



U.S. Army Test and Evaluation
Command (ATEC)
Request for Test Services (RFTS)



A Quick Reference Guide to filling out and submitting RFTSs for Developmental Testing
at ATEC Test Centers

The RFTS can be submitted through various means.

Users submitting an RFTS external to ADSS should go to the ATEC home page:

www.atec.army.mil/

Click on “ATEC Services” then follow the instructions to reach the RFTS form depending on whether the requester is DoD or is Non DoD/Private industry.


If submitting through ADSS go to: <https://adss.atec.army.mil/Public/>

Then click on “Request For Test/Training Services”.

Upon submission of an RFTS the requester should receive a confirmation number providing a unique RFTS number. This number is what should be referred to if there is a need to follow up with ATEC on the status of the RFTS, content or information changes, etc.

If ATEC requires more information from the requester the RFTS number will be used as a reference.

Hovering over certain sections of the RFTS will bring up a box explaining that section.

For additional assistance while filling out the RFTS there are “help” icons throughout which can be clicked on for more information. 

Filling out the RFTS

(Items marked with an asterisk (*) are required fields for completion of the RFTS.)

- *Requester Point of Contact: The person who is actually filling out the RFTS. This is the first person ATEC will contact for questions pertaining to the RFTS.
- *Customer Point of Contact: The person whose organization is funding the project. If there are multiple people in the Customer's organization to be included the Requester can add an "alternate Customer Point of Contact" by selecting "Yes" for that question. This will provide an additional section for customer information.
- *Type of Customer/Project: These choices help to determine what information will be required for filling out the remainder of the RFTS. Select the correct option according to the article being tested.

Description of Services

- *Test Title: Include the name of the item being tested and the test being conducted (e.g. Body Armor Ballistic Test, Stryker Production Qualification Test, etc.).
- *System: Specific name of item being tested (e.g. Squad Automatic Weapon (SAW), Stryker Mobile Gun System (MGS), etc.).

Model Number: Enter the model number for the system, if available.

- *Test Description/Scope of Work: This section should include a clear explanation of what is being tested, the level of support needed for the test, the actual tests being conducted, and if there are any test standards being addressed (e.g. MIL-STD-810G, federal regulations, etc.). The pre-loaded text included is intended as a guide for the requester. This text may be adjusted by the requester as needed.

Number of Test Items: Include the amount of items being tested (e.g. 500 rounds, 1 vehicle, etc.).

Military Test Players: Check box if Military personnel are necessary for the test.

Testing Location

(Every effort will be made to consider the desired test center, but ATEC reserves the right to assign the work to another test center based upon capability or workload.)

Preferred Test Center: Select the desired test center from the drop-down. If no preference is given the test center will be assigned based on the item being tested and test center capabilities.

Testing Location: Where the actual testing is to be conducted. The test center will typically be the location of the testing, but sometimes the testing/support may be at another location. Example: ATC may provide support to a project being conducted at Ft. Benning, GA.

Provide a Headquarters or Test Center POC if you have already contacted ATEC personnel concerning this request.

Projected Schedule

*Start Date: The desired date for the beginning of test execution. Note that test planning and preparation will take place prior to this date. A minimum of one month from submission of the RFTS is preferred.

*Completion Date: Proposed end date of test execution.

Other Dates: Any other dates of importance can be included here.

Explanation: This box is if the requester/customer needs to clarify or explain the dates provided.

Report Requirements

Select an option if a particular report is required

Safety Considerations:

Use the text box to enter any specific concerns regarding the safety of the system, test events, and personnel associated with the system.

Environmental Considerations:

Use the text box to enter any environmental considerations that might impact the accomplishment of the requested effort.

Security Considerations:

Use the text box to enter any security considerations that might impact the accomplishment of the requested effort.

Report Distribution POC:

Enter any pertinent information for individual to contact for releasing the test report if that person differs from the Customer.

Acquisition Phase: (only for Acquisition systems)

*Select Phase: Choose from drop-down if known.

***Acquisition Category (ACAT):** (only for Acquisition Systems)

Select ACAT level from drop-down if known.

If you are ready to submit the RFTS click the 'Submit' button. 'Submitting Request' will replace 'Submit' in this box. Once submitted a screen will pop up with information including your RFTS Tracking number. This process can take a little time, so be patient.

If you are submitting the RFTS through the CAC enabled form and are not ready for submission you have the option to 'Save Without Submit'. This will save the RFTS under your ADSS account. To access this go to your ADSS Home page and click on 'My RFTS Awaiting Submission' on the left-hand side under 'Developmental Testing'.

Helpful Hints to Remember

If filling out the RFTS for a customer the person submitting the RFTS should put their own name and information as the Requester, not the Customer's.

Customer's information should be the person/organization requesting ATEC support, not the test center or HQ POC submitting the RFTS.

The Test Description/Scope of Work should include enough detail that anyone reviewing the project in ADSS will understand what is being tested and the testing being conducted. Too much information is better than a lack of information.

Start date should be the desired date for the start of test execution, not the date the RFTS is submitted or when test planning will start.

ATEC prefers a minimum of four weeks from submission of the RFTS to the desired start date for testing.

If assistance is needed with RFTS submission please contact the ATEC G9 Business Management Division.

usarmy.apg.atec.mbx.g9-test-ops-division@mail.mil

Or

(443)861-9369 (DSN 848)