



REPLY TO  
ATTENTION OF

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

IMPM-ZA

MAY 27 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #27, 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.
3. Proponent: The Resource Management Officer is the proponent for this policy. This policy supersedes previous versions.
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

Chairperson  
Vice Chairperson

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

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**Representatives From:**

Budget Officer

Executive Secretary &  
Resource Advisor

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

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

**Voting Members:**

Garrison Commander

Deputy Garrison Commander

Resource Management Officer

Chairperson

Vice Chairperson

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

Garrison Safety Manager

Member

Staff Judge Advocate

Member

Garrison Command Sergeant Major

Command Advisor

Chief of Staff, DLIFLC

Mission Advisor

Director of Logistics, Logistics Readiness Center

Tenant Advisor

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

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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.

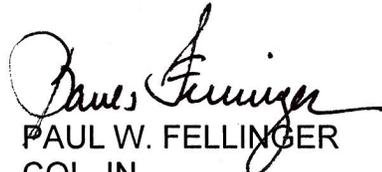
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e. Unfinanced requirements that do not either get funded or cancelled will be carried over to the next WPBAC/PBAC cycle, unless withdrawn by the submitting activity.

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.

  
PAUL W. FELLINGER  
COL, IN  
Commanding

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