




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

September 2, 2008

MEMORANDUM FOR: CHIEF INFORMATION OFFICERS

FROM: Karen Evans 
Administrator
Office of E-Government and Information Technology

SUBJECT: FY 2008 E-Government Act Reporting Instructions

This memorandum provides instructions for your agency's annual E-Government report as required by the E-Government Act of 2002 (Pub. L. No. 107-347) (Act). As you know, the Act requires the Office of Management and Budget (OMB) to report to Congress a summary of the information reported by agencies pursuant to Section 202(g) of the Act.¹ This will be the sixth year of reporting under the Act.

Your report shall be comprised of two sections. As in previous years, Section 1 will describe your agency's efforts with respect to an internal agency-specific E-Government initiative. New information on your capital planning process is required in subsection G. Section 2 shall include both previously reported information and new information.

In addition to the detailed information for the two sections, the agency shall provide an executive summary not exceeding two pages highlighting significant issues detailed in Section 1 and Section 2.

Section 1- Implementation of Electronic Government Initiatives

Please provide a brief overview of your agency's implementation of the Act including a description of any internal agency-specific E-Government initiatives.² The description of each initiative must:

- A. Describe the initiative, the methodology for identification of the initiative, and how the initiative is transforming agency operations;
- B. Explain how your agency maintains an ongoing dialogue with interested parties to find innovative ways to use information technology for the initiative;
- C. Identify external partners (e.g., Federal, State or local agencies, industry) who collaborate on the initiative;
- D. Identify improved performance (e.g., outcome measures, quantifiable business impact) by tracking performance measures supporting agency objectives and strategic goals;

¹ As codified at 44 U.S.C. §3606.

² Information about the 25 Presidential E-Government and nine Lines of Business initiatives will be collected at a different time and should not be included in this report. You may include any other of your agency's major IT investments and other information technology investments as identified on your agency's exhibit 53, projects described in your Information Resources Management (IRM) Strategic Plan, and any other projects using information technology, and combined with processes implementing these technologies, enhance the access to and delivery of government information and services to the public and other agencies.

- E. Quantify the cost savings and cost avoidance achieved through implementing the initiative (e.g., reducing or eliminating other investments in information technology),³ and
- F. Explain how this initiative ensures the availability of government information and services for those without access to the Internet and for those with disabilities.
- G. Explain how the project applies effective capital planning and investment control procedures.
- H. Describe the established business process your agency has in place for the continued ongoing process of identification of initiatives

Section 2 – Agency Information Management Activities

This year's report continues information streamlining and requires the agency to report only the website link. Additionally, the agency shall provide both previously reported (subsections A and B) and any new information (subsections E and F). Subsections C and D shall include information on some previously reported activities.

Please provide the link(s) to your agency's website of where the following information is located:

- A. Your agency's IRM Strategic Plan and EA Transition Plan;⁴
- B. Final determinations, priorities, and schedules.⁵ Also include your agency's information dissemination product catalogs, directories, inventories, and any other management tools used to improve the dissemination of and access to your agency's information by the public;
- C. Your agency's Freedom of Information Act (FOIA) handbook, the link of your agency's primary FOIA website, and the website link where frequent requests for records are made available to the public;
- D. A list of your agency's public websites disseminating research and development (R&D) information to the public, and whether or not each website provides the public information about federally funded R&D activities and/or provides the results of Federal research;⁶

³ Section 300 of OMB Circular A-11, "Preparation, Submission and Execution of the Budget," and OMB Memorandum M-06-22, "Cost Savings Achieved Through E-Government and Line of Business Initiatives," provide instructions for developing baselines and calculating cost savings and cost avoidance for information technology investments. See:

http://www.whitehouse.gov/omb/circulars/a11/current_year/s300.pdf and <http://www.whitehouse.gov/omb/memoranda/fy2006/m06-22.pdf> for more information.

⁴ OMB Memorandum M-06-02, "Improving Public Access to and Dissemination of Government Information and Using the Federal Enterprise Architecture Data Reference Model," of December 16, 2005 (located at: <http://www.whitehouse.gov/omb/memoranda/fy2006/m06-02.pdf>) required agencies to publish the agency's IRM on its public website. See also, See, OMB Memorandum M-06-25, "FY 2006 E-Government Act Reporting Instructions," of August 25, 2006, Section 3, located at: <http://www.whitehouse.gov/omb/memoranda/fy2006/m06-25.pdf>.

⁵ See, OMB Memorandum M-06-25, Section 2.

⁶ The report need not address this area if the agency does not fund Federal (R&D) activities.

- E. An inventory of formal agency agreements (e.g., contracts, memoranda of understanding, partnerships) with external entities (e.g., State and local governments, public libraries, industry and commercial search engines) complementing your agency's information dissemination program, with a brief explanation of how each agreement improves the access to and dissemination of government information to the public.
- F. An inventory that describes your agency's NARA-approved records schedules(s) or the link to the publicly-posted records schedules(s), and a brief explanation of your agency's progress to implement NARA Bulletin 2006-02. For the brief explanation please report the number of systems for which a record schedule was submitted to NARA in FY 2008 and the number of systems still requiring records schedules.⁷

Each agency's report shall be uploaded to its section of the MAX Collaborative Site <https://max.omb.gov/community/x/vwG1Cg> by October 14, 2008. We will provide each agency with the opportunity to review the draft E-Government Act Report to Congress. If you have any questions, please e-mail them to Sarah Siddiqui, Policy Analyst, at SSiddiqui@omb.eop.gov.

⁷ See the National Archives and Records Administration's Bulletin 2006-02 "NARA Guidance for Implementing Section 207(e) of the E-Government Act of 2002," at: <http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html>.