October 25, 2007

MEMORANDUM for Agency Chief Information Officers and Chief Architects

FROM: Kshemendra N. Paul
          (Acting) Chief Architect

SUBJECT: Instructions for Agency Self-Assessment and Submission of Enterprise
          Architectures for Annual OMB Assessment

CC: Karen Evans
          Administrator, E-Government and Information Technology

          Tim Young
          Associate Administrator, E-Government and Information Technology

In March 2008, the Office of Management and Budget (OMB) will assess Federal agency enterprise architectures (EA) using the OMB EA Assessment Framework Version 2.2. OMB will use the assessment to evaluate agency EAs as part of the FY2008 2nd quarter President's Management Agenda (PMA) Scorecard. Agencies should submit a current copy of their enterprise architecture materials to OMB by February 29, 2008. A list of 26 agencies required to submit their EA materials is provided in Appendix C of the EA Assessment Version 2.2 document, available at http://www.whitehouse.gov/omb/egov/a-2-EAAssessment.html. Further guidance on how to perform an agency self-assessment and submit EA materials to OMB are provided below.

Instructions for Agency Self Assessment and EA Submission to OMB:

Step A. Review the criteria, guidelines, and examples for each of the three EA review categories included in the EA Assessment Framework Version 2.2 to identify your specific agency EA work products required to complete this assessment. A list of suggested work products is provided in Appendix A of the EA Assessment Version 2.2 document, available at http://www.whitehouse.gov/omb/egov/a-2-EAAssessment.html. OMB staff will be looking for these or similar work products when assessing agency enterprise architectures. Other agency EA-, budget-, and strategy-related documentation relevant to the EA assessment criteria may also be submitted.

Step B. Download the assessment template from http://www.whitehouse.gov/omb/egov/a-2-EAAssessment.html. *Note:* This form requires Microsoft Excel. At the top of the assessment form, enter 1) the name of your agency or department, 2) the approximate creation date of the agency EA work products to be assessed, and 3) the assessment date.

Step C. After reviewing each EA work product obtained in **Step A**, determine which evaluation criteria statement most accurately describes the documented state of your agency's EA. Use the guidelines and examples documented in sections 5.1, 5.2, and 5.3 of the assessment, as well as the work product descriptions in Appendix A, to guide you in selecting the most appropriate evaluation criteria statement.

Step D. In the Assessment Value column, enter the value (0 through 5) of the level corresponding to your selection. *Important: Insert the value only for the level where you meet ALL criteria outlined for that level, and for preceding levels. For example: in order to achieve Level 3, all the requirements for Level 3 must be evident, as well as the requirements to achieve Level 1 and Level 2.*

Step E. In the Rationale column, add language briefly describing the rationale behind your score selection. Please indicate, as specifically as possible, where the evidence for this score can be found in the submitted EA work products, including the specific subsection of a document where evidence meeting the criterion can be found.

Step F. After you have entered a value and rationale for each assessment area, a Section Value will be calculated. After you have completed this step for each section, a value will be calculated in the Total Assessment Value section of the framework. This Total Assessment Value is your agency EA self-assessment score. Save the Microsoft Excel file for your records and for submittal to OMB.

Step G. Provide the following information to the FEA PMO in electronic format by February 29, 2008.

    i. Copies of all your agency's EA program documents and artifacts submitted for the February 29, 2008 Assessment.

    ii. Your EA Self-Assessment using Version 2.2 of the OMB Enterprise Architecture Assessment Framework.

    iii. A complete inventory listing of all EA documents and artifacts used to complete the February 29, 2008 Assessment.

    iv. Contact information for your agency EA representative/point of contact.

These materials can be emailed to fea@omb.eop.gov, or delivered on CD to:

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>
> Office of Management and Budget
> Office of E-Government and Information Technology
> New Executive Office Building
> Room 4013
> 725 17th Street NW
> Washington, DC 20503

Step H. Upon receipt of agency EA materials, the FEA PMO will perform the assessment in a timely manner and provide the agency with a written feedback report. FEA PMO

representatives are available, upon request of the agency CIO or chief architect, to meet with agency personnel to discuss the assessment results.

If you have any comments or questions about how to complete the self-assessment or submit EA materials to OMB, please contact fea@omb.eop.gov or contact the FEA PMO at (202) 395-0379.