

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

96th TEST WING INSTRUCTION 65-602

26 JULY 2022



Financial Management

MISSION BILLING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. George Williams)

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This instruction implements the 96th Test Wing mission billing process in accordance with AFPD 65-6, *Budget*, and DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*. It provides fault billing guidance for determining appropriate allocation of mission charges to range users. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include revising the first section, to include the title, detailing each process owner's responsibilities and separating the billing process into the second section. In addition, the "Mission Code Billing Adjustments," section was changed to reflect the Program Manager being involved in billing disputes and not the Test Engineer. Timeline guidance for billing disputes was added to ensure timely receipt and proper handling. This revision includes updated reference material, titles, and content to ensure up-to-date guidance.

1. Process Owner Responsibilities.

- 1.1. Test Engineer (TE). The TE will submit a Post Mission Report (PMR) upon completion of each test mission in the Center Scheduling Enterprise (CSE) system with either a completion code or appropriate cancellation code with corresponding fault code recommendation.
- 1.2. Project Manager (PM). The PM is responsible for overall programmatic of each test program. The PM monitors program progression, performance, cost and schedule, and is informed when the TE has submitted a PMR for mission charge determination.
- 1.3. Range Operation and Maintenance (O&M) Contractor. Provides mission billing information for all O&M manpower and range resources scheduled and/or utilized.
- 1.4. 96 TW/XPO (Range and Installation Sustainment Section). XPO is responsible for reviewing all PMRs, and validating the recommended fault code to ensure compliance with wing billing policy within five business days after submittal.
- 1.5. 96 TSSQ/RNXC (Test Systems Squadron, Contracts Management Flight). Manages all requests for adjustments to Range Operation and Maintenance Contractor mission charges.
- 1.6. 96 Test Wing Vice Commander. Reviews and adjudicates all fault code appeals filed by PMs.

2. Mission Billing Charge Policy and Process.

- 2.1. A PMR is required for all 96 TW scheduled test missions. In addition, test task missions requiring a 96 TW maintained aircraft are required to submit a PMR. Training missions do not require a PMR. Classified information will not be included in the PMR. All PMRs are due no later than 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 completed accurately.
- 2.2. Once scheduled, test task missions such as setup, cleanup, buildup, and Precision Measurement Facility (PMF) are always charged to the customer regardless of whether the task mission was successfully completed (T-Fault).
- 2.3. If a conducted mission gets less than 10 percent data productivity, the TW will absorb all costs associated with scheduled TW resources incurred during the mission (W-Fault).
- 2.4. 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 status. In accordance with DoD 7000.14-R, *DoD Financial Management Regulation* (FMR), DoD customer charges will be limited to the direct cost associated with the cancellation. Non-DoD customers will be charged the direct and indirect costs associated with the cancellation.
 - 2.4.1. Examples of direct costs incurred include (but not limited to):
 - 2.4.1.1. Direct manpower costs
 - 2.4.1.2. Equipment/supply purchases
 - 2.4.1.3. Dedicated contractor labor costs

2.4.2. Examples of indirect costs include (but not limited to):

2.4.2.1. Overhead

2.4.2.2. Scheduled Maintenance

2.5. Lost opportunity costs resulting in lost reimbursements for a canceled mission will also apply if all of the following are true (T-Fault):

2.5.1. Operations order was published for this mission

2.5.2. Cancellation was customer-driven or weather-related

2.5.3. Resources could not be rescheduled to support a different customer

2.6. If a mission cancels for any of the following reasons, the charges will not apply (W-Fault):

2.6.1. Wing personnel error

2.6.2. Problem with wing resource or maintained resource

2.6.3. Non-availability of wing personnel or resources

3. Mission Code Billing Adjustments.

3.1. If XPO does not agree with a fault code submitted by the TE, XPO will contact the PM requesting further information and clarification to aid in reaching a mission billing decision. XPO will then return the mission billing decision to the PM.

3.2. In the event a PM disagrees with an XPO mission billing decision, the PM should submit further details and justification to XPO within three business days, via email, documenting the reasons for disagreement.

3.3. If upon further review, both the PM and XPO agree the billing code requires adjustment, the PM will submit a new PMR reflecting the adjusted code, and the applicable charges (see [para 2](#)) will be changed.

3.4. If XPO and the PM remain in dispute, the PM can make a formal appeal to the Vice Commander via email to 96TW.XPO.Workflow@us.af.mil with the subject "Appeal for Billing Code on Mission ##### on DD MMM YY". The Vice Commander will make the final determination and forward a decision to XPO and the PM. Applicable charges will be adjusted appropriately based on the Vice Commander's decision.

SCOTT A. CAIN
Brigadier General, USAF
Commander

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

AFI33-322, *Records Management and Information Governance Program*, 28 July 2021

AFPD65-6, *Budget*, 27 September 2019

DAFMAN65-605V1, *Budget Guidance and Technical Procedures*, 31 March 2021

Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*