

CERM-B

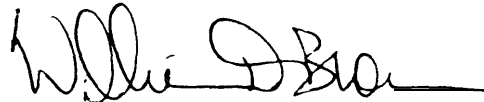
Pamphlet
No. 37-1-5

25 February 1994

Financial Administration
BUDGET AND MANPOWER RESOURCE MANAGEMENT CYCLE

1. Purpose. To provide time frame guidelines for the budget and manpower cycle from USACE Major Subordinate Commands to HQUSACE/OCE and to higher authority.
2. Applicability. This pamphlet is applicable to all HQUSACE/OCE elements, major subordinate commands, and laboratories.
3. General. Appendix A contains a summary of major budget/manpower events with some internal time lines at HQUSACE/OCE. Appendix B contains a more detailed breakdown of the actions necessary to accomplish major events from the MSC level to HQUSACE/OCE and on to higher authority. Appendix C contains a legend of acronyms and abbreviations used in appendixes A and B. It should be noted that this is intended as a guideline only. Schedules are subject to vary as due dates/events change.

FOR THE COMMANDER:



WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

- 3 Appendixes
APP A - Summary of Major
Budget/Manpower Events
APP B - USACE Budget/Manpower Cycle
APP C - Legend of Acronyms and
Abbreviations

SUMMARY OF MAJOR BUDGET EVENTS

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1ST Quarter Military Funds Allocation	OMA Funding Letter Published Current FY	CW Budget Guidance From OMB	2nd Quarter Military Funds Allocation	CW Budget Hearings/Budget Justification to Congress	Issue Civil Budget Guidance to MSC	3rd Quarter Military Funds Allocation		FMS Admin Budget	4th Quarter Military Funds Allocation	Initial CW Budget & Apport Request to OMB	Distribute CW Apportionment to MSC
RDTE Budget Exhibits to SARDA	RDTE Budget to SARDA	Revised CW Budget to OMB	POM to HQDA			BCE(OPA) to HQDA		Departmental Quarterly Review	Wildlife Conservation Budget to COA	P&F Schedules to DAB	CW Appropriations Act Passed
Contingency Fund Qtrly Rpt to HQDA		Departmental Quarterly Review	Contingency Fund Qtrly Rpt to HQDA			Contingency Fund Qtrly Rpt to HQDA			Contingency Fund Qtrly Rpt to HQDA	Publish Year End Closure Instructions	RDTE Budget Exhibits to SARDA
Warrants from Treasury			Obligation Plan to SARDA							PRIP/ADP Major Items	Wildlife Conservation Budget to OSD
Obligation Plans to ABO DFAS											

SUMMARY OF MAJOR MANPOWER EVENTS

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<i>Monthly Submit CSGPA 1702 to HQDA</i>	USACE CEP to HQDA			SAMAS to HQDA	TDA Update to HQDA	CW Workload & Manpower Data to HQSACE		ODP From PERSCOM	TAA XX to HQDA	Final Manpower Allocations Civ & Mil Funded	TDA Update to HQDA
<i>Monthly Submit SF 113G to OPM</i>				MSC Inputs FORCON Data to HQUSACE	MSC Inputs FORCON Data to HQUSACE			MSC Manpower Requirements to HQUSACE (Mil Funct)		Comments on Draft CW Manpower Allocations from MSC	CWUP Rec'd for next FY from MSC
				Winter Command Plan to HQDA	Initial Manpower Allocations Military Funded			Draft CW Manpower Allocation to MSC		Summer Command Plan to HQDA	CEP Rec'd from MSC
								CW Manpower Work Shop			Distribute FTE IAW Congressnl Appropriations Act

SUMMARY OF MAJOR BUDGET & MANPOWER EVENTS

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
PBG		OMB CW Passback	PBG		Departmental Qtrly Review	Revise/Prioritize Mid Year Review UFRs	PBG		CBE/RMU Submit to ABO		ITS to OMB
Execution Review			Execution Review		Issue Mid Yr Instructions To MSC		Departmental Quarterly Review		Execution Review		

A-1

Appendix A

USACE BUDGET/ MANPOWER CYCLE
MAJOR EVENTS

ACTION OFFICE	EVENT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
---------------	-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

MILITARY APPROPRIATIONS (except as noted):

RMB/RMU	Receive DA PBG (Budget and out years)	X			X				X				
RMB/RMU	Analyze and Issue PBG to Program Directors		X			X				X			
MSC	Workload Input to HQ Program Directors								X				
HQPD	Program Directors Workload Estimate for TAA-XX								X				
HQPD	Program Directors Input to Manpower Allocations					X					X		
RMP	Consolidated Command Resource Guidance Published					X						X	
RMU	Issue USACE Manpower Allocations (Civ & Mil)							X				X	
MSC	CEP and Civil Work-Year Usage Plan to HQUSACE	X							X				
RMU	USACE CEP to HQDA		X										
MSC	CEP Update to RMU				X			X			X		
RMU	HQ Approval/Disapproval of MSC CEP/CWUP			X						X			
HQPD	Program Directors Input to POM	X	X										
RMP	POM Submit to HQDA				X								
RMB/RMU	Guidance to MSC/HQ Activities for Mid-year Review						X						
HQPD	Program Directors Mid-Year Review Input						X						
RMB/RMU	Complete Mid-Year Review							X					
RMU	SAMAS Report to HQDA		X										
MSC	CSGPA-1702 Report to HQUSACE	X	X	X	X	X	X	X	X	X	X	X	X
RMU	CSGPA-1702 Report to HQDA		X			X			X			X	
RMU	Command Plan to HQDA					X						X	
RMU	Defense Manpower Report to HQDA							X					
MPRA	Publish Initial DERP Directive	X											
RMB	BCE (OPA) Guidance/Instructions to MSC/HQ Activities						X						
MSC	BCE (OPA) Input to HQUSACE								X				
RMB	BCE (OPA) Submit to HQDA										X		
MSC	Input Manpower Requirements to RMU											X	
HQPD	Input Manpower Requirements to RMU										X		
RMU	Publish ODP to MSC											X	
MSC	TDA Documentation to HQUSACE			X						X			
RMU	USACE TDA Documentation to HQDA			X	X	X				X	X	X	

MCA APPROPRIATION:

MSC	DD Form 1391 submitted to HQUSACE for planning yr (BY+3)						X						
MPMC	Review DA Form 1391 submitted by USACE MSC										X		
ABO	Prepare Personnel & Financial Schedules											X	
OSD/OMB	Joint Review of P&F Schedules	X											X
MPMC	Distrib MILCON Appropriation and Publish MILCON Directive	X											

USACE BUDGET/ MANPOWER CYCLE
MAJOR EVENTS

ACTION OFFICE	EVENT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
---------------	-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

OMA APPROPRIATION:

RMB	CBE/RMU Guidance/Instructions to MSC/HQ Activities								X				
RMB/DIM	Issue ITSB Guid/Instr to MSCs/HQ Activities (BY +5)							X					
MSC	Submit CBE/RMU Input to HQUSACE								X				
HQPD	Program Directors Submit CBE/RMU Input to RMB								X				
MSC	ITSB Input to HQUSACE									X			
DIM	Coordinate ITSB with CBE Submit										X		
DIM	ITSB Submit to ABO (copy provided to RMB)										X		
RMB	CBE/RMU Submit to ABO									X			
RMB	Issue Guidance to MSC/HQ Act. for preparation of Financial Obligation Plan by PE using PBG \$ Guidance												X
MSC	Submit OMA Obligation Plan RMB												X
RMB	PY OMA – BRAC Execution Report to ABO		X									X	
RMB	Issue first CRA instructions to MSC/Program Directors											X	
RMB	Initial AFP to MSC	X											
RMB	Year – end Review of MSC/HQ Activities OMA Execution Plan	X											
RMB	Submit Obligation Plan to ABO/DFAS			X									
MSC	Provide year – end closure UFR and CRA requirements to RMB											X	
RMB	Funds Allocation	X			X			X			X		
RMB	Budget Execution Reviews	X	X	X	X	X	X	X	X	X	X	X	X

RDTE APPROPRIATION:

RMB/RMU	Receive Budget Guidance/Project Listing from SARDA for Development of CBE				X				X				
HQPD	Program Director Submit CBE to RMB/RMU						X						
RMB	Issue CBE Guidance/Instructions to Labs								X	X			
MSC	Submit CBE Input to HQUSACE								X				
RMB/RMU	CBE Submit to COA										X	X	X
RMB	Issue Guidance/Instructions for Budget Support Info to Labs & HQ Activities									X		X	
MSC	Input Budget Support Info in Increments to HQUSACE	X											X
RMB	Issue CRA guidance to MSC												X
MSC	Provide CRA requirements to RMB												X
MSC	Prepare and Submit Budget Support Materials in Increments to SARDA	X	X										X

USACE BUDGET/ MANPOWER CYCLE
MAJOR EVENTS

ACTION OFFICE	EVENT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
---------------	-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

WILDLIFE CONSERVATION:

RMB	Issue Guidance/ Instructions to MACOMS						X						
MACOM	Submit Budget to RMB										X		
RMB	Submit Budget to OSD												X
RMB	Issue Quarterly Obligation Limitation to MACOMS			X				X		X			X

FOREIGN MILITARY SALES:

MSC	Prepare FY XX Obligation Plan	X											
RMB/RMU	Request HQ & MSC Input for FMS Admin Budget							X					
HQ/MS	Submit Input to RMB/RMU for FMS Admin Budget									X			
RMB/RMU	Submit FMS Admin. Budget to DSAA									X			
RMB	Prepare Reclama if Necessary (Jul-Sep)										X		
RMB	Distribute Funding Allocations to MSC	X											
RMB/MP	Mid year review with ABO						X						
RMP/MPMD	Submit FY XX Obligation Plan to DSAA		X										

BRAC APPROPRIATIONS

MPMB	Request BRAC & NEPA Support Funds from HQDA	X											
MPMB	Provide Input on BRAC Execution Plan to HQDA									X	X		
MBMB	Request BRAC Execution Funding from HQDA												X
MPMB	Receive BRAC Execution Funds from HQDA	X											

CENTRALIZED ACTIVITIES

RMB	Request HQ Activities Input for BY Centralized Activities		X										
HQPD	Provide Input on BY to RMB			X									
RMB	Evaluate BY Centralized Activities Input				X								
RMB	Provide BY Centralized Activities as part of the annual submission of the President's Budget to Congress					X							
RMB	Notify MSC of Apprvl and \$ Amount of BY Centralized Acct							X					
RMB	Prepare and Forward PY Centralized Activities Bill to Field			X									

USACE BUDGET/ MANPOWER CYCLE
MAJOR EVENTS

ACTION OFFICE	EVENT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
---------------	-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

CIVIL APPROPRIATIONS:

RMB/CWB	Receive OMB Circular A-11 (Budget Preparation Guidance)										X		
RMB/RMU	Issue Guid/Instruct to FOA and HQ Activities for CAB and RMU Personnel and other OMB Exhibits									X			
MSC	Submit Initial RMB-15 and CAB Report											X	
RMB/CWB/RMU	Submit Initial CW Budget to OMB for PY, CY, BY & BY+1	X											
RMB/CWB/RMU	Receive & Analyze OMB Passback		X										
RMB/CWB	Receive Dollar Guidance from OMB			X									
MSC	Submit Final CAB Report to RMB	X											
MSC	Submit Final RMU-15 Report to RMU		X										
RMB/RMU	Revise Budget/Manpower Schedules to OMB			X									
RMB/CWB	Budget Justification to Congress					X							
CWB/MSC	Budget Hearings before Congress					X	X						
MSC	Submit Apportionment Requirements to HQUSACE											X	
RMB	Submit Apportionment Request to OMB											X	
RMB	Receive & Distribute Initial Apportionment from OMB												X
RMB	Receive Warrants from Treasury	X											
RMB/CWB	Issue Initial Work Allowances & FADs to MSC	X											
MSC	SF 113G FTE Report to RMU(15th of the month following exec)	X	X	X	X	X	X	X	X	X	X	X	X
RMU	SF 113G FTE Report to OPM(25th of the month following exec)	X	X	X	X	X	X	X	X	X	X	X	X
RMU	Disribute BY SF 113G (Feeder) Report Schedule to MSC											X	
DIM	Issue Data on Acquisition, Operation and use of Information Technology Guid/Instruct to CMDs/HQ Activities (BY+5)										X		
MSC	ITS Input to HQUSACE											X	
DIM	Submit ITS Input to OMB												X
MSC	Submit Current-year PRIP Request						X						
MSC	Submit PRIP Major Item New Start Request (BY+1)							X					
MSC	Submit PRIP Vehicle Request							X					
LDT	Review/Allocate PRIP Vehicles											X	
MSC	Update PRIP Major Items									X			
CWOMB	Approve PRIP Buys and Notify MSC												X
CWOMB	Submit BY PRIP Package, part of President's Budget to Cngrss					X							
MSC	CWUP for BY to HQUSACE												X

APPENDIX C

LEGEND FOR ACRONYMS AND ABBREVIATIONS

ABO	Army Budget Office
ADP	Automatic Data Processing
AFP	Annual Funding Program
BCE(OPA)	Baselevel Commercial Equipment, Other Procurement, Army
BRC	Budget Review Committee
BRAC	Base Realignment and Closure
BY	Budget Year
CAB/RMU	Civil Automated Budget/Resource Management Update
CBE	Command Budget Estimate
CEP	Civilian Employment Program
CERAMMS	Corps of Engineers Resource Allocation and Military Manpower System
COA	Comptroller of the Army
CRA	Continuing Resolution Authority
CSGPA 1702	Civilian Manpower On-Board Strength and Workyears Report
CW	Civil Works
CWB	Programs Division, Directorate of Civil Works, HQUSACE
CWOMB	Budget Section; Operations, Construction, and Readiness Division; Directorate of Civil Works, HQUSACE
CWUP	Civil Workyears Utilization Plan
CY	Current Year
DAB	Director of the Army Budget
DERP	Defense Environmental Restoration Program
DFAS	Defense Finance and Accounting Service Center
DIM	Directorate of Information Management, HQUSACE
DSAA	Defense Security Assistance Agency
FAD	Funding Authorization Document
FMS	Foreign Military Sales
FORCON	Forces Configuration
FTE	Full-Time Equivalent (Workyear)
HQDA	Headquarters, Department of the Army
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HQPD	Program Directors located at HQUSACE
ITS	Data on Acquisition, Operation and Use of Information Technology
ITSB	Information Technology Systems Budget
LDT	Transportation Division, Directorate of Logistics Managment
MACOM	Major Army Command
MCA	Military Construction, Army
MPMB	Base Realignment and Closure Branch, Directorate of Military Programs, HQUSACE

LEGEND FOR ACRONYMS AND ABBREVIATIONS

MPMC	Military Construction Division, Directorate of Military Programs, HQUSACE
MPRA	Environmental Restoration Division, Directorate of Military Programs
MSC	Major Subordinate Command
NEPA	National Environmental Policy Act
ODP	Officer Distribution Plan
OMA	Operations and Maintenance, Army
OMB	Office of Management and Budget
P&F	Personnel and Financial (Schedules)
PBG	Program Budget Guidance
PE	Program Element
PERSCOM	U.S. Army Personnel Command
POM	Program Objective Memorandum
PRIP	Plant Replacement and Improvement Program
PY	Prior Year
RDTE	Research, Development, Test and Evaluation, Army
RMD	Military Programs Division, Directorate of Research and Development
RMB	Budget and Programs Division, Directorate of Resource Management, HQUSACE
RMU	Manpower and Force Management Division, Directorate of Resource Management, HQUSACE
RMU-15	Civil Manpower Supporting Data - Civil Works Appropriations
SAMAS	Security Assistance Manpower Accounting System
SARDA	Secretary of the Army for Research Development and Acquisition
SF 113G	Monthly On Board and Full Time Equivalent Execution Report for the Office of Personnel Management
TAA	Total Army Analysis
TDA	Table of Distribution and Allowance
USACE	U.S. Army Corps of Engineers