

Summary of Changes

USMEPCOM Regulation 37-15, 22 February 2006
Financial Administration
Program Budget Advisory Committee (PBAC)

This revision has administrative changes. Specifically, this revision—

- Updates office symbols (throughout).
- Updates primary members of Senior PBAC for HQ USMEPCOM (par. 4a(2)(a)).
- Deletes all references to interim message changes (IMC).

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
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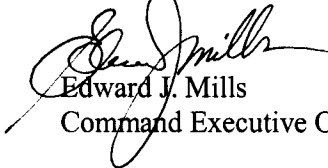
USMEPCOM Regulation
No. 37-15

22 February 2006

Effective: 22 February 2006
Financial Administration
PROGRAM BUDGET ADVISORY COMMITTEE (PBAC)

FOR THE COMMANDER:

OFFICIAL:


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DISTRIBUTION:

B (Electronic only publication)

Summary. This regulation prescribes policy for the Program Budget Advisory Committee (PBAC) in the United States Military Entrance Processing Command (USMEPCOM). This regulation also defines the membership and responsibilities of the PBAC.

Applicability. This regulation applies to staff elements of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), and sector headquarters.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: J-8/MRM-B, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management controls process. This regulation is not subject to the management controls provision of Army Regulation 11-2.

*This regulation supersedes USMEPCOM Regulation 37-15, 30 July 2001.

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Glossary

1. Purpose

This regulation prescribes policy for the Program Budget Advisory Committee (PBAC) in the United States Military Entrance Processing Command (USMEPCOM). The PBAC is a formal committee that reviews the budget and makes the financial decisions affecting USMEPCOM operations. This regulation also defines the membership and responsibilities of the PBAC.

2. Explanation of terms

Abbreviations used in this regulation are explained in the glossary.

3. Responsibilities

a. Commander, USMEPCOM. The Commander, USMEPCOM, will be the Chairperson and the approving authority for the Senior PBAC funding recommendations.

b. Deputy Commander/Chief of Staff, USMEPCOM. The Deputy Commander/Chief of Staff will be the Chairperson of the Working PBAC (WPBAC) and will chair the Senior PBAC in the Commander's absence.

c. Director, J-8/Resource Management, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM). The Director, Resource Management, is the Executive Secretary of the PBAC and will have staff responsibility for PBAC activities. The Director will—

(1) Ensure agenda items for the PBAC are prepared and coordinated before a meeting and that a complete record of the meeting is prepared.

(2) Be the Chairperson of the WPBAC when delegated this duty by the Deputy Commander/Chief of Staff.

d. Sector commanders and designated HQ USMEPCOM directors and special staff officers.

(1) Sector commanders and HQ USMEPCOM designated directors and special staff officers will serve as Senior PBAC members (see par. 4a(2)).

(2) Each PBAC member will designate an individual to serve as a member of the WPBAC.

4. PBAC purpose and membership

a. Senior PBAC.

(1) **Purpose.** The Senior PBAC serves in an advisory capacity to the Commander, USMEPCOM, on the planning, programming, budgeting, and execution of resources including establishing restraints and controls to ensure the most effective use of resources.

(2) Senior PBAC members.

(a) Primary members are:

Commander, USMEPCOM (Chairperson)
Commander, Eastern Sector, USMEPCOM
Commander, Western Sector, USMEPCOM
HQ USMEPCOM:
Director, J-1/MHR
Director, J-3/MOP
Director, J-4/MFA
Director, J-5/MAE
Director, J-6/MIT
Director, J-7/MMD
Director, J-8/MRM
Equal Employment Opportunity Officer
Headquarters Company Commander
Inspector General
Public Affairs Officer
Staff Judge Advocate

(b) Other members at HQ USMEPCOM, as designated by any PBAC member, will attend meetings in an advisory capacity.

b. WPBAC.

(1) **Purpose.** The WPBAC assists the PBAC in performing its functions by reviewing PBAC information, prioritizing Command unfinanced requirements, and making recommendations to the Senior PBAC on how funding should be applied. The Chairperson will ensure that items requiring PBAC consideration are presented and that recommendations are provided to the Senior PBAC.

(2) **WPBAC members.** WPBAC members are designated by Senior PBAC members.

5. PBAC procedures

a. Senior PBAC meetings. The Senior PBAC will meet at the call of the Chairperson. The Executive Secretary will present the recommendations of the WPBAC.

(1) The Executive Secretary or the designated representative will make the presentations at the meetings. The presentations will be the WPBAC recommendation briefing packages.

(2) Members and other concerned individuals will provide additional information when needed and participate in discussions.

Note: Other concerned individuals from HQ USMEPCOM may be asked to attend the PBAC meetings for their subject-matter expertise.

(3) The Executive Secretary or the designated representative will take minutes of the meetings and distribute the minutes to the Senior PBAC members.

b. WPBAC. Senior PBAC meetings will be preceded by WPBAC meetings. The Executive Secretary or the designated representative will make presentations at the WPBAC meetings. Members and other concerned individuals will provide additional information when needed and participate in discussions. The Executive Secretary or the designated representative will take minutes of the meeting and distribute the minutes to Senior PBAC and WPBAC members.

Glossary

DA

Department of the Army

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

PBAC

Program Budget Advisory Committee

USMEPCOM

United States Military Entrance Processing Command

WPBAC

Working Program Budget Advisory Committee