

Civil Works Program and Budget Process

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. **Delete all reference to BY and PY and change to CFY (ex. CFY+1, CFY +2). Need equation to BY and PY in this document. Response: BP team will review and respond**

- 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. **PM does recommended plan, the PgM fits into ceiling and communicates to PM and PM makes changes. Response: See re-worded document.**

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>]

System References Response: Accepted

[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)* **Need to better define a District Prog Mgr as opposed to other Prg Mgrs in the District Response: Will add to glossary**

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 **(understand that this schedule may deviate from year to year: Response: Sentence reworded see master document)**
 - 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) **Note: What SACCR is being prepared here. Response: Sentence reworded, see master document** **Preparation of draft field program for O&M projects. Response: Sentence reworded, see master document**
 - 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. **MSC ranking of O&M Budget packages. Response: Accepted**
 - 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-**Formulation of Capability Program*** **Response: Reworded see master document [PROC1029]**.

- HQUSACE Budget Allowance and OMB Submission.
 - a. AUGUST - HQUSACE advises Divisions and Districts of allowances to be used for presentation to OMB. **MSC-Need to stay consistent. Response: Noted**
 - 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-Development of Initial President's Budget Response: Reworded see master document [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 ProcessFinalization of President's Budget & Testimony Response: Reworded see master document [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).
Response: Accepted
 - 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-Congressional Testimony & Follow-up Actions Response: Reworded see master document [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.
 - d. JULY/SEPTEMBER - Conference Committee version of the Bill is presented to the full House and Senate for passage (amendments beyond Conference agreement not permitted).
 - e. 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-**Appropriations Bill, CRA & Initial Work Allowances Response: Reworded see master document** [PROC1031]*.

End of activity.

