

**BY ORDER OF THE COMMANDER
21ST SPACE WING**

**AIR FORCE SPACE COMMAND
INSTRUCTION 65-601**



**21ST SPACE WING
Supplement 1**

1 OCTOBER 2001

Financial Management

**BUDGET GUIDANCE AND PROCEDURES
WITHIN AIR FORCE SPACE COMMAND**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is 21 SW/FMA (Ms. Pamela Phillian). This supplement implements and extends the guidance of **Air Force Space Command Instruction (AFSPCI) 65-601, Budget Guidance and Procedures Within Air Force Space Command**, 2 December 1997. The AFSPCI is published word-for-word without editorial review. This supplement describes 21 SW procedures for use in conjunction with the basic AFSPCI. **21 SW/FMA is responsible for this supplement. This supplement applies to all Financial Management Board (FMB) members, Financial Working Group (FWG) members, Responsibility Center Managers (RCM), and Resource Advisors (RA) within the 21st Space Wing.**

SUMMARY OF REVISIONS

This revision incorporates the information, requirements, and procedures in AFSPCI 65-601, updates organization costs centers, and updates the composition of the Financial Working Group and the Financial Management Board. It has also been revised to meet the format standards required by the Air Force. A “|” indicates revised material since the last edition.

3.5.1. Responsibility Center Managers represent an organizational subdivision of an operating activity. They are the focal point for managerial control of subordinate RCs or cost centers and function as a reporting level for financial accounting. Shown below are the designated unit activities that fall within the RCs for Peterson AFB operating budget account number (OBAN) 83A1.

3.5.1.1. (Added) BAC 01:

3.5.1.1.1. (Added) Commander, 21 SW	201010
3.5.1.1.2. (Added) Commander, 21 Support Group (SPTG)	201011
3.5.1.1.3. (Added) Protocol (CCP), 21 SW	201012
3.5.1.1.4. (Added) Honor Guard (MWXM), 21st Services Squadron	201013

3.5.1.1.5. (Added) Inspector General (IG), 21 SW	201030
3.5.1.1.6. (Added) Director, Wing Staff (DS), 21 SW	20101S
3.5.1.1.7. (Added) Command Post Readiness Center (CP), 21 SW	201016
3.5.1.1.8. (Added) Detachment 1 Contracting (Copenhagen)	201017
3.5.1.1.9. (Added) 21st Operations Support Squadron (OSS)	201018
3.5.1.1.10. (Added) 21st Operations Group (OG)	201019
3.5.1.1.11. (Added) Staff Judge Advocate (JA), 21 SW	20102X
3.5.1.1.12. (Added) Public Affairs (PA), 21 SW	201040
3.5.1.1.13. (Added) Peterson AFB Museum (MU), 21 SW	201041
3.5.1.1.14. (Added) Chaplain (HC), 21 SW	201050
3.5.1.1.15. (Added) Safety (SE), 21 SW	201060
3.5.1.1.16. (Added) Commander, 21 Logistics Group (LG)	201200
3.5.1.1.17. (Added) 21st Contracting Squadron (CONS)	201250
3.5.1.1.18. (Added) 21st Logistics Support Squadron (LSS)	201251
3.5.1.1.19. (Added) 21st Logistics Quality Assurance (LGQ)	201252
3.5.1.1.20. (Added) Chemical Biological Defense	201312
3.5.1.1.21. (Added) Wing Plans (XP), 21 SW	201400
3.5.1.1.22. (Added) 21st Communications Squadron Commander (CS)	20199X
3.5.1.1.23. (Added) Communications Maintenance	202XXX
3.5.1.1.24. (Added) Weather Flight (OSW), 21st OSS	203400
3.5.1.1.25. (Added) 21st Communications Squadron (CS)	2038XX
3.5.1.1.26. (Added) 21 st Services Squadron	20450X
3.5.1.1.27. (Added) PAVE PAWS	2085XX
3.5.1.1.28. (Added) Airfield Management Flight (OSA), 21 OSS	21470X
3.5.1.1.29. (Added) Jam Resistant Secure Communications	2185XX
3.5.1.1.30. (Added) Maintenance (LGM), 21 LSS	222XXX
3.5.1.1.31. (Added) Community Support Center (MSF), 21st MSS	231655
3.5.1.1.32. (Added) Personnel Flight, 21 MSS	2316XX
3.5.1.1.33. (Added) 21st Security Forces Squadron, (SFS)	23430X
3.5.1.1.34. (Added) 21st Civil Engineering Squadron (CES)	2344XX
3.5.1.1.35. (Added) El Dorado (CES)	2E44XX
3.5.1.1.36. (Added) Robins (CES)	2R44XX

3.5.1.1.37. (Added) Financial Management & Comptroller (FM), 21 SW	25150X
3.5.1.1.38. (Added) Chief of Supply (LGS), 21 LSS	2541XX
3.5.1.1.39. (Added) Transportation Flight (LGT), 21 LSS	2542XX
3.5.1.1.40. (Added) Manpower and Organization (MO), 21 SW	261080
3.5.1.1.41. (Added) Base-wide Accounts	298XXX
3.5.1.1.42. (Added) 721st Support Group (SPTG)	3C1XXX
3.5.1.1.43. (Added) 721st Communications Squadron (CS)	3C38XX
3.5.1.1.44. (Added) 721st Security Forces Squadron (SFS)	3C43XX
3.5.1.1.45. (Added) 721st Civil Engineering Squadron (CES)	3C44XX
3.5.1.1.46. (Added) Electronic Asset Control Center (EACC)	4741XX
3.5.1.1.47. (Added) 49X Communications Costs	498481
3.5.1.1.48. (Added) Contract Support/Thule BOS Mission Support	2T3800
3.5.1.1.49. (Added) Communications, Thule	2T85CM
3.5.1.1.50. (Added) Equal Employment Opportunity (EEO)	20101K

3.5.1.2. (Added) Tenants

3.5.1.2.1. (Added) Troop Issue	204632
3.5.1.2.2. (Added) 3423d Technical Training Squadron	903700
3.5.1.2.3. (Added) Area Defense Counsel	911020
3.5.1.2.4. (Added) Air Force Audit Agency	911550
3.5.1.2.5. (Added) Air Force Office of Special Investigations (AFOSI)	914370
3.5.1.2.6. (Added) Civil Air Patrol (CAP)	911440

3.5.1.3. (Added) BAC 03

3.5.1.3.1. (Added) Education and Human Resources Flight (DPH)	23161X
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3.5.1.4. (Added) BAC 04

3.5.1.4.1. (Added) Demand Drug Reduction, 10 MG	2016D1
3.5.1.4.2. (Added) Military Equal Opportunity (ME), 21 SW	201698
3.5.1.4.3. (Added) Substance Abuse Program, 10 MG	205944

3.5.1.5. (Added) DoD 245XXX

4.1.1.3. (Added) Composition of the Financial Management Board (FMB) and the Financial Working Group (FWG):

4.1.1.3.1. (Added) The 21 SW FMB consists of representatives from the following activities:

4.1.1.3.1.1. (Added) Commander, 21 SW Chairperson

4.1.1.3.1.2. (Added) Vice Commander, 21 SW Alternate Chairperson

4.1.1.3.1.3. (Added) Commander, 21 OG	Member/Briefer
4.1.1.3.1.4. (Added) Commander, 21 SPTG	Member/Briefer
4.1.1.3.1.5. (Added) Commander, 21 LG	Member/Briefer
4.1.1.3.1.6. (Added) Commander, 721 SPTG	Member/Briefer
4.1.1.3.1.7. (Added) Financial Management/Comptroller (FM), 21 SW	Advisor
4.1.1.3.1.8. (Added) Commander, 21 CONS	Advisor
4.1.1.3.1.9. (Added) Staff Judge Advocate (JA), 21 SW	Advisor
4.1.1.3.1.10. (Added) Chief, Budget (FMA), 21 SW	Briefer/Recorder
4.1.1.3.1.11. (Added) Chief, Manpower (MO), 21 SW	Facilitator
4.1.1.3.1.12. (Added) Chief, Wing Plans (XP), 21 SW	Advisor
4.1.1.3.2. (Added) The 21 SW FWG consists of representatives (primary and alternate) from the following activities:	
4.1.1.3.2.1. (Added) Comptroller, 21 SW/FM	Chairperson
4.1.1.3.2.2. (Added) Deputy Commander, 21 OG	Member/Briefer
4.1.1.3.2.3. (Added) Deputy Commander, 21 SPTG	Member/Briefer
4.1.1.3.2.4. (Added) Deputy Commander, 21 LG	Member/Briefer
4.1.1.3.2.5. (Added) Deputy Commander, 721 SPTG	Member/Briefer
4.1.1.3.2.6. (Added) Commander, 21 CONS	Advisor
4.1.1.3.2.7. (Added) Chief, Wing Plans (XP), 21 SW	Advisor
4.1.1.3.2.8. (Added) Chief, Budget (FMA), 21 SW	Advisor/Briefer/ Recorder
4.1.1.3.2.9. (Added) Chief, Manpower (MO), 21 SW	Facilitator

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Comptroller