

DEPARTMENT OF THE ARMY
Academy of Health Sciences, United States Army
Fort Sam Houston, Texas 78234-6100

Memorandum
No. 15-19

20 July 1990

Boards, Commissions, and Committees
PROGRAM BUDGET ADVISORY COMMITTEE

1. PURPOSE. This memorandum establishes the Academy of Health Sciences, U.S. Army (AHS), Program Budget Advisory Committee (PBAC). This committee will advise and assist the Commandant in the formulation, evaluation, and execution of operating programs, budgets, apportionment of funds, and establishment of policies.

a. The PBAC is responsible to the Commandant for review, coordination of, and recommendations relative to:

(1) All funding programs for all appropriations of the AHS

(2) Program and Budget Guidance from higher headquarters with specific attention to major changes in missions, target objectives, policies priorities, and resource levels.

(3) Program restrictions, end strengths, dollar control figures, and increment levels to be used as staff guidance for operating program and budget development.

b. A Working PBAC (WPBAC) will be conducted prior to the PBAC, as required. The WPBAC is normally chaired by the Chief, Resource Management Division. Each WPBAC member will be responsible for representing and coordinating positions with their PBAC official, keeping them advised of all WPBAC actions and preparing them for all matters to be presented to the PBAC. Additionally, PBACs will ordinarily be preceded by a read ahead sent to members as early as possible. The read ahead will contain an agenda, purpose statement, analysis, and recommendations. Members or their staff may coordinate with the RMD Budget Officer or the Chief, Logistics Division, as appropriate, who will be focal point of facilitating staff coordination prior to the PBAC. Unresolved or disputed issues as a result of this coordination involving the purpose, agenda, or analysis portions of the read ahead can be mediated by the Chief, RMD; the Chief, LOG Division; or SGS. Disputes concerning recommendations, however, will be resolved only in the PBAC when full membership and all-encompassing analysis can be used to influence the decision-making process.

c. Capital Expense Equipment (CEEP), Minor Construction, Military Construction Army, and Medical Care Support Equipment (MEDCASE) PBACs are held by the Director of Support without consideration of exact funding available to prioritize those acquisitions.

2. MEMBERSHIP

a. Program Budget Advisory Committee. The membership of this committee consists of the following:

Assistant Commandant, AHS (Chairperson).

Deputy Assistant Commandant for Force Modernization (Member).

(3) Deputy Assistant Commandant for Training/Clinical Affairs (Member).

Dean, Medical Field Service School (Member).

Director of Combat Developments (Member).

Director of Training and Doctrine (Member)

Director of Support (Member

President, U.S. Army Medical Department Board (Member)

(9) Commander, Academy Brigade (Member).

Chief, Resource Management Division (Member

Director of Evaluation and Standardization (Member).

Chief, Information Management Division (Member).

AMEDD Regiment Representative (nonvoting Member)

Commandant, AMEDD NCO Academy (Member

(15) Chief, Logistics Division, DOS (Recorder, nonvoting for Logistics PBACs).

(16) Chief, Budget Branch Resource Management Division (Recorder nonvoting for nonlogistics PBACs).

b. The chairperson invites other representatives, as considered appropriate, to sit without a vote in a liaison and advisory capacity

c. One alternate is designated by each member to serve in the event of the member's absence.

d. When circumstances warrant, the chairperson may invite the Deans of U.S Army School of Aviation Medicine (USASAM) and U.S. Medical Equipment and Optical School (USAMEOS) to attend or send a representative to PBAC meetings

3. OFFICE OF RECORD

a. MEDCASE, CEEP, Military Construction Army, and Minor Construction: Director of Support.

b. All others: Chief, Resource Management Division.

4 DOCUMENTATION

a. Summary minutes or working papers of the WPBAC will be prepared and copies provided to members of the PBAC to enable them to prepare for PBAC meetings and to provide recommendations to the Commandant.

b. Formalized but concise minutes will be prepared covering the subjects, significant considerations, and determinations made by the PBAC; pertinent data, schedules, and analyses used by the PBAC should be enclosed with the minutes. The minutes will normally be prepared by the recorder and staffed with other PBAC members to ensure accuracy. The minutes will be signed by the chairperson for presentation to the Commandant with specific recommendations for his approval and signature. Copies of approved PBAC minutes will be provided to all members of the PBAC and WPBAC to ensure all involved personnel are informed of approved actions.

5. SCHEDULE OF MEETINGS. A PBAC will meet at the call of the chairperson. Each member immediately notifies the chairperson upon receipt of information which, in his opinion, warrants consideration by the committee or subcommittee.

6. AUTHORITY FOR ESTABLISHMENT. Para 5, HSC Reg 15-5.

AHS Memo 15-19

(HSHA-ZRM)

FOR THE COMMANDANT:

OFFICIAL:



DOREEN K. NELSON
CPT, MS
Adjutant General

DAVID C. JACKSON
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