



The Deputy Secretary of Energy
Washington, DC 20585

JAN 29 2004

MEMORANDUM FOR DISTRIBUTION

FROM: KYLE E. MCCLARROW

SUBJECT: Program Plans

A handwritten signature in black ink, appearing to read "KEM", written over the printed name "KYLE E. MCCLARROW".

The Department's recently issued Strategic Plan addresses the question of "what" is to be done and the strategies to be pursued by the Department over the next 25 years. Now we need to formally establish the mechanism ensuring that the Department's strategic planning goals cascade into lower Departmental level planning documents discussing the "how and when" things are to be done. This mechanism must also provide a streamlined method of aligning the Department's major activities and resources against specific performance goals. This is the next step in institutionalizing DOE's planning, programming, budgeting, and evaluation processes, and is critical for the Department to meet its commitments to the Office of Management and Budget, the Congress, and the taxpayers to ensure that DOE's resource requests result from a disciplined and corporate decision process. I am committed to making this happen during with the FY2006 budget cycle via Program Plans.

The Department's budget is structured around budget accounts. A subset of these accounts has been designated "GPRA Units" in negotiation with OMB and are identified in Attachment 1. Each GPRA Unit defines a major activity or group of activities that support the core mission of the Department and thus provides a means of establishing a concrete link between the Strategic Plan's goals and the Department's annual budgets, performance measures, and performance reporting.

I am now calling for the documentation of multi-year implementation strategies in the form of Program Plans for each GPRA Unit. The content of these Plans will conform to the guidance of Attachment 2. I expect these Plans to be an integral part of our FY 2006 corporate planning and decision-making process.

Secretarial Officers are to develop and issue their Program Plans by April 23, 2004 with a copy to the Office of Management, Budget and Evaluation, Office of Program Analysis and Evaluation (ME-20). ME-20 will independently review each Program Plan and assure me by April 30, 2004 that the overall collection of Program Plans addresses all goals in the 10-15 year program planning window of the Department's Strategic Plan.



To support ME-20 in achieving this tasking, the following timeline applies:

- ❖ Draft versions of Program Plans provided to ME-20 by March 15, 2004
- ❖ ME-20 comments provided to the originators by April 9, 2004

The exception to this schedule would be the Office of Environmental Management. Rather than complete a Program Plan, they will develop a Strategic Closure Plan, which will be provided to ME-20 for review by April 15, 2004.

In addition, ME-20 will conduct workshops on program planning and on the development of the Program Plans required by this memorandum.

For programs under the cognizance of Administrator Brooks and Under Secretary Card, the Secretarial Officers shall obtain their concurrence on the final plans.

Attachments:

Attachment 1 - GPRA Unit list

Attachment 2 - Program Plan Content Guidance

Attachment 3 - Program Plan Guidance Glossary

DISTRIBUTION:

Linton F. Brooks, Administrator, National Nuclear Security Administration

Robert G. Card, Under Secretary for Energy, Science & Environment

**James Campbell, Acting Director, Office of Management, Budget and Evaluation/Acting
Chief Financial Officer**

Stephen J. Wright, Administrator, Bonneville Power Administration

Charles A. Borchardt, Administrator, Southeastern Area Power Administration

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Michael Hacskeylo, Administrator, Western Area Power Administration

Guy Caruso, Administrator, Energy Information Administration