

Civil Works Program and Budget Process (**PROC 1022**) **Response: Accepted. Reworded. See master document. POD's Comments**

This process could be more appropriately categorized as a reference supporting processes 1027, 1028, 1029, 1030 & 1031. Response: Reworded. See master document.

Scope

[Please describe the sequential relationships between this process and sections 1 through 5 (PROC 1027 through PROC 1031). At a minimum, suggest logical titles for each PROC in the series that relate to the individual scopes. If possible, recommend combining these into a single CW Program and Budget Process with a series of appendices as follows:

- a. Calendar Schedule of Budget Process Development Events**
- b. Initial budget document preparation in PRSM and ABS (note -- PROMIS is not used for budget input, and we do not know how P2 would be used)**
- c. Justification Sheets [applicable to the elements of (b)]**
- d. Summary (unsure regarding purpose)**
- e. Fact Sheets**
- f. Initial Work Allowances**
- g. Congressional Audits**
- h. Schedule of Obligations & Expenditures (2101 report)**
- i. Capabilities and Disclosures of Budgetary information**
- j. Continuing Authority Program**
- k. Other Programs (e.g. Flood Control & Coastal Appropriations, General Regulatory General Expense, Plant Replacement and Improvement Program)**

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.

[Please rewrite to describe a meaningful scope that actually applies to the process described; the following bullets should be expanded into a discussion of the objectives and benefits of the process] Response: Reworded. See master document.

- 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]

[\[Add: ER-11-2-201, Civil Works Activities - Funding, Work Allowances, and Reprogramming; and Response: Accepted. ER-11-2-240, Civil Works Activity – Construction Response: BP Team will review & respond.\]](#)

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.

Acronyms/Definitions

Include in Acronyms and Glossary (REF1001) all acronyms/definitions used in this process. Response: Accepted. Will add to glossary.

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 **[please clarity] Response: Reworded. See master document.** 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, **and FADS, during standard budget year, Response: Reworded. See master document.** 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[PROCI029].

- 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[PROCI027].

- 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[PROCI028]*.

- 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[PROCI030]*.

- 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 **and funding requirements Response: Accepted.** 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.

Would like to have a more meaningful flowchart. A certain order or sequence is suggested in the text that could be reflected in flowchart format. Make this flowchart stand-alone, not necessarily developed by Oracle Tutor. Response: Rejected. Oracle Tutor doesn't support this functionality.

