

APPENDIX J

GUIDANCE SUMMARY

J-1. The following is a summary of the guidance taken from a review of last years' data and the FORCON Bulletin, Volumes 1 through 6 ~~9~~. It is meant to provide the user a quick reference guide during the input cycle. While FORCON is meant to be flexible in nature, and some of the following is permissive, there are some points that are mandatory and will be so noted with an *.

a. *The basis for this round of FORCON is the President's FY 1997 ~~9~~ budget for which the USACE commanders will testify in February before Congress. All funding projections will be within your ceiling for that budget. You will load/update TO/FROM and funding data for; CY=1996~~8~~, BY=1997~~9~~, BY+1=1999 2000 thru BY+4=~~2002~~ 2003. You will load/update organizational data for CY and BY.

b. ~~*Use only one CWIS number for each project, study, or activity. There are several cases of one CWIS number being used for up to 25 projects. If necessary, use the CWIS sub-identifier to obtain an additional level of detail. Check your 3011a report, Programs Management Office and/or RMO for assistance if you do not know the real CWIS number. Where there is no CWIS number for a given project, create a bogus CWIS number using the following guidelines; 1) start with 000001 or 099999 (for all except ERS) and number them consecutively up or down respectively, skipping any which may be valid 'real' numbers; 2) for ERS, begin the number with 0B9000 and run them consecutively. In any case, if a project becomes 'real' in future years, follow the normal procedures for getting an approved CWIS number. The CEFMS work item code (WIC) will be the same code used in FORCON for existing (funded) work. Only one work item code should be used for each project, study, or activity. There was previously several cases of one CWIS number used for up to 25 projects. During CEFMS conversion these 25 projects will all have the same WIC. For existing work, where projectshave the same CWIS number, a parent WIC should be established and each project/study/activity should be entered as a subproject or task (child work item). This code is system generated. For anticipated work, a bogus code should be used as an identifier. When the work becomes "real" the bogus code used to identify the work should be changed. Check your 3011a reports, Program management Office and/orResource Management Office for assistance if you do not know the~~

c. Distributed overhead costs. There are two ways for dealing with distributed overhead costs in FORCON. In any case, we are dealing with services normally provided by a CENTRALIZED activity, such as, personnel, finance, ADP, etc., normally within a single division. The first approach is to individually debit each project, study, and activity, the specific amount due from it. This would be debited against the Administration organization under the 'To Other Corps' field. The benefit of this approach is that it is precise. The disadvantage is that it is tedious, especially if division changes the amount one or more times and you have to recalculate and reenter these figures. The second

approach approximates the first but on a larger scale. This allows the GIVING district or division or lab to summarize these costs as a NEGATIVE amount in the 'To Other Corps' under one unfunded summary project that uses the A/CCS of ~~WC-XXX~~, and 'To Other Agency' with ~~WD-XXX~~. The RECEIVING office creates a summary project using the A/CCS ~~WC999~~ that is funded by this action and spreads the costs to the appropriate organization(s). This simplification overstates the funds available for expenditure for that office at the individual appropriation level but debits them from the bottom line of the total funds available for expenditure. The trade off is time vs accuracy. This use of a NEGATIVE value will only work with the WC and ~~WD-XXX~~ and WC-PAY accounts. While permissive in nature it must be done consistently within the same division. When the district is ready to submit the data forward it can choose to run the ~~WCXXX~~ utility ~~on the PC version~~ or wait until after all of the data has been submitted to HQUSACE, the ~~WCXXX~~ identified centralized costs will be 'sold' back (electronically) to all projects in each EROC on the basis of hired labor costs. After this step has been taken, the separate USACE command ~~WCXXX~~ amounts are displayed as zero. Thereby reducing the double counted funds at the district, lab, and separate FOA.

d. Laboratory identification of work. Work on a specific job that is connected to a specific project should be identified by that project name and CWIS number that the giving district or division uses. For instance, a ship simulator study for a harbor or channel project, or a flood wall design for a local protection project, or a math model for a specific project, among others. In some instances the funding amounts are very small and there are many such jobs for similar types of work for a particular district or division. These may be combined into a single project with a remark noting this in the remarks block. An example of this would be paint tests for locks.

e. *All ERS work will be entered using the BZ Appropriation. Refer to the latest change to ER 37-2-10, App 20-I for appropriate sub breakout of letter codes. ~~Another~~ Other listings can be found in Appendix C & D of this EC.

f. *Display your manpower for the CY (19978) equal to your FY 19978 manpower voucher or less if you expect to underutilize - but never MORE. This is in essence your work plan on how you intend to execute your mission this year. It should be identical to what your LCPM's are saying is going to happen. For the BY (19989), display your manpower requirements for what you would need to fully execute your FY 19989 workload all in support of the President's FY 19989 budget. Apply a *reasonableness* criteria to how you program short term variations in work load. For instance, if you had a short term temporary increase in work load, yet your long term work load is down, it would be unreasonable to expect a short term manpower increase. You might however, program to execute a large design effort by showing a large AE contract load for that year. Our initial civil manpower ceiling from OMB for FY 19989 is ~~642~~ 751 FTE lower than that available for allocation in FY 19978, and OMB is looking for more ways to cut deeper. It is absolutely unhelpful to make unrealistic manpower requests in this climate. **USACE command proposals for increases must be based on substantial long term program increases.**

g. *New Construction Starts. All projects and studies which are in the approved 10-year program will be entered into the data base.

h. *Only funds received by direct appropriation from Congress for the Corps projects shall be shown in the 'Budget/Appropriation' column. Non-Federal funds will ALWAYS be in the 'Cash' column and funds for ERS projects in the 'From Other Agency' column. Funds received from another Corps office will be shown in the 'From Other Corps' column. Both The Inland Waterway Trust Fund and the Harbor Maintenance Trust funds shall be shown as Federal budget amounts, the former under Construction, General and the latter under Operation and Maintenance, General with their associated Federal project.

I. *Support For Others (SFO)(Reference ER 1140-1-211).

(1) Work that should be reported in FORCON as SFO includes:

(a) Reimbursable work for non-DOD Federal agencies.

(b) Reimbursable work for state, ~~and~~ local, and Tribal governments including “Contributed Funds”, “contributed Funds, Other” under ER 465-2-30 to the extent that specific FTE requirements can be identified.

(c) Reimbursable work for the private sector ~~under Foreign Assistance Act~~.

(d) Reimbursable work for a foreign nation, or an international organization under Foreign Assistance Act.

~~(e) Reimbursable work for an international organization (i.e., World Bank).~~

~~(f)~~(e) Reimbursable environmental work for all non-DOD Federal agencies. Work which is for the purpose of the environmental restoration (hazardous, toxic, and radiological wastes (HTRW)) will be classified as civil and will be resourced with civil manpower allocations.

~~(g)~~(f) Reimbursable emergency work.

(2) Work which should NOT be reported in FORCON as SFO includes:

(a) Work which is legislatively mandated.

(b) Reimbursable work for DOD agencies, including DOD dredging.

J. *Manpower associated with General Expense budget must be separately identifiable from all

other sources.

k. *The National Emergency Preparedness program will use C 510 and 520, and Flood Control and Coastal Emergencies will use D 110, 120, 130, and 140. In the division office, only the emergency operations staff will be charged against these accounts (except in the operating divisions). There should be only limited manpower charged to the D 130 account as it is intended for supplies and equipment.

l. *All projects/studies/activities must have names. Blank named projects will be deleted from the system and the claim on manpower lost.

m. *Dredging projects will use the following subcode convention. See Appendix D for the correct subcodes.

n. *All five Regulatory Program A/CCS (FE 100, 200, 300, 400, and 500) require data entries. In some districts, one or more fund categories among 300, 400, and 500, may be "0" when no funds are allocated to them. Entries for category 200, Enforcement, should reflect increased national emphasis on wetlands protection. All input for this program MUST be reviewed by the Regulatory Branch Chief.

o. *Non-Federal Funds: Rivers and Harbors, Contributed A/CCS FW ____ will not be used. The non-Federal amount will be entered as 'CASH'.

p. *Inflation rates used in AVERAGE SALARY computations will be provided via the FORCON bulletin in early February. are as follows:

**TABLE J-1
INFLATION FACTORS**

| YEAR | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 |
|----------|-------|-------|-------|-------|-------|-------|
| INFL FCT | 1.000 | 1.047 | 1.089 | 1.129 | 1.170 | 1.212 |

q. *The division labs will be entered under engineering, BUT as a separate EROC. Under the restructured divisions, the testing labs will still be reported separately, even though they are under one of the districts. For the purpose of figuring average costs, they stand as a separate group. The new EROC will be one greater than that of the last district. i.e., for SAD, the last district is K7, therefore the division lab would be K8. Data entry should be done at the division office. Starting FY 99, the only labs reporting will be Omaha and WES. All other district labs will be closed prior to the end of FY 98.

r. *Continuing Authorities Program (CAP). CAP was substantially OVER programmed by a few divisions in the FY 989 submission. It is important that each division stay within its program ceiling as per CECW-P. Any over subscribed program will be reduced by HQUSACE to come with the allotted ceiling.

s. *Military work from any source, same district or another corps office, will NOT be resourced with civil FTE (not even if it has been washed thru the revolving fund!). If you have such a project, contact CERM-~~U~~ M to get the resources.

t. *For the FY 989 FORCON cycle, only projects which have funding may be included in the data base. All projects which do not have funding for the period FY 978 through FY 20023 will be deleted. This must be done prior to submission of the data.

J-2. This appendix will be supplemented from time to time thru the FORCON bulletin.