

## Civil Works Program and Budget Process-Section 1-Civil Works Program and Budget Cycle - President's Budget and OMB Submission

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### Scope

This process provides guidance for development and submission of the budget for the U.S. Army Corps of Engineers, Civil Works program.

- Saving a budget type in P3e will automatically trigger the P3e-Oracle Projects interface to pass “President’s Budget” budget-type to Oracle Projects. P2 will notify the Program Analyst that the “President’s Budget” budget-type has been sent to Oracle Projects.
- Once PM does recommended plan, then project is fit into ceiling, and adjustments need to be made back to PM.

### Policy

*EC 11-2-18x*[<http://www.usace.army.mil/inet/usace-docs/eng-circulars/ec-cw.html>] (Note: The EC increases by one number each fiscal year. The EC includes a list of all applicable public laws, Executive orders, Army regulations, Engineer Regulations, Engineer Pamphlets, Engineer Manuals, and other policy guidance relevant to the budget year under development.)

[ER 11-2-201, Civil Works Activities – Funding, Work Allowances, and Reprogramming](#)

### Related ProcessesSystem References

*Activity Development*[[PROC1010](#)]

*CEMRS Home Page*[<http://www.usace.army.mil/inet/functions/rm/manpower/requirements/>]

*Civil Works O&M Automated Budget System (ABS) Home Page*[<http://www.cecer.army.mil/abs/default.asp>]

*Civil Works Program and Budget Process*[[PROC1022](#)]

*Civil Works Program and Budget Process-Section 2*[[PROC1028](#)]

*Civil Works Program and Budget Process-Section 3*[[PROC1029](#)]

*Civil Works Program And Budget Process-Section 4*[[PROC1030](#)]

*Civil Works Program and Budget Process-Section 5*[[PROC1031](#)]

*District Operating Budget*[[PROC1015](#)]

*Initiating a Project in P2*[[PROC1005](#)]

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## Responsibility

The Program Managers (PgMs) in HQUSACE, MSCs, and Districts are responsible for integrating and developing the Civil Works annual budget request, preparation of budget testimony, interfacing with Congressional committees, program/project management policy and guidance, and program management and performance.

The Project Manager (PM) is responsible for creating, updating and maintaining schedule/resource data consistent with guidance provided by HQUSACE.

The Program Analyst/Budget Analyst is responsible for creating appropriate budget types in P2, and preparing/updating PB-3's and PB-2a's [information needs](#) and District appropriation list per HQUSACE guidance.

The Project Review Board (PRB) is responsible for reviewing and verifying the appropriation list for accuracy and concurrence.

## Distribution

Budget Analyst (BA)\*

District Program Manager (PgM)\*

Headquarters (HQUSACE) Program Manager (PgM)\*

Major Subordinate Command (MSC) Program Manager (PgM)\*

Program Analyst (PA)\*

Project Manager (PM)\*

Project Review Board (PRB)\*

## Ownership

The ~~BP/P2 Program Office~~ [Configuration Management Board](#) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## Activity Preface

This process may be the first time a project is entered in P2 via *Initiating a Project in P2[PROC1005]*. This process runs concurrently with the PDT processes. The level of detail defined in *PMP/PgMP Content[REF1018]* will provide guidance for such items as activity/resource estimate development (refer to *Activity Development[PROC1010]*, *Resource Estimate Development[PROC1003]*.)

### Headquarters (HQUSACE) Program Manager (PgM)

1. Release Civil Works Direct Program, Program Development Guidance Fiscal Year 20XX.

### Major Subordinate Command (MSC) Program Manager (PgM)

2. Forward HQ guidance with supplemental implementation guidance to the District Program Management.

### District Program Manager (PgM)

3. Provide HQ/MSC guidance with supplemental implementation guidance to the Project Managers.

### Project Manager (PM)

**If project is registered in P2, goto task #4. Otherwise, Stop and Complete *Initiating a Project in P2[PROC1005]*.**

4. Make a copy of the current budget type of the project in P3e.
5. Update the copy consistent with MSC and HQ guidance and save as the “President’s Budget Request”.

- The ceiling (developed by OMB) is used to develop the President’s Budget
- At this time, a snapshot of data should be captured for manpower projections *Manpower Requirements [PROCXXXX]*.
- Only projects in the budget will require budgetary types.
- Refer to *Activity Development[PROC1010]* and *Resource Estimate Development[PROC1003]*.

### Program Analyst (PA), Budget Analyst (BA)

6. Create additional budget version in Oracle Projects for copied budget types of each project, as needed.

- This creates an initial set of budget versions of each project budget-type (President's Budget, Recommended, and Capability).
7. Verify PB-3's and PB-2A's in Oracle Projects (for projects with CG funding only).
    - PB-3 will be updated at least once a year.
    - Run report for PB-3's and PB-2a's
  8. Prepare ~~General Investigation (GI), Construction General (CG), Operations and Maintenance (O&M)~~Civil Works programs, in coordination with PM and PgM, for district verification.
  9. Verify project info for accuracy with previous budget guidance.
  10. Run report listing studies and projects for each appropriation.

### Project Review Board (PRB)

11. Review and verify list of studies and projects.

**If list is verified, goto task #12. Otherwise, goto task #4.**

### District Program Manager (PgM)

12. ~~Create~~Begin development of Online Justification Sheets
13. Notify MSC of ~~approved completion of District submission for~~ President's Budget, Recommended program, and Justification Sheets.

### Major Subordinate Command (MSC) Program Manager (PgM)

14. Analyze and verify Division rollup of program data.
15. ~~Notify HQ of a~~Approved District submissions for President's Budget, Recommended program.

**If program is approved, goto task #15.56. Otherwise goto task #2.**

**15.5 Notify HQ of completion of MSC submission for President's Budget, Recommended program.**

### Headquarters (HQUSACE) Program Manager (PgM)

16. Verify Corps-wide rollup of program data.
17. Lock Program data in Oracle Financial Analyzer.

18. Submit Program Memo to OMB through ASA(CW).

**End of activity.**

