



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
William J. Hughes Technical Center Policy

ORDER
CT 1810.8

11/26/08

SUBJ: FAA William J. Hughes Technical Center's Test and Evaluation Policy

- 1. Purpose of This Order.** This order establishes the William J. Hughes Technical Center's Test and Evaluation Policy requiring the use of consistent, standardized processes to assure continual improvement and respond to changes in the industry.
- 2. Audience.** This order applies to all William J. Hughes Technical Center organizations conducting test and evaluation.
- 3. Where Can I Find This Order?** This order is available electronically at https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Distribution.** This order is distributed electronically to all William J. Hughes Technical Center team organizations.
- 5. Background.** The Technical Center's Test and Evaluation organization, under the auspices of the NextGen and Operations Planning Business Unit, is applying Capability Maturity Model® Integration (CMMI) verification and validation principles and practices to test and evaluation activities. CMMI standards, as well as ISO (International Organization for Standardization) standards, lessons learned from past test programs, industry best practices, future NextGen and Operations Planning needs, *Acquisition Management System (AMS) Policy*, and *AMS Test and Evaluation Process Guidelines* have guided the development of a *Test and Evaluation Handbook* and a *Verification and Validation Operations Guide*. These documents establish common standards for test processes and methods for the Technical Center's organizations conducting test and evaluation. The goal is to maximize the quality of test and evaluation products and services, promote effective test and evaluation planning, reduce program risks, decrease program costs, and reduce latent defects. Relevant references and definitions are also included in these documents. These documents are available on the Technical Reference and Library site at <http://actlibrary.tc.faa.gov/te.htm>.
 - a. **Test and Evaluation Handbook.** This handbook provides standard test and evaluation processes applicable to planning and testing that support the solution implementation phase of the AMS. Tailoring guidelines are included in the handbook and are to be used to meet the unique needs of a project or organization.
 - b. **Verification and Validation Operations Guide.** This guide provides direction for the administration, management, and operations of quality verification and validation practices. The *Test and Evaluation Handbook* must be used in conjunction with the *Verification and Validation Operations Guide* to implement standard test and evaluation processes.

6. Policy. The William J. Hughes Technical Center is committed to providing a world-class test and evaluation capability in accordance with the *AMS Policy*. Organizations conducting test and evaluation activities at the William J. Hughes Technical Center must use and adhere to the *AMS Policy*, *AMS Test and Evaluation Process Guidelines*, and the standards for test processes and methods identified in the *Test and Evaluation Handbook* and the *Verification and Validation Operations Guide*.

7. Roles and Responsibilities. This paragraph addresses, at a high level, the roles and responsibilities associated with test and evaluation activities under the direction of the Director, William J. Hughes Technical Center. More specific information relevant to roles and responsibilities is provided in the *Verification and Validation Operations Guide*.

a. The Director, William J. Hughes Technical Center, is responsible for the overall operation and administration of test and evaluation activities and ensuring that testing is properly conducted in compliance with this policy.

b. Test and evaluation managers are responsible for the centralized and coordinated management of their respective test and evaluation teams and ensuring that testing is properly conducted in compliance with this policy.

c. Test practitioners are responsible for being knowledgeable of and adhering to this policy.

d. The Technical Strategies and Integration Manager is responsible for the direction and oversight of the Test Standards Board. The board is chartered with maintaining and monitoring standard test and evaluation processes and incorporating lessons learned in the *Test and Evaluation Handbook* and *Verification and Validation Operations Guide*. The board is also responsible for policy compliance and independent technical oversight of test and evaluation activities. The board's charter is available on the Technical Reference and Library site at <http://actlibrary.tc.faa.gov/te.htm>.



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