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Financial Management

**FINANCIAL MANAGEMENT AND
COMPTROLLER (MAJCOM)**

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This checklist reflects Command requirements for Financial Management at MAJCOM level to prepare for and conduct internal reviews in the functional area of Financial Management and Comptroller. It applies to HQ AFSPC. It does not apply to Air National Guard or Air Force Reserve Command units.

SUMMARY OF REVISIONS

This Checklist has been revised to realign Critical and Non-Critical items and to update references. A bar (|) indicates a revision from the previous edition.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This Checklist establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed to ensure an effective and thorough review of a unit's Financial Management program.

C. A. DEESE, Colonel, USAF
Comptroller

Attachment 1

CHECKLIST FOR FINANCIAL MANAGEMENT AND COMPTROLLER (MAJCOM)

Table A1.1. Checklist.

SECTION 1: HQ AFSPC/FMA			
MISSION STATEMENT: To provide the financial resources, guidance and information necessary for strategic and tactical space and missile capabilities to commanders/staff and the financial community.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Has FMA developed a financial strategy to support the Command's mission and meet the Commander's priorities? (AFI65-601, Vol 2, para 1.1, 1.2, 1.3)			
1.1.1.1. Has FMA defined its customers based on the financial strategy? (AFI65-601, Vol 2, para 1.1, 1.2, 1.3)			
1.1.2. Has FMA obtained customer feedback and used it to objectively develop an improvement strategy for existing programs, or to develop new tools or channels? (AFI65-601, Vol 2, para 1.3, 1.4)			
1.1.3. Does FMA provide effective advice, counsel and support to the commander and subordinate units? (AFI65-601, Vol 2, para 1.1, 1.4)			
1.1.4. Is management of resources decentralized to the best degree possible? (AFI65-601, Vol 2, para 1.3)			
1.1.4.1. Is optimum fund flexibility afforded all commanders; subject to limitations imposed by Congress or higher authority? (AFI65-601, Vol 1, para 3.2)			
1.1.5. Does FMA develop, with appropriate staff agencies, budgets for the various appropriations according to instructions from higher authority? (AFI65-601, Vol 2, para 1.3)			
1.1.6. Are financial committees established and functioning as prescribed by instructions? (AFI65-601, Vol 2, para 2.12)			
1.1.7. Are major funding issues and funds distributions approved by the MAJCOM Commander or his designee? (AFI65-601, Vol 2, para 2.10)			
1.1.8. Has FMA reviewed and certified Economic Analyses submitted in support of those projects and programs stated in AFI65-501, para 1.4?			
1.2. NON-CRITICAL ITEMS:			
YES	NO	N/A	
1.2.1. Does FMA ensure Financial Plans submitted to higher headquarters are balanced? (AFI65-601, Vol 2, para 2.2)			
1.2.2. Are wing, group and DRU financial plans given critical review and approval by FMA and the AFSPC staff? (AFI65-601, Vol 2, para 1.1)			
1.2.3. Does FMA publish close-out procedures for use by the wings and headquarters? (AFI65-601, Vol 2, para 2.9)			
1.2.4. Does FMA publish a list of AF EEICs? (AFI65-601, Vol 2, para 6.2)			

1.2.5. Does FMA participate on all Resource Allocation Teams assigned to the Program Review committee? (AFI65-601, Vol 2, para 1.1)			
1.2.6. Does FMA perform continuous analysis and evaluation of subordinate organization's programs? (AFI65-601, Vol 2, para 1.3)			
1.2.7. Does FMA perform periodic visits to subordinate organizations? (AFI65-601, Vol 2, para 1.4)			
SECTION 2: HQ AFSPC/FMF			
[MISSION STATEMENT: To provide financial guidance and information to resource managers and the financial community.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. General Items:			
2.1.1.1. Is the MAJCOM report of official representation fund expenditures consolidated quarterly from reports received from units authorized the use of these funds? (AFI65-603, para 11.2)			
2.1.1.2. Does MAJCOM implement SAF/FM instructions and assist in implementing procedures to achieve the Air Force goal in delinquencies (AFI65-104, para 13)			
2.1.2. Foreign Military Sales. (<i>Note:</i> References are from DOD7000.14R, Vol 15, unless stated otherwise)			
2.1.2.1. Do Case Management Control System (CMCS) and hardcopy foreign military sales (FMS) cases/lines agree? (Para 020209A)			
2.1.2.2. Are FMS case recouped costs for operations and maintenance (O&M) funding credited to original borne appropriations? (Para 030202A1)			
2.1.2.3. Are Composite Standard Pay Rates (CSPR) used when submitting P&As involving military personnel? (Para 070203A)			
2.1.2.4. Is an administrative charge added to FMS case lines with the exception of case management lines? (Para 070104B2a)			
2.1.2.5. Are documents which support a case financial position maintained? (Para 060201)			
2.1.2.6. Does the MAJCOM conduct periodic case financial reviews? (Para 010109C)			
2.1.2.7. Is the direct fund cite, fund code 4F, used to the maximum extent possible? (Para 020201A)			
2.1.2.8. Is the U.S. Government (USG)/United States Air Force (USAF) reimbursed for all allowable FMS case costs? (AFMAN16-101, para 1.6.7.7)			
2.1.2.9. Are financial reviews conducted on AFSPC assigned FMS cases? (Para 010109C)			
2.1.2.10. Does FMF maintain a file of all funding documents and messages? (AFI65-601, Vol 2, para 1.3, 3.4)			

2.1.2.11. Does FMF ensure all legal limitations and targets issued from Air Staff are included on all sub-division of funds? (AFI65-601, Vol 2, para 4.1)			
2.1.3. Audit: None.			
2.1.4. Management Control:			
2.1.4.1. Does FM have a statement signed annually by the commander or acting commander stating there is reasonable assurance that objectives of the MC program were met? (AFPD65-2, para 3.2.3)			
2.1.5. Non Appropriated Fund Financial Analysis:			
2.1.5.1. Does the NAFFA conduct Internal Control Reviews directed by Air Force on command NAFIs and provide feedback to the FM, SV management and the NAF council regarding the results? (AFI65-107, para 1.2.1.1)			
2.1.5.2. Does the NAFFA provide policy guidance and technical expertise to base level NAFFAs. (AFI65-107, para 1.2.1.6)			
2.2. NON-CRITICAL ITEMS:			
	YES	NO	N/A
2.2.1. General Items:			
2.2.1.1. Does MAJCOM provide technical assistance, including interpretation of Travel regulations, to base personnel upon request? (AFR177-103, para 1-3)			
2.2.1.2. Do doubtful claims include a MAJCOM analysis of the claim, results of research, statement of policy effecting the claim, and recommendations for approval or denial? (AFR177-103, para 17-2)			
2.2.1.3. Is the MAJCOM Report of Official Representation Fund Expenditures prepared and sent to 11WG/FMR NLT the 30th work day following the end of the reporting period? (AFI65-603, para 11.2.4)			
2.2.1.4. Does the MAJCOM ensure the Dependency Discrepancies--DFAS-DE/AFPC Match is reconciled and completed by the suspense date and are all requests for extensions of the suspense date forwarded through the MAJCOM? (DFAS-DEM177-373,Vol 1, para 26-19)			
2.2.1.5. Does the MAJCOM ensure appropriate action is taken on the Open or Suspended Questionable Indebtedness Listing and suspense dates are met? (DFAS-DEM177-373, Vol 1, para 69-19)			
2.2.2. Foreign Military Sales. None.			
2.2.3. Audit:			
2.2.3.1. Does FM notify the command OPR preparing the response if actions taken or planned are not in agreement with current command policy, vary from management's original response to the report, or are generally not responsive? (AFI65-403, para 2.8.6)			
2.2.3.2. Does FM provide SAF/FMP with an installation-level follow-up status report submission semiannually? (AFI65-403, para 2.8.10)			

2.2.4. Management Control:			
2.2.4.1. Has FM prepared a management control plan, updated annually, listing the inventory of assessable units? (AFPD65-2, para 3.2.2.)			
2.2.4.2. Has FM designated a Program OPR to manage the overall MC program in the organization?			
2.2.4.3. Is a roster of MC focal points, for both installation and headquarter's units, maintained to ensure timely dissemination of MC guidance/requirements?			
2.2.5. Non Appropriated Fund Financial Analysis:			
2.2.5.1. Does the NAFFA review and provide feedback to SV management on proposed budgets? (AFI65-107, para 1.2.1.2)			
2.2.5.2. Does the NAFFA perform staff Assistance Visits on base-level NAF-FAs within the Command as required? (AFI65-107, para 1.2.1.6)			