

Member's List Fact Sheets Response: Reworded. See master document.

Scope

This process provides guidance for development and submission of the **Member's List Fact Sheets** 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 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\[PROC1015\]](#)

[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)*

Response: Comment rejected. BP/P2 Program Office changed to Configuration Management Board. See glossary

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 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.

End of activity.