

## Civil Works Program and Budget Process- **Initial Budget Submission Response: Reworded. See master document.**

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### Scope

This process provides guidance for **Response: Reworded. See master document.** submission of the budget for the U.S. Army Corps of Engineers, Civil Works program.

- **Response: Reworded. See master 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.)

### 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 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\[PROC1015\]](#)

[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 Project Manager (PM) is responsible for creating, updating and maintaining schedule/resource data consistent with guidance provided by HQUSACE.

The Program Analyst/Budget Analyst is responsible for creating appropriate budget types in P2, and preparing/updating PB-3's and PB-2a's and District appropriation list per HQUSACE guidance.

The Project Review Board (PRB) is responsible for reviewing and verifying the appropriation list 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)\*

## **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. Provide HQ/MSC 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 **Baseline level**.  
**Response: Rejected; prefer original wording** 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 Oracle Projects for copied budget types of each project, as needed.
  - This creates an initial set of budget versions of each project budget-type ( **Baseline level**, **Response: Rejected; prefer original wording** Recommended, and Capability).
7. Verify PB-3's and PB-2A's in Oracle Projects (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. Prepare 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 **that data for initial submission is complete.** .Response: Reworded. See master document.

### **Major Subordinate Command (MSC) Program Manager (PgM)**

14. Analyze and verify Division rollup of program data.
15. Notify Hq **that data for initial submission is complete.** Response: Reworded. See master document.

**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 OFA (**define OFA**) Response: Reworded. See master document.
18. Submit Program Memo to OMB through ASA(CW).

**End of activity.**