National Nuclear Security Administration

NNSA Policy Letter: __BOP-001.1__

Date: __May 8, 2003__

TITLE: **NNSA PPBE Planning Process**

I. OBJECTIVE: To institutionalize an NNSA Planning Process which complements the other phases of the Planning, Programming, Budgeting, and Evaluation system to ensure that all current policies, requirements, external conditions, and emerging issues that may cause a vector change in the NNSA Baseline Program are identified and given due consideration during the Programming process.

II. APPLICABILITY: Applicable to all NNSA Headquarters elements.

III. POLICY REQUIREMENTS: Planning will cascade from Headquarters to all NNSA elements to assure clear leadership and direction. Specific process requirements are available through the NNSA Intranet site at http://nnsaweb.na.gov.

1. Planning is a requirements-based, fiscally unconstrained process and a key line program responsibility.

2. The Planning process will begin in the November time frame and end in February. February is an appropriate time to complete the process because Secretarial Planning Guidance should be in place and the NNSA Baseline Program reflected in multi-year program plans will have been updated to reflect the current appropriation and the new President's Budget Request.

3. The Planning Process will generate two NNSA guidance documents and lay the groundwork for the Programming process: (1) Strategic Planning Guidance; and (2) Program and Fiscal Guidance.

4. Program documents affected by the planning process include: multi year program plans, Summary 5-Year Program Plans, and the NNSA budget requests (e.g. OMB, Congressional Budget Request, and the FYNSP).

IV.   RESPONSIBILITIES:

    A.   The Administrator, NNSA, is responsible for issuing Strategic Planning Guidance annually in January and the Program and Fiscal Guidance in February.

    B.   The Director, Policy, Planning, Assessment and Analysis (NA-3.4) is responsible for developing and coordinating Strategic Planning Guidance annually in November-December.

    C.   The Director, Planning, Programming, Budgeting and Evaluation is responsible for:

        1.   Managing the Planning process.

        2.   Keeping the Planning process document current and maintaining it on the NNSA intranet at http://nnsaweb.na.gov or you can go directly to the NNSA PPBE site by using https://intranet.nnsa.doe.gov/ppbe/default.asp

        3.   Developing and coordinating the Program and Fiscal Guidance annually in early February for the Administrator's signature.

        4.   Serving as the NNSA liaison with the DOE Office of Management, Budget and Evaluation (ME-1) and the Office of Management and Budget.

    D.   Headquarters NNSA elements are responsible for:

        1.   Being familiar with the requirements of Planning process document located on the NNSA intranet at http://nnsaweb.na.gov or you can go directly to the NNSA PPBE site by using https://intranet.nnsa.doe.gov/ppbe/default.asp.

        2.   Incorporating the Strategic Planning Guidance and Program and Fiscal Guidance into their respective line planning functions and preparations for the Programming process.

        3.   Updating multi-year program plans at least annually in December-January, to reflect the NNSA Baseline Program consistent with the President's budget and supporting Summary 5-Year Program Plans and FYNSP.

E.   The Service Center, Site Offices, ME-1, and OMB may also be asked to participate at various stages of the Planning process.

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