



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

AUG 27 2020

IMPM-RM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 8, Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC)

1. References:

- a. DoD 7000.14R, DoD Financial Management Regulation
- b. AR 1-1 Planning, Programming, Budgeting, and Execution System

2. Purpose: To provide the composition and function of a Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC) for the United States Army Garrison (USAG), Presidio of Monterey (POM).

3. Applicability: This policy applies to all USAG POM personnel responsible for program budget prioritization and execution. This policy replaces the previous policy signed 19 October 2018.

4. Proponent: The Resource Management Officer at 831-242-5103 is the proponent for this policy.

5. 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 that are 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 for ensuring 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.

6. Organization:

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

Voting Members:

Deputy to the Garrison Commander

Chairperson

IMPM-RM

SUBJECT: Command Policy # 8, Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC)

Resource Management Officer	Vice Chairperson
Director of Emergency Services	Member
Director of Family & Morale, Welfare & Recreation	Member
Director of Human Resources	Member
Director of Plans, Analysis and Integration Office	Member
Director of Plans, Training, Mobilization and Security	Member
Director of Public Works	Member

Representatives From:

Budget Officer	Executive Secretary & Resource Advisor
Garrison Command Sergeant Major	Command Advisor
Staff Judge Advocate	Member
Garrison Chaplain	Member
Staff Action Control Officer	Member
Safety and Occupational Health Manager	Member
Chief of Internal Review and Audit Compliance Office	Member
Equal Employment Opportunity Officer	Member
Public Affairs Officer	Member
Deputy Chief of Staff for Resource Management (DCSRM),	Mission Advisor
Defense Language Institute, Foreign Language Center (DLIFLC)	Representative
Logistics Readiness Center Representative	Tenant Advisor
Chief of Plans, Analysis and Integration Office	Member
Division Chief, Environmental and Natural Resources	Member

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

Voting Members:

Garrison Commander	Chairperson
Deputy to the Garrison Commander	Vice Chairperson
Resource Management Officer	Executive Secretary & Resource Advisor
Director of Emergency Services	Member
Director of Plans, Analysis and Integration Office	Member
Director of Public Works	Member
Director of Human Resources	Member
Director of Family & Morale, Welfare & Recreation	Member
Director of Plans, Training, Mobilization and Security	Member
Safety and Occupational Health Manager	Member
Staff Judge Advocate	Member
Garrison Command Sergeant Major	Command Advisor
Chief of Staff, DLIFLC	Mission Advisor

IMPM-RM

SUBJECT: Command Policy # 8, Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC)

Director of Logistics, Logistics Readiness Center
Information Management Officer

Tenant Advisor
Command Advisor

7. The WPBAC and PBAC will function to assure the most effective distribution and utilization of resources available to this Command by:

a. Recommending resource allocations aligned with Department of Defense, Army, Installation Management Command, DLIFLC, other USAG POM tenants 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.

8. 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.

9. 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 Management Officer (IMO).

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 office.

IMPM-RM

SUBJECT: Command Policy # 8, Working Program Budget Advisory Committee (WPBAC) and Program Budget Advisory Committee (PBAC)

d. All other unfinanced requirements through the Budget Officer reflecting the relative priority of the originator's functional area.

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.

10. 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.

11. 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.



VARMAN S. CHHOEUNG
COL, SF
Commanding

DISTRIBUTION:

G