



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

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MEMORANDUM for Agency Chief Information Officers and Chief Architects

FROM: Kshemendra Paul 
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Office of Management and Budget (OMB)

SUBJECT: Requirements for Enterprise Architecture and IPv6 Progress Reports

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Since June 1, 2006, scorecard agencies have been required to submit Quarterly EA/IPv6 Progress Reports to OMB. This quarterly reporting process is part of OMB's responsibility to oversee the development of agencies' enterprise architectures as part of the E-Government initiative on the President's Management Agenda (PMA) Scorecard. Additionally, the non-scorecard agencies are required to provide a quarterly IPv6 progress report in accordance with the IPv6 Transition Guidance issued by the CIO Council Architecture and Infrastructure Committee in February 2006. Listed below are the procedures as they apply to scorecard and non-scorecard agencies.

Procedures for Scorecard Agencies

Following the annual EA Assessment in February of each year, agencies work with OMB to establish milestones representing the development of their EA programs over the next fifteen months. Agencies are instructed to *also* include Internet Protocol Version 6 (IPv6) transition milestones within the set of EA milestones submitted to OMB¹. Agencies are evaluated each quarter based on their success in achieving the EA and IPv6 milestones mutually agreed upon by the agency and OMB.

This memorandum serves as a *reminder* to agencies to include their IPv6 implementation activities along with the set of EA milestones for all quarters going forward (through the agency's IPv6 completion date). These IPv6 implementation activities should reflect the schedule used by the agency's IPv6 project lead to manage the IPv6 effort. Evidence of completion for each IPv6 milestone should be submitted along with the worksheet.

¹ In August 2005, OMB directed all agencies to transition their network backbones to Internet Protocol Version 6 (IPv6) by June 30, 2008. <http://www.whitehouse.gov/omb/memoranda/fy2005/m05-22.pdf>

The agencies required to submit EA and IPv6 materials to OMB are listed in Appendix C of the EA Assessment Framework document. Also enclosed is the “Federal Enterprise Architecture Program Guidance for Quarterly Reporting Requirements” for this year (originally sent to agencies in June 2007). Both of these documents are available at <http://www.whitehouse.gov/omb/egov/a-2-EAAssessment.html> .

Process for agencies to submit the Quarterly EA/IPv6 Progress Reports to OMB:

- Step 1. Develop Agency EA Milestones (Q3):** Review the guidelines and examples included in the Guidance for Quarterly Reporting Requirements available at <http://www.whitehouse.gov/omb/egov/a-2-EAAssessment.html>. Work collaboratively with OMB to identify milestones and the evidence necessary to demonstrate completion of each milestone. If you are not already in contact with your FEA Program Management Office point of contact, please call the FEA PMO at (202) 395-0379. Use the sample Excel template provided for developing and reporting milestones, available at the web address listed above.
- Step 2. OMB Issues Milestone Templates (Beginning of each Quarter):** OMB will issue Quarterly EA Progress Reports to agency Chief Information Officers and Chief Architects at the beginning of each quarter. These reports will include EA milestones the agency has committed to complete in the current quarter as well as EA milestones for future quarters. As an agency’s EA program evolves and milestones are achieved, additional milestones may be revised or added to the reports. OMB will work with the agencies to identify and agree on additional EA milestones on an ongoing basis.
- Step 3. Agencies Return Milestone Templates (Day 60 of each Quarter):** Agencies return Quarterly EA Progress Reports including evidence of completion to the E-Gov email address at egov@omb.eop.gov with each quarter’s status updated.

Upon receipt of an agency Quarterly EA/IPv6 Progress Report, the FEA PMO will review the evidence of completion and inform the agency if additional information is required. The FEA PMO will provide the agency with written feedback on the report and incorporate the Quarterly EA/IPv6 Progress Results into the PMA E-Gov Progress score. It will not affect the agency’s Status score for E-Gov.

Procedures for Non-Scorecard Agencies:

The non-scorecard agencies (i.e. small or micro agencies) are required to provide a quarterly IPv6 progress report in accordance with the IPv6 Transition Guidance issued by the CIO Council Architecture and Infrastructure Committee in February 2006. A copy of the IPv6 Transition Guidance may be located at <http://www.cio.gov>. The non-scorecard agencies are requested to submit their IPv6 progress report and milestones directly to IPv6@omb.eop.gov with a copy to fea@omb.eop.gov. The next quarterly progress report is due December 1, 2007. The non-

scorecard agencies have not been consistently reporting their status so we ask agencies to please ensure their next quarterly progress report is submitted by the deadline.

Contact Information

If you have any comments or questions about how to complete the Quarterly EA/IPv6 Progress Report, or how to submit EA materials to OMB, please contact fea@omb.eop.gov or contact the FEA PMO at (202) 395-0379. For questions regarding the reporting requirements for non-scorecard agencies, you may contact Carol Bales on 202-395-9915 or IPv6@omb.eop.gov.