



**Contractor Data Management
TEST DATA LABELING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the policies, procedures, and responsibilities for labeling test data. This publication applies to all 30th Space Wing (30 SW) organizations that use test data labels. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

1. Responsibilities:

- 1.1. The Commander, 30th Space Wing (30 SW) is the authority for establishing the policies, procedures, and responsibility for labeling test data.
- 1.2. The 30th Range Squadron (30 RANS) Scheduling Office (DOUS) is responsible for controlling, coordinating, and procuring 30 SW data labels.
- 1.3. The 30th Maintenance Squadron (30 MXS/MXR) is responsible for ensuring all data generated on 30 RANS acquisition sites, data centers, and processing systems are properly labeled.
- 1.4. The 30th Logistics Group, Quality Assurance Flight (30 LG/LGQA), is responsible for monitoring the contractor assuring appropriate records are maintained and random sampling of test data to determine labeling accuracy.
- 1.5. The 30th Security Forces Squadron, Information Security Section (30 SFS/SFAI), is responsible for reviewing test data labels during annual reviews to ensure proper annotation and use.

2. Policy.

- 2.1. All operational data produced or distributed by 30th Range Squadron (30 RANS) will be labeled in accordance to this instruction. This includes operational test data produced or controlled by the range user.

2.2. All classified 30 RANS test data will be marked in accordance with applicable security guidelines.

3. Duties:

3.1. The Range Scheduling Office is responsible for the publication and management of this instruction.

3.1.1. Generate new label formats to meet 30 SW operational needs for technical annotation of data products.

3.1.2. Evaluate and coordinate requests for changes to existing data labels.

3.1.3. Provide technical direction, as necessary, to the Range Contractor and other support organizations relative to the use and placement of data labels.

3.2. 30 MXS/MXR will:

3.2.1. Ensure all data generated on 30 RANS acquisition sites, data centers, and processing systems are labeled according to this instruction.

3.2.2. Ensure all computer-generated label formats are legible and complete. In addition, if data product header information contains the same or equivalent information as presented on 30 SW Form 5579, **General Purpose Data** Form, this header information will suffice for computer-generated data products.

3.2.3. Ensure test data labeling procedures are coordinated with 30 RANS/DOUS prior to approving any new data items for the Standard Operational Data Identification Manual (SODIM).

3.3. The Quality Assurance Flight (30 LG/LGQA) will:

3.3.1. Monitor the contractor's internal labeling instructions and procedures.

3.3.2. Assure that appropriate data label inspection records are maintained.

3.3.3. Randomly sample test data to determine labeling accuracy.

3.4. Information Security (30 SFS/SFAI) will review test data labels during annual Information Security Program reviews to ensure these labels are being properly annotated and used as described in this instruction.

4. General Provisions.

4.1. When data products are received from a source other than the Western Range, the following actions will be taken:

4.1.1. If the data product is annotated in conformance with Inter-Range Instrumentation Group (IRIG) practices, the annotation will not be altered.

4.1.2. If the data product is not annotated in conformance with IRIG practices, attach a 30 SW Form 5579, **General Purpose Data** Form, as an outer identification.

4.2. Each support site involved in the acquisition, generation, reproduction, quality control, and handling of test data will ensure that all data labels include, as a minimum, the following data item annotations:

4.2.1. Title. Use officially designated data titles from the SODIM, Operations Directive (OD), or the Data Distribution Listing (DDL). Tabular data header information may be used if it contains the same or equivalent information as presented on 30 SW Form 5579.

4.2.2. Data. Data labels must show the start date and time of the first recorded data on the tape, chart or tab in Universal Time Coordinated (UTC).

4.2.3. Acquisition Site. Use the six digit site code of the sensor which acquired the data. The support range's site code may be used if such identification is published in the Western Range's Site Identification Handbook. This document is available from 30 MXS/MXRI to all support agencies and range users.

4.2.4. Operation Number (OPNBR). Use the number assigned to an operation for which the data was collected and the identification number of the OD authorizing such collection.

4.2.5. Technical Annotation. Use the appropriate technical annotation for each category of test data.

4.2.6. Strip Charts. A label will be placed at the beginning of the strip chart paper.

4.2.7. Numbering. The instrumentation sites are authorized to assign tape serial numbers, "run numbers," recorder numbers, and other details as necessary, to provide efficient acquisition processing or retrieval information on all 30 SW test data labels.

5. Label Specifications. The following general specifications apply to all 30 SW test data labels used on WR test data:

5.1. Color. Standard color will be black on white background.

5.2. Physical Dimensions. Standard label size will be a sub-multiple of standard paper stock for reasons of economy in printing. However, labels for magnetic tapes will be such that, with care, the label can be removed in one piece at any time. This is essential, since tape reels and tape containers must be reused after degaussing and rectification.

5.3. AFSPCI 33-201, *Air Force Space Command Computer Security Program*, paragraph "1.11. Labeling Disks. Label each removable hard disk, tape or diskette appropriately (see DOD 5200-1R, *Information Security Program*) identifying the owning office symbol, point of contact, and highest classification contained on the media.

6. Forms Prescribed. The following 30 SW data labels will be used to label all 30 SW test data, except as noted in paragraph 4.1.2. above. The contractor will maintain at least a six months supply of data labels for use at the Western Range:

30 SW Form 5579, **General Purpose Data**

30 SW Form 5624, **Optics Video Cassette**

30 SW Form 5669a, **Photographic Film — Acceptable**

30 SW Form 5669b, **Photographic Film — Qualified Acceptable**

30 SW Form 5669c, **Photographic Film — Reject Notice Non-Delivery**

30 SW Form 5672, **Microfiche Data Label**

30 SW Form 5673, **Analog Magnetic Tape (Telemetry)**

30 SW Form 5674, **Strip Chart Record**

30 SW Form 5675, **Digital Magnetic Tape (Metric)**

30 SW Form 5675a, **Digital Magnetic Tape (Telemetry)**

30 SW Form 5679, **Tabular Data/Test Report (computer generated)**

30 SW Form 5679a, **Delivery Change Report (DCR) (computer generated)**

30 SW Form 5680, **Test Data Shipping Label**

30 SW Form 5683, **Microfilm Data**

30 SW Form 5684, **Photo/Optical Data**

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFSPCI 33-201, *Information Security Program*

DoD Manual 5220.22-M, *National Industrial Security Program Operating Manual*

(NISPOM)

AFSSI 5102, *Computer Security (COMPUSEC) for Operational Systems*

Federal Acquisition Regulation