

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



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AIR EDUCATION AND TRAINING COMMAND
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Financial Management

**RELATIONS WITH THE GENERAL
ACCOUNTING OFFICE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 65-401, 23 March 1994, is supplemented as follows:

2.5. In AETC, the Plans & Management Division, Directorate of Comptroller (HQ AETC/FMP), 550 C Street West, Ste 49, Randolph AFB TX 78150-4751, is the AETC focal point for GAO activities. As the audit focal point, HQ AETC/FMP will:

2.5.1. Select and inform the appropriate headquarters office of primary responsibility (HQ OPR) when notified of a GAO review or survey.

2.5.2. Request the OPR respond to the GAO memorandum with the name, functional address symbol, and telephone number of its primary and alternate points of contact for the review. Provide HQ AETC/IGI and Air Force Audit Agency (AFAA) a copy of the GAO memorandum.

2.5.3. Attend the initial in-briefing if the GAO visit is to the headquarters.

2.5.4. Assist HQ AETC OPRs, base comptrollers, and others on matters pertaining to AETC and GAO relations, release of information to the GAO, and associated problems.

2.5.5. Attend exit briefings conducted at the headquarters.

2.5.6. Review GAO reports that are distributed by SAF/FMPF (Pentagon) and route them to the HQ AETC OPR or other staff agencies involved for review and action.

2.5.7. Maintain files on all GAO activities in AETC. Dispose of these files according to AFR 4-20, volume II, table 11-2, rule 15.

2.6. (Added) Directors and Chiefs of Special Staff. When selected as the HQ AETC OPR for GAO survey or review, the selected OPR must:

2.6.1. Appoint central and alternate points of contact and send their names, functional address symbols, and telephone numbers to HQ AETC/FMP.

2.6.2. Set up and maintain communication with the HQ USAF OPR and the base OPR.

2.6.3. Inform the command section of the proposed visit and its significance. Send HQ AETC/FMP a copy of all correspondence.

2.6.4. Arrange for billeting and transportation when the GAO requests assistance. Arrange for temporary workspace and associated facilities for GAO representatives during their visit to the headquarters.

2.6.5. Arrange for and conduct an in-briefing with the GAO.

2.6.5.1. Use this meeting to introduce GAO representatives to the interested staff agency project officers, to include HQ AETC/FMP, IGI, and AFAA.

2.6.5.2. Plan tentative work schedules of GAO and headquarters contacts during the visit.

2.6.5.3. Ask GAO to elaborate on the purpose and scope of the review or survey. Prepare a summary memorandum of this meeting for the command section.

2.6.6. Schedule an exit briefing with the GAO, HQ AETC/FMP, IGI, AFAA, and other interested staff agencies. At this briefing, make every effort to eliminate misunderstandings and clear up differences of opinion.

2.6.7. Record main points of exit briefings conducted at HQ AETC. Within 3 workdays after the exit briefing, prepare an AF Form 1768, **Staff Summary Sheet**, to the command section with the following information: (Send copies to HQ AETC/FMP and other interested staff agencies.)

- Title and GAO code number.
- Personnel attending briefing.
- Date of exit briefing.
- Areas visited.
- Intention of GAO on using data collected.
- Summary of exit briefing with specific reference to potentially critical GAO comments.

2.6.8. Evaluate reports and documents submitted by GAO during and at the end of the visit to determine if they need the attention of HQ USAF. This also applies to inputs received from the base activities or draft report submitted by the Air Staff for AETC evaluation. Unless suspended by HQ USAF, the HQ AETC OPR and command section determine the need to notify HQ USAF. If the information goes to HQ USAF, the HQ AETC OPR must:

2.6.8.1. Obtain responses from all interested staff agencies.

2.6.8.2. Prepare a cover memorandum transmitting the report to the HQ USAF OPR. In this memorandum, comment on each significant observation or finding that needs added information or clarification.

2.6.8.3. Prepare an AF Form 1768 requesting command section clearance to send the memorandum to the HQ USAF OPR.

2.6.9. (Added) Send a monthly progress report to the command Section updating the status of the visit, significant comments and observations by GAO personnel, and anticipated completion date. The reporting requirement in this paragraph is exempt from licensing according to AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 12.11.2.

2.6.10. Determine the releasability of draft or final GAO reports to other staff agencies.

2.7. (Added) Focal Points. The comptroller (FM) or designated representative is the focal point at base level. The resource programs office (RP) is the focal point at Air University (AU) and Air Force Institute of Technology (AFIT). The deputy commander for resource management and the wing budget officer are the focal points at the 336th Training Group, the 58th Special Operations Wing, and the 381st Training Group. HQ Air Force Recruiting Service Financial Management (HQ AFRS/RSRF) is the focal point for recruiting groups and squadrons. The focal point for recruiting groups and squadrons (the resource management officer) must keep HQ AFRS focal points informed of visit progress and send a copy of all correspondence concerning GAO activities to HQ AFRS/RSRF.

2.7.1. The installation audit focal points must:

2.7.1.1. Upon receipt of a GAO memorandum, notify the AFAA and select the responsible functional area. Obtain the names of the primary and alternate points of contact within the organization of the functional area.

2.7.1.2. Schedule and attend an in-briefing of the functional OPR and prepare a memorandum containing pertinent information concerning the briefing, such as date, personnel attending, specific items to be investigated, offices to be visited, and projected completion date of the audit. Provide a copy of this memorandum to the AFAA, HQ AETC/FMP, wing commander, and functional OPRs.

2.7.1.3. Arrange for an exit briefing and inform all interested parties, including HQ AETC/FMP and the resident auditor of the exit briefing.

2.7.1.4. Set up and maintain communications with local authorities and auditors. Advise the staff on matters concerning the release of data to the GAO. Provide other assistance as necessary.

2.7.2. The installation or activity OPR must:

2.7.2.1. Arrange for temporary workspace and associated facilities, including billeting and transportation, if requested by the GAO.

2.7.2.2. Keep the HQ AETC OPR informed of visit progress, particularly when GAO representatives extend their activities outside the scope initially stated.

2.7.2.3. Within 3 workdays after the exit briefing, send an advisory message (mail during minimize) to HQ AETC/FMP and the HQ AETC OPR, with a copy to the base comptroller on the following information:

- Title and GAO code number.
- Personnel attending the exit briefing.
- Date of exit briefing.
- Areas visited.
- Intention of GAO and using data collected.
- Summary of exit briefing with special reference to potentially critical GAO comments.

3.3. The focal points identified in paragraph 2.7 (Added) must telephone HQ AETC/FMP of an announced GAO visit. Send a message confirming the title, code number, purpose, date of arrival, length of stay, names of the GAO representatives, base OPR (list primary and alternate points of contact and their phone numbers), and other pertinent data involving the visit.

3.5. The installation OPR gathers information and prepares required reports for the local commander. Send the original and two copies to the HQ AETC OPR. Send a copy of the report to HQ AETC/FMP and the installation focal point identified in paragraph 2.7 (Added) to arrive within 6 workdays after the exit briefing. The HQ AETC OPR will comply with paragraph 2.6.10.

4.2. The individual commander or director ensures authorized disclosure of information is carefully controlled to prevent unsanctioned disclosure. Complete familiarity with the types of documents that may be released, particularly those described in paragraph 4.4 of the basic, enhances AETC's relationship with GAO. Limit access to information, including verbal responses, that does not pertain to the subject and purpose of the visit. Consider the relevancy of every topic and question. Do not volunteer personal opinions--stick to the facts and official positions. Complete and factual disclosure is the primary objective. Refer questionable matters of propriety to HQ AETC/FMP or to the HQ AETC Command Section for resolution.

5.5. If the GAO makes a report or status document available at installation level, prepare a cover memorandum of evaluation forwarding the report to the HQ AETC OPR; send a copy to HQ AETC/FMP and the installation focal point identified in paragraph 2.7 (Added). Specific comments on each significant GAO observation or finding that need clarification or additional information will add importance to the report. AETC response to all GAO reports will be released through the HQ AETC Command Section.

5.6. Normally, GAO draft and final reports require a response by SAF/FMPF or the HQ USAF OPR. The HQ AETC OPR must staff and solicit responses from all interested staff agencies and respond within the established suspense. Even when responses are not required by HQ USAF, the HQ AETC OPR must provide comments when considered proper. Prepare an AF Form 1768 summarizing the report and request command section clearance to send the memorandum to HQ USAF. Bases and activities reporting to this headquarters must take prompt, positive action to correct reported discrepancies, adopt recommendations, initiate management actions to correct the discrepancies, or fully justify nonconcurrences. HQ AETC will initiate taskings to respond to GAO recommendations.

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Comptroller