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*Financial Management*

**BUDGET GUIDANCE AND PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 65-601, Volume 2, 21 October 1994, is supplemented as follows:

**SUMMARY OF REVISIONS:** This revision updates format, corrects and add members. A star (★) indicates new material supplemented from the basic Air Force instruction.

This supplement sets up the membership and meetings of the Financial Working Group (FWG) and the Financial Management Board (FMB) for Laughlin AFB.

10.3.1.1. As a minimum, the FMB membership consists of:

- Wing Commander – Chairperson
- Vice Wing Commander – Member
- Operations Group Commander – Member
- Mission Support Group Commander – Member
- Medical Group Commander – Member
- Director of Maintenance – Member
- Base Civil Engineer – Advisor
- Operational Contracting Officer – Advisor
- Communications Squadron Commander – Advisor
- Civilian Personnel Officer – Advisor
- Financial Management and Comptroller – Advisor
- Financial Analysis Officer – Recorder

10.3.1.2. The FMB meets at least once each quarter or at the request of the chairperson. Financial Analysis Branch maintains minutes for review by higher authorities and provides a copy to each FMB and FWG member.

10.3.2.1. As a Minimum, the FWG membership consists of:

- Financial Analysis Officer – Chairperson
- Wing Command Section Resource Advisor (RA) – Member
- Maintenance Directorate RA – Member
- Operations Group RA – Member
- Medical Group RA – Member

Mission Support Group RA – Member  
Civil Engineer RA – Member  
Civilian Personnel Representative – Advisor  
Stock Fund Manager – Advisor  
\*Operational Contracting Squadron - Advisor  
Financial Analyst – Recorder

10.3.2.2. The FWG meets at least once each quarter in support of the FMB or at the request of the Chairperson. Advisors and other functional managers may be invited to FWG meetings that address considerations relative to their particular commodity, service or area of interest.

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Commander