

**BY ORDER OF THE COMMANDER  
46TH TEST WING**

**46 TEST WING INSTRUCTION 33-104**

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**Communications and Information**

**FAULT BILLING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This guide provides standard guidelines to assist 46th Test Wing (46 TW) test and program engineers in preparing clear and accurate post-mission reports (PMR). The primary purpose of this guide is to standardize the preparation of 46 TW PMRs by anticipating and answering the most frequently asked questions regarding billing procedures. The use of this guide should promote uniformity and facilitate the review process of PMRs. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF 847s from the field through 46 TW publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**1. Responsibilities.**

1.1. Test Engineer (TE). The TE will submit a PMR upon completion of each mission in the Center Scheduling Enterprise System with either a cancellation code or completion code and their recommendation of what the fault code should be. A PMR is required for all 46 TW test missions. Also, test task missions requiring a 46 TW-maintained aircraft are required to submit a PMR. Training missions do not require a PMR. All PMRs are due at 0830 on the second business day after mission execution. A determination of who pays for the mission is made based on the information provided on the PMR. For that reason, it is very important the PMR is accurate and complete. Classified information should not be included in the PMR. Test support missions such as setup, cleanup, buildup, test task and Precision

Measurement Facility are always charged to the customer regardless of whether the mission is successfully completed.

1.2. Process and Information Technology Division (46 TW/XPIT). XPIT is responsible for reviewing the PMRs submitted by the TE. Based on the information provided on the PMR, XPIT will make a determination of who is responsible for the mission charges and assign a fault code to the PMR.

1.3. Range Operation and Management Contractors. Provides billing information to Job Order Cost Accounting System, assigning charges based on fault codes.

1.4. 46th Test Wing Vice Commander. Reviews appeals if the TE disagrees with a fault code given by XPIT.

## **2. Fault Billing Charges.**

2.1. If a conducted mission gets less than 10% data productivity, the TW will absorb all costs associated with scheduled TW resources incurred during the mission.

2.2. Cancellations:

2.2.1. If a mission cancels prior to execution or a mission reverts to nonscheduled status, the TW will charge the customer only for the expenses incurred up to the time of cancellation or change to nonscheduled. In accordance with the FY03 National Defense Authorization Act (NDAA), DoD customer's charges will be limited to the direct cost associated with the cancellation. Non-DoD customers will be charged both the direct and indirect costs associated with the cancellation.

Examples of direct costs incurred include (but are not limited to):

- Direct manpower costs
- Equipment/supply purchases
- Dedicated O&M manpower costs

Examples of indirect costs incurred include (but are not limited to):

- Overhead
- Scheduled Maintenance

2.2.2. At the time of cancellation, in accordance with AFMCI 65-602, the Uniform Reimbursement and Pricing Procedures, lost "reimbursement" charges will also apply if all of the following are true:

- Ops order has been published for this mission
- Cancellation is customer-driven or weather-related
- Resources that cannot be rescheduled to support a different customer

If a mission cancels for any of the following reasons, then lost "reimbursement" charges will not apply:

- TW personnel error
- Problem with TW resource or TW-maintained resource

Nonavailability of TW personnel or resources

2.2.3. Other organizations such as 96th Civil Engineering Group, 96th Logistics Readiness Squadron, and 46th Range Group Technical Support Services may have charges the customer will have to absorb that are not covered by this instruction.

### **3. Appeals Process.**

3.1. **In the event a TE disagrees with a 46 TW/XPIT fault billing decision, the TE should submit a formal appeal to 46 TW/XPIT.** If upon further review, both the TE and XPIT determine the wrong cancellation code was used, the TE can submit a new PMR reflecting the correct cancellation code, and the applicable charges (see para 2) will be reversed. However, if after further review, XPIT and the TE remain in dispute, the TE can make a formal appeal to 46 TW/CV. 46 TW/CV will make the final determination and forward a decision to 46 TW/XPIT and the TE. Applicable charges will be adjusted appropriately based on 46 TW/CV's decision.

MICHAEL T. BREWER, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFENCES AND SUPPORTING INFORMATION**

*Forms Adopted*

AF Form 847, *Recommendation for Change of Publication*, 22 Sept 09