

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



AIR FORCE INSTRUCTION 65-402

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

2 JANUARY 1996

Financial Management

**RELATIONS WITH THE DEPARTMENT OF
DEFENSE, OFFICE OF THE ASSISTANT
INSPECTOR GENERALS FOR AUDITING, AND
ANALYSIS AND FOLLOW UP**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 65-402, 19 July 1994, is supplemented as follows:

1.3.4. In AETC, the Plans and 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 DoDIG audit activities.

1.3.4.1. Bullet 7. (Added) Notifies the appropriate headquarters office of primary responsibility (HQ OPR) of the forthcoming DoDIG audit.

Bullet 8. (Added) Requests the HQ OPR respond to the DoDIG memorandum with the name, office symbol, and telephone number of its primary and alternate points of contact for the audit and provide HQ AETC/FMP an information copy.

Bullet 9. (Added) Provides the Inspection Division (HQ AETC/IGI) and Air Force Audit Agency (AFAA) a copy of the DoDIG memorandum.

Bullet 10. (Added) Attends the initial inbriefing if the DoDIG visit is to the headquarters.

Bullet 11. (Added) Assists HQ AETC OPRs, base comptrollers, and others, as needed, on matters pertaining to AETC and OAIG-AUD relations, release of information to the DoDIG, and associated problems.

Bullet 12. (Added) Attends out-briefings conducted at the headquarters.

Bullet 13. (Added) Reviews DoDIG reports distributed by SAF/FMPF (Pentagon) and routes them to the HQ AETC OPR or other appropriate staff agencies for review and action.

Bullet 14. (Added) Maintains files on all DoDIG activities in AETC.

1.3.4.2. (Added) When selected as HQ AETC OPR for a DoDIG audit, the functional OPR (director or chief of special staff) must:

1.3.4.2.1. Respond to the DoDIG memorandum with the primary and alternate points of contact names, office symbols, and telephone numbers and send an information copy to HQ AETC/FMP.

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

1.3.4.2.3. Inform the command section of the proposed visit, significance, visit progress, and the outcome of in- and out-briefings. Provide HQ AETC/FMP with a copy of all correspondence.

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

1.3.4.2.5. Arrange for and conduct an inbriefing with DoDIG. Use this meeting to introduce DoDIG representatives to the interested staff agency project officers, to include HQ AETC/FMP and AFAA.

1.3.4.2.6. Plan a tentative work schedule of DoDIG and headquarters contacts during the visit.

1.3.4.2.7. Ask DoDIG to elaborate on the purpose and scope of the review or survey. Prepare a summary memo of this meeting for the command section and provide a copy to HQ AETC/FMP.

1.3.4.2.8. Schedule an out-briefing with DoDIG, HQ AETC/FMP, AFAA, and other interested staff agencies. At this briefing, make every effort to eliminate misunderstandings and clarify differences of opinion.

1.3.4.2.9. Evaluate reports and documents submitted by DoDIG 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 reports submitted by the Air Staff for AETC evaluation. Unless suspended by HQ USAF, the HQ AETC OPR and the command section determine the need to notify HQ USAF. If the information goes to HQ USAF, the HQ AETC OPR in coordination with HQ AETC/FMP:

1.3.4.2.9.1. Obtains responses from all interested staff agencies.

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

1.3.4.2.9.3. Prepares AF Form 1768, **Staff Summary Sheet**, requesting command section clearance to forward the memorandum to HQ USAF OPR.

1.3.4.2.9.4. Determines releasability of draft or final DoDIG reports to other staff agencies.

1.3.5. The comptroller (FM) or designated representative is the base level focal point. 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 (or) the wing financial analysis officer is the focal point at the 336th Training Group, the 58th Special Operations Wing, and the 381st Training Group. HQ Air Force Recruiting Service Financial Management (HQ AFRS/RSSF) 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 DoDIG activities to HQ AFRS/RSSF.

1.3.5.1. (Added) The installation focal point must:

1.3.5.1.1. Upon receipt of a DoDIG memorandum, notify the AFAA and select the responsible functional area. Obtain the name of the primary and alternate points of contact within the organization of the functional area.

1.3.5.1.2. Advise the chief, AFAA office, of the DoDIG visit.

1.3.5.1.3. Schedule and attend an inbriefing 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.

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

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

1.3.5.2. (Added) The installation or activity OPR must:

1.3.5.2.1. Appoint central and alternate points of contact and send their names, office symbols, and telephone numbers to the focal point.

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

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

1.3.5.2.4. Send a copy of all correspondence concerning DoDIG activities to the base focal point, HQ AETC OPR, and HQ AETC/FMP.

2.2. The focal point identified in paragraph 1.3.5, this supplement, will notify HQ AETC/FMP by telephone of an announced DoDIG visit. Send a message confirming the title, code number, purpose, date of arrival, length of stay, names of the DoDIG representatives, base OPR with the primary and alternate points of contact and phone numbers, and other pertinent data involving the visit.

2.5. Responsibilities for visit reports include:

2.5.1. For HQ AETC OPR, record the main points of the out-briefings conducted at HQ AETC. Within 3 workdays after the exit briefing, send a memo to the command section, with information copies to HQ AETC/FMP and other interested staff agencies of the following:

- Title and OAIG-AUD code number.
- Personnel attending briefing.
- Date of out-briefing.
- Areas visited.
- Intentions of DoDIG on using data collected.
- Summary of out-briefing with specific reference to potentially critical DoDIG comments.

2.5.2. For installation or activity OPR, record the main points of the out-briefings conducted at the installation. Within 3 workdays after the out-briefing, send a message (mail during minimize) to HQ AETC/FMP and HQ AETC OPR, with a copy to the base comptroller, on the following information:

- Title and DoDIG code number.
- Personnel attending the out-briefing.
- Date of the out-briefing.
- Areas visited.

- Intention of DoDIG on using data collected.
- Summary of out-briefing with special reference to potentially critical DoDIG comments.

3.1. If the DoDIG 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 1.3.5. Specific comments on each significant DoDIG observation or finding that needs clarification or additional information will add importance to the report. AETC response to all DoDIG reports will be released through the HQ AETC command section.

3.3. Normally, DoDIG 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 will provide comments when considered proper. Prepare AF Form 1768 summarizing the report and request command section clearance to send the memorandum to HQ USAF. Ensure that HQ AETC/FMP coordination is obtained on all responses to reports concerning HQ AETC. Coordinate reports claiming potential monetary benefits (PMB) with HQ AETC/FMA. 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 DoDIG recommendations.

MELANIE B. COOKE, Colonel, USAF
Deputy Comptroller