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	Army Programs CIVIL WORKS ACTIVITIES, GENERAL EXPENSES (RCS: DAEN-CWB-20)	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

DAEN-CWB

REGULATION
No. 11-2-190

31 July 1986

ARMY PROGRAMS
CIVIL WORKS ACTIVITIES, GENERAL EXPENSES
(RCS DAEN-CWB-20)

1. Purpose. The purpose of this regulation is to provide policy and guidelines for use in programming Corps of Engineers Civil Works activities pertaining to the General Expenses appropriation.

2. Applicability. This regulation applies to Headquarters, U.S. Army Corps of Engineers (HQUSACE) and field operating agencies (FOA) having Corps of Engineers Civil Works program responsibilities for the General Expenses appropriation.

3. References.

- a. 31 U.S.C. 1517
- b. AR 37-100
- c. ER 11-2-101
- d. ER 11-2-240
- e. ER 37-2-10
- f. ER 350-1-415

4. Requirements Control Symbol. RCS DAEN-CWB-20 is assigned to the data required by this regulation pertaining to the submission of General Expenses requirements needed to support and justify program requests to the Office of Management and Budget (OMB) and Congress.

5. Definitions.

a. General Expenses (GE) Appropriation. Provides funds for Executive Direction and Management of the Civil Works program as first authorized in the Civil Functions Appropriation Act of 1954 (Public Law 83-153, 27 July 1953, as amended). GE was converted to a no-year appropriation beginning in FY 1984.

b. Executive Direction and Management (ED&M). Technical, administrative and staff supervision functions assigned to a level of organization whose missions are to establish policy, develop guidelines, review performance, and otherwise manage the direction of work accomplished by other organizations in the Corps of Engineers. ED&M takes place in HQUSACE and in Division Offices.

This regulation supersedes ER 11-2-290, 1 October 1975

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c. Training, Executive and Management Development (T,E&MD). Program for individuals specifically identified as executives or managers, or as high potential non-managers, in accordance with the Department of the Army's Management Development System. Civil functions T,EMD is included in the GE program under the Office, Chief of Engineers. The program is managed by HQUSACE (DAEN-PEC-D) as prescribed in ER 350-1-415.

d. Centralized Activities. Civil Works functions performed by HQUSACE or Division Offices that can and normally would be performed at District Offices but for economy and/or efficiency are centralized in HQUSACE or Division Offices. A list of HQUSACE approved centralized activities is contained in ER 37-2-10. These activities are not funded by the GE appropriation.

e. Fiscal Year Abbreviations. In this regulation, the following abbreviations are used to designate fiscal years: BY -budget fiscal year, CY - current fiscal year (one year prior to BY), and PY - prior fiscal year (two years prior to BY).

6. General Expenses Program Structure. The annual GE program request submitted by HQUSACE (DAEN-CWB) through the Director of Civil Works, the Chief of Engineers, the Assistant Secretary of the Army (Civil Works) to OMB and Congress uses the following structure:

- a. Executive Direction and Management
 - (1) Office, Chief of Engineers
 - (2) Division Offices
- b. Board of Engineers for Rivers and Harbors
- c. Coastal Engineering Research Board
- d. Support Centers
 - (1) Engineer Automation Support Activity
 - (2) Water Resources Support Center

(Note: The Special Investigations activity was transferred from GE to the General Investigations appropriation in FY 1983 and the Commercial Statistics activity was transferred from GE to the Operation and Maintenance, General appropriation in FY 1985).

7. Responsibilities.

a. Programs Division, Directorate of Civil Works, HQUSACE.

- (1) Provide policies and procedures for the preparation of the annual GE program request.

(2) Coordinate and develop the annual GE program request for submission to OMB and Congress.

(3) Defend the GE program request before the OMB and prepare the Director of Civil Works for the Congressional appropriations hearings.

(4) Manage GE program execution at the appropriation level.

b. Field Operating Agencies.

(1) Develop and defend the FOA programming for the annual GE request and the mid-year GE program execution review and analysis.

(2) Manage the FOA GE program execution.

8. General Expenses Program Development and Defense. The following guidance applies to justification material required for the development and defense of the annual GE program request.

a. Recommended Program Level. Only one funding level is normally included in the GE program justifications. The program funding at this level provides ED&M of a balanced Civil Works Program. If required, additional funding levels will be requested in the annual Engineer Circular on the Civil Works Program and Budget published by HQUSACE (DAEN-CWB).

b. Manpower Resources and Compensation.

(1) Manpower Resources. Requests shall reflect the most efficient utilization of manpower necessary to accomplish an effective ED&M program and shall be supported by data contained in the Force Configuration (FORCON) system. Activities projecting reductions in workload are expected to reduce ED&M manpower and cost estimates accordingly. The allocation of overall workyears to Districts within each Division is the prerogative of the Division Engineer. However, GE workyears are separately constrained by funding.

(2) Compensation. Requests shall provide increases to cover within-grade salary advancements only on a basis consistent with recent experience. Normally within-grade step advancements net a zero cost increase (i.e., employee retirements and turnovers replace personnel in high within-grade steps with personnel that are lower in within-grade steps, thus offsetting overall program step increases, for a net zero change). In preparing estimates for overtime, activities shall analyze the use of overtime to ensure that it is used in a prudent and efficient manner; explore all reasonable alternatives to overtime, such as improved scheduling; and assure that adequate approval, monitoring, and audit procedures are in place to avoid overtime abuses. Costs for ceiling exempt employees, including uniformed civil functions military, SEY (Summer Employment Youth) and YOB (Youth Opportunity Back to School), shall be included in estimating personnel compensation costs.

c. Programming of Non-Labor Cost Estimates. Requests shall include programming for the following non-labor features: travel, transportation of things, rent, printing and reproduction, supplies and materials, equipment, and other contractual services. Sub-features are included for the following: travel - commercial air, Division airplane, per diem, and other; rent - GSA Standard Level User Charges (SLUC), other rent, communications, and utilities; other contractual services - ADP costs, training (excluding T,ED&M), plant increment and insurance, maintenance costs, support by Districts (Admin), F&A services (Central Payroll) and miscellaneous other services costs. The miscellaneous other services category shall be for an amount less than \$25,000. Definitions for these elements of expense are provided in Chapter 2, AR 37-100. An addendum to the appropriation summary justification is required when estimates for non-labor features are changed from the prior year.

d. Supporting Data. The annual program request contains narrative, appropriation summary, and manpower summary justifications.

(1) Narrative Justification. The narrative justification includes why the program is needed, what the program will accomplish with the funding level requested, justification of BY increases, the actual PY and projected CY obligations and BY full time equivalent (FTE) workyear requirements.

(2) Appropriation Justification. The automated appropriation summary justification contains best estimates of actual PY obligations and projected CY and BY requirements by feature. A listing of features, an illustration of the justification, and coding instructions for updating the automated data base required for the submission of this justification are published in the Engineer Circular on the Civil Works Program and Budget.

(3) Manpower Justification. This justification contains FTE workyears and full-time permanent (FTP) positions for the PY, CY and BY. Salaries and benefits shall include the PY pay raise supplemental, when applicable. An illustration of this justification is contained in the Engineer Circular on the Civil Works Program and Budget.

9. General Expenses Program Execution.

a. Transfers. There is no transfer authority for the GE program. To assure the most effective and economical application of available funds and optimum progress under changing conditions, the total current fiscal year work allowance may be revised. Requests for additional funds will be made after the mid-year GE Program execution review and analysis.

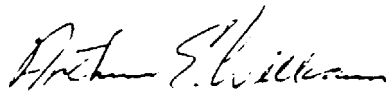
b. Mid-Year GE Program Execution Review and Analysis. A mid-year GE program execution review and analysis is conducted to assess actual performance through the first half of the program execution and to report to HQUSACE (DAEN-CWB) surplus funds not required for the remainder of the fiscal year or to identify increased pay costs or other mission essential expenses that cannot be programmed from within

available resources. A mid-year review will be conducted regardless of whether a Federal pay raise is enacted. Procedures for preparing the mid-year GE program execution review and analysis are provided by separate HQUSACE (DAEN-CWB) correspondence.

10. Coordination of the GE Program Request and the Mid-year GE Review and Analysis. It is essential that staff elements closely coordinate the development and reporting of GE program data. Procedures should be established to ensure that data reported in the annual GE program request and the mid-year GE program execution review and analysis are in agreement with similar data in the Force Configuration (FORCON) system, the Manpower Utilization and Requirements Report (RCS CSFOR-78), the Civil Automated Budget Report (RCS DAEN-RMB-13), the Civil Manpower Supporting Data - Civil Works Appropriations Report (RCS DAEN-RMU-15), as well as applicable finance and accounting reports such as the Report on Status of Appropriations and Work Allowances - Civil Works (RCS DAEN-RMF-9).

12. Marking for Submission. The data required in this regulation are considered budgetary information and are not to be released outside the Department of the Army. See paragraph 1, Appendix L, ER 11-2-240, for instructions regarding markings.

FOR THE COMMANDER:



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Colonel, Corps of Engineers
Chief of Staff