

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**

AIR FORCE INSTRUCTION 65-601 V2



**HOLLOMAN AIR FORCE BASE
Supplement**

19 DECEMBER 2013

Financial Management

**BUDGET MANAGEMENT FOR
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 49 CPTS/FMA

Certified by: 49 CPTS/CC
(Major Saida M. Hage)

Supersedes: AFI65-
601V2_HOLLOMANAFBS
UP, 29 March 2007

Pages: 4

Air Force Instruction (AFI) 65-601, Volume 2, *Budget Management for Operations*, 18 May 2012, is supplemented as follows: This supplement applies to all 49th Wing units and describes Holloman Air Force Base's (HAFB's) procedures for use in conjunction with the basic AFI. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Comptroller Squadron Financial Analysis Flight (49 CPTS/FMA), 490 First Street, Holloman AFB NM 88330-8277.

SUMMARY OF CHANGES

This interim change captures updates to the office symbols for some of the membership of the 49th Wing Financial Management Board (FMB) and the Financial Working Group (FWG) from Fighter Wing (FW) to Wing (WG). It also amends paragraph 10.3.1.4. as Financial Information Summaries are no longer conducted at Holloman AFB.

10.3.1.1. **49 WG Financial Management Board membership:****Table 10.1. 49 WG FMB Membership List.**

Staff	Position
49 WG Commander (49 WG/CC)	Chairperson
49 CPTS Chief, Financial Analysis Flight (49 CPTS/FMA)	Recorder
49 OG Commander (49 OG/CC)	Member
49 MXG Commander (49 MXG/CC)	Member
49 MSG Commander (49 MSG/CC)	Member
49 MDG Commander (49 MDG/CC)	Member
49 MMG Commander (49 MMG/CC)	Member
49 WG Comptroller (49 CPTS/CC)	Member
49 CES Commander (49 CES/CC)	Advisor
49 CS Commander (49 CS/CC)	Advisor
49 LRS Commander (49 LRS/CC)	Advisor
49 CONS Commander (49 CONS/CC)	Advisor

NOTE: Small non-ACC units will be represented by the group they primarily support.

10.3.1.4. When the FMB approves or disapproves recommendations made by the FWG, these decisions are documented in the FMB minutes and become Holloman AFB fiscal policy.

10.3.2.1. **49 WG Financial Working Group membership:****Table 10.2. 49 WG FWG Membership List.**

Staff	Position
49 CPTS Chief, Financial Analysis Flight	Chairperson
49 CPTS Financial Analysis Flight, Budget Analysts	Recorder
49 WG Staff Agency Resource Advisor	Member
49 OG Resource Advisor	Member
49 MXG Resource Advisor	Member
49 MSG Resource Advisor	Member
49 MDG Resource Advisor	Member
49 MMG Resource Advisor	Member
49 CES Resource Advisor	Advisor
49 CS Resource Advisor	Advisor
49 LRS Representative	Advisor
49 CONS Representative	Advisor
49 FSS Civilian Personnel Officer	Advisor

NOTE: Smaller non-ACC units will be represented by the group they primarily support.

10.3.2.4. Unfunded requirements. To properly track all funding requirements, all requests for funding presented to the FMB, the 49 WG/CC, or to Headquarters Air

Combat Command (HQ ACC) will be coordinated in advance through the Financial Analysis Office for analysis and review. All funding requirements must originate from the RCM level; lower level requirements (unit/squadron) must be validated by the appropriate RCM prior to submission to FWG/FMB for sourcing or inclusion in the base unfunded priority list. Unfunded requirements must be reported to the Financial Analysis Office as they become known, using the format used for that fiscal year. Copies of correct format will be provided each year to all RAs. The Financial Analysis Office will validate all requests and present them at the next FWG. The FMB will review and prioritize the requirements for submission to HQ ACC/FMA. Previously identified unfunded requirements must be updated as changes occur (including decreases, items that have become funded, or items that are no longer valid requirements).

10.4.1. Distributing the Approved Operating Budget Authority. Each year represents a unique financial opportunity with different challenges and program changes. As such the FMB will determine at the onset of each fiscal year the particular policies for program control. This will include the revalidation of reprogramming authority and the fencing of any particular programs (beyond those fenced by ACC). This should be accomplished no later than the approval of the initial distribution.

10.4.3.1. The authority to redistribute quarterly authority between RCMs is delegated to the Financial Analysis Office for needed adjustments thereafter.

ANDREW A. CROFT, Col, USAF
Commander, 49th Wing

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

AFI 65-601, Volume 2, *Budget Management for Operations*, 18 May 2012

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

Prescribed Forms

No forms prescribed.

Adopted Forms

No forms adopted.

Abbreviations and Acronyms

49 CES/CC—49th Civil Engineer Squadron Commander

49 CONS/CC—49th Contracting Squadron Commander

49 CPTS/FMA—49th Comptroller Squadron Financial Analysis Flight

49 CS/CC—49th Communications Squadron Commander

49 LRS/CC—49th Logistics Readiness Squadron Commander

49 MDG/CC—49th Medical Group Commander

49 MMG/CC—49th Materiel Maintenance Group Commander

49 MSG/CC—49th Mission Support Group Commander

49 MXG/CC—49th Maintenance Group Commander

49 OG/CC—49th Operations Group Commander

49 WG/CC—49th Wing Commander

ACC—Air Combat Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

FIS—Financial Information Summary

HAFB—Holloman Air Force Base

RDS—Records Disposition Schedule

WG—Wing