



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE UNDER SECRETARY

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX
1080 Air Force, Pentagon
Washington, DC 20330-1080

SUBJECT: Procedures to Establish and Fund FMS Administrative Budget Funded Manpower Positions (IAPX 01027)

In fiscal year 2001, SAF/IAPX and SAF/FMBIS worked out an appropriate process and associated procedures to request, establish, and fund FMS administrative budget funded manpower positions. This policy formalizes those procedures and is effective immediately.

When an organization determines a new position is warranted, and FMS administrative funds are appropriate, a manpower requirements package shall be completed in accordance with existing processes and procedures. The final approval for the manpower package will be accomplished by SAF/IAPX. SAF/FMBIS will be notified that a MAJCOM requested and obtained approval for new FMS administrative budget funded manpower

Once the manpower package is approved, the MAJCOMS need to inform SAF/FMBIS if sufficient funds exist in their current FMS administrative budget program to fund the requirement. If MAJCOM funding is insufficient, an out-of-cycle review will be conducted at the departmental level to determine if current funding is available for the approved manpower requirement. In the event that no funds are available, MAJCOMs then need to begin the process of planning, programming, and budgeting for their new requirements.

This is a SAF/IAPX and FMBIS coordinated policy. Manpower questions can be directed to Sonja Patch, SAF/IAPX, DSN 425-8961, commercial (703) 588-8961, or email: sonja.patch@pentagon.af.mil. Budget questions can be directed to Paul Kopicki, DSN 227-6672, commercial (703) 697-6672, or email: paul.kopicki@pentagon.af.mil.

//signed// dated: 15 Oct 2001

TERRY BATES
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