

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17<sup>th</sup> Street  
Omaha, Nebraska 68102-4978

DM 37-1-11

CENWO-RM-B

Memorandum  
No. 37-1-11

1 March 2000

Financial Administration  
Program Budget Advisory Committee (PBAC)

1. Purpose. This memorandum provides guidance and establishes procedures for a PBAC in the Omaha District.
2. Applicability. This memorandum is applicable to all elements of the Omaha District.
3. References.
  - a. ER 37-1-24, Operating Budgets
  - b. EP 37-1-3, Budget Officer's Handbook
  - c. DM 37-1-9, Operating Budget Procedures
  - d. DM 37-1-10, Financial Management Responsibilities
4. General. The purpose of the PBAC is to establish resource policy; develop planning, programming, and resource guidance; review recommendations from the staff; and make recommendations to the District Commander on resource matters. Members will focus on the District's welfare, not the interests of their own functional elements. The PBAC functions are to:
  - a. Review operating budget execution, trends and projections. Primary advisor: RM.
  - b. Recommend budget guidance and "targets" (ceilings, floors) for annual and mid-year budget preparation. Primary advisors: PPPM, RM.
  - c. Recommend workload allocation (i.e. whether work is to be performed by our district, performed by/with other districts, or contracted to the private sector) in line with workload/income projections, requirements for contracting and for small and disadvantaged business sector development. Primary advisors: PPPM, RM, CT, SADBUI.
  - d. Assure manpower requirements identification; recommend distribution of manpower resources, including Full Time Equivalent (FTE) and high grade authorizations. Primary advisors: PPPM, RM, CPAC.

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This memorandum supercedes DM 37-1-11, dated 15 June 1991.

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e. When necessary, recommend Reduction in Force (RIF) to assure balance between workload and in-house capability. Primary advisors: PPPM, CPAC, RM.

f. Recommend policy for employee development, to include training, incentives and awards. Primary advisor: CPAC

5. Members. The composition of the PBAC will consist of: Deputy Commanders, chiefs of technical divisions, the chiefs of Counsel, Contracting, Information Management, and Resource Management, and the Administrative Officer. The PBAC will be chaired by the Deputy District Engineer. The Chief, CPAC is a nonvoting advisory member.

6. Responsibilities: The PBAC will participate in the resource process to provide staff input and to facilitate the allocation, monitoring, and redistribution of resources during the planning, programming, budgeting, and execution cycle.

a. Each regular member of the committee will appoint an assistant to act as an alternate with full authority to participate in the decision process. Each member may bring an advisor(s) to provide technical assistance. Advisors cannot vote on committee actions.

b. The Resource Management Officer is responsible for coordination of the agenda, scheduling of meetings, distribution of "read-ahead" packages, and preparation of minutes to record guidance and decisions. Copies of minutes, once approved by the Chairperson, will be provided to the District Commander, committee members, and the PBAC Chairperson.

c. Committee Meetings. The PBAC will meet at the call of the Chairperson. Any regular committee member may request that a meeting be convened. A quorum must be present at each meeting in order to transact business. A quorum is defined as two-thirds of the membership.

FOR THE COMMANDER:

BRYAN S. VULCAN  
LTC, EN  
Deputy Commander

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<http://w3.nwo.usace.army.mil/html/im-c/rcrdsmgt/pdf/m37-1-11.pdf>