

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
 Department of Defense, Office of the Secretary

2 MAJOR SUBDIVISION  
 Washington Headquarters Services

3 MINOR SUBDIVISION  
 Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
 Dan Cragg 703-695-0970

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-330-92-2

DATE RECEIVED  
 10-28-91

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES  
 6/4/92 *[Signature]*

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Oct2491	H. D. Neeley <i>[Signature]</i>	Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>Director of Operational Test &amp; Evaluation</u> (see attached sheets)	N/A	
<i>Copies sent to NN-W, NN-T, NCF 6/9/92</i>			

Item  
No.

Description of Item & Proposed Dispo.

2000 Director of Operational Test and Evaluation. These files are accumulated by DOT&E as the principal adviser to the Secretary of Defense and the Under Secretary of Defense for acquisition on operational test and evaluation in the DoD, and the principal operational test and evaluation official within the senior management of the DoD. They document the Director's role in prescribing operational test and evaluation policies and procedures; providing guidance and consultation with respect to specific testing; monitoring and reviewing operational testing and evaluation in the DoD; coordinating testing conducted jointly by more than one military department or defense agency; and reviewing and making recommendations on all budgetary and financial matters relating to operational testing and evaluation.

*Records of*

1. 2001AOffice of the Scientific Advisor. These files are accumulated in the course of providing scientific advice, technical guidance, review, and consultation to the Director on all operational test and evaluation matters relating to major DoD programs.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference purposes.

2. 2002 OT&E Resource Files. These files accumulate in the Resources and Administration Directorate in the course of tracking the long- and short-range planning and integration of OT&E programs. They are used to track program budgets, the Resource Enhancement Program (a subset of the Centralized Test & Evaluation Improvement Program), and the procurement of test resources (targets, ranges, and threat models acquired from foreign or domestic sources). They may also contain documents relating to military construction spending and real estate acquisition (to include attendant 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 when they are removed from DOT&E oversight. While these files may duplicate some material included in the Program Files, they are maintained separately from them.

*Reference*

3. 2002-01 Resource Files. These files consist of reports such as Institute for Defense Analysis (IDA), budget tracking, congressional, GAO, and IG; other documentation of test resource materials such as copies of the Test and Evaluation Master Plans (TEMPS) and electronic warfare test resource planning and investment strategy materials.

Disposition: Cut off upon removal of the program from DOT&E

oversight; transfer to WNRC after 2 years; destroy after 15 years.

4. 2002-02 GAO History Files. These are copies of GAO reports and other correspondence used to track the processing of GAO activities in connection with DOT&E program which provide a central, discrete file on this subject.

Disposition: a. Action copies. Cut off and transfer to WNRC when no longer needed for oversight purposes; destroy after 15 years. b. Information copies. Destroy when no longer needed for reference purposes.

5. 2003 Program Files. These are action officer files accumulated in the Conventional, Strategic, and C3I Systems directorates which 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 pertaining to testing and development programs which individual action officers deem appropriate for inclusion in a program-specific file.

6. 2003-01 Plans and Assessments Files. These files consist of

Test and Evaluation Master Plans (TEMP), including approval and disapproval correspondence; OT&E Plans consisting of approval/disapproval correspondence and test concept briefings; OT&E 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 Secretary of Defense, Under Secretary of Defense (Acquisition), and the Military Services consisting of Beyond Low-rate Initial Production (B-LRIP) reports and annual reports which synopsise current programs; and operational test data utilized in support of DOT&E assessments.

Disposition: Permanent. Cut off upon completion of testing and transfer to WNRC; retire to NARA after 15 years.

7. 2003-02 Requirements Documentation Files. These files may include mission area analyses (MAA) of generic requirements to tied to a specific weapons system; mission need statements (MN) or mission element need statements (MENS) which further define the MAA and establish operational requirements; stand-alone operational requirement documents which 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/maintenance concept documents; cost/operational effectiveness analyses which support milestone acquisition points; system concept papers; program baseline documents; and DCP or Service equivalent documents.

Threat documentation which consists of service-generated and DIA-approved system threat assessment reports (STAR) 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, C3I) and Defense Acquisition Board (DAB) books and copies of the acquisition decision memos (ADM).

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 which pertain to on-going programs.

IDA documentation consisting of task orders, technical reports, and budget/cost reports.

Disposition: Cut off upon removal of program from DOT&E oversight; transfer to WNRC after 2 years; destroy after 15 years.

Total Volume on hand: 760 cubic feet (approximately 100 feet proposed as permanent)

Annual Accumulation: 40 cubic feet per year--permanent  
60 cubic feet per year--temporary