

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**



AF INSTRUCTION 65-601, VOLUME 2

**KEESLER AIR FORCE BASE
Supplement**

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Financial Management

**BUDGET MANAGEMENT FOR
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 65-601, Volume 2, 18 May 2012, is supplemented as follows:

This supplement implements and extends the guidance in AFI 65-601, Volume 2, *Budget Management Operations*. This supplement establishes the 81st Training Wing policy and procedures for use in conjunction with the basic publication. This supplement applies to all assigned, attached and/or associate units supported by the 81st Training Wing at Keesler AFB MS. This publication does not apply to Air Force Reserve Commands or the Air National Guard. It applies to all personnel (military, civilian, and dependents) at the 81st Training Wing, including all military organizations, tenant units, and contractors. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Voting membership updated.

2.11.3. Resource Advisors:

2.11.3.1. **(Added)** Conduct a review of Annual Contracts at the beginning of each Fiscal Year(FY), during Mid-Year review, and as part of the closeout process, to ensure adequate funding.

2.14.1. The Wing Commander will approve the format for charts presented at the financial meetings (FWG/FMB).

4.2.2. A qualified commitment is based on the actual need dates to ensure quarterly outlays are not exceeded.

10.3.1.1. The Keesler FMB membership will consist of the following:

10.3.1.1.1. **(Added)** Voting:

10.3.1.1.1.1. **(Added)** Commander - Chairperson

10.3.1.1.1.2. **(Added)** Vice Commander - Vice Chairperson

10.3.1.1.1.3. **(Added)** Commander, 81st Training Group

10.3.1.1.1.4. **(Added)** Commander, 81st Mission Support Group

10.3.1.1.1.5. **(Added)** Commander, 81st Medical Group

10.3.1.1.2. **(Added)** Nonvoting:

10.3.1.1.2.1. **(Added)** Commander, 81st Comptroller Squadron

10.3.1.1.2.2. **(Added)** Commander, 81st Infrastructure Support Division *

10.3.1.1.2.3. **(Added)** Commander, 81st Communications Squadron

10.3.1.1.2.4. **(Added)** Chief, Plans Division

10.3.1.1.2.5. **(Added)** Chief, Financial Analysis Flight - Recorder

10.3.1.1.2.6. **(Added)** Chief, Manpower

10.3.1.1.2.7. **(Added)** Civilian Personnel Officer

10.3.1.1.2.8. **(Added)** Commander, 81st Contracting Squadron

10.3.2.1. The FWG membership will consist of the following:

10.3.2.1.1. **(Added)** Voting:

10.3.2.1.1.1. **(Added)** Chief, Financial Analysis Flight - Chairperson

10.3.2.1.1.2. **(Added)** Resource Advisor, 81st Training Group

10.3.2.1.1.3. **(Added)** Resource Advisor, 81st Training Wing

10.3.2.1.1.4. **(Added)** Resource Advisor, 81st Mission Support Group

10.3.2.1.1.5. **(Added)** Representative, 81st Medical Group

10.3.2.1.2. **(Added)** Nonvoting:

10.3.2.1.2.1. **(Added)** Resource Advisor, 81st Infrastructure Support Division *

10.3.2.1.2.2. **(Added)** Representative, 81st Logistics Readiness Squadron

10.3.2.1.2.3. **(Added)** Representative, 81st Contracting Squadron

10.3.2.1.2.4. **(Added)** Representative, 81st Communications Squadron

10.3.2.1.2.5. **(Added)** Representative, Civilian Personnel Office

10.3.2.1.2.6. **(Added)** Representative, Manpower

10.3.2.2. Send Status of Funds presentations by Electronic Mail or Staff Summary Sheet, if a FWG is not convened.

10.4.3.1. FMA has authority to reprogram quarterly authority as required within the first three quarters.

10.4.3.2. Reprogramming of annual authority:

10.4.3.3. **(Added)** Dollar thresholds up to \$50.0K for programming actions between organizations do not require FMB approval, only the approval of the affected Responsibility Center Manager's (RCM's).

10.4.3.4. **(Added)** Reprogramming actions less than \$10.0K do not require a letter from the RCM. However, transfers of \$10.0K or more require the RCM's approval, as well as letter stating the nature of the transfer.

11.2.3. Initial RMS training for Responsibility Center (RC) Managers and Resource Advisors (RAs) is the responsibility of the Financial Analysis Flight.

11.2.3.1. RA's will provide documentation of Cost Center Manager (CCM) training to the Financial Analysis Office upon request.

11.3.1. The Financial Analysis Flight will provide RC Managers and RAs continuation/update training as required.

Rene F. Romero, Colonel, USAF
Vice Commander, 81st Training Wing

ATTACHMENT 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*