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# **PPBE PLANNING PROCESS**

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**NATIONAL NUCLEAR SECURITY ADMINISTRATION**  
**Office of Financial Management**



## **PPBE PLANNING PROCESS**

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1. **PURPOSE.** To institutionalize a NNSA Planning process that complements the other phases of the Planning, Programming, Budgeting, and Evaluation (PPBE) system to ensure that all current policies, requirements, external conditions, and emerging issues are identified and given due consideration internally with NNSA elements.
2. **CANCELLATIONS.** None.
3. **APPLICABILITY.** All Administration program elements and organizations.
4. **REQUIREMENTS.** Planning is a requirements-based, fiscally unconstrained process and a key line program responsibility. Although program planning is a year round activity, the formal PPBE Planning process begins in November with the issuance of NNSA Strategic Planning Guidance by the Administrator and continues with internal program and project planning by key line program managers until the start of the PPBE Programming process. The Planning process tells us **WHAT** work needs to be done and lays the groundwork for the Programming process, which tells us **HOW** the work gets done within a fiscally conscious funding envelope and defined priorities. Planning will cascade from Headquarters to all NNSA elements to assure clear leadership and direction.
  - a. **The NNSA Strategic Plan** cascades from the DOE Strategic Plan and sets the overall long-term mission, vision, and goals for the NNSA. The Plan is updated every three to five years, as needed.
  - b. **NNSA Strategic Planning Guidance (NSPG)** updates and/or validates the Administrator's vision and priorities outlined in the NNSA Strategic Plan. The guidance may also identify "emerging issues" that might challenge the **NNSA Baseline Program** and may also direct some "excursions" that may be further studied and explored during the Programming process.
  - c. **Internal multi-year program plans** are NNSA documents used by line program managers to manage and direct long-term programs, activities, and projects for assigned program responsibilities. Examples of internal multi-year program plans are the program-specific, detailed multi-year plans, Ten Year Comprehensive Site Plans, the Integrated Construction Project Plans, ES&H Management Plans, and the Safeguards and Security Site Plans, among others.
  - d. External multi-year program plans are used by corporate NNSA to summarize information at the GPRA-Unit or DOE laboratory level for use by the DOE, OMB and the Congress. Examples of these plans are the NNSA Future-Years Nuclear Security Program (FYNSP) which is used to meet the DOE requirement for GPRA-Unit Program Plans and DOE Laboratory Plans, both of which are generated outside of the NNSA PPBE Planning process.

5. RESPONSIBILITIES.

- a. The Administrator, NNSA, is responsible for:
  - (1) Issuing the NSPG annually in November.
- b. The Director, Office of Science and Policy, (NA-1.1) is responsible for:
  - (1) Defining and managing the process to develop the NSPG.
  - (2) Coordinating the NSPG with the Administrator and NNSA elements.
  - (3) Serving as an advisor to the Administrator on strategic planning matters.
  - (4) Serving as the NNSA liaison for the DOE Strategic Plan.
  - (5) Staffing the process to update the NNSA Strategic Plan.
- c. The Director, Office of Financial Management (NA-MB-30) is responsible for:
  - (1) Managing the overall PPBE Planning process.
  - (2) Coordinating the preparation of the external multi-year program and laboratory plans to reflect the President's Budget Request, including OMB-approved outyear targets.
  - (3) Serving as the NNSA liaison with the DOE Chief Financial Officer (CF-1) and the OMB for external multi-year program and laboratory plans.
  - (4) Keeping this NNSA PPBE Planning process BOP current and maintaining it on the NNSA PPBE intranet at <https://hq.na.gov/PPBE/>
- d. Headquarters NNSA Elements (Defense Programs, Defense Nuclear Nonproliferation, Naval Reactors, Nuclear Counterterrorism Incident Response, Defense Nuclear Security, Cyber Security, and Management and Budget) are responsible for:
  - (1) Being cognizant of the requirements of the PPBE Planning process.
  - (2) Incorporating the NSPG into their respective internal multi-year program planning and project planning functions and their preparations for the PPBE Programming process.
  - (3) Incorporating appropriate inputs from Field elements into internal multi-year program plans and project plans.

- (4) Updating internal multi-year program plans and project plans at least annually to reflect the NNSA Baseline Program consistent with the President's Budget Request for the then-current budget year.
  - (5) Using the internal multi-year program plans and project plans as a source of information leading into the PPBE Programming process.
- e. Other NNSA entities: The NNSA Albuquerque Complex NNSA Site Offices and other DOE elements participate in the PPBE Planning process at the discretion of NNSA HQ Elements, as appropriate.
6. REFERENCES. Government Performance and Results Modernization Act (GPRA) of 2010; Office of Management and Budget Circular (OMB) No. A-11; and the President's Accountable Government Initiative.
7. CONTACT. The NNSA, Office of Financial Management, NA-MB-30, 202-586--1087.



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