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PROGRAMMING DIVISION  
N80

Mission: To develop and operate the integrated program planning system for CNO and to implement the responsibilities of N8 with regard to Navy programs and related plans; to coordinate, document, and ensure implementation of CNO and VCNO decisions.

Functions:

1. Exercises centralized coordination in preparing and issuing Navy programs and associated plans to conform with the Planning, Programming and Budgeting System (PPBS). (N801)
2. Disseminates CNO general policy guidance on Navy programs and procedures for program development; and coordinates, as required, preparation of policy statements. (N801)
3. Provides, as required, program cost estimates to program sponsors and other OPNAV offices and acts as primary point of contact within OPNAV for coordination of costing matters. (N801)
4. Provides program planning and costing input to N3/N5 for JCS matters. (N801)
5. Examines Navy programs and the programming system on a continuing basis to ensure balance within and between programs. (N801)
6. Acts as principal point of contact for OPNAV on programming matters with Director, Force Structure, Resource and Assessment Directorate (J-8). (N801)
7. Acts as the OPNAV representative to the MIL-4 and MIL-5 meetings to formalize cross-service participation in the POM development process. (N80, N80D)
8. Develops policy on planning and programming matters as directed by SECDEF and SECNAV; and prepares and issues guidance for DON in compliance with SECDEF and SECNAV directives. (N801, N802)
9. Directs and coordinates preparation, analysis, and review of Navy program planning documents; appraises effectiveness of program management procedures within OPNAV; supervises the Navy

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Program Change Control System; and coordinates preparation of DON Programming Manual. (N802)

10. Operates the Department of the Navy Program Information Center (DONPIC) in support of SECNAV, the Civilian Executive Assistants, CNO and CMC; and coordinates DON participation in the DOD Programming System. (N802)

11. Provides indoctrination on PPBS by conducting courses of instruction for DON. (N801)

12. Effects continuous coordination with Marine Corps, NAVCOMPT, OPA, and Director of Defense Program Analysis and Evaluation on matters concerning development and execution of programs; and serves as the point of contact for exchange of information with other services, JCS, and SECDEF. (N801, N802)

13. Coordinates staff studies related to program management including audits to GAO. (N801)

14. Coordinates closely with NAVCOMPT and other appropriate offices to ensure that program actions are accommodated by and integrated with budget actions. (N801)

15. Coordinates and acts as the central point of contact for ship force planning matters and ship force level statistical data. (N802)

16. Acts for SECNAV and CNO in the matter of classification and reclassification of naval ships. (N802)

17. Coordinates, documents, and tracks OPNAV decision processes. (N802)

18. Operates and maintains two executive conference rooms for use by SECNAV and CNO, one to serve as Program Evaluation Center (PEC) and the other to serve as Navy Decision Center (NADEC). Issues a weekly schedule of decision and information forums. (N802)

19. Develops, manages and operates the Navy Headquarters Programming System (NHPS). Maintains Navy POM and Future Year Defense Plan (FYDP) databases, provides reports, and manages database access. (N802)

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20. Acts as the permanent staff for the PEC and NADEC in order to coordinate and ensure implementation of CNO and VCNO decisions. (N802)

21. Examines new policies, concepts, development work, and proposed programs to identify to N8 those which should be considered in formal decision processes. (N801)

22. Reviews ongoing Navy programs to identify those which require formal review to correct gaps or duplications of effort, meet schedule milestones, cost thresholds and performance standards, and reestablish proper priority within the overall program. (N801)

23. Participates with N81, N82, and other offices in developing analysis and review of the issues to be presented. (N802)

24. Prepares and distributes formal decision records and follows up on actions directed in those decisions. (N802)

25. Maintains close liaison with the SECNAV staff to coordinate preparations for Congressional testimony by SECNAV and CNO, including prepared statements, point papers, policy statements and the annual posture statement. Maintains Study Books and Backup Files on a year-round basis for the primary use of SECNAV and CNO during Congressional hearings. (N806)

26. Acts as the principal office within OPNAV for coordinating Congressional matters, including forwarding of witness statements for Congressional hearings, review of Congressional transcripts, identification and tasking of required Questions/Inserts for the Record, and briefings for members of Congress and the Congressional staff. Maintains continuous liaison with the SECNAV staff to ensure that Congressional requirements are satisfied from a consolidated DON perspective. Performs similar coordination and contact functions with the SYSCOMs, CHNAVPERS, and CHBUMED. (N806)

27. Coordinates and develops responses to Congressional correspondence and special interest matters which involve expression of policy by SECDEF, SECNAV, UNSECNAV, the Assistant Secretaries of the Navy and CNO. Maintains liaison with the SECNAV staff (OLA, OPA, NAVCOMPT Appropriation Matters Office (NCBE), the White House Liaison Office, etc.) on matters of mutual interest concerning Congressional correspondence. (N806)

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28. Serves as the senior civilian program planner within the DON to advise both CNO and SECNAV staffs on technical and procedural matters concerning the PPBS. Provides broad conceptual analysis of the relationships of requirements and fiscal control. (N80D)

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