

**BY ORDER OF THE COMMANDER
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION
65-601**



19 SEPTEMBER 2012

Financial Management

FINANCIAL MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.af.mil/e-publishing.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 944FW/FM

Certified by: 944FW/CCE (Maj Tofil)

Pages: 4

Supersedes: 944FWI65-601, 13 April 2010

This instruction implements Air Force Policy Directive (AFPD) 65-6, *Budget*. It establishes financial procedures that are unique to the 944th Fighter Wing (944 FW) 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 944 FW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through unit publications and forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This revision removes the following sentence; Finance Management (FM) will be a function of a committee action and not solely by one individual or organization in paragraph 2. Administrative assistant removed in paragraph 2.1.4, lead recruiter removed in paragraph 2.15. Between groups, up to \$10K and realignment actions greater than \$10K will require Finance Management Board's (FMB) approval prior to the action removed in paragraph 5. An (I) indicates revisions from the previous edition.

1. Resource Management Systems. RMS will establish and prioritize requirements, obtain and maximize the use of scarce resources, measure actual to planned performance, and achieve cost effective results.

1.1. RMS includes the financial plan, participatory and committee management, the Resource Management Team (RMT), and resource management training.

2. Participatory Management. Committees are established to review programs and the financial funding of the 944 FW. These committees determine the financial constraints the 944 FW will operate under. 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 not be any unilateral management of programs when all programs are competing for the same limited resources. However, during an emergency situation the 944 FW Commander may choose not to call a FMB meeting when time is of the essence.

2.1. Financial Management Board. The FMB is established to determine program priorities and ensure resources are allocated in the most effective way. The FMB reviews, approves, or disapproves recommendations made by the Financial Working Group (FWG) to ensure balanced valid financial programs and to consider all known or anticipated program requirements. Meetings will occur at least once per quarter until superseded. Membership to the FMB is stated below and additional membership is at the discretion of the chairperson.

2.1.1. Chairperson: 944 FW Commander (944 FW/CC)

2.1.2. Members: 944 FW Executive Officer (944 FW/CCE), 944th Mission Support Group Commander (944 MSG/CC), 944th Operations Group Commander (944 OG/CC), 944th Medical Squadron Commander (944 MDS/CC), and 944th Aeromedical Staging Squadron Commander (944 ASTS/CC).

2.1.3. Recorder: 944th Fighter Wing Finance (944 FW/FM) member.

2.1.4. Advisors: 944 FW/FM Officer.

2.2. Financial Working Group (FWG). The FWG is the working level FM group and consists of primary and alternate resource advisors (RAs). The primary purpose of the FWG is to validate and prioritize the 944 FW's funds and to present concerns to the FMB for their discussion and/or resolution. Membership to the FWG is at the discretion of the Group Commanders in the organization. New members should be appointed no later than 15 calendar days after a position becomes vacant. Cost center managers (CCMs) may attend FWG meetings, but are not required to do so.

2.2.1. Chairperson: FM Officer

2.2.2. Members: Primary/alternate RA for 944 FW Staff, primary/alternate RA for 944 FW Recruiting (610 RR FF/OLBR), primary/alternate RA for 944 OG, primary/alternate RA for 944 MSG, primary/alternate RA for 944 MDS, and primary/alternate RA for 944 ASTS.

2.2.3. Advisors: 944 FW/FM Analysts

3. Appointment of Financial Managers. Appointment to the position of Resource Manager (RM) is by this instruction. RAs are appointed by the RM in writing to 944 FW/FM. The appointment letter will identify the Resource Advisor's name, rank/grade, duty title, office symbol, telephone number, and the appointment date.

4. Training. Training for new RMs is accomplished by the FM office, and must be completed within 90 days of appointment to the position. If the new RM has experience in Resource

Management, a letter can be used to identify the experience in lieu of the training. Training of CCMs is the responsibility of the primary Group RA. Training folders for the primary and alternate RA will be maintained in the FM office. The Group RA will maintain training folders on their cost center managers.

5. Realignment of Funds. Funds realignments permitted with the RM's signature of approval and the 944 FW Form 8, *Request for Load/Change in Fund Targets*.

6. RMT Services. The Financial Officer will offer RMT services to all organizations. The RMT will be comprised of FM members. Service in the areas of internal audit of management controls for resource management, problem solving, and recommendations for improving various processes will be offered.

JOSE R. MONTEAGUDO, Colonel, USAFR
Commander

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

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

AFPD 65-6, *Budget*, 1 May 1998

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

944 FW Form 8, *Request for Load/Change in Fund Targets*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CCM—Cost Center Manager

FM—Financial Management

FMB—Financial Management Board

FWG—Financial Working Group

OPR—Office of Primary Responsibility

RA—Resource Advisor

RDS—Records Disposition Schedule

RMS—Resource Management System

RM—Resource Manager

RMT—Resource Management Team