

## Civil Works Program and Budget Process-Section 1

POD's

**Comments** See comment at beginning of Civil Works Program and Budget Process (PROC 1022). **Response:** Reworded, see master document.

### Scope

This process provides guidance for development and submission of the budget for the U.S. Army Corps of Engineers, Civil Works program. **[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 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](#)]

---

Copyright Oracle Corporation, 2000. All rights reserved.

Initiating a Project in P2[PROC1005]

PMP/PgMP Content[REF1018]

Resource Estimate Development[PROC1003]

**[Add: ER-11-2-201, Civil Works Activities - Funding, Work Allowances, and Reprogramming Response: 1; and ER-11-2-240, Civil Works Activity – Construction Response: Business Process (BP) team will review and 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.

The Project Manager (PM) **in coordination with the PgM Response: Proposed change rejected, this is the on-going work management for the PM** is responsible for creating, updating and maintaining schedule/resource data consistent with guidance provided by HQUSACE.

The Program Analyst/ **PM/PgM are Response: Proposed change rejected, considered to be a Program Analyst/Budget analyst responsibility** responsible for creating appropriate budget types in P2, and preparing/updating PB-3's and PB-2a's **[please spell out first time used]** **Response: Proposed change rejected, These are the report names** and District appropriation list per HQUSACE guidance.

The Project Review Board (PRB) is responsible for reviewing and verifying the appropriation list **[clarify the appropriation list source, is this the district program congressional budget request?]** **Response: BP team will review and respond** 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)\*

---

Copyright Oracle Corporation, 2000. All rights reserved.

## 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. **Coordinate** **Response: Proposed change rejected, prefer original wording** HQ/MS C 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 **P2** **Response: Proposed change rejected, will be done in the Oracle projects module in P2** for copied budget types of each project, as needed.
  - 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 **P2 Response: Proposed change rejected, will be done in the Oracle projects module in P2** (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. **In coordination with the PM and PgM, prepare Response: Reworded, see master document** General Investigation (GI), Construction General (CG), Operations and Maintenance (O&M) programs for district verification.
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
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 Response: Proposed change accepted** 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 **P2 (Oracle Financial Analyzer (OFA) Response: Reworded, see master document**.
18. Submit Program Memo to OMB through ASA(CW).

**End of activity.**

**Be sure to put process call outs at the start and end of every Process flowchart. Each flowchart should be able to stand on its own and assist users in moving through the processes. Every flowchart should have a title block identifying the process title and number. Response: Rejected -- Oracle Tutor does not support this functionality.**

