# SERIES 2000 – DOT&E

## SERIES TITLE: DIRECTOR OF OPERATIONAL TEST AND EVALUATION (DOT&E)

**SERIES DESCRIPTION:**  Records described in this series relate to operational test and evaluation (OT&E) and live fire test and evaluation (LFT&E) in the DoD.  Includes, but is not limited to the:

- Documentation of 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;
- Guidance and consultation with respect to specific testing, monitoring and reviewing OT&E and LFT&E in the DoD;
- Coordination of testing conducted jointly by more than one military department or Defense Agency;
- Review and associated recommendations on all budgetary and financial matters on testing and evaluation, including the test and evaluation infrastructure; and
- Development and distribution of testimonies and the DOT&E's annual report to Congress.

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:**  File Numbers within the 2000 Series reflect the mission of the Office of the Director of Operational Test and Evaluation (DOT&E).

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**RECORDS CATEGORY:**  2001
**CATEGORY TITLE:**  Office of the Science Advisor
**CATEGORY DESCRIPTION:**   Records pertaining to the Office of the Science Advisor.

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**FILE NUMBER:**  2001-01
**FILE TITLE:**  Records of the Office of the Science Advisor
**FILE DESCRIPTION:**  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.
**DISPOSITION:**  Temporary.  Cut off and destroy when superseded, obsolete, or no longer needed for reference purposes.
**AUTHORITY:**  N1-330-92-002, item 1
**PRIVACY ACT:**  Not Applicable

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**RECORDS CATEGORY:**  2002
**CATEGORY TITLE:**  OT&E Resource Oversight Files
**CATEGORY DESCRIPTION:**   Records accumulated in the offices of the Principal Deputy and 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 test and evaluation infrastructure programs.  They are used to track program budgets, test and evaluate infrastructure investments, test and evaluate science and technology programs, and to conduct 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.

**FILE NUMBER:** 2002-01
**FILE TITLE:** Resource Oversight Files
**FILE DESCRIPTION:** 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.
**DISPOSITION:** Temporary. Cut off upon removal of the program from the DOT&E oversight. Destroy 15 years after cutoff.
**AUTHORITY:** N1-330-92-002, item 3
**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 2002-02a – Consolidated into 103-10
**FILE NUMBER:** 2002-02b – Consolidated into 103-13

**RECORDS CATEGORY:** 2003
**CATEGORY TITLE:** Program Files
**CATEGORY DESCRIPTION:** 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.

**FILE NUMBER:** 2003-01
**FILE TITLE:** Plans and Assessments File
**FILE DESCRIPTION:** 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. Transfer to NARA 15 years after cutoff.
**AUTHORITY:** N1-330-92-002, item 6
**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 2003-02
**FILE TITLE:** Requirements Documentation Files
**FILE DESCRIPTION:** 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. Includes:

- Threat documentation which consists of service-generated and DIA-approved system threat assessment (STA) and threat scenarios.
- Test program resource documents which include test program outlines and documentation on resource issues.
- 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).
- 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.
- IDA and other support documentation consisting of task orders, technical reports, and budget and/or cost reports.

**DISPOSITION:** Temporary. Cut off upon removal of program from DOT&E oversight. Destroy 15 years after cutoff.
**AUTHORITY:** N1-330-92-002, item 7
**PRIVACY ACT:** Not Applicable
**FORMER FILE NUMBER(s):** 2003-02.01, 2003-02.02, 2003-02.03, 2003-02.04, 2003-02.05

**FILE NUMBER:** 2003-02.01 – Consolidated into 2003-02
**FILE NUMBER:** 2003-02.02 – Consolidated into 2003-02
**FILE NUMBER:** 2003-02.03 – Consolidated into 2003-02
**FILE NUMBER:** 2003-02.04 – Consolidated into 2003-02
**FILE NUMBER:** 2003-02.05 – Consolidated into 2003-02