

Civil Works **Congressional Fact Sheets (PROC 1030) – NAD Response: Accepted. Reworded. See master document.**

---

**No NAD RWG representative present during comment review.**

## 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-**P2** interface to pass “President’s Budget” budget-type to **P2**. P2 will notify the Program Analyst that the “President’s Budget” budget-type has been sent to **P2**. **Response: BP team will review and respond.**
- 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\[PROC1010\]](#)*

*[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 5\[PROC1031\]](#)*

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

---

Copyright Oracle Corporation, 2000. All rights reserved.

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)\*

## **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]*.

### Chief of Engineers

1. Testify before House and Senate Appropriation sub-committee hearings on President's budget request.

### Headquarters (HQUSACE) Program Manager (PgM)

2. Provide requests for Congressional member fact sheets to MSCs and responsible Districts.

### District Program Manager (PgM)

3. Prepare Congressional member fact sheets, **in coordination with PM, Response: Accepted.** 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.

**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.

---

Copyright Oracle Corporation, 2000. All rights reserved.

**End of activity.**

