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Financial Management

FINANCIAL MANAGEMENT PROGRAM

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This instruction implements AFD 65-6, *Budget*, and establishes financial procedures that are unique to the 944th Fighter Wing (AFRC) for the Resource Management System (RMS). The program establishes the composition of financial management committees and the frequency of committee meetings. It applies to all organizations attached to the 944th Fighter Wing.

SUMMARY OF REVISIONS

This revision reflects the correct antecedent for this instruction and changes office titles. Changes the Financial Management Board (FMB). Redefines a Resource Management Team. It adds two more Financial Analysts. Added an attachment Resource Management Award Guide Lines. Updated the name of the Wing Commander. A bar (|) indicates revisions from the previous edition.

1. Participatory Management. Committees are established to review programs and the financial funding of this unit. These committees determine what financial constraints this unit will operate its' programs under. As a result, a reduction in the scope of certain programs and the deferment or elimination of others may become necessary to accomplish the mission within these constraints. There will be no unilateral management of programs when all programs are competing for the same limited resources. Accordingly, financial management will be a function of a committee action and not solely by one individual or organization.

1.1. Financial Management Board (FMB). The FMB is established to determine program priorities and ensure resources are allocated in the most effective way. Membership to the FMB is stated below and additional membership is at the discretion of the chairperson. Meetings will occur, at a minimum, once per quarter.

1.1.1. Chairperson: 944th Fighter Wing Commander

1.1.2. Members: 944th Fighter Wing Executive Officer, 944th Logistics Group Commander, 944th Deputy Support Group Squadron Commander, and 944th Deputy Operations Group Commander.

1.1.3. Recorder: 944th Fighter Wing Financial Analyst.

1.1.4. Advisors: Financial Management Officer, Personnel Officer, Lead Recruiter, 944th Medical Squadron Resource Advisor, and 944th Aeromedical Staging Squadron Resource Advisor.

1.2. Financial Working Group (FWG). The FWG is the working level financial management group and consists of primary (P) and alternate (A) Resource Advisors (RA). All financial requirements identified by the RMT are screened prior to an FMB by this group. Its primary purpose is to validate, prioritize, and in some cases eliminate or add requirements identified by the RMT based on sound management decisions prior to an FMB (efforts are in support of the FMB). Membership to the FWG at the 944 Fighter Wing is at the discretion of the various commanders in the organization. Individuals are appointed in writing by the commander and passed to the Financial Management Officer and will remain a member of the FWG until such time they are relieved. New members must be appointed not later than 15 calendar days after a position is made vacant.

1.2.1. Chairperson: Financial Management Officer

1.2.2. Members: P/A RA for 944th Fighter Wing, 944th Operations Group, 944th Mission Support Squadron, 944th Communications Flight, 944th Security Police Squadron, 944th Logistics Group, 302d Fighter Squadron (Operations), 944th Medical Squadron, 944th Civil Engineer Squadron, 944th Aeromedical Staging Squadron, 944th Fighter Wing Recruiting, 944th Logistics Support Squadron, 944th Maintenance Squadron, 302d Fighter Squadron (Maintenance).

1.2.3. Advisors: 944 FW Financial Management Analysts

1.3. Resource Management Team (RMT). The RMT is the steering committee for resource management in a quality environment. Its purpose is to receive, review, and recommend to the FWG a proposed agenda to meet the wing's mission. It will educate and provide problem solving when necessary. It will develop economical ways to utilize wing funds. Membership to the RMT is by appointment letter from the wing commander. (Attendance should be one member from each Group plus the FM officer, Wing Computer Manager and one non-financial manager).

2. Appointment of Financial Managers and Advisors. The Financial Management office will maintain a record of the name, grade, duty title, office symbol, and telephone number of all Responsibility Center Managers (RCM). Appointment to this position is by this FWI. No formal letter of appointment is required. All RCMs will appoint, by letter (submit to the FM Officer) a primary and alternate RA. Indicate name, grade, duty title, office symbol, telephone number and appointment date.

3. Training. Training for new RCMs, accomplished by the FM office, must be completed within 90 days of appointment to the position. Resource advisors will be trained by the FM office and training must begin within 30 days of being appointed. Training of alternate RAs is the responsibility of the primary RA. Training folders will be maintained at the unit level indicating training topics.

4. Awards. An awards program will reward and encourage outstanding performance of individuals who are serving as unit resource advisors. Awards will be presented in two categories: Resource Advisor of the Quarter and Resource Advisor of the Year. The awards will be presented during scheduled FMBs when

applicable. Commanders and/or the RMT may nominate a resource advisor for Resource Advisor of the Quarter based on outstanding funds management and work habits. The unit Financial Management Officer and the Wing Commander will make the final selection prior to the end of the quarter the winners for the quarter will then be eligible to compete for Resource Advisor of the Years honors. The recipient of the Resource Advisor of the Year will be nominated to HQ AFRC to represent the 944 Fighter Wing and to compete with other resource advisors throughout the command.

5. Reprogramming Actions. Reprogramming actions between RCMs, up to \$10K may be accomplished, with the RCMs signature of approval, and AF 1269. Reprogramming actions greater than \$10K will require FMB approval prior to the action.

6. RMT Services. At least annually the unit RMT will offer, in writing, RMT services to all organizations. Acceptance of RMT services is strictly voluntary. Service provided, but not limited to, Internal Audit of Management Controls for Resource Management, Problem Solving and Recommendations for improving various processes.

6.1. Reports. The RMT Team Chief will prepare and maintain a written memorandum of record on the visit. The memo will be provided to the RCM and will include the names of the RMT members who took part in the visit, personnel contacted, subjects discussed, training provided, problems solved, list of open items with identification of action officer, and estimated completion date.

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