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

IN REPLY REFER TO

1520
Ser N801R
28 SEP 04

MEMORANDUM FOR DISTRIBUTION

Subj: TRAINING INFORMATION FOR OPNAV'S PLANNING, PROGRAMMING, BUDGETING AND EXECUTION (PPBE) COURSE

Encl (1) PPBE Course Agenda

1. This memorandum details the training information for OPNAV's 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 can apply 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). SAIC will provide directions and a map via email. 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 |

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 must 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 NavyPPBE@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 2005 | CY 2005 Cont. |
|---|---|---|
| October 14-15 | January 10-11 | March 21-22 |
| October 21-22 | January 31-February 1 | April 4-5 |
| November 18-19 | February 17-18 | May 19-20 |
| | March 3-4 | |

5. For additional questions, contact Commander Joe Murach via E-mail: joseph.murach@navy.mil or phone at 703-614-9016. For SAIC course attendance information, call 703-676-2620.

E. M. Chanik
Director
Programming Division (N80)

Distribution:
All OPNAV/SECNAV

# PPBE Course Agenda

**DAY ONE:**

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

**DAY TWO:**

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