MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #37-1, Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC)

1. Purpose: To provide the composition and function of a WPBAC and a PBAC for the United States Army Garrison (USAG), Presidio of Monterey (POM).

2. Applicability: This policy applies to all USAG POM personnel responsible for program budget prioritization and execution. This policy supersedes previous versions.

3. Proponent: The Resource Management Officer is the proponent for this policy.

4. Policy. It is imperative to provide sound stewardship of the scarce resources available to accomplish the Garrison mission. The PBAC process provides coordination and prioritization of financial resources to ensure efficient use of Command resources. The WPBAC develops and coordinates topics of command interest to be presented to the formal PBAC for decision. The actions of the PBAC will reflect the collaborative effort of management officials. Committee members are responsible to assure that their area of responsibility is afforded full and proper consideration during discussions, however, the interest of a single member or program will be subordinate to the best interest of the overall mission in the voting process.

4. Organization:

   a. Membership of the WPBAC. The WPBAC will be composed as follows:

   **Voting Members:**

   Deputy to the Garrison Commander  
   Resource Management Officer  
   Director of Emergency Services  
   Director of Family & Morale, Welfare & Recreation  
   Director of Human Resources  
   Director of Public Works  
   Director of Plans, Training, Mobilization and Security

   **Chairperson**  
   **Vice Chairperson**
Representatives From:

Budget Officer
Garrison Command Sergeant Major
Staff Judge Advocate
Religious Services Officer
Staff Action Control Officer
Safety Manager
Internal Review Officer
Equal Employment Opportunity Officer
Public Affairs Officer
Deputy Chief of Staff for Resource Management (DCSRM),
Defense Language Institute, Foreign Language Center (DLIFLC) Representative
Logistics Readiness Center Representative
Director of Plans, Analysis and Integration Office
Division Chief, Environmental and Natural Resources

Executive Secretary & Resource Advisor

b. Membership of the PBAC. The PBAC will be composed as follows:

Voting Members:

Garrison Commander
Deputy to the Garrison Commander
Resource Management Officer

Chairperson
Vice Chairperson
Executive Secretary & Resource Advisor

Director of Emergency Services
Director of Plans, Analysis and Integration Office
Director of Public Works
Director of Human Resources
Director of Family & Morale, Welfare & Recreation
Director of Plans, Training, Mobilization and Security
Garrison Safety Manager
Staff Judge Advocate

Member
Member
Member
Member
Member
Member
Member
Member

Garrison Command Sergeant Major
Chief of Staff, DLIFLC
Director of Logistics, Logistics Readiness Center

Command Advisor
Mission Advisor
Tenant Advisor

5. The WPBAC and PBAC will function to assure the most effective distribution and utilization of resources available to this Command by:
IMPM-ZA
SUBJECT: Command Policy Memorandum #37-1, Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC)

a. Recommending resource allocations aligned with Department of Defense, Army, Installation Management Command, DLIFLC and Common Level of Support priorities in accordance with current program and funding guidance.

b. Reviewing and recommending adjustments to the Command Operating Budget (COB) to include the basic document, execution reviews, fund and manpower distribution, and operating schedules. The Garrison Commander will approve the COB and any changes.

c. Reviewing results of operations on a periodic basis and, as appropriate, recommending revisions to current programs to maintain balance in operations and to ensure accomplishment of priority missions within available resources.

d. Performing other actions as are appropriate to discharge the responsibilities of the committee.

6. The WPBAC and PBAC will meet quarterly or as required: Meetings will be held at such times and places as the Chairperson or Vice Chairperson may direct. The WPBAC will normally meet two weeks prior to the PBAC and will review or propose agenda items to be taken up by the PBAC. Prior to the WPBAC, the staffs of the Garrison and other stakeholders will meet separately to discuss budget execution and priorities for their unfinanced requirements.

7. Unfinanced requirements will be routed through the chain of command and prioritized at the Directorate or comparable level. Prior to the WPBAC, the Garrison staff will coordinate:

a. Requirements for computers, Automated Data Processing (ADP) items and other ADP related support through the Garrison Information Technology Officer (ITO).

b. Requests for audio visual equipment and support through the Directorate of Plans, Training, Mobilization and Security (DPTMS).

c. Requests for facilities work (renovations, building upgrades, maintenance and repair, etc.) through the Directorate of Public Works (DPW). If the request is a safety issue, it is also staffed through the Garrison Safety Manager.

d. All other unfinanced requirements through the Budget Officer reflecting the relative priority of the originator’s functional area.
IMPM-ZA
SUBJECT: Command Policy Memorandum #37-1, Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC)

e. Unfinanced requirements that do not either get funded or cancelled will be carried over to the next WPBAC/PBAC cycle, unless withdrawn by the submitting activity.

8. Administration. The Resource Management Office (RMO) will provide read ahead packages prior to the scheduled WPBAC and PBAC meetings. RMO will publish the WPBAC/PBAC results, which will constitute written authority to execute the approved resource changes.

9. Attendance is mandatory at all meetings for WPBAC/PBAC members. Members may request that other personnel attend specific meetings in an advisory capacity to provide amplification of areas needing detailed technical or specialized clarification. Substitutes will be seated as voting WPBAC/PBAC members only in cases of absences approved by the Chairperson.

[Signature]
LAWRENCE T. BROWN
COL, MI
Commanding

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