

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE INSTRUCTION 65-301
AIR FORCE RESERVE COMMAND**

Supplement

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Financial Management

AUDIT REPORTING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 65-301, 24 August 2005. The purpose of this supplement is to describe the roles and responsibilities of the Air Force Reserve Audit Focal Point at all levels. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This revision deletes the requirement for management comments to be coordinated with NAF and HQ AFRC before release to Air Force Audit Agency (AFAA) (Paragraph 1.5).

1.1. Overview. AFRC Audit Focal Point (AFP). The Comptroller and Director, Financial Management (AFRC/FM) is the central AFP within AFRC for all matters relating to AFAA. The Chief, Comptroller Plans Division (AFRC/FMX), acts for AFRC/FM in this regard. The AFP for each Numbered Air Force (NAF) and Air Reserve Personnel Center (ARPC) is within the financial management organization. AFRC units establish an audit focal point, preferably within the financial management organization, to monitor audit activities for the commander. AFRC unit AFP must keep the commander, NAF/FM, and HQ AFRC AFP informed of audit activities.

1.5. Management Comments. AFRC unit AFP e-mails applicable NAF/FM and HQ AFRC AFP (afrc.auditfocal@afrc.af.mil) the management comments at the same time comments are released to AFAA.

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