



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

May 15, 2003

MEMORANDUM FOR THE CHIEF INFORMATION OFFICERS

FROM: Mark Forman
Administrator, E-Government and Information Technology

SUBJECT: Progress Report on Implementing the Government Paperwork Elimination Act (GPEA)

The President's Management Agenda calls for better use of IT in making the Federal government more citizen-centered and results oriented. Opportunities abound to save money while making government simpler and easier for citizens through integration of redundant IT and business process improvement efforts. The Government Paperwork Elimination Act (GPEA) requires agencies to provide for electronic submission of forms, including electronic signature and proper security.

Early GPEA implementation entailed electronic versions of paper, such as e-mail with attachments and web sites offering forms that could be downloaded and printed. Some agencies have implemented GPEA by enabling forms to be filled out on-line. However, today's e-business and e-government solutions can reduce the paperwork burden on individuals, governments, and businesses by consolidating redundant data requirements across the thousands of forms covered by GPEA, to meet its a fundamental principle to collect information once and use it many times.

Effective GPEA implementation requires simplified business processes, systems consolidation and secure electronic data transactions. Agencies are expected to analyze paperwork covered under GPEA for innovative ways to serve citizens and improve government performance. This can be achieved through deletion and synthesis of forms, process streamlining, and intra- and inter-agency one-stop points of service for information dissemination, benefits, and interactive business transactions. Agencies are also expected to migrate to cross-agency e-government solutions as they are deployed. In particular, agencies should take full advantage of the E-Government initiatives, including GovBenefits.gov, Business Compliance One-Stop, E-Grants, and Enterprise HR Integration in complying with GPEA.

The attachment outlines the procedures agencies should follow to provide their 2003 GPEA plans in accordance with OMB Memorandum M-00-10, "OMB Procedures and Guidance on Implementing the Government Paperwork Elimination Act" and describes the information to be reported to OMB. Background information on GPEA and the Paperwork Reduction Act can be found at: <http://www.whitehouse.gov/omb/inforeg/infopoltech.html#gpea>

Attachment

Attachment: Questions and Answers on GPEA

What are the changes from last year's requirements?

OMB has worked with the General Services Administration (GSA) and the CIO Council to facilitate submission of the plan update through a Microsoft (MS) Access template that allows agencies to enter, report, and analyze their data easily and accurately. This year's process will consist of updating to the existing tool, enabling agencies to meet the July 1st deadline and to update and track progress throughout this critical final year to the October 2003 goal of full GPEA implementation.

- **Your 2002 GPEA Data will be pre-populated into a revised 2003 GPEA Data Collection Tool. You will receive the pre-populated tool on June 2nd.** (If your agency has updated the data since submitted last September, please follow the process below to ensure we have your most recent data.)

As a result of agency input from the survey following the 2002 GPEA Data Collection Tool, improvements will be made to the navigation and usability, search capabilities, and reporting features.

- Since we are rapidly approaching the October 2003 deadline for GPEA compliance agencies **will be asked to submit and update the GPEA Progress reports in 2003.** The first submission will be due July 1st and the short update in early November.

What should be provided to OMB?

- The most recent version of your 2002 GPEA Data Collection Tool (to be submitted as soon as possible or by May 23, 2003).
 - If you did not submit in 2002 and will report in 2003, contact GPEA2003@gsa.gov to receive blank GPEA Data Collection tool and User Guide.
 - If you submitted in 2002, refer to the table below to determine which situation is applicable to your agency.

Submitted a 2002 GPEA Report and have made no changes to the data.	Your agency's final 2002 submission will be used to pre-populate the 2003 GPEA Data Collection Tool, which you will receive on June 2 nd .
Updated your 2002 GPEA Data Collection Tool since you last submitted to OMB ¹	Please send updated 2002 GPEA Data Collection Tool to GPEA2003@gsa.gov by May 23 rd .

¹ **Note for agencies who use a unique tool or databases:** The 2003 GPEA Data Collection Tool will be pre-populated from your 2002 submission. You are responsible for cross-referencing your own unique tool with the 2003 GPEA Data Collection Tool. The 2003 GPEA Data Collection Tool will have no import functionality.

- A brief memo of your agency’s progress in complying with GPEA and achieving e-government (to be submitted by July 1, 2003); and
- An update of your agency’s plan using the 2003 GPEA Data Collection Tool, which includes a statistical report of your agency’s progress (to be submitted by July 1, 2003).

What issues should your memo of agency progress address?

This year’s memo of agency progress should demonstrate progress during the last year and should have the following subject: “Progress Report on Implementing the Government Paperwork Elimination Act” and should be addressed to Mark Forman at the Office of Management and Budget.

- Based on the results generated by the “Report Manager,” provide a brief synopsis of the Agency’s progress in complying with GPEA. Discuss how the agency’s progress relates to its overall E-Government strategy and to the Administration’s [E-Government Strategy](#).
- Based on analysis and implementation efforts since the 2002 report:
 - identify new agency and cross-agency initiatives that demonstrate an order of magnitude increase in net benefit and discuss why, including plans to migrate to the E-Government Initiatives.
 - identify initiatives previously considered not practicable that have been reconsidered and planned for meeting the October 2003 deadline and discuss any initiatives that are now considered not practicable and why.
 - identify any of your priority projects that are behind schedule. Discuss why and what actions are being taken (and specifically by whom) to assure that they are completed on time.

What are the upcoming milestones?

May 23	Deadline for submission of your revised 2002 GPEA Data Collection Tool (if applicable) so the data can be pre-populated into the 2003 tool
May 28 and 29	2003 GPEA Data Collection Tool training (Registration and location information are provided below)
June 2	Agencies will receive the 2003 GPEA Data Collection Tool with pre-populated data
July 1	2003 submissions due (memo of your agency’s progress and update of your agency’s plan using the 2003 GPEA Data Collection Tool)
July 31	Feedback on agency submissions provided to agency
Oct 21	Statutory deadline for GPEA compliance
Nov TBD	Deadline for brief final reports (guidance forthcoming)

How should the CIO provide this information to OMB?

Please e-mail the strategy memo and completed 2003 GPEA Data Collection Tool (one per agency) to jthornto@omb.eop.gov and GPEA2003@gsa.gov. Please send all other information or general questions to GPEA2003@gsa.gov by the above dates.

Any questions regarding the use of the MS Access 2003 GPEA Data Collection Tool should be addressed to GPEA2003@gsa.gov or by calling (202) 208-3638. If you have questions regarding this memorandum, please contact Jeanette Thornton at jthornto@omb.eop.gov or by calling (202) 395-3562.

2003 GPEA Training Information

Both training sessions will be held at the American Institute of Architecture (AIA) Building, in the Board of Director's Room at 1735 NY Avenue, NW. You only need to attend one of the two scheduled training sessions.

- May 28, 2003: 9:00 —11:00am
- May 29, 2003: 2:00 —4:00pm

Registration for the training is available online at www.cio.gov. Please register by May 20, 2003.