



Financial Management

RESOURCE MANAGEMENT SYSTEM (RMS)

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OPR: OO-ALC/FMA (Mr. Mark McLeod)
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Certified by: OO-ALC/FM
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This instruction implements AFD 65-6, *Budget*. This instruction implements RMS by establishing a Financial Management Board, a Financial Advisory Committee, and a Financial Working Group. This instruction applies to all organizations that utilize Ogden Air Logistics Center (OO-ALC) funding authority. It does not apply to Air Force Reserve or Air National Guard Units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This revision updates the organizational names and office symbols to align with the command structure within the Ogden Air Logistics Center, updates the executive staff office symbols, and changes the scope and title of the Corporate Review Group (CRG) to the Financial Advisory Committee (FAC). Paragraph 4, *Use of E-Mail* is deleted and replaced with an overview on how Mission Area management involvement in the financial management system. An * indicates revision from previous edition.

1. FINANCIAL MANAGEMENT BOARD (FMB):

1.1. The board will consist of:

1.1.1. Chairperson, Commander (OO-ALC/CC).

1.1.2. Alternate chairpersons, Vice-Commander (OO-ALC/CV) and/or Executive Director (OO-ALC/CD).

1.1.3. Executive secretary, Financial Management and Comptroller Directorate (OO-ALC/FM) or deputy comptroller.

1.1.4 Members, directors, chiefs of staff, their deputies, or (in their absence) a representative from the following organizations:

- 1.1.4.1. 75th Air Base Wing Commander (75ABW/CC).
- 1.1.4.2. Logistics Directorate (OO-ALC/LG).
- 1.1.4.3. Contracting Directorate (OO-ALC/PK).
- 1.1.4.4. Commodities Management Directorate (OO-ALC/LI).
- 1.1.4.5. Technology and Industrial Support Directorate (OO-ALC/TI).
- 1.1.4.6. Civilian Personnel (OO-ALC/DPC).
- 1.1.4.7. F-16 Management Directorate (OO-ALC/YP).
- 1.1.4.8. Inter-Continental Ballistic Missile (ICBM) System Program Office Directorate (OO-ALC/LM).
- 1.1.4.9. Plans & Programs Directorate (OO-ALC/XP).
- 1.1.4.10. Space and C³I Systems Directorate (OO-ALC/LH).
- 1.1.4.11. Training Systems Management Directorate (OO-ALC/YW).
- 1.1.4.12. Mature and Proven Aircraft (MAPA) Directorate (OO-ALC/LC).
- 1.1.4.13. Air-To-Surface Munitions Directorate (OO-ALC/WM).
- *1.1.4.14. Electronic Directorate (OO-ALC/LE).
- 1.1.4.15. Aircraft Management Directorate (OO-ALC/LA).

1.2. Members will represent, in addition to their own organization, the following:

1.2.1. Commanders Action Group (OO-ALC/CCX) will represent:

- 1.2.2.1. Small Business (OO-ALC/BC).
- 1.2.2.2. Inspector General (OO-ALC/IG).
- 1.2.2.3. Safety Directorate (OO-ALC/SE).
- 1.2.2.4. History (OO-ALC/HO).
- 1.2.2.5. Public Affairs (OO-ALC/PA).
- 1.2.2.6. Staff Judge Advocate Directorate (OO-ALC/JA).
- 1.2.2.7. Specialized Management Directorate (OO-ALC/QL).
- 1.2.2.8. Environmental Management Directorate (OO-ALC/EM).

1.2.2. The OO-ALC/FM will represent the host financed tenants, e.g., USAF Trial Judicial Area Defense Counsel (ADC), AF Office of Special Investigations (OSI Det 113), AF Audit Agency (AFAA), etc.

1.2.3. The 75 ABW/CC will represent the 649th Munitions Squadron (649MUNS) and the 651st Munitions Squadron (651 MUNS).

1.2.4. The OO-ALC/LG will represent the 649th Combat Logistics Support Squadron (649 CLSS).

1.2.5. Others will be invited to participate on an as-needed-basis, e.g., tenant organizations will be included in the distribution of base-procured investment equipment (BPIE) funds.

1.3 The Executive Secretary will designate a qualified person to serve as recorder. Minutes of the meeting will be prepared and distributed to the members.

1.4 The board will conduct policy level reviews of command budgets and the distribution of financial resources for the Commander. The board will review and approve recommendations made by the Financial Working Group (FWG) and/or the Financial Advisory Committee (FAC).

1.5 Minutes and recommendations of the board will be submitted to OO-ALC/CC for approval.

***2. FINANCIAL ADVISORY COMMITTEE (FAC):**

*2.1. The following committee will be convened by OO-ALC/FM to review and deliberate on Mission Area (MA) matters with the goal to integrate the financial matters of the various mission areas in to one center level perspective. The group may be called together to review mission area and FWG recommendations prior to OO-ALC/FM presenting them to the FMB, to resolve financial matters the FWG and/or mission areas fail to agree or resolve, etc. OO-ALC/FM will chair the committee.

*2.2. The group will consist of the following directors and deputy directors.

*2.2.1. OO-ALC/FM.

*2.2.2. OO-ALC/XP.

*2.2.3. OO-ALC/LG GS-15 division chief or Deputy Director.

*2.2.4. 75th Air Base Wing Vice Commander (75 ABW/CV).

*2.2.5. Two product directorate deputy directors appointed OO-ALC/CD. These two chairs will periodically be re-appointed or changed by OO-ALC/CD as necessary to maintain the impartial integrating stature of the FAC in the Center's financial management process.

*2.2.6. Chief, Financial Analysis (OO-ALC/FMA) will serve as executive secretary to facilitate and record the meetings. OO-ALC/FMA will assist the FAC in minimizing the need for attendance by others (resource advisors (RAs)), technical advisors, etc.) by providing adequate read-ahead summary and information to each member.

3. FINANCIAL WORKING GROUP (FWG):

3.1. The goal of the FWG is to financially support and maintain the integrity of Ogden ALC's goals and objectives by arriving at valuable center level recommendations to the FMB that can best accomplish this with minimal impact. The group will be organized on a continuing basis with a permanent chairperson and executive secretary. A recorder will be appointed by the chairperson.

3.2. The group will consist of:

3.2.1. Chairperson, OO-ALC/FMA Division Chief.

3.2.2. Executive Secretary, appointed by chairperson.

3.2.3. One member (resource advisor or RA) from each 2-digit, O&M funded directorate, staff office, and 75th ABW activities.

3.2.4. Subject matter experts and representatives from other organizations may be invited by the chairperson on an as required basis for review and distribution of specific portions of the budget.

3.3. Considering the financial implications of program changes, the FWG will review operating financial programs (including estimates, financial plans, operating budgets, distribution of annual and quarterly authority, dollar limitations, and funding proprieties, etc.). In accomplishing the reviews, the FWG will determine and recommend a command position on financial programs.

3.4. The chairperson of the FWG will determine the financial programs to be reviewed, provide fiscal policy and guidance for review, and present FWG recommendations to the FAC and the FMB. The chairperson will be called upon to vote when normal voting results in a tie.

3.5. The executive secretary will provide financial programs, other data and material needed for the review.

3.6. Meetings will be held as necessary (at least quarterly) at the call of the chairperson. Minutes of the meeting will be prepared and distributed to the members by E-mail. The minutes file will be maintained by OO-ALC/FMA.

3.7. All RAs are to be designated, in writing to OO-ALC/FMA, and will be expected to come to the FWG meetings fully prepared to discuss and make recommendations that benefit the center and its mission. Attendance by others (alternate RAs, cost center managers, technical advisors, etc.) is discouraged unless invited by the FWG in advance.

***4. MISSION AREA (MA) AND ACTIVITY BASED MANAGEMENT:**

*4.1. Ogden ALC's financial management is dependent on the activity based management concept. Key managers and advisors meet in their respective mission area working group and board of director settings regularly to facilitate activity based management (ABM), mission area planning (MAP), development and review of standards of measure, produce unit costs, and perform other activity based costing (ABC) functions. Because all O&M funded directorate, staff office and 75th Air Base Wing activities align to one or more of the following mission areas, organizational requirements will be reviewed and approved by one or more of the following business area chief operating officer (COO).

*4.1.1. Product Support Mission Area (PSMA), where the majority of stock-fund exempt inventory control and item management activities are planned for and managed.

*4.1.2. Installations and Support Mission Area (ISMA), where real property management, environmental management, personnel support, base support, and corporate services are planned for and managed.

*4.1.3. Information Management Mission Area (IMMA), where information assurance on base communication, computers, and information technology is planned and managed.

*4.1.4. Other O&M funded activities that are not included in the above specific business plans include direct budget authority (DBA) funded activities assigned to Depot Maintenance Mission Area (DMMA), Supply Management Mission Area (SMMA), and Test & Evaluation Mission Area (T&EMA).

*4.2. The mission areas will meet and approve their financial plans, e.g., approve the mission area's initial distribution of funds or cut-back, mission area's prioritized unfunded requirements, scrub input requirements by product or service, etc., prior to OO-ALC/FM convening either the FAC or the FMB.

*4.3. The COO will review and approve the mission area's recommendations and financial plans prior to their review by the FAC and/or before they are presented to the FMB.

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