

**BY ORDER OF THE COMMANDER
62D AIRLIFT WING**



**AIR MOBILITY COMMAND
INSTRUCTION 65-601**

**62 AIRLIFT WING
Supplement 1**

22 DECEMBER 2003

FINANCIAL MANAGEMENT

**AMC FINANCIAL MANAGEMENT FOR
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AMCR 65-601, 1 November 2003, is supplemented as follows: This supplement sets procedures for 62 AW units and tenent units that receive funding from HQ AMC. It does not apply to Air National Guard (ANG) units or Air Force Reserve Command (AFRC).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

7.3.1. Changed all references to 62d Support Group and 62d Logistics Group to 62d Mission Support Group and 62d Maintenance Group, respectively. Removed all references to 62d Transportation Squadron. Changed all references to 62d Supply Squadron to 62d Logistics Readiness Squadron. Paragraph **7.4.1.5.** designates a threshold for reprogramming below which there is no need to obtain Financial Management Board (FMB) approval. **7.4.1.7. (Added)** Deleted references to Wing Quality Council and changed them to Strategic Planning Executive Group. Paragraph **8.11. (Added)** introduces the concept of Resource Management Teams.

5.1. Responsibility Center Managers (RCMs) must submit to 62d Comptroller Squadron Financial Analysis (62 CPTS/FMA), in writing, the names of individuals appointed to the positions of Resource Advisor and Alternate Resource Advisor. See appointment letter format in AMCI 65-601.

5.2. Resource Advisors to RCMs must maintain a current list of subordinate cost center managers. Cost center manager (CCM) designation is determined by position of assignment.

7.3.1. Financial Management Board.

Members

62d Airlift Wing Commander, Chair
 62d Airlift Wing Vice Commander
 62d Mission Support Group Commander
 62d Operations Group Commander
 62d Maintenance Group Commander
 62d Medical Group Commander
 62d Airlift Wing Director of Staff
 62d Airlift Wing Comptroller

Recorder Chief, Financial Analysis

Advisors

62d Communications Squadron Commander
 62d Mission Support Squadron Commander
 62d Services Squadron Commander
 62d Contracting Squadron Commander
 62d Logistics Readiness Squadron Commander
 62d Civil Engineer Squadron Commander
 62d Command Chief Master Sergeant
 Chief, Manpower and Organization
 Chief, Civilian Personnel

7.4.1.5. The commander has designated that the reprogramming threshold between Responsibility Centers (RCs) within a Budget Activity (BA) will be \$10,000.00. Reprogramming actions above this threshold will require FMB approval.

7.4.1.7. (Added) FMB members, as Strategic Planning Executive Group (SPEG) representatives, will establish an annual funding strategy each fiscal year prior to initial distribution. The funding strategy will be aligned with the Wing's strategic plan. This strategy will provide funding prioritization guidance to all personnel and will be applied consistently through year-end. The SPEG may revise the funding strategy at any time; however, the SPEG must officially notify the Comptroller during the next SPEG or FMB session.

8.10. (Added) Resource advisors are responsible for submitting requests for reprogramming of funds within their Responsibility Center (RC). Requests for reprogramming between second level RCs must be signed by both losing and gaining RC managers prior to submission to the Financial Analysis Office. See [Attachment 9 \(Added\)](#) for sample Reprogramming Request letter format.

8.11. (Added) Resource Management Teams (RMT). The purpose of RMT is to train and motivate users of resources by observing and cross-feeding innovative resource management methods and ideas. The Comptroller implements and administers the RMT in accordance with AFI 65-601, Vol II.

10.2. Quarterly projections for Transportation Working Capital Fund (TWCF), O&M, Military Family Housing, and Reimbursements will be submitted to 62 CPTS/FMA not later than the 15th calendar day of September, December and March (no projection is required in June) for the next applicable quarter. Quarterly Projections Format (Non-Cumulative) may be used for submitting quarterly projections (See [Attachment 8 \(Added\)](#)). O&M organization submissions will include commitments in estimating projections.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

RMT—Resource Management Teams

SPEG—Strategic Planning Executive Group

Attachment 8 (Added)

SAMPLE LETTER QUARTERLY PROJECTIONS FORMAT (CUMULATIVE)

RCCC: _____

<u>EEIC</u>	<u>PFMR/ORG</u>	<u>1st Quarter Amt</u>	<u>2nd Quarter Amt</u>	<u>3rd Quarter Amt</u>	<u>Total Amt</u>
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_____		Due 15 Sep (in 30,			
_____		60 and 90 day	Due 15 Dec	Due 15 Mar	
_____		increments			

GRAND TOTAL:	X	Y	Z	XYZ
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NOTE: EEICs must be shredded out to 5th digit (i.e., EEIC 61950 not 619).

NOTE: Include PFMR/ORG codes with supply/equipment entries only (i.e., 605, 609, 628, 641, 642, 644, 645).

NOTE: This form may encompass as many pages as needed to account for all EEICs and shred-outs.

Attachment 9 (Added)

SAMPLE LETTER REPROGRAMMING REQUEST

DATE:

MEMORANDUM FOR 62 GROUP RA
 62 CPTS/FMA
 IN TURN

FROM:

SUBJECT: Reprogramming Request

1. Request reprogramming of funds as follows:

FROM: (where funds taken from)

EEIC	RC/CC	PFMR/ORG	Current Annual	Change	Revised Annual	Current Quarter	Change	Revised Quarter
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

NOTE: EEICs must be shredded out to 5th digit (i.e., EEIC 61950, not 619)

NOTE: Include ORG/PFMR Codes with Stock Funded Supply/Equipment entries only. (i.e., 605, 609, 628, 641, 642, 644, 645)

TO: (where funds are moved to)

EEIC	RC/CC	PFMR/ORG	Current Annual	Change	Revised Annual	Current Quarter	Change	Revised Quarter
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

2. REMARKS SECTION. (Optional -- use for audit trail to track reprogramming action)

 Unit Resource Advisor

 Unit Commander

ROBERT R. ALLARDICE, Colonel, USAF
 Commander, 62d Airlift Wing