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# **PPBE PROGRAMMING PROCESS**

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



11-08-11

**PPBE PROGRAMMING PROCESS**

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1. **PURPOSE.** To institutionalize an annual NNSA Programming process to facilitate analysis and prioritization of program elements and resources and to provide recommendations to the Administrator for the best possible mix of resources attainable within fiscal realities.
2. **CANCELLATIONS.** None.
3. **APPLICABILITY.** All NNSA program elements and organizations.
4. **REQUIREMENTS.** The NNSA will conduct a Headquarters-driven process to facilitate program development, prioritization and integration, for decision-making by the Administrator to define the future budget and outyear program profile for all NNSA elements.
  - a. The Programming process takes a programmatic, fiscally conscious look at the current Future-Years Nuclear Security Program (FYNSP) baseline, and provides the mechanism for each NNSA program element to consider program proposals resulting from their internal PPBE planning and programming processes for discussion with the Principal Deputy Administrator and the Program Review Council (PRC).
  - b. **NNSA Program Reviews** will be conducted annually in the fall. The purpose of the reviews is to provide the Principal Deputy Administrator with the overall status of each program with a particular emphasis on the underlying assumptions and issues that will have to be addressed during the upcoming Programming process. Specific requirements for the reviews will be provided by the Principal Deputy Administrator.
  - c. The Programming process begins annually in February with the issuance of **NNSA Program and Fiscal Guidance (NPFG)**. The NPFG, which ideally cascades from the DOE Program and Fiscal Guidance, lays out the overriding program and fiscal guidance from the Administrator to drive the Programming process. The guidance identifies emerging issues, Office of Management and Budget (OMB) guidance, and the FYNSP baseline and five year budget profile. In concert with the Programming Process Instructions, NNSA elements then conduct their own internal Programming processes.
  - d. Each NNSA program element conducts internal sessions to prioritize program requirements to accommodate new priorities and emerging issues, assesses risks, and develops an **updated, integrated Baseline program** that supports the mission. The results of these internal sessions are documented and provided for discussion with the Principal Deputy Administrator and the PRC. Specific

instructions for the information needed for the Administrator and the PRC are available through the NNSA Intranet site at <https://hq.na.gov/ppbe/>

- e. The **PRC** meets with the Principal Deputy Administrator to discuss the various program proposals, along with impacts, alternatives and performance.
- f. At the end of the Programming process, the Administrator issues the **Administrator's Final Recommendations (AFR)**, which document NNSA's resource allocation decisions to change the NNSA baseline program in the FYNSP. The AFR becomes the basis for NNSA's participation in the Department's Strategic Resources Review.

## 5. RESPONSIBILITIES.

- a. The **Principal Deputy Administrator, NNSA**, is responsible for:
  - (1) Conducting NNSA Program Reviews annually in the fall.
  - (2) Issuing the NPPFG annually in February.
  - (3) Making final program decisions for the PRC.
  - (4) Issuing the AFR.
  - (5) Briefing the Department on the AFR during the Strategic Resources Review.
- b. The **Director, Office of Financial Management (NA-MB-30)** is responsible for:
  - (1) Managing the overall PPBE Programming process.
  - (2) Developing guidance and coordinating the NNSA program reviews.
  - (3) Developing and coordinating the NPPFG.
  - (4) Coordinating the preparation of Programming process deliverables for the PRC.
  - (5) Serving as staff to the Principal Deputy Administrator in analyzing the Programming process inputs from NNSA elements.
  - (6) Developing and coordinating the AFR.

- (7) Keeping this NNSA Programming process BOP and other process instructions current and maintaining them on the NNSA intranet at <https://hq.na.gov/ppbe/>.

c. **NNSA Headquarters Elements** (Defense Programs, Defense Nuclear Nonproliferation, Naval Reactors, Nuclear Counterterrorism Incident Response, Defense Nuclear Security, Cyber Security, Science and Policy, and Management and Budget) are responsible for:

- 1) Being familiar with the requirements of the PPBE Programming process, including current Programming Process Instructions available on the NNSA intranet at <http://nnsaweb.na.gov>.
- 2) Providing NNSA Program Reviews to the Principal Deputy Administrator.
- 3) Incorporating the NPPG, NNSA Strategic Planning Guidance, and other internal multi-year program plans and project plans in generating proposals for the PRC.
- 4) Incorporating appropriate Field input into internal Programming processes.
- 5) Conducting appropriate internal processes to develop an integrated, updated, fiscally-conscious program baseline, and providing appropriate information that meets the requirements of the Programming Process Instructions.
- 6) As a Program Advocate, participate in the PRC to first justify and defend the Program's baseline proposals and work corporately to assist the Administrator in developing an integrated NNSA program.

d. **Other NNSA entities**

- 1) Other NNSA Headquarters elements (those not listed in "C" above) serve as Corporate Advocates on the PRC. Roles and responsibilities of Corporate Advocates are outlined in the Programming Process Instructions available on the NNSA intranet at <http://nnsaweb.na.gov>.
- 2) The Albuquerque Complex and Site Offices may participate at various stages of the Programming process as specified in the annual update of Programming Process Instructions, the PFG or as requested by the NNSA Headquarters program elements.

6. **REFERENCES.** DOE O 130.1, Budget Formulation.

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BOP-001.2

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7. CONTACT. The NNSA, Office of Financial Management, NA-MB-30, 202-586-1087.



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