

Civil Works Program and Budget Cycle - President's Budget and OMB Submission - PROC7020

Scope

This process provides guidance for budget allowance and Office of Management and Budget (OMB) submission of the budget for the U.S. Army Corps of Engineers Civil Works program. This encompasses interpretation of the budget guidance and creation of a President's budget type. Field preparation of supporting data to justify budget.

Policy

EC 11-2-18x, Army Programs - Corps of Engineers Civil Works Direct Program - Program Development Guidance [<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 5-1-11, U. S. Army Corps of Engineers Business Process
[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

ER 11-2-201, Civil Works Activities – Funding, Work Allowances, and Reprogramming
[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er11-2-201/entire.pdf>]

ER 11-2-220, Civil Works Activities – General Investigations Response: Accepted.

ER 11-2-240, Civil Works Activities – Construction, General] Response: Accepted.

Responsibility

The Program Manager (PgM) is responsible for

- Integrating and developing the Civil Works annual budget request
- Preparing budget testimony
- Interfacing with Congressional committees
- Preparing program/project management policy and guidance
- Monitoring 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.

System References

Activity/Schedule Development – PROC2030[PROC2030]

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 Cycle – PROC7000[PROC7000]

*Civil Works Program and Budget Cycle – Capability **Program Budget Response: Accepted.** Development –PROC7010[PROC7010]*

Civil Works Program and Budget Cycle – Submission of President's Budget to Congress – PROC7030[PROC7030]

Civil Works Program and Budget Cycle – Defense of President's Budget – PROC7040[PROC7040]

Civil Works Program and Budget Cycle - Continuing Resolution Authority and Allotment – PROC7050[PROC7050]

Initiating a Project in P2 – PROC1030[PROC1030]

Manpower Requirements – PROC6000[PROC6000]

Operating Budget – PROC6001[PROC6001]

PMP/PgMP Content – REF8005[REF8005]

Resource Estimate Development – PROC2040[PROC2040]

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 Configuration Manager 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 – PROC1030/PROC1030*. This process runs concurrently with the PDT processes. The level of detail defined in *PMP/PgMP Content – REF8005/REF8005* will provide guidance for such items as activity/resource estimate development (refer to *Activity/Schedule Development – PROC2030/PROC2030*) and *Resource Estimate Development – PROC2040/PROC2040*.)

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 – PROC1030/PROC1030*.

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; refer to *Manpower Requirements – PROC6000/PROC6000*.
 - Only projects in the budget will require budgetary types.
 - Refer to *Activity/Schedule Development – PROC2030/PROC2030* and *Resource Estimate Development – PROC2040/PROC2040*.

Program Analyst (PA), Budget Analyst (BA)

6. Create additional ~~budget version~~ **budget version (-funding levels)** in Oracle Projects for copied budget types of each project, as needed. **Response: See reworded master document.**

This creates an initial set of ~~budget versions~~ **funding levels** of each project budget-type (~~President's Budget Ceiling Level~~, Recommended, and Capability). **(These are funding levels presented and discussed with OMB to establish the President's Budget.)**
Response: Rejected. Prefer "President's Budget" since this will ultimately become the President's Budget version.



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 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. Begin development of Online Justification Sheets
13. Notify MSC of completion of District submission for ~~Ceiling Level President's Budget~~, **Response: Rejected. Prefer "President's Budget" since this will ultimately become the President's Budget version.** and Recommended program.

Major Subordinate Command (MSC) Program Manager (PgM)

14. Analyze and verify Division rollup of program data.
15. Approve District submissions for ~~President's Budget Ceiling Level~~, **Response: Rejected. Prefer "President's Budget" since this will ultimately become the President's Budget version.** Recommended program.

If program is approved, goto task #16. Otherwise goto task #2.

16. Notify HQ of completion of MSC submission for ~~President's Budget Ceiling Level~~, Recommended program. **Note: The President's Budget has not yet been developed at this time. Response: Rejected. Prefer "President's Budget" since this will ultimately become the President's Budget version.**

Headquarters (HQUSACE) Program Manager (PgM)

17. Verify USACE-wide rollup of program data.
18. Lock Program data in Oracle Financial Analyzer.
19. Submit Program Memo to OMB through ASA(CW).

End of activity.