

# Manpower Requirements - PROC6000

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## Scope

This document defines the process for developing manpower requirements data for the determination of FTE allocations for the budget year (CFY+1) through the budget year plus four (CFY+5).

## Policy

**EC 570-1-11 (formerly EC-11-1-4), USACE Manpower – Corps of Engineers – Manpower Requirements Systems** [<http://www.usace.army.mil/inet/usace-docs/eng-circulars/ec11-1-4/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>]

## Responsibility

The Headquarters (HQUSACE) Manpower and Force Analysis Division is responsible for

- Providing EC 570-1-11 and associated guidance to the MSCs, Districts, and FOA's
- Generating resource estimates for future work using USACE-wide averages
- Providing FTE allocations based on all work requirements, constrained to meet OMB and DA FTE authorizations

The Major Subordinate Command (MSC) Manpower Officer is responsible for providing guidance to the Districts and consolidating and providing to HQ comments and issues related to initial allocation.

The District Manpower Officer is responsible for

- Providing guidance to technical and support offices in the district
- Verifying that workload information complies with guidance
- Preparing workload reports for review and verification by Program Budget Advisory Committee (PBAC)

The District Program Analyst (PA)/Budget Analyst (BA) is responsible for

- Providing a manpower version of each work effort in the district for determining workload/FTE requirements
- Reviewing initial allocations

The Program Budget Advisory Committee (PBAC) is responsible for verifying District workload.

The Major Subordinate Command (MSC) Regional Management Board (RMB) is responsible for verifying regional workload for CFY+1 and beyond.

## Distribution

District Manpower Officer\*

District Program Analyst (PA)/Budget Analyst (BA)\*

Headquarters (HQUSACE) Manpower & Force Analysis Division\*

Major Subordinate Command (MSC) Manpower Officer\*

Major Subordinate Command (MSC) Regional Management Board (RMB)\*

Program Budget Advisory Committee (PBAC)\*

Project Manager (PM)

## 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

*Civil Works Program and Budget Cycle – PROC7000[PROC7000] **Shouldn't there be more references?** [Response: yes, but they are not developed at this stage.](#)*

## Activity Preface

This process is performed annually during the manpower requirements cycle and is initiated upon receipt of the Manpower Requirements EC.

### Headquarters (HQUSACE) Manpower & Force Analysis Division

1. Release EC 570-1-11 (USACE Manpower - Corps of Engineers - Manpower Requirement Systems) Guidance, Fiscal Year 20XX.

### Major Subordinate Command (MSC) Manpower Officer

2. Forward HQ EC/guidance with supplemental implementation guidance to the District Manpower Office.

## District Manpower Officer

3. Provide HQ/MSD EC/guidance with supplemental implementation guidance to the Technical and Support Offices

## District Program Analyst (PA)/Budget Analyst (BA)

4. Make a copy of the "President's Budget" budget-type (to be determined and identified in guidance) of the project/program in P3e. **This is a CW prog spec item, do we need to make sure others are equally included? Response: yes**
5. Update the copy consistent with MSD and HQ guidance and save as a "Manpower" budget-type.  
  
Specifications for CEMRS interface yet to be defined. Process will be updated when complete.
6. Create Manpower versions in Oracle Projects for copied budget types of each project/program.

## District Manpower Officer

7. Verify workload information for conformance to guidance.
8. Run Workload Reports in P2 for District verification.

## Program Budget Advisory Committee (PBAC)

9. Review and verify workload information, ensuring it contains all work for the District.

**If all work has been identified, goto task #10. Otherwise, goto task #4.**

10. Notify MSD of workload verification.

## Major Subordinate Command (MSC) Manpower Officer

11. Execute Workload Reports in P2 for MSC verification.

## Major Subordinate Command (MSC) Regional Management Board (RMB)

12. Review and verify Division rollup of workload data.

**If workload is verified, goto task #13. Otherwise, goto task #2.**

13. Notify HQ of verified workload.

## Headquarters (HQUSACE) Manpower & Force Analysis Division

14. Import workload data from P2 into CEMRS.
15. Generate resource estimates for future work using CEMRS modeling tool and made available to P2.

Specifications for CEMRS **interface (report?)** yet to be defined. Process will be updated when complete. [Response: removed this line from business process](#)

16. Execute FTE Requirements Reports in CEMRS.
17. Compare CFY+1 FTE requirements with OMB and DA authorizations.

**If FTE requirements are within authorizations goto task #19. Otherwise, goto task #18.**

18. Constrain CFY+1 workload data using CEMRS modeling tool to bring CFY+1 FTE requirements within authorizations.
19. Notify Divisions/Districts/FOA of CFY+1 Initial Allocations

## Major Subordinate Command (MSC) Manpower Officer, District Manpower Officer

20. Review CFY+1 Initial allocation and provide reclama if required.
21. Prepare comments for submission to HQ through MSCs.

## Major Subordinate Command (MSC) Manpower Officer

22. Consolidate comments from all Districts
23. Submit comments to HQ for review.

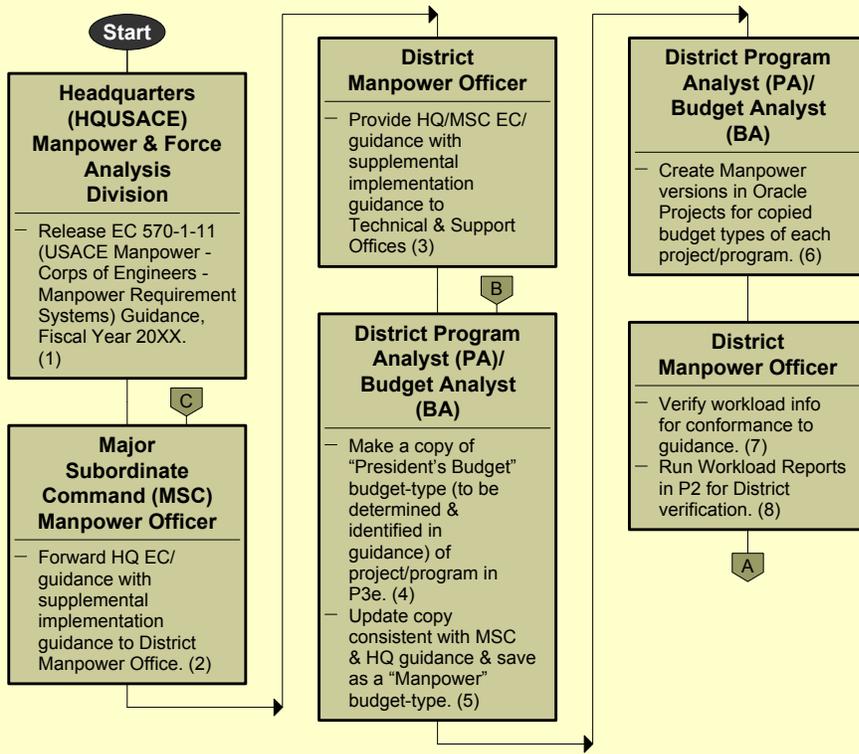
## Headquarters (HQUSACE) Manpower & Force Analysis Division

24. Review comments from MSCs and make adjustments to CFY+1 allocations where required.
25. Send CFY+1 final allocation to Commanders of MSCs/Districts//Centers.
26. Defend manpower requirements to OMB/DA.

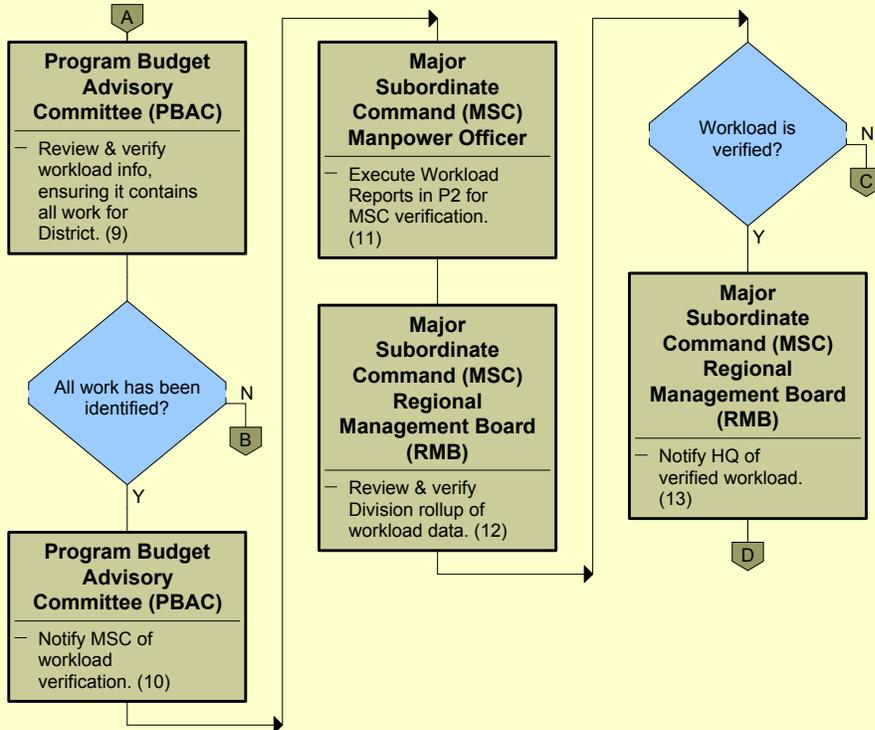
For the purpose of addressing manpower requirements beyond the CFY+1, HQ prepares CFY+2 thru CFY+5 civil works data for submission to OMB and CFY+3 thru CFY+5 military data for submission in the POM process.

**End of activity.**

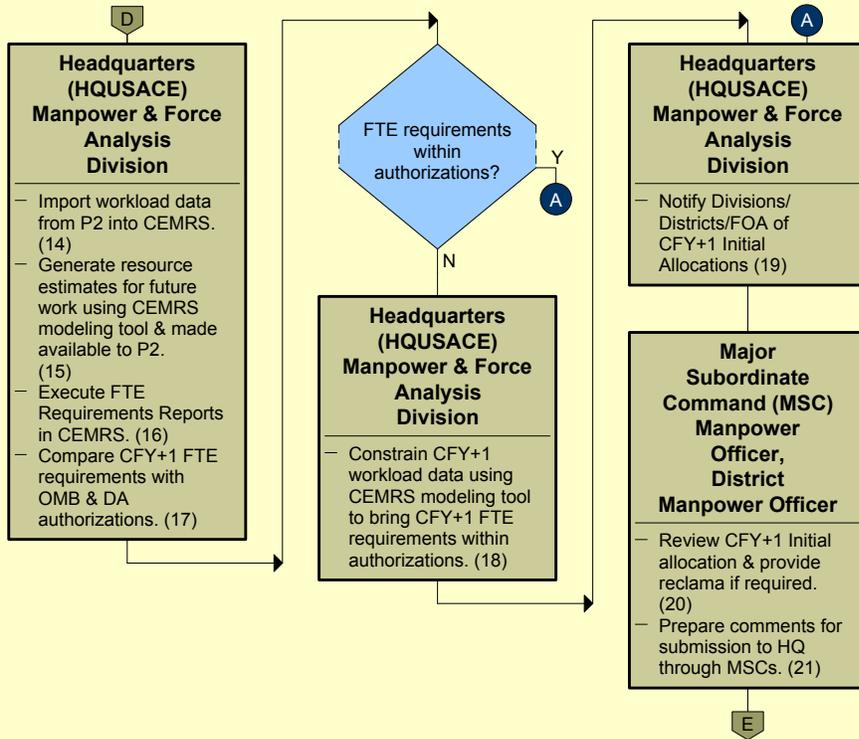
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