DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
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1 Mar 04

MEMORANDUM FOR DISTRIBUTION

Subj: PLANNING, PROGRAMMING, BUDGETING AND EXECUTION (PPBE) PROCESS COURSE QUARTERLY ANNOUNCEMENT

Encl (1) PPBE Course Agenda

1. This memorandum details the quarterly announcement for the PPBE course of instruction.

2. **Executive Level PPBE Course**. A Flag or SES level course (class size of 5) is offered six times per year. Contact Bob Osterhoudt (703-676-4651) to schedule a Flag or SES level course. Course date, time and length are flexible.

3. **OPNAV PPBE Course**: This is a two-day course taught on a monthly basis with a class size of approximately 25 in a seminar environment. The course objective is to provide a general understanding of the formal procedures, and process building blocks for PPBE as applied in the Department of the Navy. The intended audience includes program managers and budget analysts who are directly involved in the PPBE process. Attendance is limited to Department of Defense military and civilian personnel in grades GS-7 and above. Priority for seating will be to personnel on the OPNAV/SECNAV staff. Department of the Navy personnel external to OPNAV/SECNAV will be permitted on a space available basis. The course will be conducted in Crystal Gateway 1 (1235 Jefferson Davis Highway), Room 1211, Crystal City, VA. The class will be from 0800-1630 each day (check in will begin at 0730). Additional directions and a map will be provided via email once applications are approved. Enclosure (1) provides the course agenda.

a. To apply to the course, submit an email to **NavyPPBE@saic.com**. Include the following information in the email:

Name	Rank or grade
Organization and code	Commercial phone
Email address	Primary/Alternate course date

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b. Once approved, individuals will receive directions to the facility, and confirmation of their acceptance via email. Attendees are responsible for arranging transportation to the class site (Crystal Gateway 1 is accessible via both Metro and Pentagon shuttle buses). Attendees are requested to sign in by 0750 each day so the course can begin promptly at 0800. **NOTE: students are reminded that OPNAV has funded 25 seats per class, whether 25 students show or not. If you need to cancel, submit an email to SAIC (NavyPPBE_Registration@saic.com) no later than one business day before class is scheduled. No-shows with no advance notice can expect that their front office will be contacted by N80.**

c. Course announcements, agenda, and presentation material can be found on the N8 Resources, Requirements and Assessments Website: https://ucso1.hq.navy.mil/N8 (go into "Public Library" and click: Training & Education). Claimants may request CD recordings of this course. Make requests through **NavyPPBE@saic.com.** Requests must include a military mailing address. An interactive web site which contains a digital recording of the course is available at http://navyppbe.saic.com/ppbe/.

4. **OPNAV PPBE Course dates**:

CY 2004	CY 2004	CY 2004
Mar 4-5	May 6-7	July 12-13
Mar 22-23	June 3-4	July 29-30
Apr 22-23	June 24-25	

5. For additional questions, contact Captain Jim Smithers via E-mail: Samuel.smithers@navy.mil or phone at 703-614-9016. For course attendance information at SAIC call 703-676-2620.

K. F. HEIMGARTNER
Director
Programming Division (N80)

Distribution:
All OPNAV/SECNAV

PPBE Course Agenda

DAY ONE:

Instruction Module	Topics Addressed
Block I: PPBE Process Overview	Course Introduction PPBE background and history OSD perspective fiscal environment organizational interaction
Block II: OPNAV Organization	DoN staff organization and structure resource linkages to other Navy commands resource linkages to OSD
Block III: PPBE Planning	Joint and DoN Strategic Planning timeline w/PPBE cycle Planning players within DoN Planning documents
Block IV: PPBE Programming	(divided into 2 parts: building/defending DoN program) programming timeline within PPBE cycle programming players within DoN DoN TOA trends, current DoN TOA highlight (unclas) POM prep Programming system tools program tradeoffs and risk OSD Program Review timeline, PDM
Block V: Acquisition Processes	Joint Capabilities Integration and Development System (JCIDS) process Acquisition Management System (AMS) process Acquisition Categories (ACAT) and timelines
Block VI: Joint Processes	JCS organization and players Unified Combatant Commands Joint Strategic Planning System (JSPS), JPA

DAY TWO:

Instruction Module	Topics Addressed
Block VII: PPBE Budgeting	(divided into 2 parts: formulation and execution) budgeting timeline with PPBE cycle budget players within DoN BES and PB submission budgeting system tools pricing/inflation/currency factors OSD budget review timeline, PBD execution terminology, FY closeout
Block VIII: Financial Databases	PBIS, NBTS, WINPAT, SSPIM, others: purposes, characteristics, functions and user access to each database impact on PPBE timelines links to other databases and systems Demonstration of SSPIM (Single Source Pricing Investment Model)
Block IX: USMC Role in PPBE	USMC organization and players, links to other Commands USMC timeline within PPBE cycle differences between USMC and Navy processes
Block X: Role of Congress	Legislative components of annual defense budget process educating the Congress DoN interaction with Congress impact of legislative language
PPBE Capstone Exercise	Case study/end game simulation