



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CC

27 January 2020

FROM: SAF/FM
1130 Air Force Pentagon
Washington, DC 20330-1130

SUBJECT: Financial Management Duty Titles

1. This memorandum updates the previous policy letter, same subject and dated 21 November 2017, which established standardized duty titles for the Active Duty Officer and Enlisted Financial Management (FM) Community. This change provides an opportunity for Commanders and Superintendents to ensure duty titles across the FM community are standardized and in accordance with recent updates to AFI 38-101, *Manpower and Organization*, AFI 36-2101, *Classifying Military Personnel*, and AFI 36-2618, *The Enlisted Force Structure*, and provides clarification for officers assigned to acquisitions positions. These changes are effective immediately; officers and enlisted should review their current duty title information and initiate, if required, an update to their records no later than 28 February 2020. Deviations from approved duty titles require prior coordination with the Finance Officer Assignments Team or MAJCOM Chief Enlisted Manager.

2. POLICY

a. The following are approved duty titles for Officer FM positions:

- a. **Commander:** assigned to a commissioned officer on G-series orders who leads the Comptroller Squadron
- b. **Director of Operations:** assigned to a commissioned officer serving as the Director of Operations in a Squadron
- c. **Comptroller:** assigned to a commissioned officer who is the senior FM member in an organization, who is neither the Commander nor a Director of Operations
- d. **Flt/CC, Financial Analysis:** assigned to a commissioned officer who leads the Financial Analysis Flight
- e. **Flt/CC, Financial Operations:** assigned to a commissioned officer who leads a base-level Financial Operations Flight
- f. **Dep Flt/CC, Financial Analysis:** assigned to a commissioned officer who is in a base-level Financial Analysis Flight not filling a Flight Commander role
- g. **Dep Flt/CC, Financial Operations:** assigned to a commissioned officer who is the deputy lead for a base-level Financial Operations Flight

- h. **Budget Analyst:** assigned to a commissioned officer who works in a base-level Financial Analysis Flight or in a Business-Financial Management coded acquisition position, but is not in a lead role
- i. **Financial Operations Analyst:** assigned to a commissioned officer whose primary duties focus on financial operations at a staff level (AFIMSC, MAJCOM, SAF/FMF, etc.)
- j. **Cost Analyst:** assigned to a commissioned officer who works in a Business-Cost Estimating coded acquisition position
- k. **Chief, Budget Analysis:** assigned to a commissioned officer in a Business-Financial Management coded acquisition position who supervises others
- l. **Chief, Cost Analysis:** assigned to a commissioned officer in a Business-Cost Estimating coded acquisition position who supervises others
- m. **Dep Chief, Budget Analysis:** assigned to a commissioned officer in a Business-Financial Management coded acquisition position who leads others, but is not a supervisor
- n. **Dep Chief, Cost Analysis:** assigned to a commissioned officer in a Business-Cost Estimating coded acquisition position who leads others, but is not a supervisor
- o. **Chief Financial Officer:** assigned to a commissioned officer in a FMAL position at an acquisitions center
- p. **Chief, Budget Operations Branch:** assigned to a commissioned officer serving in a MAJCOM FMAO position
- q. **[NAF/COCOM/MAJCOM/Staff] Budget Analyst:** assigned to a commissioned officer who is assigned to a 65F4 position above the Wing level
- r. **Executive Officer, [Org]:** assigned to a commissioned officer serving as an Executive Officer

b. The following are approved duty titles for Enlisted FM positions:

- e. **Superintendent:** assigned to the senior enlisted leader of a squadron. Only SNCOs will hold this duty title. Duty title should not reference CPTS or WSA
- f. **Flight Chief, Financial Analysis:** assigned to an NCO or SNCO who is the enlisted leader of the Financial Analysis Flight
- g. **Flight Chief, Financial Operations:** assigned to an NCO or SNCO who is the senior enlisted leader of the Financial Operations Flight
- h. **NCOIC, Financial Analysis:** assigned to an NCO or SNCO in charge of Financial Analysis Flight
- i. **NCOIC, Financial Operations:** assigned to an NCO or SNCO in charge of Financial Operations Flight
- j. **Financial Analysis Supervisor:** Assigned to a SrA, NCO or SNCO who is a first-line supervisor in the financial analysis flight. To be assigned this duty title, SrA must be an ALS graduate and supervise the work of others. This duty title is assigned to SNCOs who are not an NCOIC or Flight Chief
- k. **Financial Operations Supervisor:** Assigned to a SrA, NCO or SNCO who is a first-line supervisor in the financial operations flight. To be assigned this duty

title, SrA must be an ALS graduate and supervise the work of others. This duty title is assigned to SNCOs who are not an NCOIC or Flight Chief

l. **Financial Analyst:** assigned to an enlisted Airman possessing a 7 level skill performing financial analysis or in a Business-Finance coded acquisition position, but is not a supervisor

m. **Financial Analysis Technician:** Assigned to a junior enlisted Airman possessing a 3 or 5 skill level assigned to the Financial Analysis Flight

n. **Financial Operations Technician:** Assigned to a junior enlisted Airmen possessing a 3 or 5 skill level assigned to the Financial Operations Flight

o. **NCOIC, Quality Assurance:** Assigned to NCO or SNCO leading the Quality Assurance program. Manager can be added to duty title if working at a NAF, MAJCOM, FOA, DRU or Air Staff

p. **Resource Advisor:** assigned to member performing duties as a resource advisor in a squadron or group. Group designation is not required

3. For questions regarding officer duty titles, contact the Officer Assignment Team at DSN 665-3976/3977; for enlisted duty titles, please contact the FM Enlisted CFM at DSN 224-5429.



Richard K. Hartley

Principal Deputy Assistant Secretary
(Financial Management and Comptroller)