

## DEFENCE INSTRUCTIONS AND NOTICES

(Not to be communicated to anyone outside HM Service without authority)

**Title:** Tasking Procedure for the Joint Air Delivery Test and Evaluation Unit (JADTEU)

**Audience:** All personnel involved with the acquisition and delivery of operational capability via parachute, internal aircraft / helicopter loads, helicopter underslung loads and fast roping.

**Applies:** Immediately

**Expires:** When rescinded or replaced

**Reference:** 2009DIN04-242

**Released:** December 2009

**Channel:** 04 - Defence Equipment and Support and the Defence Estate

**Content:** Outlines the procedure for the tasking of JADTEU

**Sponsor:** Jt Cap

**Contact:** Jt Cap-JM2, Lt Col SN Webb (9621 87247)

## JADTEU Mission

2. To enable the delivery by air of manpower, machines and materiel through development, trials and training, in order to enhance Defence Capability.

## JADTEU Task Acceptance

3. JADTEU's tasking procedure is at Annex A. A liaison/project officer nominated by the sponsor must be present at a Task Inception Meeting (TIM) to explain the rationale and detail of their task proposal and must be empowered to endorse a detailed Task Specification proposal. Formal acceptance of tasks against agreed defence objectives and prioritisation within existing JADTEU resources will be agreed at regular reviews. The agreed task specification forms the baseline contract between JADTEU and the Task Sponsor.

4. ***No test and evaluation work will be undertaken unless JADTEU is formally tasked in accordance with these instructions.*** Details of Immediate Priority 1 tasks (UORs/MACC/MACA) may be passed directly to JADTEU by any written means in order to expedite the preparation of JADTEU specialist teams. JADTEU will contact the relevant Sponsor for authority to proceed, informing Jt Cap and SO1 T&E, AWC. Thereafter, the Sponsor is to forward a completed Task Application, in accordance with Annex B, as soon as possible for retrospective action.

## JADTEU Report

5. JADTEU will produce a report on all tasks including, where appropriate, draft Air Publication amendments, Tie Down Schemes (TDS), Underslung Load Clearances (USLC) etc. This report, which will normally contain recommendations, requires formal action by the Sponsor before its content is incorporated in the appropriate authoritative documents and prior to equipment, systems or procedures are accepted into service.

## ANNEXES:

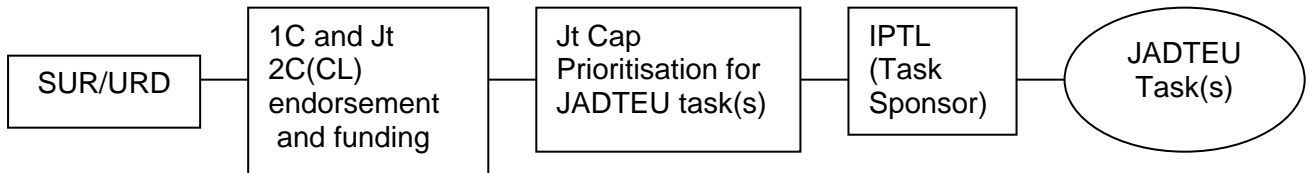
- A. JADTEU Tasking Procedure.
- B. JADTEU Task Application Format.

**ANNEX A TO 2009DIN04-242**

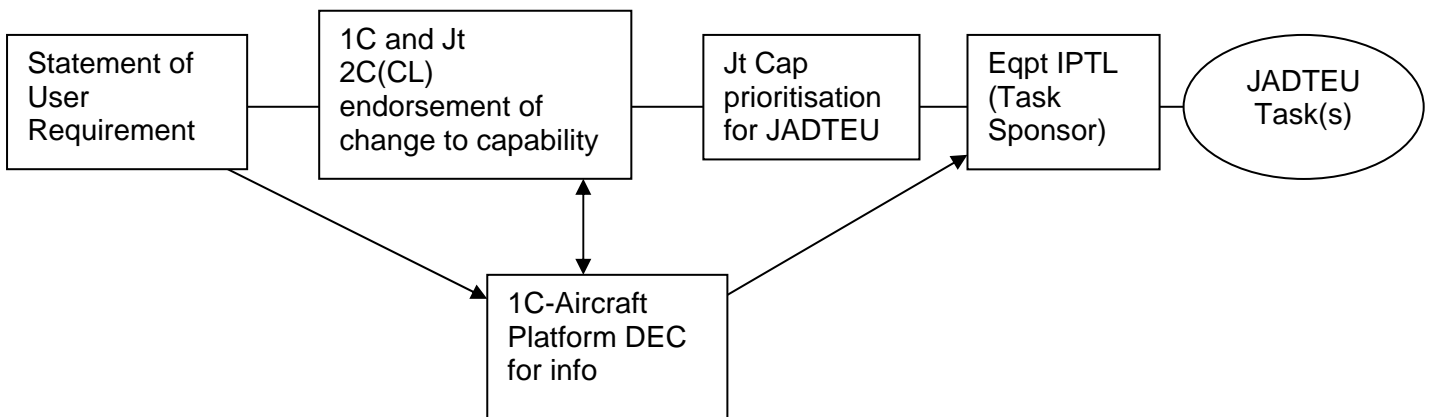
**JADTEU TASKING PROCEDURE**

1. All potential JADTEU tasks are to be staffed through, and supported by, the appropriate chain of command and submitted i.a.w Annex B to the appropriate 'Task Sponsor' within the following categories:

a. **Newly Procured Equipment** Equipment with an endorsed requirement for airportability, aerial delivery, helicopter underslung delivery/helicopter roping or personal parachuting capability.



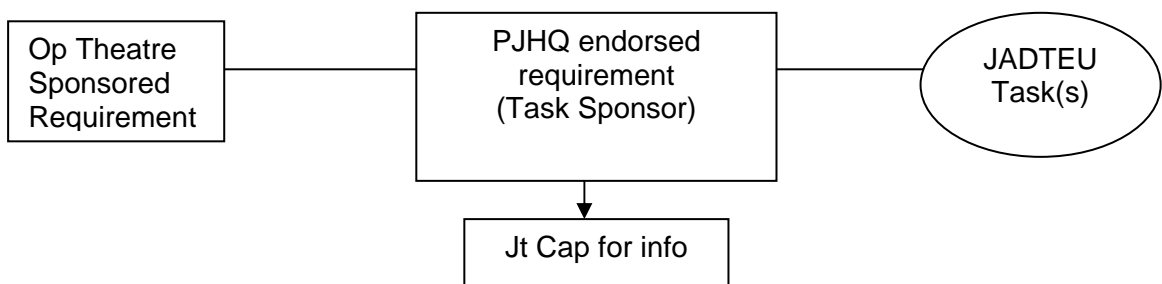
b. **In-Service Equipment** Endorsed change of use, change of carriage requirement or physical modification to in-service equipment requiring airportability, aerial delivery, helicopter underslung delivery/helicopter roping or personal parachuting capability assessment.



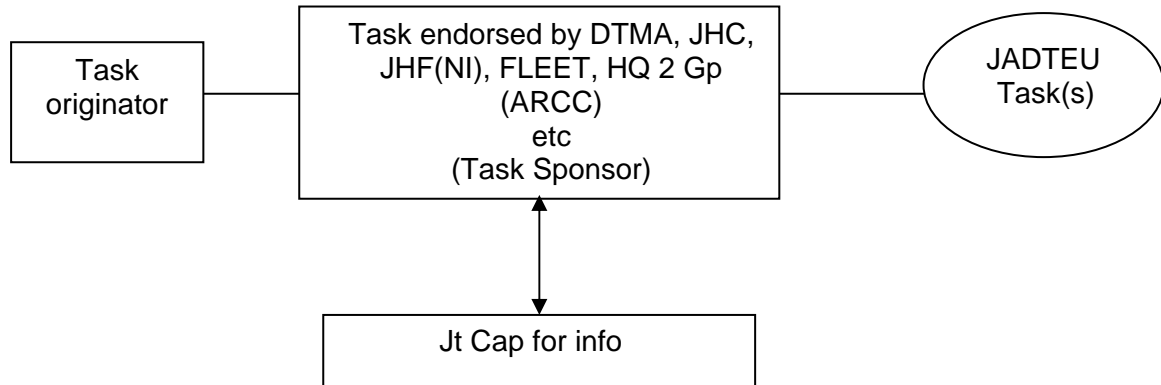
c. **Urgent Operational Tasks**

- (1) UOR (New equipment). As per Para 1.a, albeit reduced time scales.
- (2) UOR (Change of endorsed use of existing equipment). As per Para 1.b, albeit reduced time scales.

d. **Operational Support Tasks** Operational support tasks (predominantly recovery of damaged equipment or urgent operational moves for internal carriage in air transport assets or as an USL) requiring JADTEU expertise to trial the load and accompany into, or out of, the Operational Theatre previously 'uncleared' loads.



e. **General Support Tasks** General support tasks (predominantly abnormal or one-off helicopter underslung load tasks and occasional strategic moves of non-operational abnormal loads as internal cargo in air transport assets) requiring JADTEU expertise to conduct previously 'uncleared' activities, MACA / MACC tasks etc.



f. **Other Tasks** JADTEU may undertake additional, non-core OT&E or training tasks for Other Government Departments (OGDs) and other nationalities, if it is in the UK Defence interest to do so. All such task proposals must be staffed for D Jt Cap and AWC BD T&E agreement prior to the submission of a Task Application to JADTEU i.a.w. Annexes B and C. In such cases all associated costs must be met by task sponsor.

g. **Specialist Advice** JADTEU subject matter experts (SMEs) are available for specialist advice prior to formal task submission by Task Sponsors/IPTs etc and can be tasked, where appropriate, to assist in air transport related investigations/inquiries.

2. Task sponsors are responsible for:

- a. Submitting the initial task application, i.a.w Annex B to this DIN.
- b. Discussing the scope of the task with the appropriate JADTEU section to formulate an agreed task specification during a TIM.
- c. Demonstrating that the task is in accordance with current departmental policy and an operational requirement exists for the task.
- d. Ensuring that equipment for trial is compliant with Def Stan 00-3 Section F and def Stan 00-970.
- e. Demonstrating that the expense and resources involved in carrying out the task at JADTEU is justified.
- f. Providing financial cover for additional expenses incurred by JADTEU on, for example, special equipment purchases, civil air travel, when necessary and materiel purchases for constructing prototypes.
- g. Making the necessary arrangements for visits of JADTEU personnel to contractor's premises both in the UK and overseas for the purposes of assessment of equipment.
- h. Nominating a suitably qualified liaison officer readily available for consultation with JADTEU throughout the trial. The liaison officer should be fully conversant with task requirements and all aspects of the equipment including technical and tactical details.

- i. Providing the equipment to be trialled (complete with full CES) and, on delivery, a full inventory of the equipment supplied to JADTEU.
- j. Giving clear reasons for any required completion date.
- k. Providing JADTEU with advice on areas of risk associated with the trial.
- l. Attending various meetings and flight trials as necessary. Sponsor attendance at the TIM and Final Task Meeting at JADTEU is mandatory.

**ANNEX B TO 2009DIN04-242**

**JADTEU TASK APPLICATION FORMAT**

To: JADTEU Attn:TCO  
RAF Brize Norton  
Carterton  
Oxon  
OX18 3LX

Info: JtCap-JM2  
Zone 4F, MOD Main Building  
Horse Guards Avenue  
London  
SW1A 2HB

Enquiries:

Mil. 95 461 6295  
Civ. 0044 (0)1993 896295  
Fax. 0044 (0)1993 896281  
E-mail. [ian.foster249@mod.uk](mailto:ian.foster249@mod.uk)

SO1 T&E Co-ord  
AWC  
Thomson Building  
RAF Waddington  
LINCOLN  
LN5 9WA

Originators Reference	
Originators Address	
Telephone Number	
Security Classification	
Date of Submission	

1	Task Sponsor and UIN *	
2	DEC (Equipt or Aircraft Platform) Approval Reference (if applicable) *	
3	DJt Cap Approval Reference (if applicable)	
4	Details of requirement	

5	Details of equipment (including sizes, weights etc. Please include drawings and photographs where possible)		
6	Clearance(s) Required (Please tick all that apply)	Internal Carriage - Fixed Wing (C-17A, C130, A400M, Charter)	
		Internal Carriage - Rotary Wing (Chinook, Merlin)	
		External Carriage (Underslung Load)	
		Airdrop - Fixed Wing	
		Airdrop - Rotary Wing	
		Airborne Forces Equipment - Personnel Parachuting	
		Roping (Fast Roping, Abseiling, Troop Extraction)	
7	Other Services Required (Please tick all that apply)	Air Transportation Design Advice	
		Helicopter Underslung Load Design Advice	
		MACA/MACC Task	
		SME Support	
		Specialist Training Course	
		Design/Graphics	
		Prototype Equipment Validation	
		Operational Move Only (UOR)	Movement Date:
8	Outline justification for the task (giving as much detail as possible, including the operational requirement with reference to the User/System or Urgent Operational Requirement (URD, SRD or UOR). * (UOR No <b>must</b> be stated to ensure the relevant JADTEU task priority)		UOR No:
9	Target Date Required, along with latest acceptable date for completion of the task. Dates must be supported by the operational and commercial impact of failure to achieve them *		
10	Description of CONOPS/CONUSE for equipment. (Continue on separate sheet if necessary)*		

11	Nominated Liaison Officer and Unit telephone number *	
12	Additional Information where appropriate. (Continue on separate sheet if necessary)	
12a	Identification of areas of risk	
12b	Details of equipment loans involved	
12c	Date equipment available for trials	
12d	Details of special books or publications and availability	
12f	Publications likely to be affected by the task	
12g	Security Restrictions	
12h	Effect on Release-to-Service clearances, if any	
12i	Equipment Asset Code(s)	

(\* Denotes Mandatory Field)

JADTEU USE ONLY				
TMO ACCEPTANCE				
	INITIALS	DATE	TIF REQD	TI REQD
TCO				
AP				
Hels				
AD				
ATS				
Trg				
CAE				
CDE				

LEAD SECTION (MULTI SECTION TASKS ONLY)				
AP	Hels	AD	ATS	Trg