



**7 MAY 2004**

**Budget**

**BUDGET MANAGEMENT FOR OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is 944 FW/FM (Mr. Morgan). This supplement implements and extends guidance of Air Force Instruction (AFI) 65-601V2, 21 October 1994. This supplement authorizes and describes the use of 944<sup>th</sup> Fighter Wing (944 FW) information management tool (IMT) 8, **Request for Load/Change in Fund Targets**. It applies to all organizations attached or assigned to the 944 FW.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision changes the reference from form to IMT throughout publication and adds instructions for completing the 944 FW IMT 8 (**Attachment 11 (Added)**).

5.5. **Loading Targets in the General Accounting System.** The 944 FW Resource Advisors (RA) will use 944 FW IMT 8 to load or change annual and quarterly targets in the accounting system.

5.6. **Loading Targets in the Base Supply System.** 944 FW RAs will use 944 FW IMT 8 to establish, increase, or decrease PFMR/OCCR fund targets in the base supply and medical supply systems.

12.7. **IMT prescribed.** 944 FW IMT 8, **Request to Load/Change Fund Targets**.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**IMT**—information management tool

**ORG**—organizational

**PBAS/RPA**—Program Budget Accounting System/Reserve pay and allowances

**PROJ**—project

**SUBPROJ**—sub-project

**WCC**—work center codes

*Terms*

**Annual Target**—Amount targeted to be received to fund operations for the entire fiscal year

**Quarterly Target**—Cumulative amount received to fund operations for the current quarter

**Attachment 11 (Added)****INSTRUCTIONS FOR COMPLETING THE 944 FW IMT 8,  
REQUEST TO LOAD/CHANGE FUND TARGETS****A11.1. (Added) Page 1 (PBAS/RPA Funding):**

A11.1.1. (Added) OLD TARGET and NEW TARGET columns are divided into an upper and lower section to accommodate annual (A) and quarterly (Q) figures.

A11.1.2. (Added) INCREASE/(DECREASE) AMOUNT should be rounded to the nearest hundredths (example: .1), decreased amounts should be shown using brackets (example: <.1>).

A11.1.3. (Added) WCC, RCCC, and PROJ/SUBPROJ CODES are completed as appropriate.

A11.1.4. (Added) PSR Address, FSR Address and Post Code blocks will be completed by the finance office.

A11.1.5. (Added) REMARKS should be used for a brief explanation of the financial transaction.

A11.1.6. (Added) RA signature and Commander's approval/signature required.

A11.1.7. (Added) Other Agency signature and title required when transferring funds between WCCs or RCCCs.

**A11.2. (Added) Page 2 (O&M Funding):** User should complete the ORG CODE and PFMR CODE if funding transaction deals with base supply or material supply.

A11.2.1. (Added) OLD TARGET and NEW TARGET columns are divided into an upper and lower section to accommodate annual (A) and quarterly (Q) figures.

A11.2.2. (Added) INCREASE/(DECREASE) AMOUNT should be rounded to the nearest hundredths (example: .1), decreased amounts should be shown using brackets (example: <.1>).

A11.2.3. (Added) RCCC and EEIC CODES are completed as appropriate.

A11.2.4. (Added) PSR Address, FSR Address and Post Code blocks will be completed by the finance office.

A11.2.5. (Added) RA signature and Commander's approval/signature required.

A11.2.6. (Added) Other Agency signature and title required when transferring funds between WCCs or RCCCs.

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