

**BY ORDER OF THE COMMANDER
NINETEENTH AIR FORCE**

**19TH AIR FORCE INSTRUCTION
65-101**



9 JULY 2019

Financial Management

**MANAGEMENT OF FINANCIAL
SERVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 19 AF/SDF

Certified by: 19AF/SD
(Col James Parsons)

Supersedes: 19AFI65-101, 12 June 2003

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It establishes staff responsibility for processing budget estimates, financial plans, operating budgets, funding programs, and revisions. It describes the concept, responsibility, organization, and functions of the 19 AF Financial Management Board (FMB), and establishes the procedures for administering matters referred to the board. It does not apply to Air National Guard or Air Force Reserve Command units. 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 Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

Changes include updated references, office symbols, responsibilities, and composition of the FMB.

1. Overview. Divisions must submit, review and validate all budget estimates, financial plans, and other fiscal actions to 19 AF Support Division (19 AF/SD) prior to their presentation to the 19 AF/FMB. October through December expenditures normally operate under continuing resolution authority (CRA) and spending must be kept at a minimum level. After initial distribution, normally received in January, 19 AF Support Division Finance (19 AF/SDF) must determine if it meets funding requirement for the year. If determined it is short, then divisions must assist in preparing the justification for funding requirements Budget Execution Report (BER), normally due February timeframe; and also financial plan due in February; sometimes an additional BER II is necessary in July timeframe, distributing approved requirements and funding, and monitoring obligations and expenses within their financial program areas. Unfunded requirements or shortfalls can result from initial under-funding, under programmed requirements, or price increases. Unfunded requirements fall into one of the following categories:

1.1. **Must Pay.** A requirement that will cause mission failure if not funded, for example, civilian pay, expert witnesses, contract renewals and some temporary duty (TDY) requirements. 1.2. **Mission Critical.** A requirement that is necessary to accomplish the mission effectively. However, if funding is not obtained, the organization's mission can still be accomplished although not at the most effective level. Examples of such requirements are travel, training, and automated data processing equipment (ADPE) or information technology (IT) equipment.

2. Roles and Responsibilities. The proper and effective management of 19 AF funds is of paramount importance. Maximum utilization of financial resources available to the Numbered Air Force (NAF) must be realized to ensure mission accomplishment. 19 AF/SD and the 19 AF FMB assist the 19 AF Commander (19 AF/CC) in the effective application of financial management responsibilities. 19 AF/SDF provides the necessary staff support to assist 19 AF/SD in the management of all financial programs.

3. The 19 AF Financial Advisory Board (FMB):

3.1. The 19 AF FMB determines program priorities among competing requirements, and ensures effective allocation of resources. The board shapes and refines proposals prior to presentation to the 19 AF/CC. Significant board issues and decisions are presented as a recommended position to the 19 AF/CC. In addition, the board has decision-making authority over issues submitted by the divisions within 19 AF.

3.2. The 19 AF/SD is the board chairperson. 19 AF/SD or 19 AF/SDF will act as recorder, prepare minutes of meetings, and provide them to FMB members.

3.3. Membership is restricted to the directors/chiefs of the following 19 AF offices:

3.3.1. **Voting members:** Vice Commander (CV); Support Division (SD); Director of Operations (DO); Safety (Staff) (SE); Logistics (LG).

3.3.2. **Non-voting members:** Command Chief (CCC); Judge Advocate (JA).

3.4. A deputy/assistant will attend in the incumbent's absence. Others may attend by invitation of board members.

3.5. The FMB will review operating budgets, program execution, and resource allocation within 19 AF. After review, the FMB will provide their recommendations to the 19 AF/CC, and ensure that overall programs are balanced within the actual resources.

3.6. The FMB will also provide detailed justification for financial program requests (after 19 AF/CV and 19 AF/CC approval) as required.

PATRICK J. DOHERTY, Maj Gen, USAF
Commander

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

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

AFPD 65-1, *Management of Financial Services*, 25 June 2018

Prescribed Forms

None

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

BER—Budget Execution Report

CC—Commander

CCC—Command Chief

CRA—Continuing Resolution Authority

CV—Vice Commander

DO—Director of Operations

DP—Personnel

FMB—Financial Management Board

IT—Information Technology

IAW—In Accordance With

LG—Logistics

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

OS—Operations Support

RDS—Records Disposition Schedule

SD—Support Division

SDF—Support Division Finance

SE—Safety

SJA—Staff Judge Advocate

TDY—Temporary Duty