

HEADQUARTERS **Error! Bookmark not defined.**
UNITED STATES EUROPEAN COMMAND
APO 09128-4209

STAFF MEMORANDUM
NUMBER 50-2

19 May 96

COMPTROLLER

Program Budget Advisory Committee (PBAC)

1. **Summary.** This memorandum establishes the HQ USEUCOM Working and Executive Program Budget Advisory Committee (PBAC), assigns responsibilities, and prescribes procedures for the operations of the PBAC.

2. **Applicability.** The guidance contained in this memorandum applies to all HQ USEUCOM directorates and staff offices, for funds received by HQ, USEUCOM from HQDA in the Operation and Maintenance, Army appropriation.

3. **Internal Control Systems.** This Staff Memorandum contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.

4. **Suggested Improvements.** The proponent for this memorandum is HQ USEUCOM Comptroller, ECCM-B. Recommendations for changes should be sent to ECCM-B.

5. **References.** AR 1-1, Planning, Programming, Budgeting, and Execution System.

6. **Explanation of Terms.**

a. Working PBAC. Consists of members from each directorate/staff office. Committee membership is contained in Appendix A. Directorate/staff office advocacy for field activity financial management issues is contained in Appendix B.

b. Executive PBAC. Consists of the Chief of Staff and the HQ USEUCOM Office Directors.

7. **Responsibilities.**

a. The Chief of Staff will:

(1) Chair the Executive PBAC.

(2) Call the Executive PBAC into session as required, but not less than twice annually.

(3) Approve, or refer to DCINC for approval, Executive PBAC recommendations.

This Directive supersedes SM 50-2, dated 15 Jan 88

b. Directors/Staff Office Chiefs will:

(1) Appoint a principal and alternate representative to the working PBAC and provide names/telephone numbers of these individuals to ECCM-B. Working PBAC members should be in the rank of LTC or civilian equivalent or higher. They will be the sole points of contact for all PBAC issues within their organizations.

(2) Provide staff expertise, as necessary, to assist the Working PBAC in developing its recommendations.

(3) Office directors listed on Appendix A, A-1, as voting members, will serve as member of the Executive PBAC.

c. The Comptroller, USEUCOM, will:

(1) Chair the Working PBAC.

(2) Provide financial management guidance as required.

(3) Collect and consolidate documentation to be presented to the Working PBAC.

(4) Provide Working PBAC members with an agenda and supporting documentation in advance of each meeting.

(5) Record results of Working PBAC meetings.

(6) Present issues/dissenting views to the Executive PBAC for final resolution/approval.

d. The Executive PBAC will:

(1) Meet at the call of the Chief of Staff.

(2) Consider the recommendations of the Working PBAC.

(3) Approve the recommendations of the Working PBAC or develop other courses of action.

(4) Resolve issues raised by the Working PBAC.

(5) Refer to the DCINC those recommendations which require command approval. (Example, recommendations resulting in civilian reduction in force, RIF).

e. Working PBAC members will:

(1) Receive program guidance and coordinate, within their directorates/staff offices, the review of Management Decision Packages (MDEP) for inclusion in the USEUCOM Program Objective Memorandum (POM). Assist the Comptroller in the formulation of the POM.

(2) Receive budget guidance and coordinate, within their directorates/staff offices, the development of requirements for inclusion in

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the USEUCOM Command Budget Estimate (CBE). Assist the Comptroller in the formulation of the CBE.

(3) Develop and prioritize a list of unfinanced requirements for current year, budget and program years.

(4) Approve the Annual Funding Program (AFP) for each directorate, staff office, and field activity.

(5) Monitor budget execution throughout the year and recommend redistribution of funds when appropriate.

(6) Assist the Comptroller in executing an orderly closeout of the fiscal year.

(7) Meet at the call of the Chairperson, Working PBAC.

(8) Accomplish necessary research/review prior to the PBAC meetings.

(9) Obtain Director/Office Chief positions on actions to be addressed at Working PBAC meetings.

(10) Accomplish other HQ USEUCOM program and budget formulation and execution functions, as required by the Comptroller.

8. Policies.

a. The provisions of this memorandum apply to USEUCOM activities which receive their funding through USEUCOM.

b. The provisions of this memorandum do not apply to available funds under the National Foreign Intelligence Program. NFIP may be displayed during PBAC considerations as part of the overall resources available to the command.

c. The Comptroller shall have the authority to fund current year unprogrammed requirements up to \$25,000 each from a general fund which will not exceed two percent of the Headquarters' annual funding program.

9. Procedures.

a. Programming. The Working PBAC will:

(1) Review all HQ USEUCOM POM input submitted to the Comptroller by the staff.

(2) Prioritize appropriate POM input for inclusion in the HQ USEUCOM POM submission.

(3) Coordinate on Comptroller decision package for the HQ USEUCOM POM before it is forwarded to the Command Group.

b. Budgeting. The Working PBAC will:

(1) Review and prioritize unfinanced OMA requirements submitted by the headquarters staff and field activities.

(2) Coordinate on Comptroller decision packages going to the Command Group.

c. Execution. The Working PBAC will:

(1) Review the current year headquarters and field activities operating budget execution and make recommendations for reprogramming funds where appropriate.

(2) Review and recommend for funding from available resources those unprogrammed current year requirements which have not been previously subjected to the program/budget process.

FOR THE COMMANDER IN CHIEF

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

Appendixes

- A - Table of Working PBAC Membership
- B - Table of Field Activity Advocacy

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Appendix A

Table of Working PBAC Membership

A-1. Voting

- (1) ECJ1
- (2) ECJ2
- (3) ECJ3
- (4) ECJ4 (Also represents ODCs/DCAs/ULCCs)
- (5) ECJ5 (Also represents ECMC)
- (6) ECJ6
- (7) ECCS (Also represents Special Staff Offices designated below)
- (8) ECCM (Votes only in event of a tie)

A-2. Special Staff Offices represented by ECCS

- (1) ECIG
- (2) ECPA
- (3) ECLA
- (4) ECPLAD
- (5) ECJS
- (6) ECCS-AS
- (7) ECDC
- (8) ECDC-PSD
- (9) ECMD
- (10) ECCH
- (11) ECSM
- (12) ECCS-P
- (13) ECRA

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Appendix B

Table of Field Activity Advocacy

<u>Field Activity</u>	<u>Staff Office</u>
SADEM	ECJ1
CR, NWR, SR Joint Operational Intelligence Cell	ECJ2
Joint Analysis Center (JAC)	ECJ2
Survey Section, SHAPE	ECJ2
LOCE Correlation Center, Molesworth	ECJ2
Morocco-U.S. Exercises	ECJ3
NATO School Support	ECJ3
Airborne Command Post	ECJ3
Defense Cooperation in Armaments (DCA)	ECJ4
USEUCOM Logistics Coordination Cells (ULCC)	ECJ4
Flying Hours Program (Non-SA)	ECJ4
LNO to Pentagon	ECCS
LNO to U.S. Mission to NATO	ECCS
Joint Medical Regulating Office	ECMD
Stars and Stripes	ECPA
USSSO - Rome	ECLA