

Civil Works Program and Budget Process The entire section on the Civil Works Program and Budget Process very nicely lays out what will be done at every level by folks within CW. However, there is no mention of how other members of the PDT will be asked for input on the budget. For example, in Real Estate land transfers - especially Congressional adds - encroachment resolution, compliance inspections, etc. are all actions which are funded by the O&M budget. How will all of the requirements be established and how will all the members of the PDT participate in the budget process? If nothing else, coordination within the PDT for input should be mentioned at the very least. **Response: O&M business processes have not been addressed yet.**

Document discusses responsibilities of the Civil Works HQUSACE Program Managers. There is no equivalent under the military sections. Nevertheless, this should not be a “Missions and Functions” document. This is but one example of a 232 page document being loaded with way too much. The real message of project management is lost. This is a process that should not be divided into sections for civil, military, etc. The first release of ER 5-7-1 (Mar 91) did this, was a fat document and was a failure. Lessons Learned (LL) caused a rewrite. Suggest you review same LL. **Response: Although there is commonality among programs, there are some unique aspects to each program. These unique aspects are addressed in the program-specific reference documents .**

This is a textual discussion of the 21-month civil works program and budget cycle -- it would be very helpful to have a diagram that lays out this process. **Response: concur.**

This page is representative of the CW President’s Budget process that does not fully engage or utilize the RM budget expertise. The PMBP further promotes current processes in this area that maintain the stovepipe structure and are contrary to how the balance of the Army prepares budgets. As a minimum, the RM should be included in the review process with sufficient time granted to evaluate income and cost estimates for reasonableness, helping integrate the budget, determine linkages into the Command Operating Budget, review factors of fiscal law, and a multitude of other budget dynamics. As the District Chief Financial Officer and senior financial advisor to the commander, the RM should be included in budget testimony and briefs to Congressional interests/members. **Response: Current best business practices do not reflect this level of involvement by the RM.**

Extensive detail on Civil Works Program and Budget Process. Need the same breakout of the separate parts of the Military Program, from MILCON through all BASOPS accounts (OMA, ENV, etc.) and there unique budgetary processes and requirements. **Response: concur, this is on the team’s to-do list.**

Scope

This process provides guidance for development and submission of the budget for the U.S. Army Corps of Engineers, Civil Works program. The process for a given fiscal year extends over a 21-month period. Therefore, budgetary actions among current CFY, BY, and PY overlap. **Need to explain in a parenthetical. Response: Rejected. See acronyms & glossary**

Saving a “Constrained” budget-type in P3e will automatically trigger the P3e-Oracle Projects interface to pass “Constrained” budget-type to Oracle Projects. P2 will notify the Program Analyst that the “Constrained” 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)[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](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]

Related Processes

[CEMRS Home Page](http://www.usace.army.mil/inet/functions/rm/manpower/requirements/)[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)[http://www.cecer.army.mil/abs/default.asp]

[Civil Works Program and Budget Process-Section 1](#)[PROC1027]

[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]

[PMP/PgMP Content](#)[REF1018]

[Project Execution and Control](#)[PROC1017]

[Receipt of Funds](#)[PROC1001]

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.

Distribution

District Program Manager (PgM)*

Headquarters (HQUSACE) Program Manager (PgM)*

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

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

Activity Preface

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. *Receipt of Funds[PROC1001]* will involve the work allowance, as well as the Continuing Resolution Authority (CRA). A verification with the *District Operating Budget[PROC1015]* is done once funds are received. Complete the program and budget cycle by continuing with *Project Execution and Control[PROC1017]*.

Headquarters (HQUSACE) Program Manager (PgM), Major Subordinate Command (MSC) Program Manager (PgM), District Program Manager (PgM)

1. Develop and integrate the program and budget guidance per the following schedule:
 - Initial Activities (Start about 21 months before the beginning of the program year).
 - a. FEBRUARY – Initial OMB ceiling.
 - b. FEBRUARY OR EARLIER – Preparation of Cost Estimates, including Schedule and Cost Change Requests (SACCR's).
 - c. MARCH/APRIL/MAY – Preparation of draft field program and budgetary requirements and supporting justification.
 - d. MARCH/APRIL – HQUSACE (CECW-B) issues Program and Budget Engineer Circular (EC 11-2-xxx) guidance for major appropriations.
 - Initial Field Submission and HQUSACE Review.
 - a. MAY/JUNE – Field preparation, review and submission of alternative level programs.
 - b. JUNE/JULY/AUGUST – HQUSACE/OASA(CW) review and evaluation.
 - c. AUGUST – OMB may adjust ceiling and budget criteria.
 - Refer to *Civil Works Program and Budget Process-Section 3[PROC1029]*.
 - HQUSACE Budget Allowance and OMB Submission.
 - a. AUGUST – HQUSACE advises Divisions and Districts of allowances to be used for presentation to OMB.
 - b. AUGUST – HQUSACE prepares and presents overall Corps budget summary to OASA(CW).
 - c. AUGUST/SEPTEMBER – Field preparation of supporting data to justify budget.
 - d. SEPTEMBER – Final OASA(CW) review.
 - e. OCTOBER – Transmittal of recommendations to OMB and OMB hearings and review.
 - Refer to *Civil Works Program and Budget Process-Section 1[PROC1027]*.
 - OMB Budget Allowance (Passback).

- a. NOVEMBER – OMB furnishes thru OASA(CW) to HQUSACE overall budget allowance for programs, studies, and projects.
- b. DECEMBER – Preparation of the final budget submission in support of the OMB allowances.
Congressional Submission.
- a. DECEMBER/JANUARY – Final budget justification and other budgetary information are submitted to HQUSACE through the Division.
- b. JANUARY/FEBRUARY – HQUSACE prepares additional supporting information on the Corps budget.
- c. FEBRUARY – President submits his budget to Congress no later than the first Monday in February. HQUSACE furnishes detailed justifications and supporting data to the Congressional Committees.
- d. DECEMBER/JANUARY/FEBRUARY – Districts, Divisions, and HQUSACE prepare additional information needed by the Division Commander, Director of Civil Works, Chief of Engineers, and ASA(CW) to defend the President's Budget request before Congress.

Refer to *Civil Works Program and Budget Process-Section 2[PROC1028]*.
Defense Before Congress.

- a. FEBRUARY – Assistant Secretary of the Army (Civil Works) and Chief of Engineers (Policy Statements).
- b. FEBRUARY – Division Commanders (Status Reports).
- c. FEBRUARY – Director of Civil Works, Remaining Items.
- d. MARCH/APRIL – Non-Departmental and Local Interests testimony (support and opposition).
- e. JUNE – Senate Recall Testimony (Director of Civil Works), when scheduled (last time was in 1980).

Refer to *Civil Works Program And Budget Process-Section 4[PROC1030]*.
Appropriations Bill (Customarily originates in the House).

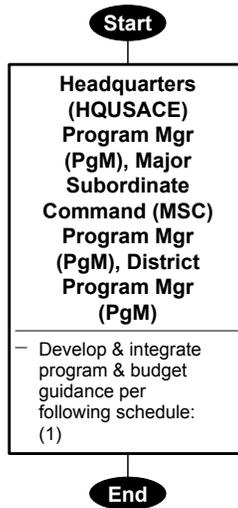
- a. MAY – House Subcommittee on Energy and Water Development reports its recommendations to the Appropriations Committee.
- b. JUNE – Committee makes recommendations to the full House.
- c. JUNE – House Bill passed, possibly with floor amendments, and sent to the Senate.
- d. JUNE – Senate Subcommittee on Energy and Water Development reports its recommendations to the Appropriations Committee.
- e. JUNE/JULY – Committee makes recommendations to the full Senate and Bill is passed, possibly with floor amendments.
- f. JULY – House and Senate Appropriations Committees meet jointly as the Committee of the Conference to resolve differences in their respective Bills.
- g. JULY/SEPTEMBER – Conference Committee version of the Bill is presented to the full House and Senate for passage (amendments beyond Conference agreement not permitted).
- h. JULY/SEPTEMBER – Congress sends Bill to the President for signature (President has ten days, excluding Sundays, to sign or veto... otherwise, Bill automatically becomes law).

Allotments of Appropriated Funds.

- a. OMB must apportion funds to HQUSACE 30 days after appropriation or 20 days before 1 October, whichever is later.
- b. HQUSACE issues initial work allowances and allotments to Districts through the Divisions by 1 October (or later if appropriations and/or apportionments are late, which may constitute a continuing resolution (CRA) for which additional guidance is provided).
- c. Throughout the fiscal year, program execution schedules are developed, monitored, and adjusted as needed.
- d. Program execution performance is briefed to the Chief of Engineers at the quarterly Command Management Reviews (CMR), attended by Division commanders.

Refer to *Civil Works Program and Budget Process-Section 5[PROC1031]*.

End of activity.



Civil Works Program and Budget Process Flowchart

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Civil Works Program and Budget Process-Section 1 **Recommend we state specifically how sections 1 thru 5 differ from each other by using a more definitive title.** **Response:** [Reworded. See master document.](#)

Scope . Scope for each sub-section should also describe the scope for the sub-section, not the same for each sub-section. **Response:** [BP team will review and respond.](#)

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.)

Related Processes

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](#)]

PMP/PgMP Content[[REF1018](#)]

Resource Estimate Development[[PROC1003](#)]

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 and District appropriation list per HQUSACE

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 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”.
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. **. Need at least 2 budget levels currently called “ceiling” and “recommended”** Response: Reworded. See master document, step 5.

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) programs for district verification. **These are but a few of the CW appropriations. There are others, such as Formerly Used Sites Remedial Action Program (FUSRAP), Regulatory, Flood Control and Coastal Emergencies (FC&CE). If the write-up is to apply to only a few of the appropriations some explanation should be provided.** Response: Reworded. See master document.

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 Online Justification Sheets **This comes after passback. Should be in Section 2** Response: Reworded. See master document. Districts begin this process early, but finalization is done after passback.
13. Notify MSC of approved President’s Budget, Recommended program, and Justification Sheets.

Major Subordinate Command (MSC) Program Manager (PgM)

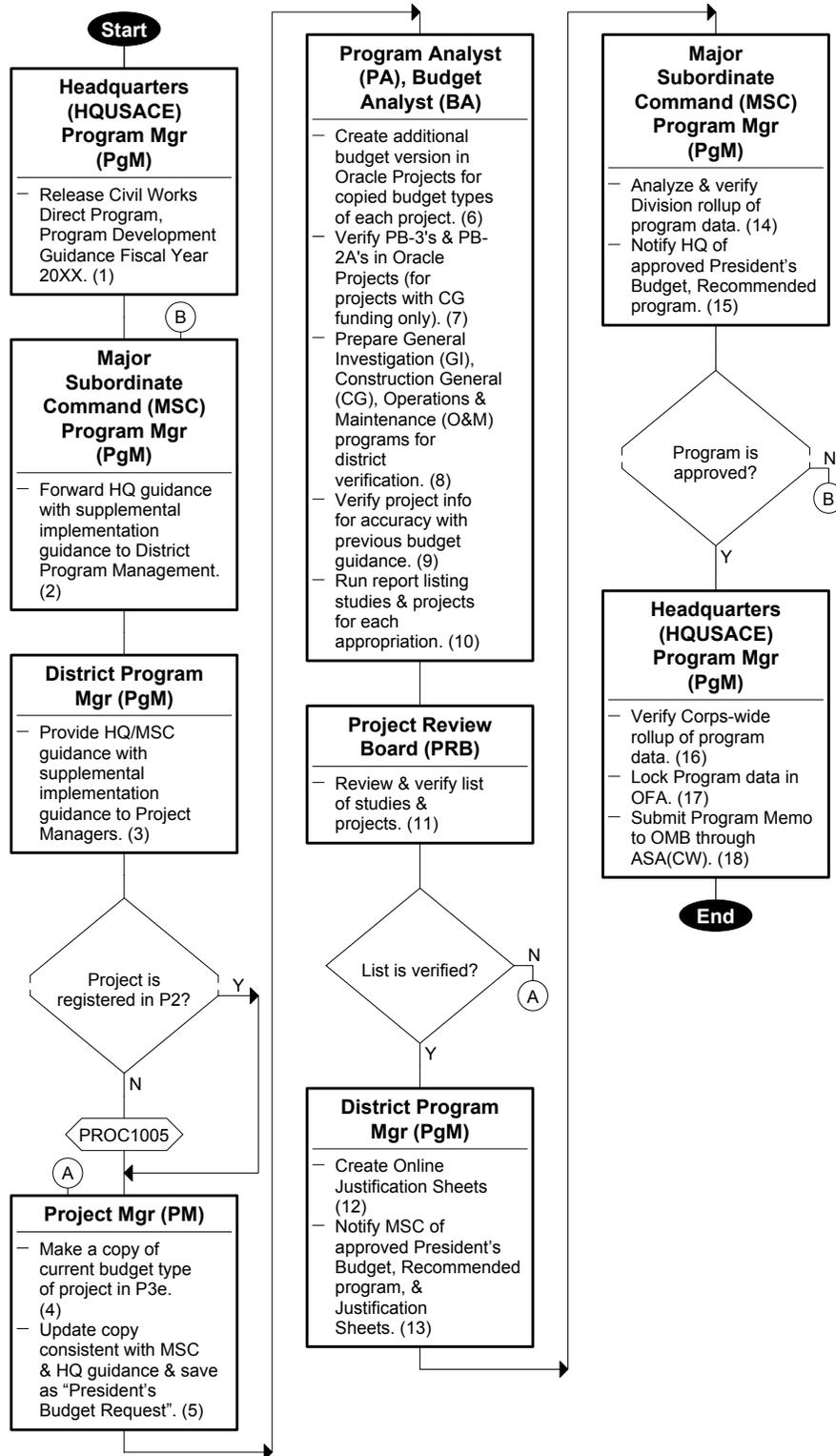
14. Analyze and verify Division rollup of program data.
15. Notify HQ of approved President’s Budget, Recommended program.

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

Headquarters (HQUSACE) Program Manager (PgM)

16. Verify Corps-wide rollup of program data.
17. Lock Program data in OFA.
18. Submit Program Memo to OMB through ASA(CW).

End of activity.



Civil Works Program and Budget Process-Section 1 Flowchart

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Civil Works Program and Budget Process-Section 2

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.)

Related Processes

Activity Development[[PROC1010](#)]

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Civil Works O&M Automated Budget System (ABS) Home

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Civil Works Program and Budget Process-Section 1[[PROC1027](#)]

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](#)]

PMP/PgMP Content[[REF1018](#)]

Resource Estimate Development[[PROC1003](#)]

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 (PA) is responsible for creating appropriate budget types in P2.

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

Public Affairs plays a key role in communicating the budget to the media, stakeholders and others.

PA Roles in the process include:

Developing budget themes and messages

Preparing questions and answers for the field on various issues within the budget and changes in policy that may be affected

Coordinating the preparation of the ASA (CW), Chief of Engineers, Director of Civil Works and others on questions for the press conference and testimony.

Delivery of the press release document to the field.

Coordinating the Press Conference for the presentation of the budget to the media and interest groups.

Answering media calls on various aspects of the budget and working with districts and divisions on highly visible budget elements. Response: [Reworded](#). See [master document](#), note under step 9

Distribution

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 is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

Activity Preface

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]*, and *Resource Estimate Development[PROC1003]*.)

Headquarters (HQUSACE) Program Manager (PgM)

1. Interpret OMB Passback information and reclama as appropriate (submits guidance or results to MSCs and Districts.)

Program Analyst (PA)

2. Create “Passback” budget-type data in Oracle Projects, as required by HQ to agree with Passback.

This action may require generation of P3e RECLAMA version to assess impacts of budget change, otherwise the change may be contained in Oracle Projects and accomplished by the Program Manager.

3. Revise Justification Sheets for GI & CG and Justification of Estimate for O&M for projects, as required.
4. Complete online forms for Q&A, testimony preparedness review, Justification Sheets, etc.

Project Manager (PM)

5. Verify accuracy of Justification Sheets.
If approved, goto task #6. Otherwise, goto task #3.
6. Submit Justification Sheets to Major Subordinate Command (MSC).

Major Subordinate Command (MSC) Program Manager (PgM)

7. Review Justification Sheets.
If approved, goto task #8. Otherwise, goto task #3.
8. Notify HQUSACE when Justification Sheets approved.

Headquarters (HQUSACE) Program Manager (PgM)

9. Review Justification Sheets.
If approved, goto task #10. Otherwise, goto task #3.

District Program Manager (PgM)

10. Develop Questions and Answers (Q&A's) to address Congressional issues/questions for all studies and projects in coordination with District staff, MSC and HQUSACE.
11. Complete online forms for issues of interest, Q&A, maps, pictures, powerpoints etc.

Project Review Board (PRB)

12. Review and approve testimony preparedness review for proposed projects and studies.

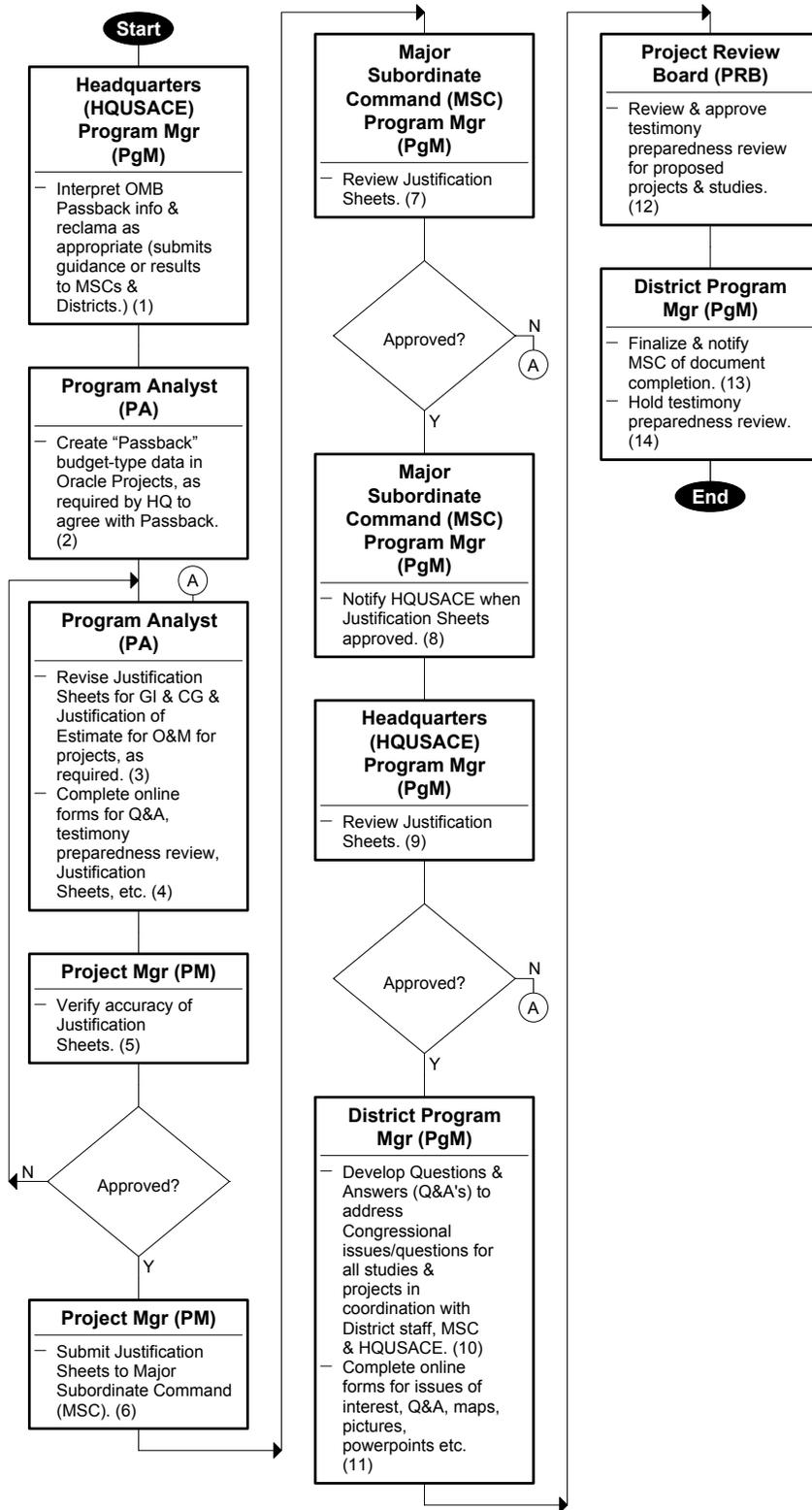
District Program Manager (PgM)

13. Finalize and notify MSC of document completion.

Deliver budget books to MSC.

14. Hold testimony preparedness review.
During this time, the President's Budget may be released.

End of activity.



Civil Works Program and Budget Process-Section 2 Flowchart

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Civil Works Program and Budget Process-Section 3

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) [<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.)

Related Processes

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

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[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](#)]

[PMP/PgMP Content](#) [[REF1018](#)]

[Resource Estimate Development](#) [[PROC1003](#)]

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 is responsible for creating, updating and maintaining schedule/resource data consistent with guidance provided by HQUSACE.

Distribution

District Program Manager (PgM)*

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

Project Manager (PM)*

Ownership

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Activity Preface

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]*, and *Resource Estimate Development[PROC1003]*.)

Project Manager (PM)

1. Make a copy of the “Current” budget-type of the project in P3e.
2. Update the copy consistent with MSC and HQ guidance and save as a “Capabilities” budget-type.
Only projects in the budget will require budgetary types.

Refer to *Activity Development[PROC1010]* and *Resource Estimate Development[PROC1003]*.

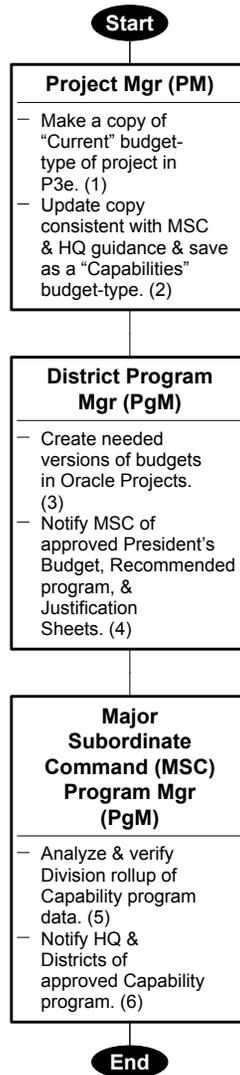
District Program Manager (PgM)

3. Create needed versions of budgets in Oracle Projects.
This creates an initial set of budget versions of project budget-type “Capability”.
4. Notify MSC of approved President’s Budget, Recommended program, and Justification Sheets.

Major Subordinate Command (MSC) Program Manager (PgM)

5. Analyze and verify Division rollup of Capability program data.
6. Notify HQ and Districts of approved Capability program.

End of activity.



Civil Works Program and Budget Process-Section 3 Flowchart

Civil Works Program and Budget Process-Section 4

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) [<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.)

Related Processes

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

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

[PMP/PgMP Content](#) [[REF1018](#)]

[Resource Estimate Development](#) [[PROC1003](#)]

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 Chief of Engineers is responsible for testifying before the House and Senate Appropriation sub-committee hearings.

Distribution

Chief of Engineers*

District Program Manager (PgM)*

Headquarters (HQUSACE) Program Manager (PgM)*

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

Project Manager

Program Analyst Response: [Reworded. See master document, inserted 'District Project Manager' & 'District Program Analyst'](#)

Ownership

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Activity Preface

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]*, and *Resource Estimate Development[PROC1003]*.

Chief of Engineers

1. Testify before House and Senate Appropriation sub-committee hearings on President's budget request. **when (what month(s)) does this happen . Response: see 1st Civil Works Program and Budget Cycle document.**

Headquarters (HQUSACE) Program Manager (PgM)

2. Provide requests for Congressional member fact sheets to MSCs and responsible Districts. **HQ Program Management Fact Sheets should require coordination with the HQ team. Response: [per local SOP.](#)**

District Program Manager (PgM)

3. Prepare Congressional member fact sheets for Congressional members' requests to HQUSACE for submission to the Sub-Committee.
Accomplished by completing online form, 90% from P2, remainder in narrative text.
4. Notify MSC when Congressional member fact sheets are completed.

Major Subordinate Command (MSC) Program Manager (PgM)

5. Verify Congressional member fact sheets. **. Instead of "verify", suggest that the language be changed to reflect that the MSC PgM performs QA/QC checks and approves member list fact sheets for release to the HQUSACE PgM. Response: [Accepted. Reworded. See master document.](#)**

If approved, goto task #8. Otherwise, goto task #6.

District Program Manager (PgM)

6. Revise Congressional member fact sheet based on MSC feedback.

7. Notify MSC when Congressional Members' fact sheets are completed.

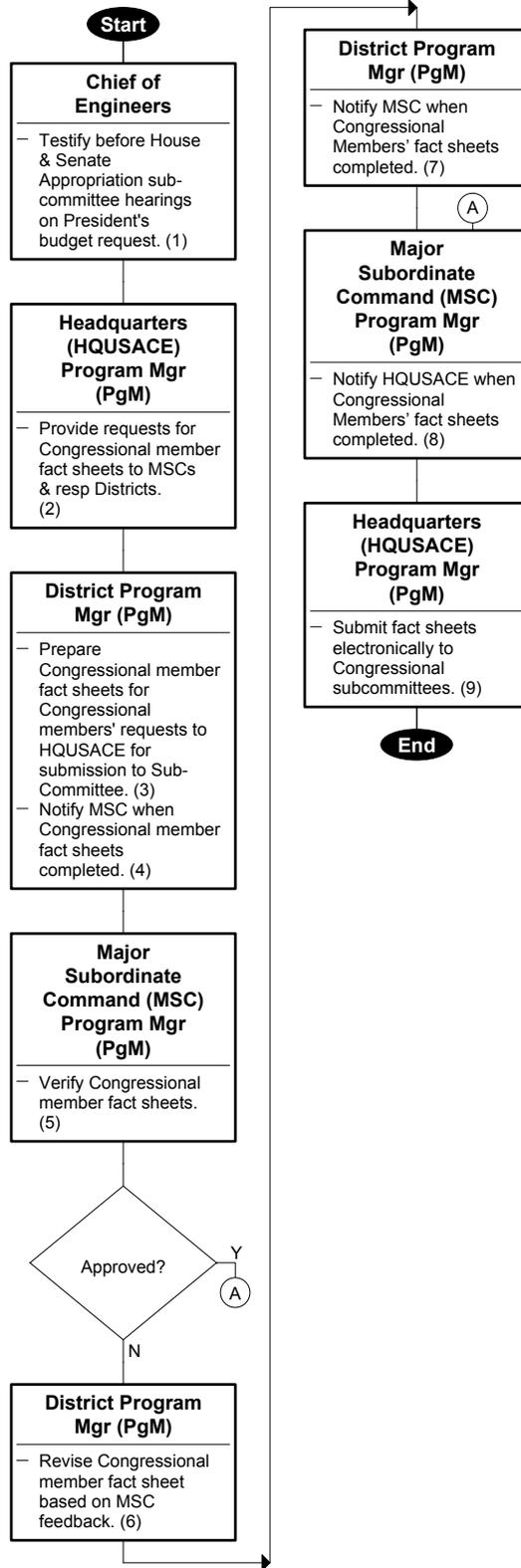
Major Subordinate Command (MSC) Program Manager (PgM)

8. Notify HQUSACE when Congressional Members' fact sheets are completed.

Headquarters (HQUSACE) Program Manager (PgM)

9. Submit fact sheets electronically to Congressional subcommittees. **Assuming that the MSC PgMs have performed their QA/QC checks and approved the fact sheets, the HQUSACE PgM reviews the fact sheets for policy compliance. If the fact sheets are consistent with policy, then they are submitted to the Congressional subcommittees. If the fact sheets are inconsistent with policy, they are returned to the MSC PgM for correction. Update text and diagram to reflect this process. Response: Accepted. Reworded. See master document.**

End of activity.



misleading -- there needs to be a break in the flowchart between the block for Step (7) and the block for the MSC PgM notification to HQUSACE.
Response: [Reworded. See master document.](#)

Civil Works Program and Budget Process-Section 4 Flowchart

Civil Works Program and Budget Process-Section 5

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)[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.)

Related Processes

[CEMRS Home Page](http://www.usace.army.mil/inet/functions/rm/manpower/requirements/)[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)[http://www.cecer.army.mil/abs/default.asp]

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

[Civil Works Program and Budget Process-Section 1](#)[PROC1027]

[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]

[District Operating Budget](#)[PROC1015]

[PMP/PgMP Content](#)[REF1018]

[Project Execution and Control](#)[PROC1017]

[Receipt of Funds](#)[PROC1001]

[Resource Estimate Development](#)[PROC1003]

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 Project Review Board (PRB) is responsible for reviewing and verifying the VTC fact sheets and 2101 data for accuracy and concurrence. **NOTE: At one time, we used a formal VTC to come to agreement on implementation plans for certain Congressional adds. However in recent years we have simplified that process. I would vote to keep the simplified process, which included horizontal and vertical coordination of**

implementation plans, but did not use a VTC. Response: [Accepted. Reworded. See master document, step 14.](#)

The Program and Budget Advisory Committee (PBAC) is responsible for verifying the budget data against the District Operating Budget.

Distribution

District Program Manager (PgM)*
Headquarters (HQUSACE) Program Manager (PgM)*
Major Subordinate Command (MSC) Program Manager (PgM)*
Program & Budget Advisory Committee (PBAC)*
Project Manager (PM)*
Project Review Board (PRB)*

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

Activity Preface

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. *Receipt of Funds[PROC1001]* will involve the work allowance as well as the Continuing Resolution Authority (CRA). A verification with the *District Operating Budget[PROC1015]* is done once funds are received. Complete the program and budget cycle by continuing with the *Project Execution and Control[PROC1017]* process.

Headquarters (HQUSACE) Program Manager (PgM), Major Subordinate Command (MSC) Program Manager (PgM), District Program Manager (PgM)

1. Monitor House and Senate markups and bills.
Conference Committee addresses differences between House and Senate bills.

If President signs appropriations bill, goto task #8. Otherwise, goto task #2.

Headquarters (HQUSACE) Program Manager (PgM)

2. Issue Continuing Resolution Authority (CRA) guidance to MSCs and Districts.
Continuing Resolution Authority guidance must come from CERM and not out of a program shop. This is fiscal/financial guidance that CERM is the proponent for.
Response: [accepted, however, program managers also provide directly to field.](#)

District Program Manager (PgM)

3. Review budget year program in accordance with CRA guidance.

District Program Manager (PgM), Project Manager (PM)

4. Review projects for impact to execution.

District Program Manager (PgM)

5. Inform MSC of CRA funding requirements.

Major Subordinate Command (MSC) Program Manager (PgM)

6. Provide CRA funding requirements to HQUSACE.

Headquarters (HQUSACE) Program Manager (PgM)

7. Release guidance for spending in accordance with CRA.
If President signs appropriations bill, goto task #8. Otherwise, goto task #2.
8. Release initial work allowance information.

District Program Manager (PgM)

If guidance is required for Congressional Adds or other projects, goto task #9. Otherwise, goto task #17.

9. Request funds for continuing Congressional Adds before Video Teleconference (VTC)
10. Develop VTC fact sheets for Congressional adds and other projects as required. **Fact Sheets set the stage for the type of decision document to be prepared and they need to fully address any policy issues that could potentially impede report and PCA approval. This aspect needs to be conveyed. Response: [Per local SOP.](#)**

11. Complete online forms for VTC.

Project Review Board (PRB)

12. Review and approve VTC fact sheets.

District Program Manager (PgM)

13. Notify MSC when VTC fact sheets are completed.

Headquarters (HQUSACE) Program Manager (PgM), Major Subordinate Command (MSC) Program Manager (PgM), District Program Manager (PgM)

14. Hold VTC.

Headquarters (HQUSACE) Program Manager (PgM)

15. Issue final VTC memo and VTC fact sheets to MSC and District.
16. Issue initial work allowances for all projects in Oracle Projects as agreements.
17. Distribute work allowances and FADs to Program Managers in MSCs and Districts via Oracle Workflow.

Stop and complete [Receipt of Funds/PROC1001](#).

Project Manager (PM)

18. Verify project schedule and resourcing in P2 with respect to funds available.

19. Establish 2101 “Baseline” budget version of the project in P3e. **Is 2101 a part of P3E?**
Response: yes

Stop and complete *Project Execution & Control[PROC1017]*.

Program & Budget Advisory Committee (PBAC)

20. Verify Civil Works portion of Operating Budget.

Refer to *District Operating Budget[PROC1015]* .

Project Manager (PM)

21. Run Fiscal Year Obligation and Expenditure Plan (2101) report. **In FY02 Disbursements will be added to the 2101 Report** **Response: noted.**

Project Review Board (PRB)

22. Review and approve Fiscal Year Obligation and Expenditure Plan (2101) report. **In FY02 Disbursements will be added to the 2101 Report** **Response: noted.**

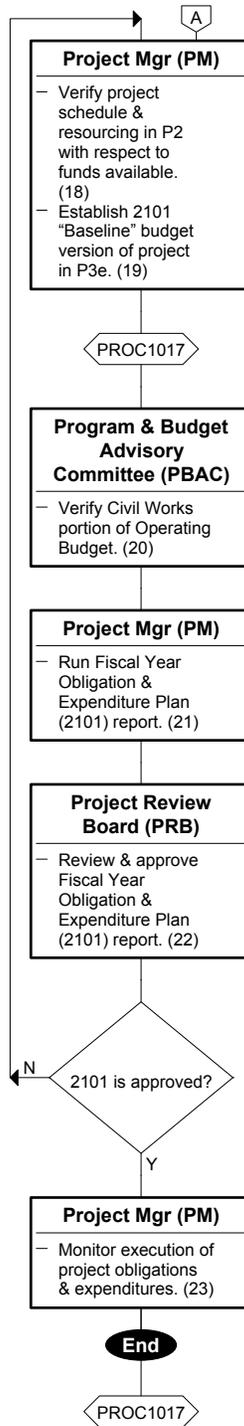
If 2101 is approved, goto task #23. Otherwise, goto task #18.

Project Manager (PM)

23. Monitor execution of project obligations and expenditures. **In FY02 Disbursements will be added to the 2101 Report** **Response: noted.**

End of activity.

Goto *Project Execution and Control[PROC1017]*.



Civil Works Program and Budget Process-Section 5 Flowchart (continued)

