMC, shall review the request and prepare a draft memorandum documenting the proposed decision and any associated changes in management responsibility and funding levels. The draft shall be coordinated for comment with the requesting DoD Component and with all affected stakeholders. After reviewing all comments, the Director shall issue a memorandum approving or disapproving the proposed change in the composition of the MRTFB along with any instructions necessary for the affected DoD Component(s) to implement the decision. Until such decision is issued, the owning DoD Component is responsible for funding and maintaining the facility or range in its current state. A DoD Component may appeal the decision of the Director, TRMC, to the USD(AT&L).

APPENDIX 3 TO ENCLOSURE 3

PROCEDURES FOR REQUESTING AN MRTFB FACILITY OR RANGE  
TO BE PLACED IN A MOTHBALLED STATUS

1. GUIDANCE. The Director, TRMC, will consider a request to place an MRTFB facility or range in mothballed status if the owning DoD Component can demonstrate that it is more cost effective to mothball the facility and return it to active status later than to maintain it in an active or standby status.

2. REQUEST. The DoD CIO or the Secretary of the Military Department managing a DoD T&E range or T&E facility may request that an MRTFB facility or range be placed in mothballed status. The request shall be in writing to the Director, TRMC, and shall contain:

a. The name of the MRTFB facility or range requested to be placed in mothballed status and the name of the managing activity.

b. A description of the T&E capabilities the facility or range provides.

c. Historical workload data for the previous 5 years and projected future workload data for the current year and 4 succeeding years.

d. An analysis of the impact of the proposed action, to include:

(1) Acquisition programs affected, including programs outside the requesting DoD Component (scheduled and projected).

(2) Risk assessment.

(3) Alternatives considered.

(4) Other providers of the affected T&E capability.

(5) Non-acquisition programs affected.

e. An implementation plan, to include:

(1) Implementation schedule.

(2) Reinstatement plan, to include a time-phased schedule and investment funding needed to reinstate the facility or range to its original capability.

(3) Analysis and plan to address any issues, which may impact reinstatement, to include workforce development, certification, or waiver requirements.

f. Changes in institutional and investment funding requirements. This shall include proposed revisions to the most recent submission of the MRTFB exhibits required by Chapter 19 of Volume 2B of Reference (e).

3. DIRECTOR, TRMC, REVIEW. The Director, TRMC, shall review the request and prepare a draft memorandum documenting the proposed decision and any associated changes in management responsibility and funding levels. The draft shall be coordinated for comment with the requesting DoD Component and with all affected stakeholders. After reviewing all comments, the Director shall issue a memorandum approving or disapproving the proposed change in the composition of the MRTFB, along with any instructions necessary for the affected DoD Component(s) to implement the decision. Until such decision is issued, the owning DoD Component is responsible for funding and maintaining the facility or range in its current state. A DoD Component may appeal the decision of the Director, TRMC, to the USD(AT&L).

APPENDIX 4 TO ENCLOSURE 3

PROCEDURES FOR REQUESTING THE REINSTATEMENT OF AN  
MRTFB FACILITY OR RANGE FROM A MOTHBALLED STATUS  
TO AN ACTIVE STATUS

1. GUIDANCE. MRTFB facilities and ranges that are in a mothballed status shall be made available to T&E users on the same basis as active facilities and ranges. The cost of reinstating a MRTFB facility or range shall be funded in accordance with Reference (e). A request to reinstate the MRTFB facility or range from mothballed status to an active status will be considered when one or more DoD Component T&E users identify a requirement for the mothballed MRTFB facility or range. The request must be submitted in a timely fashion to allow the activity managing the facility or range sufficient time to reinstate the facility.
  
2. REQUEST. A request to reinstate an MRTFB facility or range from a mothballed status to an active status shall be in writing to the commander or director of the managing activity.
  - a. The DoD Component T&E user(s) must identify the complete support requirements, using the documentation formats described by the managing activity.
  
  - b. The managing activity will conduct an assessment to determine the feasibility of returning the MRTFB facility or range from a mothballed status to an active status.
  
  - c. The managing activity shall inform the requestor, in writing, of its decision. If the managing activity decides not to reinstate the MRTFB facility or range to an active status, the managing activity must provide an explanation and, if possible, alternative methods for the user to meet the testing requirements.
  
  - d. The DoD Component T&E user(s) may petition the Director, TRMC, through the MRTFB component chain of command, if the user is not satisfied with the decision of the managing activity.
  
3. DIRECTOR, TRMC, REVIEW. The Director, TRMC, will review and mediate the issue in coordination with the owning DoD Component headquarters and the DoD Component T&E user(s). If mutual agreement cannot be reached, the Director may recommend a course of action to the USD(AT&L) to resolve the issue, in accordance with Reference (b).

APPENDIX 5 TO ENCLOSURE 3

PROCEDURES FOR REQUESTING A CHANGE IN THE CAPABILITY  
OF AN MRTFB FACILITY OR RANGE

1. GUIDANCE. Any action that would result in a significant change to the T&E capability of an MRTFB facility or range must be approved by the Director, TRMC, prior to implementation of the change.

2. REQUEST. The DoD CIO or the Secretary of the Military Department managing a DoD T&E range or T&E facility may request approval of such increase or decrease in the capability of an MRTFB facility or range. A request for such a change shall be in writing to the Director, TRMC, and shall contain:

- a. The name of the MRTFB facility or range affected and the name of the managing activity.
- b. A description of the T&E capabilities the facility or range has been providing.
- c. A description of the change in the capability of the facility or range.
- d. A justification for the proposed change.
- e. The impact of the proposed change to T&E capabilities of the facility or range, and an analysis, to include:
  - (1) Acquisition programs affected, including programs outside the requesting DoD Component (scheduled and projected).
  - (2) Risk assessment.
  - (3) Alternatives considered.
  - (4) Other providers of the affected T&E capability.
  - (5) Non-acquisition programs affected.
- f. Implementation schedule.
- g. Changes in institutional and investment funding requirements. This shall include proposed revisions to the most recent submission of the MRTFB exhibits required by Chapter 19 of Volume 2B of Reference (e).

3. DIRECTOR, TRMC, REVIEW. The Director, TRMC, shall review the request and prepare a draft memorandum documenting the proposed decision and any associated changes in management responsibility and funding levels. The draft shall be coordinated for comment with the requesting DoD Component and with all affected stakeholders. After reviewing all comments, the Director shall issue a memorandum approving or disapproving the proposed change in the composition of the MRTFB, along with any instructions necessary for the affected DoD Component(s) to implement the decision. Until such decision is issued, the owning DoD Component is responsible for funding and maintaining the facility or range in its current state. A DoD Component may appeal the decision of the Director, TRMC, to the USD(AT&L).

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

DoD CIO	Department of Defense Chief Information Officer
ASD(R&E)	Assistant Secretary of Defense for Research and Engineering
DOT&E	Director, Operational Test and Evaluation
MRTFB	Major Range and Test Facility Base
OPAREA	operating area
RDT&E	research, development, test and evaluation
T&E	test and evaluation
TEMP	test and evaluation master plan
TRMC	Test Resource Management Center
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Instruction.

MRTFB. Defined in Reference (c).

MRTFB Activity. Defined in Reference (c).

T&E capability. The ability to conduct test and evaluation using T&E resources and processes to achieve T&E objectives, including the throughput of workload it can support with a given set of resources.

T&E facility. A discrete, stand alone T&E entity to include all associated physical assets within an MRTFB Activity used to conduct test and evaluation and produce data products.

T&E facility or T&E range status. The operational readiness of a T&E facility or T&E range, described by the following states:

active. The T&E facility or T&E range is performing testing or is ready to perform testing.

standby. The T&E facility or T&E range is being maintained in a near-ready state through preventative maintenance, but is not currently active. Depending on the facility or range, it could take a relatively short period of time and moderate cost to reinstate a facility or range in a standby status to an active status.

mothballed. The T&E facility or T&E range is in a reduced state of maintenance. It can be brought to an active status by a series of actions, which will include expenditure of resources. Depending on the facility or range, it could take a relatively significant amount of time and cost to reinstate a mothballed facility or range to an active status.

closed. The T&E facility or T&E range is not in use, no maintenance is being performed, and there is no plan to reinstate the facility or range.

T&E infrastructure. The facilities, ranges, and all other physical assets such as buildings, instrumentation, networks, range space, and frequency spectrum, used to conduct DoD T&E.

T&E range. Specifically bounded or designated geographic areas or volumes, including OPAREAs, that may encompass a landmass, body of water (above and/or below surface), and/or airspace; to include all associated physical assets within an MRTFB Activity used to conduct T&E and produce data products.

T&E workload. Number of tests supported, and the work-hours expended in conducting those test, over a specified period of time.