



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

October 27, 2000

Mr. Jonathan Womer
Office of Information and Regulatory Affairs
Office of Management and Budget
725 17th Street, NW - Room 10236
Washington, DC 20503

Dear Mr. Womer:

The Department of the Interior (DOI) is pleased to submit our initial plans for implementing the Government Paperwork Elimination Act (GPEA). Our GPEA Implementation Plan consists of this letter and enclosed *Summary Results Tables* (in MS Word 97 format) and the following three appendices (in MS Excel 97 format):

- Appendix A, DOI's PRA Transactions
- Appendix B, DOI's Non-PRA Transactions
- Appendix C, High Risk PRA and Non-PRA Transactions.

The information provided in these appendices establishes a baseline inventory of transactions that are candidates for electronic conversion under GPEA. Over the next year, we will refine our analysis by conducting in-depth assessments of the risks, the costs and benefits associated with each transaction, as well as determine the most appropriate method(s) of electronic signature(s) required for those transactions to be converted. We will also further review these transactions to identify opportunities to streamline our business processes and improve customer response to the public.

As background, in response to Presidential Directives and the government-wide emphasis on electronic government, the Department formed an e-Government forum. The forum has worked to identify and facilitate activities that will help realize the vision of e-Government at DOI. Recently, we provided our input to the President's Management Council's request for identification of our top forms and services that will be on-line by December 2000. There are numerous other activities on-going to implement e-Government initiatives and the GPEA requirements. Our goal is to implement a GPEA Compliance Program designed to: (1) improve customer service delivery; (2) support DOI's e-Government strategy; (3) meet near-term reporting requirements; and (4) ensure integration into major management processes.

The approach we took to comply with reporting requirements was to work with the Department's bureaus and offices to develop bureau-level plans for conversion. To facilitate the process, we hired a contractor to assist us in the data collection, compilation, analysis, and report preparation. A web-based survey tool was employed to facilitate the data collection effort in a paperless, rapid, and uniform manner. We developed an analytical framework to score information assurance requirements for each transaction and compute a weighted score. The weighted score, in combination with other data (e.g., respondent descriptions, total annual responses, the mission impact, and planning information), was used to determine if the transaction required an electronic signature or if automating the transaction presents a high risk. This process provides a measurable and repeatable analysis for use in assessing ongoing progress towards GPEA compliance.

Our analysis of the PRA data was based on the 284 information collections approved by OMB as of August 31, 2000. Of these PRA transactions, 38 are outside the scope of GPEA (8 one-time surveys, 9 due to expire prior to 10/2003, and 21 with fully electronic collections) and are not included in Appendix A. The enclosed *Summary Results Tables* includes the 21 PRA transactions which offer a fully electronic submission alternative, representing DOI's commitment to moving towards e-Government.

In keeping with our e-Government strategy, the Department will continue to integrate its GPEA Implementation Plan into ongoing Clinger-Cohen Act implementation efforts. A brief list of our next steps to move the Department's GPEA Plan forward is to:

- Identify additional transactions that may be GPEA candidates, looking for opportunities to streamline and consolidate business processes.
- Conduct in-depth risk assessments for the identified high-risk transactions.
- Monitor GPEA initiatives to ensure that they are operating within acceptable cost, schedule, and technical performance parameters.
- Develop DOI policy and guidelines for implementation of electronic signature technology, addressing electronic signature from an enterprise-wide perspective to ensure the appropriate economies of scale are achieved.
- Integrate GPEA plans with the Department's IT strategic and budget plans, and incorporate large-scale GPEA initiatives into our e-Government Portfolio in the Information Technology Investment Portfolio System (I-TIPS).
- Review our information architecture readiness to support electronic transactions and e-signatures.
- Ensure that records management program is consistent with guidance provided by the National Archives and Records Administration (NARA) as it pertains to GPEA, including the Records Management Guidance for Agencies Implementing Electronic Signature Technologies.

If you have any questions about this report, please contact Sharon Michel, by phone at (202) 208-3321 or via e-mail at sharon_michel@ios.doi.gov.

Sincerely,

/signed by/
Daryl W. White
Chief Information Officer

Enclosures:
Summary Results Tables
Appendix A – PRA Collections
Appendix B – Non-PRA Transactions
Appendix C – High Risk Transactions

Summary Results Tables

21 Fully Electronic PRA Transactions:

OMB Control Number	Bureau	Title
1004-0183	BLM	Wild Horse and Burro Internet Adoption Customer Comment Card
1006-0015	BOR	Diversions, Return Flows, and Consumptive Use of Colorado River Water in the Lower Colorado River Basin
1010-0022	MMS	Report of Sales and Royalty Remittance
1010-0040	MMS	Production Accounting and Auditing System Oil and Gas Reports
1010-0042	MMS	Application for the Purchase of Royalty Oil
1010-0118	MMS	Royalty-In-Kind Pilot Program Spreadsheets: Federal Oil and Gas Purchase System and Joint Effort Royalty Oil and Gas Purchase System
1010-0119	MMS	Royalty-in-Kind (RIK) Determination of Need
1010-0120	MMS	Solid Minerals Reengineering Operational Model
1010-0124	MMS	Report of Sales and Royalty Remittance
1010-0135	MMS	Royalty-in-King (RIK) Small Refiner Sale Program
1010-0137	MMS	Historical Well Data Cleanup (HWDC) Project
1010-0139	MMS	Production Accounting and Auditing System Oil and Gas Reports
1010-0140	MMS	Report of Sales and Royalty Remittance
1018-0067	FWS	Protocol for Nontoxic Approval Procedures for Shot and Shot Coatings
1028-0056	USGS	North American Reporting Center for Amphibian Malformations
1028-0057	USGS	National Atlas of the United States of America
1028-0069	USGS	User Survey for National Biological Information Infrastructure
1028-0071	USGS	USGS Customer Surveys, Generic Clearance
1028-0072	USGS	Frogwatch USA
1029-0087	OSM	Abandoned Mine Land Problem Area Description Form -- OSM 76
1076-0017	BIA	U.S. Department of the Interior, Bureau of Indian Affairs, Financial Assistance and Social Services Program

PRA Transaction Summary:

Bureau	Total Transactions	Plans to Automate			No Plans to Automate	Over 50,000 Responses	High Risk
		Completion by 10/2003	Completion Post 10/2003 or Unknown	Requires E-Signature			
BIA	25	6	8	12	11	3	7
BLM	54	4	23	24	27	4	5
BOR	5	2	2	1	1	0	0
FWS	26	1	2	1	23	3	0
MMS	58	30	18	40	10	0	3
NPS	16	0	1	1	15	0	0
OEO	1	0	1	0	0	1	0
OSM	44	2	11	5	31	3	0
OST	3	0	1	0	2	0	0
PAM	2	2	0	2	0	0	0
USGS	12	0	12	11	0	0	0
Totals	246	47	79	97	120	14	15

Non-PRA Transaction Summary:

Bureau	Total Transactions	Plans to Automate			No Plans to Automate	Over 50,000 Responses	High Risk
		Completion by 10/2003	Completion Unknown	Requires E-Signature			
MMS	6	6	0	5	0	0	0
NPS	4	3	0	0	1	0	0
OSM	2	2	0	0	0	1	0
Totals	12	11	0	5	1	1	0

PRA Transactions That May Present Opportunities to Streamline:

Bureau	OMB Control Number	Title	Opportunities to Streamline
BLM	1004-0005	Grazing Application: Grazing Schedule	Consider combining OMB Control Numbers 1004-0005, 1004-0041, 1004-0051.
BLM	1004-0025	43 CFR 3860 & 3870 -- Mineral Surveys, Mineral Patent Applications, Adverse Claims, Protests, & Contests	Consider combining with OMB Control # 1004-0114.
BLM	1004-0041	Grazing Preference Statement	Considering combining OMB Control Numbers 1004-0005, 1004-0041, 1004-0051.
BLM	1004-0051	Actual Grazing Use Report	Considering combining OMB Control Numbers 1004-0005, 1004-0041, 1004-0051.
BLM	1004-0107	Right-of-Way -- 43 CFR Parts 2800 and 2880	Considering combining OMB Control Number 1004-0175, 1004-0107 1004-0188, and 1004-0189 to make a more cost-effective solution.
BLM	1004-0132	Geothermal Resources Operations	Considering combining OMB Control Numbers 1004-0132 and 1004-0160.
BLM	1004-0135	Sundry Notices and Reports on Wells	Considering combining 1004-0135, 1004-0136, and 1004-0137.
BLM	1004-0136	Application for Permit to Drill	Considering combining 1004-0135, 1004-0136, and 1004-0137.
BLM	1004-0137	Well Completion or Recompletion Report and Log	Considering combining 1004-0135, 1004-0136, and 1004-0137.
BLM	1004-0145	Oil and Gas Exploration and Leasing	Considering combining OMB Control Numbers 1004-0145, 1004-0162, 1004-0184, and 1004-0185.
BLM	1004-0160	Geothermal Leasing Reports	Considering combining OMB Control Numbers 1004-0132 and 1004-0160.
BLM	1004-0162	Oil and Gas Geophysical Exploration Operations	Considering combining OMB Control Numbers 1004-0145, 1004-0162, 1004-0184, and 1004-0185.
BLM	1004-0184	Onshore Oil and Gas Leasing and Operations	Considering combining OMB Control Numbers 1004-0145, 1004-0162, 1004-0184, and 1004-0185.
BLM	1004-0185	Drainage Protection	Considering combining OMB Control Numbers 1004-0145, 1004-0162, 1004-0184, and 1004-0185.
BLM	1004-0188	Rights-of-Way: Principles and Procedures -- 43 CFR Part 2800 Rights-of-Way under the Mineral Leasing Act -- 43 CFR Part 2880	Considering combining OMB Control Number 1004-0175, 1004-0107 1004-0188, and 1004-0189 to make a more cost-effective solution.

Bureau	OMB Control Number	Title	Opportunities to Streamline
BLM	1004-0189	Application for Transportation and Utility Systems and Facility	Considering combining OMB Control Number 1004-0175, 1004-0107 1004-0188, and 1004-0189 to make a more cost-effective solution.
MMS	1010-0113	Indian Crude Oil Valuation Report	Consider combining OMB Control Numbers 1010-0113, 1010-0136, and 1010-0138.
MMS	1010-0136	Federal Oil Valuation	Consider combining OMB Control Numbers 1010-0113, 1010-0136, and 1010-0138.
MMS	1010-0138	Indian Crude Oil Valuation Report	Consider combining OMB Control Numbers 1010-0113, 1010-0136, and 1010-0138.
USGS	1028-0058	Portland and Masonry Cement, Monthly	Consider combining OMB Control Numbers 1028-0058 and 1028-0064.
USGS	1028-0064	Portland and Masonry Cement, Annual	Consider combining OMB Control Numbers 1028-0058 and 1028-0064.
BIA	1076-0018	Tribal Colleges and Universities Grant Application Form -- 25 CFR 41	Consider combining OMB Control Numbers 1076-0018, 1076-0096, and 1076-0105.
BIA	1076-0096	Education Contracts under Johnson-O'Malley Act Application and Regulatory Requirements	Consider combining OMB Control Numbers 1076-0018, 1076-0096, and 1076-0105.
BIA	1076-0105	Tribal Colleges and Universities Annual Report Form -- 25 CFR 41	Consider combining OMB Control Numbers 1076-0018, 1076-0096, and 1076-0105.
BLM	1004-0175	Identification of Communications Sites Tenants and Tenant Uses	Consider combining OMB Control Number 1004-0175, 1004-0107 1004-0188, and 1004-0189 to provide a more cost-effective solution.