

# From Mission to Measurement: How to Read This Report

The Department of the Interior's fiscal year (FY) 2004 Annual Report on Performance and Accountability will reach many people who have specific needs for the information it contains. We have designed our presentation to serve multiple audiences, with varied approaches, points of view, and levels of interest.

Our report contains five parts. Combined, these five elements provide an accurate and thorough accounting of the Department's stewardship of our critical resources and services to the American people.

*Part 1: Management's Discussion and Analysis* is a high-level overview of the Department's performance in FY 2004. It is designed for the public, legislators, and Federal, State, Tribal, and local governments.

After a brief discussion of Interior's mission, our new strategic plan, and the process we use to measure our performance, Part 1 summarizes our performance for the year by strategic mission area. Specific examples of the ways we have and have not met mission performance goals are offered, along with an overview of our key management challenges. Our scorecard, as measured by the President's Management Agenda (PMA), and a discussion of Interior's Program Assessment Rating Tool (PART) evaluations round out the performance summary.

Part 1 also discusses the Department's compliance with legal and regulatory requirements, including the Government Performance and Results Act (GPRA), the Federal Managers' Financial Integrity Act (FMFIA), the Federal Financial Management Improvement Act (FFMIA), the Inspector General Act Amendments (Audit Follow-up), the Improper Payments Information Act, the biennial review of user fees, and other key legal and regulatory requirements. An analysis of financial statement data concludes this portion of the report.

*Part 2: Performance Data and Analysis* presents the Department's performance results in detail. This will be most useful to members and staff of Congress, program examiners with the Office of Management and Budget, analysts with the Office of Inspector General (OIG) and the Government

Accountability Office (GAO), and interested citizens and customers. With the Administration's emphasis on linking performance and results to individual performance plans, Part 2 is important for all DOI employees as well.

Part 2 charts all Interior targets as tied to our end-outcome goals and strategic mission areas. We have discontinued most of the measures used in our previous strategic plan, replacing them with improved, outcome-oriented measures. Because this is the first year that we have measured our performance using the new measures and targets from our FY 2003 - 2008 Strategic Plan, most of our performance data are baseline in nature with few trend data being available from prior years. Our presentation this year visually denotes whether we met a given performance target. Where applicable, we have explained why and to what extent our performance fell short of plans.

**Part 3: Financial Section**, along with Part 4, will interest anyone who is concerned with tracking the Department's financial performance. This section comprises consolidated financial statements, footnotes, deferred maintenance data, intra-governmental transaction disclosures, stewardship information, and other supplementary information.

**Part 4: Audit Section** contains an assessment of the Department's consolidated financial statements by an independent certified public accounting firm. The objective of a financial statement audit is to determine whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes an assessment of the accounting principles used and significant estimates made by management, as well as an evaluation of the overall financial statement presentation.

This section also presents a summary of the most serious management challenges facing the Department. This assessment was prepared by the Office of Inspector General in accordance with the Reports Consolidation Act of 2000.

**Part 5: Appendices** contains Improper Payments Information Act data, an organization chart for the Department, a glossary of acronyms, and a list of figures and charts.

This report was developed and prepared by Department of the Interior employees. The Department procured the services of a contractor to provide editorial assistance in drafting the GPRA discussion in the Management Discussion and Analysis section of the report.

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