

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

AIR FORCE INSTRUCTION 65-601 VOL 1

**30TH SPACE WING
Supplement 1**

30 DECEMBER 1998

Financial Management

BUDGET GUIDANCE AND PROCEDURES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 30th Space Wing WWW site at: <http://vepdl.vafb.af.mil>. If you lack access, contact your Publishing Office.

OPR: 30 SW/FMA (Mr. S. Kam)
Supersedes AFI 65-601/30SW1, 20 Apr 98

Certified by: 30 SW/FMA (Ms. D. Pelky)
Pages: 2
Distribution: F

AFI 65-601, Volume 1, 21 October 1994, is supplemented as follows:

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.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

7.3.2.1. (Added) Vandenberg's comptroller personnel or their designated representatives use the following forms to ensure reimbursements are collected:

7.3.2.1.1. 30 SW Form 5608, **Direct Labor**, identifies civilian personnel that will be working in support of various programs within the Western Range.

7.3.2.1.2. 30 SW Form 5609, **Direct Travel**, identifies trips that will be taken in support of various programs within the wing.

7.3.2.1.3. 30 SW Form 5616, **Other Direct Costs**, identifies various support not covered by other forms within the estimate package.

7.3.2.2. (Added) Range Program Support Managers (PSM) and Wing Offices of Primary Responsibility (WOPR) use 30 SW Forms 143, **Range Contractors Estimate Summary**, 144, **Range Configuration Estimate**, 145, **Data Transfer Estimate**, 146, **Data Support Estimate**, 147, **Support to Range Detail**, and 148, **ROMSSC Variance Analysis**, to identify various systems, equipment, radars, etc., in support of Vandenberg's Western Range (i.e. launches, flight missions, etc.). PSM and WOPR complete 30 SW Form 149, **30th Space Wing Estimate Summary**, to summarize all estimated support.

7.3.2.3. (Added) 30 SW organizations use 30 SW Form 5605, **Request for 30 SW Job Order Number Action**, to establish a Job Order Number (JON) for a new program or make changes to an existing JON: Costs for the program are collected and billed when applicable through the Job Order Cost Accounting System (JOCAS). Send completed forms to 30 CPTS/FMA, 1031 California Blvd., Suite A210, Vandenberg AFB, CA 93437-5260.

Forms Prescribed. (Added) 30 SW Forms 143, **Range Contractors Estimate Summary**, 144, **Range Configuration Estimate**, 145, **Data Transfer Estimate**, 146, **Data Support Estimate**, 147, **Support to Range Detail**, 148, **ROMSSC Variance Analysis**, 149, **30th Space Wing Estimate Summary**, Form 5605, **Request for 30 SW Job Order Number Action**, Form 5608, **Direct Labor**, Form 5609, **Direct Travel**, and 5616, **Other Direct Costs**.

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Comptroller