

SPD - Departmental Overhead and General and Administrative Support Services Organization - REF8015

Scope

This document ~~assists facilitates utilization of~~ the USACE ~~PMBP users in for~~ [Response: rejected](#) all Departmental Overhead (DOH) and General & Administrative (G&A) support service organizations. This document also encompasses the use of facility accounts for distributive costs (i.e., IM services, reproduction, etc.) and automatic reimbursable work by support staff services.

Policy

ER 5-1-10, Corps-Wide Areas of Work Responsibility [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.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>]

ER 37-1-24, Operating Budgets [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-24/entire.pdf>]

ER 37-2-10, Accounting and Reporting – Civil Works Activities
[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf>]

Responsibility

The Program Delivery Team (PgDT) is responsible for

- Monitoring the performance and management of their organization's budget; these PgDT members will normally be individuals often referred to as a Director, Office Chief, Resource provider, or Program manager
- Developing and executing an annual budget to deliver quality services and support; the PgDT may also consider the development of a separate PMP for individual missions or initiatives in order to better define a specific scope/project, schedule and budget/resources required

Distribution

Program Delivery Team (PgDT)*

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]

Activity/Schedule Development – PROC2030[PROC2030]

CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/]

Change Management – PROC3010[PROC3010]

Change Management Plan – REF8009[REF8009]

Operating Budget – PROC6001[PROC6001]

PMP/PgMP Development – PROC2000[PROC2000]

Project Delivery Acquisition Strategy – PROC2050[PROC2050]

Quality Management Plan – REF8008[REF8008]

Resource Estimate Development – PROC2040 [PROC2040]

Safety and Occupational Health Plan – REF8016[REF8016]

Discussion

This document describes the process required for PgDTs to operate within the PMBP utilizing corporate automated information systems, such as P2 and CEFMS. Both general & administrative support service activities and all departmental overhead activities are represented in this document. This document supports the goal that ‘all work’ will be accounted for within P2, allowing for an accurate picture of a District’s ~~true-projected~~ Response: accepted workload and regional roll-up capability.

~~The current plan for P2 shows that integration of internal support service organizations will be done in Phase 2 of P2 implementation.~~ Response: accepted

The Program Delivery Team will: How does this document differ from those developed in PROC 2000 + other than the type of work? Response: This document was created to clarify the process for the G&A and departmental overhead staff without adding confusion to the other processes.

1. Develop an operating budget (CEFMS/P2) for fiscal year CFY and fiscal years CFY+1/CFY+2.

Refer to *Operating Budget Section of the CEFMS Users Manual*
[http://rmf31.usace.army.mil/cefms/doc/user_manuals/operbud.pdf].

2. Coordinate with customer organizations on the scope development, identification of deliverables, and identification of resource requirements for incorporation in the Command Operating Budget (COB).
3. Develop a Program Management Plan (PgMP). Refer to *PMP/PgMPDevelopment – PROC2000/PROC2000*).

A PgMP should be kept as simple as possible, and must minimally contain the following information:

- a. **Scope:** General description of the scope, functions, and services of the organization's support mission. Using the organization's mission, organization and functions regulation as a guide, the PgMP will identify the general scope and functions of the organization's support mission.
- b. **Schedule:** In-house labor and contracted or brokered service (e.g. facility, equipment and supply) cost estimates must be included for support services programs and activities for CFY through CFY+2 for use in workload management. Refer to *Activity/Schedule Development – PROC2030/PROC2030*.
- c. **Funding:** Identify source of funds (ED&M, Revolving Fund Reimbursable, etc.) and budget in accordance with Command Budget Guidance. Refer to *Resource Estimate Development – PROC2040/PROC2040*.
- d. **Work Breakdown Structure:** Use of USACE-standard CEFMS/P2 Work Breakdown Structure for the functional organization/activity is required.
- e. **Team Members:** Identify PgDT ~~team~~-members. [Response: accepted](#)
- f. **Quality Objectives:** Includes execution plans/goals for G&A, departmental overhead, and facility accounts to achieve nominal balances at fiscal year end, and quality objectives for internal customers. Refer to *Quality Management Plan – REF8008/REF8008*.
- g. **Procurement Strategy:** Applicable if contractual services are needed for program/mission execution. Refer to *Project Delivery Acquisition Strategy – PROC2050/PROC2050*.
- h. **Change Management Plan:** Changes to the budget/execution plan will require prior approval, such as the PBAC process (e.g. mid-year budget review/PBAC approval) (see Change Management). Refer to *Change Management – PROC3010/PROC3010* and *Change Management Plan – REF3010/REF3010*.
- i. **Communications Strategy:** Specify, as a minimum, command communications system/process (routine uses of email and P2/CEFMS). Refer to *Communications Plan – REF8006/REF8006*.
- j. **SOH Hazard Analysis and Monitoring, as applicable.** Refer to *Safety and Occupational Health Plan – REF8016/REF8016*.