

**BY ORDER OF THE COMMANDER  
EDWARDS AIR FORCE BASE**



**EDWARDS AIR FORCE BASE  
INSTRUCTION 16-502**

**3 DECEMBER 2013**

**Certified Current On 29 September 2015**

**Operations Support**

**JOB ORDER NUMBER  
ASSIGNMENT PROCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading on the e-Publications website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 412 TMGB

Certified by: 412 TMG  
(Brian Hobbs)

Supersedes: AFFT CI 16-502, 24 Jun 10

Pages: 6

---

This publication implements Air Force Instruction AFI 65-601 Vol. 1, *Budget Guidance and Procedures*. This publication provides guidance and procedures on staffing Edwards Air Force Base (EAFB) Job Order Number (JON) requests and assigning JONs for the purpose of workload identification and control. It carries out DoD 7000.14-R, (*Financial Management Regulation*) Vol. 4, Chapter 20. It applies to individuals at all levels who manage, support or contribute to the EAFB JON Assignment Process, including US Air Force Reserve, Air National Guard or the Civil Air Patrol. Refer recommended changes and questions concerning this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This document contains administrative changes and re-names the instruction from an Air Force Flight Test Center operating instruction to an EAFB instruction due to the center restructure. Updates include references and organizational names versus office symbols.

**1. References.** Detailed information for executing the processes are maintained in the 412th Test Wing Test Management Division (412 TMG). For further information on program analyst

procedures, contact the 412 TMG Resource Planning and Analysis Branch, and for the project management process, contact the 412 TMG Project Management Branch. The locations of these publications are on the 412 TMG web page publications tab of the Air Force Portal.

1.1. Overview. EAFB JONs are established to provide detailed cost accounting and financial data in accordance with DoD 7000.14-R, (*Financial Management Regulation*) Vol. 4, Chapter 20. The term “customers” as used throughout this document, refers to customers internal and external to EAFB.

1.2. Roles and Responsibilities.

1.2.1. All EAFB personnel are responsible for supporting the processes as defined in this and subsequent related publications.

1.2.2. The 412 TMG Resource Planning and Analysis Branch JON Desk has overall responsibility for the administration and management of JON assignments. The JON Desk administrator is responsible for establishing, coordinating, processing and maintaining the JON Management system.

1.2.3. Project managers (PM) and business leaders (BL) are the primaries responsible for preparing JON requests and submitting them to the JON Desk for processing, as appropriate, and assisting other requesters in preparing and submitting JON requests, as required.

1.2.4. Program analysts (PA) are responsible for assisting other requesters in preparing and submitting JON requests when the applicable PMs and BLs are unavailable.

1.2.4.1. The PA updates the JON Management system concurrence block upon receipt of the customer’s concurrence with the Statement of Capability (SOC) or Interservice Support Agreement (ISA).

1.2.5. The 412th Mission Support Group Installation Deployment Office serves as the manager for the ISA program and is responsible for preparing and submitting all ISA JON requests in accordance with AFI 25-201, Support Agreement Procedures.

1.2.6. The coordination and approval for all ISA (“01”), Non-Appropriated (“02”), Inter-Organizational (“MA”, “MC”, “MT”), and Non-Test and Evaluation (“N”) JONs lies with the applicable 412 TW or AFTC Financial Office to ensure validity/purpose, verify reimbursement code assignment, and for management of ISA and Inter-Organizational JONs.

1.2.7. The applicable 412th Test Wing Financial office budget analysts (BA) are responsible for activating newly established reimbursable JONs in the Job Order Cost Accounting System (JOCAS), loading funding when received, updating reimbursement codes and work phases in the JON Management system, as required.

1.2.8. The applicable financial office is responsible for activating newly established non-reimbursable JONs in JOCAS, updating the JOCAS II “JON Master” table, and performing daily interfaces between JOCAS II and the JON Management system.

**2. JON Assignment Process.** The JON assignment process is the method for establishing a tracking mechanism for funding received and expended by individual project or effort. A JON is

an eight-digit EAFB identifier assigned to each program against which resources may or may not be expended.

2.1. The 412 TW JON assignment process begins upon receipt of JON request document by the 412 TW JON Desk ( ).

2.2. The 412 TW JON Desk obtains the required approvals, creates the JON in the JON Management System, notifies the required organizations that the JON has been created, and files the JON request/JON Management documentation in ERM.

2.2.1. For specifics on JON creation reference the 412 Test Management Division program analyst procedures located on the TMG Air Force Portal web page.

2.3. JONs contain eight characters.

2.3.1. The first character of the JON will capture "Customer Type."

2.3.2. The second and third characters will capture "Platform".

2.3.3. The fourth, fifth and sixth characters will be unique to differentiate the JONs.

2.3.4. The last two characters (seventh and eighth) will be "00" except as described as follows:

2.3.4.1. The seventh and eighth character will be used to identify "Child" JONs from the "Parent" JONs. All child JONs will have the same first six characters as a parent JON.

2.4. The JON structure key is the decoder for all reimbursable JONs. The key is a living document and will be updated as new platforms are identified and tested. The JON Desk administrator is the focal point for all additions to the key. When additions are incorporated, a copy of the updated key will be forwarded to 412 TW Financial Programs Branch or designee.

2.5. The first word of the JON title will be the platform or system under test when no platform is available.

MICHAEL T. BREWER, Brig Gen, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 25-201, *Support Agreement Procedures*, 5 May 2005

AFI 33-360, *Publications and Forms Management*, 7 Feb 2013

AFI 65-601 Vol. 1, *Budget Guidance and Procedures*, 16 Aug 2012

AFMAN 33-363, *Management of Records*, 1 Mar 2008

DoD 7000.14R (*Financial Management Regulation*) Vol. 4, Chapter 20, May 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publications*, 22 Sep 2009

***Abbreviations and Acronyms***

**412 TW**—412th Test Wing

**AF**—Air Force

**AFTC**—Air Force Test Center

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFMCI**—Air Force Materiel Command Instruction

**BA**—Budget Analyst

**BL**—Business Leader

**BOS**—Base Operating Support

**DT&E**—Developmental Test and Evaluation

**EAFB**—Edwards Air Force Base

**IMT**—Information Management Tool

**ISA**—Interservice Support Agreement

**JOCAS II**—Job Order Cost Accounting System, Version II

**JON**—Job Order Number

**OPR**—Office of Primary Responsibility

**P&S**—Product and Service

**PA**—Program Analyst

**PI**—Program Introduction

**PM**—Project Manager

**RDS**—Records Disposition Schedule

**SOC**—Statement of Capability

**TOC**—Theory of Constraints

**TOC PM**—Theory of Constraints Project Management

### *Terms*

**Adopted Form**— A form used (required) in a publication other than the prescribing publication. (See Air Force Instruction 33-360, Publications and Forms Management).

**Base Operating Support (BOS) Request**— Requests for support from Command and Staff organizations and 412th Mission Support Group activities.

**Interservice Support Agreement (ISA)**— A completed DD Form 1144, Support Agreement, which documents the base support a supplier, provides a receiver and the reimbursement the receiver will pay for that support.

**Job Order Cost Accounting System**— Version II (JOCAS II). The JOCAS II is a cost accounting system which supports project estimation, project management, resource capacity planning, resource commitment, and performance analysis and maintenance of product and service (P&S) rates.

**Job Order Number (JON)**— The JON refers to an alpha and/or numeric designation assigned to a project to identify a specific entity (resource) or work effort.

**JON Management**— A centralized web-accessible database application consisting of three-tier architecture for generating unique job order numbers. The application allows the JON Desk to maintain JON information to manage EAFB projects and is used to supplement JOCAS JON data with information such as project point of contact information, project customer information and project test execution organization information. It is also used to collect project actual cost expenditures and build project charges to bill customers.

**Office of Primary Responsibility (OPR)**— The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency and integrity of their publications and forms. (See AFI 33-360.)

**Program Introduction (PI)**— The PI is the customer's test support request and serves as the initial planning document. It identifies the scope and duration of program activity and the test objectives.

**Project Support Decision**— refers to the choice made by senior Test Wing management to support or not to support a customer test support request. When a customer test support request falls outside of the EAFB core mission, capability and/or capacity, a formal project support decision is required.

**Records Disposition Schedule (RDS)**— The official schedule that authorizes/governs the disposition of AF records, which contains National Archives and Records Administration approval authority.

**Statement of Capability (SOC)**— Following approval by the 412th Test Wing or 412 Test Management Division designee, the signed SOC document is the EAFB's formal commitment to

support the customer. The SOC includes the following information: introduction, key points of contact, background information, cost estimate, constraints (if applicable), risks, mitigation plans, project scope, test and/or support schedule (the Theory of Constraints [TOC] schedule will be used for projects using TOC project management [TOC PM]), objectives, deliverables, success criteria, project support, comments, assumptions and standard operating procedures.

**SOC Concurrence**— The SOC concurrence is established upon the 412th Test Management Division Resource Planning and Analysis Branch's receipt of the customer's signed SOC signatory page.

**Theory of Constraints Project Management (TOC PM)**— TOC PM is the project planning, scheduling and management tool used by the Test Wing.