COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements **AFPD 65-6, *Budget,*** and establishes procedures and guidance for Resource Management System (RMS) training within the 341st Space Wing, Malmstrom AFB MT. This instruction is consistent with guidance provided in **AFSPCI 65-601, *Budget Guidance and Procedures Within Air Force Space Command*** and the **HQ USAF Memorandum, 29 Feb 00, *Resource Advisor Training***. It applies to 341st Space Wing and subordinate units, and units assigned or attached to, or supported by Malmstrom AFB.

1. Introduction.

    1.1. The Resource Management System (RMS). RMS is a means to establish and prioritize requirements, obtain and maximize the use of scarce resources, measure actual performance compared to planned performance, and achieve cost effective results.

        1.1.1. The 341st Space Wing's RMS goal is to provide Commanders maximum flexibility in funds management.

        1.1.2. Group Commanders are given maximum allowable freedom to realign funds within their individual programs as necessary to accomplish their mission.

        1.1.3. RMS includes the financial plan, management and accounting systems, participatory and committee management (See 341SWI 65-601), Financial Management resource management teams, and resource management training.

    1.2. Resource Advisor Classifications. Resource Advisors are classified according to the organizational level and the type of position (full-time or additional duty). In most instances, Group Resource

Advisors act as points of contact between the Base Financial Management Office (FMA) and their subordinate squadrons' Resource Advisors.

2. Resource Management System Training.

    2.1. Financial Analysis Office (FMA) Responsibilities.

        2.1.1. Develop and manage an effective RMS training program for the wing.

        2.1.2. Provide HQ AFSPC an informational copy of RMS training program documentation.

        2.1.3. Provide initial RMS training to RCMs not later than 90 days after assignment of financial managemnt responsibility.

        2.1.4. Provide initial RMS training to RAs within 30 days of assignment to the position.

        2.1.5. Maintain a database of active RAs to include full name, rank, date assigned, date trained, squadron, and any other pertinent data (FAX, e-mail, etc.).

        2.1.6. Maintain files of appointment letters.

        2.1.7. Provide continuation and update training as required through electronic communications, training days, and participatory financial committees (FMB, FWG, etc.).

        2.1.8. Document completion of training on Certificate of Training forms.

        2.1.9. Assist RAs with Cost Center Manager (CCM) training.

    2.2. Group RAs Responsibilities.

        2.2.1. Provide organization specific and OJT (hands-on) RMS training to subordinate unit RAs.

        2.2.2. Monitor the RA training and appointment process to ensure compliance.

        2.2.3. Assist RAs with CCM training

    2.3. RAs Responsibilities.

        2.3.1. Provide successor RAs introductory RMS training and continuity information.

        2.3.2. Submit an appointment memorandum **Attachment 2** to FMA within 30 days of assignment to the position.

        2.3.3. Complete the RA training checklist **Attachment 3** and submit it to FMA with a training completion memorandum.

        2.3.4. Maintain RMS training data and delegation memorandums for CCMs.

    2.4. Responsibility Center Manager (RCM) Training.

        2.4.1. The Financial Analysis Officer will provide RMS training to RCMs within 90 days of assuming financial management responsibilities.

        2.4.2. RMS training for RCMs will be provided in a forum suitable to the RCM and the Financial Analysis Officer.

    2.5. Resource Advisor Training.

        2.5.1. RAs will begin RMS training within 30 days of assignment of financial responsibilities.

        2.5.2. The Resource Advisor Training Checklist will be used as a guide for completion of the

    RMS training process. When all checklist items are certified, the checklist will be submitted to FMA.

2.5.3. Upon receiving a complete RA training checklist, FMA will provide a Certificate of Training, record the training completion date in the RA database, and file the checklist with the appointment memorandum.

J. GREGORY PAVLOVICH, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 65-601, Vol 1, *Budget Guidance and Procedures*

AFSPCI 65-601, *Budget Guidance and Procedures Within Air Force Space Command*

HQ USAF/CV Memorandum for Resource Advisor Training, 29 Feb 00

Web Sites

Malmstrom AFB Intranet - **http://mafbi/public/wing/cpts**

Secretary of the Air Force, Financial Management – **http://www.saffm.hq.af.mil/saffmra**

Winbas Training Module (HQ AETC) – **http://www.aetc.af.mil/fm/fma/train/winbas.html**

Defense Finance and Accounting Service – **http://www.dfas.mil**

DoD Financial Management Regulations – **http://www.dtic.mil/comptroller/fmr/**

Office of Management and Budget (OMB) Circulars –
http://www.whitehouse.gov/WH/EOP/omb/circulars/index.html

ATTACHMENT 2

SAMPLE RA APPOINTMENT MEMORANDUM

MEMORANDUM FOR (Resource Advisor's Name)Date:

FROM: Appointing Official (Resource Center Manager)

SUBJECT: Letter of Appointment

1. Effective this date, (Resource Advisor's name, grade, branch of service) is appointed as a resource advisor for the (applicable unit) in accordance with AFI 65-601, Volume 2. Paragraph 2.11.2.

2. Your general responsibilities include actively participating in resource management; planning, programming, and executing the organization's budget; and acquiring, consuming, storing, disposing of resources, and ensuring internal controls are established and maintained, to include proper recording of financial transactions.

3. Attachment 1 contains a list of the most common tasks associated with your position as a resource advisor. During your initial interview with (supervisor, squadron resource advisor, group resource advisor, or responsibility center manager) will determine which tasks will relate to your current position and what proficiency level is required for each task.

4. Financial management training is available from the 341st Comptroller Squadron's Financial Management Office. The base or installation comptroller is responsible for providing initial Resource Management System (RMS) training within 90 days of this appointment. You'll be given a letter or certificate to document the receipt of initial RMS training. The comptroller will also provide a training plan to ensure you receive all required task proficiency training within the following year. A financial analyst within the Comptroller organization will oversee your training. The comptroller will designate appropriate task trainers and certifiers to ensure you receive training to perform tasks to the required proficiency level. You'll receive a certificate from the comptroller after completing all proficiency training. Follow on training should be conducted annually.

5. Enlisted Financial Management (FM) career field (AFSC 6F0X1) resource advisors are required to be certified on all FM core tasks in addition to your duty position tasks. The comptroller will designate a trainer and certifier for the 11 core tasks.

6. Currently, there are several tools available to assist you with your training needs at the following web sites:

    a. A tutorial containing information on the basics functions and responsibilities associated with financial management.
http://www.saffm.hq.af.mil/saffmra/index.html

    b .On the Job (OJT) Training guides for Resource Advisors.
http://www.saffm.hq.af.mil/ENL/training.html

    c. Locally developed training guides (Initial RMS, ODL reviews, Winbas, RCM).
http://mafbi/wing/public/fma/training.htm

    d. Training Modules for tasks identified in **Attachment 3**. (Under development)

7. I will send a copy of this letter to the base or installation comptroller to establish your training schedule. You should be hearing from them within seven to ten days. Together your trainer and certifier, I will update the task list with completion dates once I am confident you have the ability to perform the assigned tasks.

                                        Appointing Official's Signature

2 Attachments:

Resource Management Tasks

Proficiency Codes

cc: 341st CPTS/FMA

ATTACHMENT 3

RESOURCE ADVISOR CHECKLIST

Table A3.1. Resource Management Tasks (Financial Management).

TASKS	RESOURCE ADVISOR (Group)		RESOURCE ADVISOR (Squadron)		COST CENTER MANAGER (Unit)		TRAINER	CERTIFIER
	Prof Code	Date	Prof Code	Date	Prof Code	Date	Sign	Sign
Financial Management Organizational Structure								
Accounting Classifications								
By-others/For-others / For-self								
Stages of Accounting: Disbursement/ Reimbursement								
Accounting Forms								
Receiving Reports								
Electronic Document Access								
Foreign currency/ Payments								
Tri-Annual Review/ Dormant Obligations								
Journal Vouchers/ Adjustment Vouchers/ Modifications								
Open Document Listing/ Hard copy Documentation								
Open Orders/Fund Control Numbers (Travel)								
Reimbursements								
Support Agreements								
Budget Cycle								
Financial Plan								
Spend Plan								

TASKS	RESOURCE ADVISOR (Group)		RESOURCE ADVISOR (Squadron)		COST CENTER MANAGER (Unit)		TRAINER	CERTIFIER
	Prof Code	Date	Prof Code	Date	Prof Code	Date	Sign	Sign
Budget Management Techniques								
Budget Execution Reports & Unfunded Requirements								
Status of Funds Briefings								
80/20 Rule								
Financial Working Groups/ Financial Management Boards								
Continuing Resolution Authority								
Funds Control								
Initial Distribution								
Appropriations								
Propriety of Funding								
Limitations								
Anti-Deficiency Act								
Current, Canceled, Prior, Elapsed & Expired Year								
Negative Unliquidated Obligations								
Fiscal Year Closeout								
Computer Applications								
MicroBAS								
Automated Business Services System								
Systems (BQ, IAPS, IATS, CPAS, BPAS MOCAS, BCAS, ARS, SBSS, JOCAS, PCP, WIMS, BEAMS, OLVIMS, FAST DTS, DCPS)								

TASKS	RESOURCE ADVISOR (Group)		RESOURCE ADVISOR (Squadron)		COST CENTER MANAGER (Unit)		TRAINER	CERTIFIER
	Prof Code	Date	Prof Code	Date	Prof Code	Date	Sign	Sign
Cost-Benefit Analysis/ Cost Effectiveness								
Cost Estimating Techniques								
Depot Level Repairables/ Flying Hour Program								
Official Representation Funds/Special Morale & Welfare/ Non-Appropriated Funds								
War Readiness Material								
Risk Analysis								
Fraud, Waste & Abuse								
IMPAC Process								
Travel Card Program								
Appointment Leters								
File Maintenance/ Document Retention								
Additional Tasks not Identified Above								
Resource Advisor's Name/Rank			Organization		Phone		Signature	

Table A3.2. Proficiency Codes.

	Scale Value	Definition: The Individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations		
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)		
** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.		