



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum #33, Program Budget Advisory Committee

1. Reference DFAS-IN-37-1, Finance and Accounting Policy Implementation.
2. This memorandum establishes command policy defining the composition, mission, and operating procedures for the USAG Baden-Wuerttemberg Program Budget Advisory Committee (PBAC).
3. Procedures: The PBAC is a USAG Baden-Wuerttemberg staff committee which reviews and makes recommendations on issues related to Planning, Programming, Budget and Execution System (PBBES).
 - a. The Director, Resource Management Office (RMO) serves as the Financial Management Advisor to the Commander and USAG Baden-Wuerttemberg staff elements.
 - b. The RMO will coordinate the USAG Baden-Wuerttemberg PBAC agenda, develop read-ahead packages depicting current status of funds by indirect reporting Garrison and Program Director (PD), and will provide minutes of the PBAC meetings to PBAC members. RMO will present program execution inconsistencies and recommend courses of action to the USAG Baden-Wuerttemberg PBAC.
 - c. Designated staff members are assigned program budget responsibilities.
4. PBAC membership consists of the following: DPW; DES; DFMWR; RSO; DPTMS, DOL and RMO.
5. The Deputy Garrison Commander (DCG) will chair PBAC meetings.
 - a. The designated staff members will consolidate impacts and trade-offs for the indirect reporting Garrisons and USAG Baden-Wuerttemberg. They will present a command position on issues related to assigned programs.

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b. Members will appoint alternates to act in their absence. They will have full authority to participate in the decision process.

c. Representatives from all USAG Baden-Wuerttemberg level activities are encouraged to attend PBAC meetings to justify unusual or critical requirements.

d. The Chief, RMO Budget Division, or designated representative is responsible for recording PBAC meetings.

6. Responsibilities: The PBAC will:

a. Hold meetings as necessary, at the request of members or at the direction of the Commander. Meetings will normally be scheduled at least quarterly.

b. Interpret and modify planning, programming, budgeting and manpower guidance.

c. Develop a coordinated USAG Baden-Wuerttemberg staff position on major resource issues; recommend action, alternatives and trade-offs to the chair.

d. Review and provide recommendations during development of the USAG Baden-Wuerttemberg Command Budget, Obligation Plans, Integrated Priority Lists, and related resource management documents.

e. Review status of Budget Execution for deviations from the USAG Baden-Wuerttemberg budget and obligation plan, and recommend program adjustments and reallocation of resources.

f. Present, defend and prioritize unresourced requirements, which will be submitted to RMO prior to PBAC in the format required at that time.

g. Submit PBAC minutes, recommendations, and prioritized URR's to the USAG Baden-Wuerttemberg Commander for approval. The USAG Baden-Wuerttemberg Commander will convene a select committee (SELCOM) with the indirect reporting Garrison Commanders to finalize and approve the USAG Baden-Wuerttemberg PBAC's recommendations. USAG Baden-Wuerttemberg staff members, whose programs are materially affected by the USAG Baden-Wuerttemberg PBAC recommendations, may be invited to advise the Commander or the SELCOM in the approval process.

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7. The proponent for this memorandum is the USAG Baden-Wuerttemberg RMO, DSN 373-1410.



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