

Civil Works Program and Budget Process-**Appropriations Bill, CRA and Initial Work Allowances- Response: Reworded see master documentLRD**

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.)

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\[PROC1022\]](#)

[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\[PROC1017\]](#)

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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.

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 **before beginning of FY which the Appropriations bill funds** Response: **Accepted, but reworded** , goto task #8. Otherwise, goto task #2.

Headquarters (HQUSACE) Program Manager (PgM)

2. Issue Continuing Resolution Authority (CRA) guidance to MSCs and Districts.

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 **in coordination with RM** Response: **Accepted**

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.

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If President signs appropriations bill **before end of CRA period** **Response: Accepted**, 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 #16. **Response: Accepted**

9. Request funds for continuing Congressional Adds before Video Teleconference (VTC)
10. Develop VTC fact sheets for Congressional adds and other projects as required.
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.

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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.

Project Review Board (PRB)

22. Review and approve Fiscal Year Obligation and Expenditure Plan (2101) report.

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

Project Manager (PM)

23. Monitor execution of project obligations and expenditures.

End of activity.

Goto *Project Execution and Control*[PROC1017].



