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Financial Management

**RESOURCE MANAGEMENT SYSTEM (RMS)
TRAINING PLAN**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 65-6. It establishes RMS training policy and provides a comprehensive outline of topics for discussion. It applies to all reservists and civilian employees assigned to the 913th Airlift Wing.

SUMMARY OF REVISIONS

This revision corrects designation from Group to Wing and aligns publication under new numbering system.

1. General . The effective management of our financial resources is the responsibility of all 913th Airlift Wing managers. To fulfill this responsibility, managers require information that is accurate, timely, and tailored to their individual needs. Well trained members of an effectively utilized RMS are the key to successfully meeting this challenge. This plan outlines the responsibilities of individuals and organizations involved in the conduct of our RMS training.

2. Initial RMS Training:

2.1. Initial training will offer both an overview of basic Air Force financial management policies and an understanding of programs and procedures unique to the Air Force Reserves and the 913th Airlift Wing. Newly assigned Responsibility Center Managers (RCMs), Cost Center Managers (CCMs), and Resource Advisors (RAs) will be familiarized with their duties and responsibilities. The initial training will provide them with an introductory overview of the financial process, an understanding of their responsibilities to their organization and the Financial Analysis Office, a knowledge of the management reports available to help perform their duties, an understanding of the functions and assigned duties of our key resource managers, and an overview of procurement and supply procedures.

2.2. Initial training will be provided to new RCMs as soon as possible, but not later than 90 days after assignment of financial management responsibilities. Initial training for RAs will be started within 30 days after assignment and be completed within 90 days.

2.3. Initial training for RCMs and RAs is the responsibility of the Financial Analysis Office. RAs are responsible for initial CCM training, but may request Financial Analysis Office assistance if necessary.

2.4. Initial training will be conducted in group classes, one-on-one sessions, or a combination of both methods, and will include an introduction to the subjects indicated at Attachment 1.

3. Continuation/Update Training:

3.1. Follow-on training, conducted after satisfactory completion of initial and specialized training, will be provided to each RCM and RA. It will be designed for presentation to small groups such as the Financial Working Group and Financial Management Board. It will provide the training required for personnel to maintain proficiency in the use of RMS reports and to keep the trainee abreast of current management policies. Continuation/update training will be offered frequently enough to keep our cadre of resource management personnel current on budget and accounting policies, procedures and instructions.

3.2. Continuation/update training will be provided to RCMs and RAs by the Financial Analysis Office. RAs are responsible for the continuation/update training of CCMs. The RA may request Financial Analysis Office assistance if the need exists.

4. Administration of the RMS Training Program:

4.1. Proper documentation of the RMS training program is necessary to ensure complete training is provided to those with the need, while preventing unnecessary training duplication. The Financial Analysis Office will keep records for RCMs and RAs. Records maintenance for CCMs is the responsibility of the respective RA. Training records will be kept current and will indicate initial and update training by individual trained, length of training period, and subject(s) covered.

4.2. Training letters and certificates are valid proof of initial RMS training completion and will be used to provide documentation to the individuals provided training. When an individual is transferred to another duty location, this documentation can be used to prove previous training.

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Commander

Attachment 1

INITIAL TRAINING SUBJECTS

A1.1. Initial RMS Training Subjects

A1.1.1. RMS Functions and responsibilities of:

- A1.1.1.1. Group Commander.
- A1.1.1.2. Responsibility Center Managers.
- A1.1.1.3. Resource Advisors.
- A1.1.1.4. Cost Center Managers.
- A1.1.1.5. Comptroller Organization.
- A1.1.1.6. Financial Working Group (FWG).
- A1.1.1.7. Financial Management Board (FMB).

A1.1.2. Formulation of the financial plans.

A1.1.3. Execution of the financial plans, to include:

- A1.1.3.1. Operating Budget Authority (OBA).
- A1.1.3.2. Annual and quarterly targets.
- A1.1.3.3. Legal and administrative limitations (AFR 177-16)
- A1.1.3.4. Disposition of savings.
- A1.1.3.5. Year-end close-out procedures.
- A1.1.3.6. Unfunded requirements.
- A1.1.3.7. Flexibility within the OBA.
- A1.1.3.8. Reimbursements and refunds.

A1.1.4. Management reports, to include:

- A1.1.4.1. Accounting systems for operations.
- A1.1.4.2. Supplies and equipment.

A1.1.5. Investment equipment procedures.

A1.1.6. Standard base supply system procedures.

A1.1.7. Procedures for local purchase of material items.