U.S. Trade and Development Agency

FY 2006 E-Government Act Report

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The U.S. Trade and Development Agency (USTDA) is pleased to present its annual E-Government Act Report as required by the E-Government Act of 2002 (Pub. L. No. 107-347) (Act). This is the fourth year of reporting by USTDA under the Act.

USTDA is an independent U.S. government agency administered under the authority of Section 661 of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2421). It is classified by the Office of Management and Budget (OMB) as a micro agency with only 50 full-time employees and a total operating budget of 50.4 million dollars for FY 2006. A results-oriented agency, USTDA employs the strategic use of foreign assistance funds to achieve its mission of advancing economic development and U.S. commercial interests in developing and middle income countries.

In the four short years since the Act was signed into law, USTDA has successfully implemented a number of the Presidential E-Government Initiatives, thereby transforming and improving the efficiency and performance of agency operations. The agency also continues to enhance access to U.S. government information through its website and multiple electronic publications, in a manner consistent with laws regarding the protection of personal privacy, national security, records retention, and access for persons with disabilities.

In accordance with Memorandum M-06-25, *FY 2006 E-Government Act Reporting Instructions*, USTDA presents the following data in narrative form and has segregated the information into three specific components as directed by the guidance.

1. Brief overview of USTDA's implementation of the E-Government Act, including a description of an internal agency-specific E-Government initiative.

In FY 2004, USTDA implemented Oracle Federal Financials (OFF), hosted by the National Business Center (NBC) under the Department of the Interior, as its financial management system. OFF streamlined inter- and intra-agency operations, lowered the cost of administrative financial services for USTDA, and tightened internal controls for financial reporting as mandated by OMB A-130. In FY 2006, USTDA expanded its use of OFF by completing the development and testing of the USTDA Management Information System, Next Generation (TDAMIS NG), a fully integrated database of operational, contractual and financial information essential to the daily operations required by USTDA to carry out its mission.

The integration of TDAMIS NG and OFF into a single platform eliminates four separately maintained databases within the agency; financial, contractual, program operations, and congressional/external relations. By locating agency activity and project data into one central database, information can be easily and quickly retrieved and cross-referenced with relevant information that otherwise would not have been found in an independent database. TDAMIS-NG is a significantly more effective and efficient portal for senior staff and agency decision-makers to access real-time information, thereby

allowing them to make more informed decisions and to provide faster responses to public inquiries regarding the status of activities.

It also allows for more free-flowing information amongst the different departments in the agency, reduces paper-flow, speeds up the processing of administrative approvals, allows operational staff to manage program deliverables from their desk top, reduces data entry errors and duplication, and provides a higher level of IT security in accordance with federal requirements.

Initial and recurring investments in the development of TDAMIS-NG are small in comparison to the savings accrued from the reduced number of man hours required to maintain four databases, and the time savings realized by the efficiency of one central database.

2. Describe your process for determining which information will be made available on your agency's public website and the Internet as required in Section 207(f)(2) of the Act.

USTDA's policy is to make government information available to the public as broadly and as soon as possible, and its website is the agency's most visible and powerful portal for USTDA information on the internet. The agency is proud of its mission and its accomplishments, and USTDA believes the more people who know about USTDA and its successes and its opportunities, the more the agency can achieve.

The Pipeline, USTDA's bi-weekly newsletter, conveys program opportunities for the U.S. business community, and information regarding on-going projects, studies and definitional missions. *The Pipeline* is posted on the website for public review immediately upon completion. In addition, visitors to the website can sign up to receive *The Pipeline* via email.

USTDA also posts its newsletter, *USTDA Update*, and its *Annual Report* for the U.S. and international community. These publications provide information on the goals and direction of the agency as well as past and upcoming events.

While USTDA does not have a formal publication schedule, it does adhere to certain priorities in releasing information to the public. As part of the U.S. foreign assistance apparatus and not a regulatory agency, USTDA does not make formal determinations or publish schedules as such. Our publication schedule is reflected in the process identified above and relies on the general premise that information about agency activities should be released as soon as possible. Informational agency postings, such as job announcements and compliance reports, are posted on the website as soon as they have been approved. Documents received by the webmaster after 4:00pm are posted the following business morning.

In FY 2006, the USTDA webmaster position was reclassified at a higher level due to the increased demand for a better and more user friendly product. By hiring a more

experienced webmaster, USTDA continues to expand and upgrade its website to achieve the goal of offering the public more and easier access to its information, and as a result simplifying the procedures of conducting business with the agency.

The website's search engine was also upgraded in FY 2006 to improve information access for site users who need copies of technical reports within the virtual library holdings. The agency respects the importance of confidential or proprietary business information and does not publish or make available restricted parts of those reports.

3. Describe how your agency's information dissemination activities are coordinated with its FOIA operations in order to improve both access to and dissemination of government information to the public.

    USTDA's FOIA Improvement Plan can be found at
    http://www.ustda.gov/USTDA/About_USTDA/PDF_FILES/U.S.%20Trade%20and%20Development%20Agency%20FOIA%20Improvement%20Plan.pdf

    Due to the small size of the agency, USTDA does not publish a formal Information Resources Management (IRM) Strategic Plan. As outlined in question #2 above, USTDA's policy is to make government information available to the public as broadly and as soon as possible, and upon approval, USTDA posts information available for release to the public to its website. If the public cannot find the information it is seeking, they can obtain agency information by contacting our information resource staff via email, telephone, or by visiting the agency's information resource center during normal business hours.