

Army Military Construction Program and Budget - PROC7100

Scope

This process defines procedures for development of the Army Military Construction (MILCON) program and budget for projects funded with Military Construction Army (MCA), Army Family Housing (AFH), and Military Construction Army Reserves (MCAR) monies. Actors outside of USACE perform the majority of the process. There is, however, an increasing role by USACE in this process.

Policy

AR 1-1, Planning, Programming, Budgeting, and Execution System

[\[http://www.usapa.army.mil/pdffiles/r1_1.pdf\]](http://www.usapa.army.mil/pdffiles/r1_1.pdf)

AR 210-20, Master Planning for Army Installations

[\[http://www.usapa.army.mil/pdffiles/r210_20.pdf\]](http://www.usapa.army.mil/pdffiles/r210_20.pdf)

AR 415-15, Army Military Construction Program Development and Execution

[\[http://www.usapa.army.mil/pdffiles/r415_15.pdf\]](http://www.usapa.army.mil/pdffiles/r415_15.pdf)

ER 5-1-11, U. S. Army Corps of Engineers Business Process

[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)

Responsibility

The Department of the Army (DA) is responsible for

- Issuing program guidance to the MACOMs and review and approval of the military construction program budget submission
- Allocating funds and issuing construction authority to HQUSACE

The Major Command (MACOM) is responsible for

- Issuing guidance to the installations
- Preparing the POM (Program Objective Memorandum) and BES (Budget Estimate Submission)
- Reviewing and certifying DD Forms 1391. For the Army Reserve program, the Office, Chief of Army Reserves (OCAR) acts as the MACOM

The Installation is responsible for

- Preparing DD Forms 1391 (with functional requirements) and priority project lists and submitting to the MACOM

- Participating actively in design development and in monitoring construction progress; for the Army Reserve Program, the Regional Support Commands (RSC) with input from the US Army Reserve Command (USARC) serve the role of installation in the MILCON program

The HQUSACE is responsible for

- Inputting MACOM programs into the CAPCES database and for printing and assembling the book of DD Forms 1391 for the DA Project Review Board (PRB)
- Issuing directives as authority is received from DA
- Adjusting project costs and submitting to ACSIM for possible budget corrections upon receipt of ENG Form 3086 submissions from the districts
- Compiling OSD and Congressional Budget Books

The Major Subordinate Command (MSC) is responsible for

- Reviewing and certifying DD Forms 1391
- Interfacing between districts and HQUSACE

The District is responsible for executing the project through the design and construction phases; there is increasing reimbursable involvement by the districts in DD Form 1391 development in support of the installations

The Assistant Chief of Staff for Installation Management (ACSIM) is responsible for

- Performing the final program review of the Army military construction program for submission to OSD
- Issuing design and construction guidance to HQUSACE. OCAR also performs the role of the ACSIM in the Army Reserve MILCON program

The Office of the Secretary of Defense (OSD) is responsible for facilitating the final budget submission to Congress.

The Office of Management and Budget (OMB) is responsible for facilitating the final budget submission to Congress.

The Secretary of the Army (SA) is responsible for facilitating the final budget submission to Congress.

The Congress is responsible for passing legislation (including the MILCON Appropriations, Defense Appropriations, and Defense Authorization Bills).

The President of the United States is responsible for signing the bills passed by Congress.

Distribution

Assistant Chief of Staff for Installation Management (ACSIM)*

Congress*

Department of the Army (DA)*

District*

HQUSACE*

Installation*

Major Command (MACOM)*

Major Subordinate Command (MSC)*

Office of Management & Budget (OMB)*

Office of Secretary of Defense (OSD)*

President of the United States*

Program Manager (PgM)

Project Manager (PM)

Secretary of the Army*

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.

System References

Acronyms and Glossary – REF8000[REF8000]

PMP/PgMP Development – PROC2000[PROC2000]

Project Execution and Control – PROC3000[PROC3000]

Work Acceptance – PROC1000[PROC1000].

Activity Preface

This process is ongoing. There will be as many as 9 years of programs active in this process at any given time, from initial project conception through completion of construction and fiscal closeout. Figure 1 is an overview of the process, including actors and paths outside of USACE.

Department of the Army (DA)

1. Issue Program Guidance to MACOMs.

Major Command (MACOM)

2. Issue Guidance to Installation.

Installation

3. Prepare DD Form 1391 and Priority Project List.

List is prepared based on functional requirements prepared and submitted by the user.

Tasks 4 thru 6 (MACOM track) and 8 thru 9 (1391 track) are performed concurrently.

If following MACOM track, goto task #4. Otherwise, goto task #7.

4. Submit Priority Project List to MACOM

Major Command (MACOM)

5. Prepare POM/BES Input and provide to HQDA (OACSIM).

HQUSACE

6. Input Army Program into CAPCES.

Goto task #9.

Major Subordinate Command (MSC)

7. Review and certify DD 1391 (for current year).

Major Command (MACOM)

8. Review and certify DD 1391 (for current year).

HQUSACE

9. Print DD Forms 1391 and assemble book for DA PRB. [Response: Accepted](#)

Department of the Army (DA)

10. Perform CRCC DA Program Review at PRB.
11. Perform Biennial POM, review and lock.
12. Review projects at PRB and provide recommendations (by CRCC).
13. Receive Congressional notifications.
14. Perform Code 1/2/3 Design release.

HQUSACE

15. Request district recommendation on method of accomplishment.
Design-build or design-bid-build.

District

16. Determine and recommend method of accomplishment.

HQUSACE

17. Issue design authority.
Directive info entered into P2.

District

18. Determine level of design authority issued.
 - Refer to Work Acceptance – PROC1000[PROC1000] if no previous Code 1 issued.

- Refer to *PMP/PgMP Development – PROC2000[PROC2000]* if PMP has not been completed.
- Refer to *Project Execution & Control – PROC3000 [PROC3000]* if PMP approved.

If Code 1, goto task #14. Otherwise, goto task #19.

19. Complete ENG Form 3086.
20. Submit ENG Form 3086 to HQUSACE.

HQUSACE

21. Adjust project cost and submit to ACSIM.

Assistant Chief of Staff for Installation Management (ACSIM)

22. Perform final program review.

Secretary of the Army

23. Perform Amended Budget Submission (ABS) & approval.

HQUSACE

24. Compile OSD Budget Book for ABS.

Office of Secretary of Defense (OSD), Office of Management & Budget (OMB)

25. Review, adjust, and approve ABS.

Assistant Chief of Staff for Installation Management (ACSIM)

26. Address OSD/OMB ABS issues.
27. Provide execution guidance to HQUSACE.
28. Issue guidance on final design.

HQUSACE

29. Release design authority via Directive.

District

- Refer to Project Execution & Control – PROC3000/PROC3000 if following normal programming procedures.
- Refer to Work Acceptance – PROC1000/PROC1000 for Congressional Inserts.

HQUSACE

30. Compile Congressional Budget Books for ABS.

Congress

31. Review Budget Books
32. Hold Committee Hearing for ABS.
- OSD, SA, DA, USACE, MACOM testify and respond to Congressional questions.
33. Enact Authorization and Appropriations Bills.

President of the United States

34. Sign Bills into law.

Office of Management & Budget (OMB)

35. Apportion funds.

Office of Secretary of Defense (OSD)

36. Release program authority.

Department of the Army (DA)

37. Allocate funds to HQUSACE (ASA(FM&C)).

HQUSACE

38. Issue construction authority and funds to field.

Authority issued via Directive info into P2

Funds issued via FAD.

District

39. Construct project.

- Refer to *Project Execution & Control – PROC3000 [PROC3000]*.

Goto task #1.

End of activity.