

PART I - A

PART I: SUMMARY INFORMATION AND JUSTIFICATION

In Part I, complete Sections A, B, C, and D for all capital assets (IT and non-IT). Complete Sections E and F for IT capital assets.

OMB Text Limitations - SHORT ANSWER(250 Characters), MEDIUM ANSWER(500 Characters) and LONG ANSWER(2500 Characters)

Section A: Overview (All Capital Assets)

I.A.1) Date of Submission (mm/dd/yyyy)

Sep 10, 2007

I.A.2) Agency

029 - Department of Veterans Affairs

I.A.3) Bureau

00 - Agency Wide Initiatives

I.A.4) Name of this Investment:(SHORT ANSWER)

VA-Wide e-Travel Solution-2009

I.A.5) Unique Project(Investment) Identifier: Update the UPI using the Exhibit 53 tab.

029-00-01-01-01-1010-00

I.A.6) What kind of investment will this be in FY2009? (Please NOTE: Investments moving to O&M in FY2009, with Planning/Acquisition activities prior to FY2009 should not select O&M. These investments should indicate their current status.)

Full-Acquisition

I.A.7) What was the first budget year this investment was submitted to OMB?

FY2006

I.A.8) Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap: (LONG ANSWER)

The VA-Wide E-Travel solution supports the E-Gov Travel initiative, one of the five GSA-managed E-Government initiatives that was launched in response to the President's Management Agenda's mission to improve the internal efficiency and effectiveness of the federal government. Under the GSA master contract, the VA task order will complete implementation of the E-Gov Travel Service (ETS) to over 300 facilities by December 2007. The ETS will support over 120,000 annual VA TDY episodes and cut travel management costs by an estimated 50% over the next 10 years. The following cost savings and efficiencies will directly benefit the VA and thereby indirectly benefit the individual veterans:

- The ETS Solution lowers Travel Management Center (TMC) transaction fees by allowing online booking of travel rather than through a TMC representative.
- Much of the burdensome process on the traveler to route paperwork is automated.
- Transactions are interfaced to the VA Financial Management System, reducing time and cost of manual transaction processing.
- Travelers often obtain multiple levels of approval for trip authorization and voucher approval. This investment reduces approval time by limiting approvals to the supervisor and budget personnel.
- The system allows Agency configuration for enforcement of travel policies and procedures.
- Improved report generation provides for increased accountability over travel authorizations and payments.
- The solution offers a split pay functionality to allow direct reimbursement for credit card charges, which should result in a reduction of delinquent credit card payments.

This initiative covers all tasks necessary for VA to manage the ETS contract; migrate all VA facilities to the ETS as required by the Federal Travel Regulations; and report updates to GSA as agreed on the ETS Memorandum of Understanding between VA and GSA. It also covers management of the contracts and support of the VA legacy travel systems as well as contracts with Travel Management Centers (TMC) for fulfillment of ticketing. While transaction fees for both the ETS and TMC are funded by field facilities at the time of travel, the tasks to manage deployment effort are performed by team members of this initiative.

I.A.9) Did the Agency's Executive/Investment Committee approve this request?

Yes

I.A.9.a) If "yes," what was the date of this approval?

Jun 27, 2007

I.A.10) Did the Project Manager review this Exhibit?

Yes

I.A.11) Project Managers Contact Information

	Project Managers Names (SHORT ANSWER)	PM Phone	E-mail (SHORT ANSWER)
Primary in-house	Eric Glover	(512)-460-5062	eric.glover@va.gov

I.A.11.a) What is the current FAC-P/PM certification level of the project/program manager?

DAWIA-Level-2

I.A.12) Has the agency developed and/or promoted cost effective, energy-efficient and environmentally sustainable techniques or practices for this project.

Yes

I.A.12.a) Will this investment include electronic assets (including computers)?

No

I.A.12.b) Is this investment for construction or retrofit of a federal building or facility? (Answer applicable to non-IT assets only)

No

I.A.12.b.1) If "yes," is an ESPC or UESC being used to help fund this investment?

I.A.12.b.2) If "yes," will this investment meet sustainable design principles?

I.A.12.b.3) If "yes," is it designed to be 30% more energy efficient than relevant code? (Answer applicable to non-IT assets only)

I.A.13) Does this investment directly support one of the PMA initiatives?

Yes

I.A.13.a) If "yes," check all that apply:

	PMA Initiatives for XML Submission	PMA Initiatives
		- Human Capital
		- Budget Performance Integration
		- Financial Performance
Yes	Expanded E-Government	- Expanded E-Government
		- Competitive Sourcing
		- Faith Based and Community
		- Real Property Asset Management
		- Eliminating Improper Payments
		- Privatization of Military Housing
		- Research & Development Investment Criteria

		- Housing & Urban Development Management & Performance
		- Broadening Health Insurance Coverage through State Initiatives
		- "Right Sized" Overseas Presence
		- Coordination of VA & DoD Programs and Systems

I.A. 13.b) Briefly and specifically describe for each selected how this asset directly supports the identified initiative(s)? (e.g. If E-Gov is selected, is it an approved shared service provider or the managing partner?)(MEDIUM ANSWER)

GSA's E-Gov Travel Service (ETS) supports the President's and Secretary's Priorities to improve financial performance by 1) A heavily government labor-intensive process opening up to competition for reengineering. This allows private sector technology to streamline an ineffective and inefficient process. 2) Reduction in travel card delinquency through the split disbursement to the travel card provider. 3) Lowering Travel Management Center (TMC) transaction fees with its online booking engine.

I.A. 14) Does this investment support a program assessed using the Program Assessment Rating Tool (PART)? (For more information about the PART, visit www.whitehouse.gov/omb/part.)

No

I.A. 14.a) If "yes," does this investment address a weakness found during a PART review?

I.A. 14.b) If "yes," what is the name of the PARTed program? (SHORT ANSWER)

N/A

I.A. 14.c) If "yes," what rating did the PART receive?

I.A. 15) Is this investment information technology? (See section 53.8 for definition)

Yes

I.A. 16) What is the level of the IT Project? (per CIO Council PM Guidance)

Level 3

I.A. 17) What project management qualifications does the Project Manager have? (per CIO Council PM Guidance)

Qualification Status	Qualification Status for XML Submission	Description
1	(1) Project manager has been validated as qualified for this investment	(1) - Project manager has been validated as qualified for this investment.
		(2) - Project manager qualification is under review for this investment.
		(3) - Project manager assigned to investment, but does not meet requirements.
		(4) - Project manager assigned but qualification status review has not yet started.
		(5) - No Project manager has yet been assigned to this investment.

I.A. 18) Is this investment or any project(s) within this investment identified as "high risk" on the Q4-FY 2007 agency high risk report (per OMB Memorandum M-05-23)

Yes

I.A. 19) Is this project (investment) a Financial Management System? (see section 53.3 for definition)

Yes

I.A. 19.a) If so, does this project (investment) address a FFMA (Federal Financial Managers Integrity Act) compliance area?

No

I.A. 19.a.1) If yes, which compliance area?

I.A.19.a.2) If "no," what does it address? (MEDIUM ANSWER)

VA Wide e-Travel

I.A.19.b) If "yes," please identify the system name(s) and system acronym(s) as reported in the most recent financial systems inventory update required by Circular A-11 section 52 (LONG ANSWER)

I.A.20) What is the percentage breakout for the total FY2008 funding request for the following? (This should total 100%)

Percentage of Total Investment	
% Hardware	0.00
% Software	0.00
% Services	100.00
% Others	

I.A.21) If this project produces information dissemination products for the public, are these products published to the Internet in conformance with OMB Memorandum 05-04 and included in your agency inventory, schedules and priorities?

Yes

I.A.22) Contact information of individual responsible for privacy related questions:

Contact Name: (SHORT ANSWER)	Chi Yu
Phone Number:	(202) 565-8928
Title: (SHORT ANSWER)	IT Specialist
E-mail: (SHORT ANSWER)	Chi.yu@va.gov

I.A.23) Are the records produced by this investment appropriately scheduled with the National Archives and Records Administration's approval?

Yes

I.A.24) Does this investment directly support one of the GAO High Risk Areas?

No

PART I - B

PART I: SUMMARY INFORMATION AND JUSTIFICATION

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Section B: Summary of Funding (All Capital Assets)

I.B.1) FILL IN TABLE IN CURRENT VALUES (in millions)

(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)

Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions, and are rounded to three decimal places. Federal personnel costs should be included only in the row designated "Government FTE Cost," and should be EXCLUDED from the amounts shown for "Planning," "Full Acquisition," and "Operation/Maintenance." The total estimated annual cost of the investment is the sum of costs for "Planning," "Full Acquisition," and "Operation/Maintenance." For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. The costs associated with the entire life-cycle of the investment should be included in this report.

Category of Funds	PY-1 and Earlier	PY 2007	CY 2008	BY 2009
Planning				
Budgetary Resources	0.070	0.000	0.000	0.000
Acquisition				
Budgetary Resources	5.714	1.247	0.420	0.200
Total, Sum of Stages				
Total, Resources (Plan & Acq)	5.784	1.247	0.420	0.200
Operations & Maintenance				
Budgetary Resources	3.626	0.909	0.405	1.165
Total, All Stages Resources	9.410	2.156	0.825	1.365
Government FTE Costs	2.980	1.050	0.000	0.000
Govt. FTE Numbers	12	12	0	0
Total, All Stages Resources + FTE	12.390	3.206	0.825	1.365

Government FTE Costs SHOULD NOT be INCLUDED as part of the TOTAL, All Stages Resources represented.

Note: 1) For the cross-agency investments, this table should include all funding (both managing partner and partner agencies). 2) Total, All Stages Resources should equal Total, All Stages Outlays.

I.B.2) Will this project require the agency to hire additional FTE's?

No

I.B.2.a) If Yes, How many and in what year? (MEDIUM ANSWER)

I.B.3) If the summary of spending has changed from the FY2007 President's budget request, briefly explain those changes. (LONG ANSWER)

Adjustments made to FY08 to reduce cost of VA legacy systems. Successful deployment will reduce use of legacy systems earlier in the year. Adjustment made to FY09 to account for technology refresh and development cost for Financial Interface for FLITE.

PART I - C

PART I: SUMMARY INFORMATION AND JUSTIFICATION

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Section C: Acquisition/Contract Strategy (All Capital Assets)

I.C.1) If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why? (LONG ANSWER)

This contract is for outsourced work, the contract is not high-risk, and the benefits do not exceed the cost to VA. As such, the contractor is not required to have an EVMS per VA Directive 6061. However, as this contract supports a major IT development effort, the contractor will support VA's EVMS by providing the necessary schedule, and cost performance information.

I.C.2) Do the contracts ensure Section 508 compliance?

Yes

I.C.2.a) If the Contracts WILL NOT ensure Section 508 Compliance, explain why:

I.C.3) Is there an acquisition plan which has been approved in accordance with agency requirements?

Yes

I.C.3.a) If "yes," what is the date?

May 25, 2006

I.C.3.b) If "no," will an acquisition plan be developed?

I.C.3.b.1) If "no," briefly explain why: (MEDIUM ANSWER)

PART I - D

PART I: SUMMARY INFORMATION AND JUSTIFICATION

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Section D: Performance Information (All Capital Assets)

I.D.1) In order to successfully address this area of the exhibit 300, performance goals must be provided for the agency and be linked to the annual performance plan. The investment must discuss the agency's mission and strategic goals, and performance measures must be provided. These goals need to map to the gap in the agency's strategic goals and objectives that this investment is designed to fill. They are the internal and external performance benefits this investment is expected to deliver to the agency (e.g., improve efficiency by 60%, increase citizen participation by 300% a year to achieve an overall citizen participation rate of 75% by FY 2xxx, etc.). The goals must be clearly measurable investment outcomes, and if applicable, investment outputs. They do not include the completion date of the module, milestone, or investment, or general goals, such as, significant, better, improved that do not have a quantitative or qualitative measure.

For Existing IT projects that have previously submitted Exhibit 300s:

--> If you completed Table 1 last year, please use Table 1 to report for fiscal year 2005 and Table 2 for fiscal years 2006 through at least 2009.

--> If you completed only Table 2 last year, please use Table 2 to report for fiscal years 2006 through at least 2009.

For projects that are submitting Exhibit 300s for the first time:

--> Use Table 2.

--> Report on Performance Measures for at least two years, i.e., FY 2008 and 2009, FY 2009 and 2010.

--> If the project will have data for 2007 that you wish to include, add extra lines in Table 2 and complete all information in this single table.

--> At least one performance goal should be met by BY+1.

PERFORMANCE INFORMATION TABLE 2:

Please use Table 2 and the FEA Performance Reference Model (PRM) to identify the performance information pertaining to this major IT Investment. Map all Measurement Indicators to the corresponding "Measurement Area" and "Measurement Grouping" identified in the PRM. There should be at least one Measurement Indicator for at least four different Measurement Areas (for each fiscal year).

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Planned Improvements to the Baseline	Actual Results
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2006	Quality of Life	Technology	Accessibility	Accessibility of Travel Services	Travel Services available during business hours only	Accessible online travel services available 24 hours a day, 7 days a week	Travel Services available during business hours only
2006	Ensure Smooth Transition	Processes and Activities	Compliance	Adoption rate of new system	Less than 40% usage of online ticketing	75% weekly minimum usage of online ticketing	Less than 40% usage of online ticketing
2006	Public Health & Socioeconomic Wellbeing	Mission and Business Results	Cost Accounting / Performance Measurement	Reduce the total time between credit card invoice date and payment	39 days	Less than 21 days average	39 days
2006	Quality of Life	Customer Results	Automation	Increased efficiencies for travel authority	3 days to reserve and approve authorizations	1 day to reserve and approve authorizations	3 days to reserve and approve authorizations
2007	Quality of Life	Technology	Accessibility	Accessibility of Travel Services	Travel Services available during business hours only	Accessible online travel services available 24 hours a day, 7 days a week	Result to be determined
2007	Ensure Smooth Transition	Processes and Activities	Compliance	Adoption rate of new system	Less than 40% usage of online ticketing	75% weekly minimum usage of online ticketing	Result to be determined
2007	Public Health & Socioeconomic Wellbeing	Mission and Business Results	Cost Accounting / Performance Measurement	Reduce the total time between credit card invoice date and payment	39 days	Less than 21 days average	Result to be determined
2007	Quality of Life	Customer Results	Automation	Increased efficiencies for travel authority	3 days to reserve and approve authorizations	1 day to reserve and approve authorizations	Result to be determined
2008	Quality of Life	Technology	Accessibility	Accessibility of Travel Services	Travel Services available during business hours only	Accessible online travel services available 24 hours a day, 7 days a week	Result to be determined
2008	Ensure Smooth Transition	Processes and Activities	Compliance	Adoption rate of new system	Less than 40% usage of online ticketing	75% weekly minimum usage of online ticketing	Result to be determined
2008	Public Health & Socioeconomic Wellbeing	Mission and Business Results	Cost Accounting / Performance Measurement	Reduce the total time between credit card invoice date and payment	39 days	Less than 21 days average	Result to be determined
2008	Quality of Life	Customer Results	Automation	Increased efficiencies for travel authority	3 days to reserve and approve authorizations	1 day to reserve and approve authorizations	Result to be determined

2009	Quality of Life	Technology	Accessibility	Accessibility of Travel Services	Travel Services available during business hours only	Accessible online travel services available 24 hours a day, 7 days a week	Result to be determined
2009	Ensure Smooth Transition	Processes and Activities	Compliance	Adoption rate of new system	Less than 40% usage of online ticketing	75% weekly minimum usage of online ticketing	Result to be determined
2009	Public Health & Socioeconomic Wellbeing	Mission and Business Results	Cost Accounting / Performance Measurement	Reduce the total time between credit card invoice date and payment	39 days	Less than 21 days average	Result to be determined
2009	Quality of Life	Customer Results	Automation	Increased efficiencies for travel authority	3 days to reserve and approve authorizations	1 day to reserve and approve authorizations	Result to be determined

PART I - F

PART I: SUMMARY INFORMATION AND JUSTIFICATION

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Section F: Enterprise Architecture (EA) (IT Capital Assets only)

In order to successfully address this area of the business case and capital asset plan you must ensure the investment is included in the agency's EA and Capital Planning and Investment Control (CPIC) process, and is mapped to and supports the FEA. You must also ensure the business case demonstrates the relationship between the investment and the business, performance, data, services, application, and technology layers of the agency's EA.

I.F.1) Is this investment included in your agency's target enterprise architecture?

Yes

I.F.1.a) If "no," please explain why? (LONG ANSWER)

I.F.2) Is this investment included in the agency's EA Transition Strategy?

Yes

I.F.2.a) If "yes," provide the investment name as identified in the Transition Strategy provided in the agency's most recent annual EA Assessment. (MEDIUM ANSWER)

FedTraveler.com is identified as "VA-wide e-travel solution (EA19)" within the EA V4.1 Target Architecture. FedTraveler.com supports VA-wide standardization within the Presentation Layer and within the Business Rules Implementation Layer of the EA V4.1 Target Architecture; and the project utilizes an e-Gov shared solution for delivery - this approach is completely consistent with the objectives of the target architecture.

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NOTE:

(a*) - Use existing SRM Components or identify as "NEW". A "NEW" component is one not already identified as a service component in the FEA SRM.

(b*) - A reused component is one being funded by another investment, but being used by this investment. Rather than answer yes or no, identify the reused service component funded by the other investment and identify the other investment using the Unique Project Identifier (UPI) code from the OMB Ex 300 or

Ex 53 submission.

(c*) - 'Internal' reuse is within an agency. For example, one agency within a department is reusing a service component provided by another agency within the same department. 'External' reuse is one agency within a department reusing a service component provided by another agency in another department. A good example of this is an E-Gov initiative service being reused by multiple organizations across the federal government.

(d*) - Please provide the percentage of the BY requested funding amount used for each service component listed in the table. If external, provide the funding level transferred to another agency to pay for the service.

I.F.4) FEA TECHNICAL REFERENCE MODEL:

I.F.4) To demonstrate how this major IT investment aligns with Reference Model (TRM), please list the Service Areas, Service Specifications supporting this IT investment.

TECHNICAL REFERENCE MODEL TABLE:

	FEA SRM Component (a*)	FEA TRM Service Area	FEA TRM Service Category	FEA TRM Service Standard
1	Travel Management	Service Access and Delivery	Delivery Channels	Internet
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NOTE:

(a) - Service Components identified in the previous question(I.F.3) should be entered in this column. Please enter multiple rows for FEA SRM Components supported by multiple TRM Service Specifications*

(b) - In the Service Specification field, Agencies should provide information on the specified technical standard or vendor product mapped to the FEA TRM Service Standard, including model or version numbers, as appropriate.*

I.F.5) Will the application leverage existing components and/or applications across the Government (i.e., FirstGov, Pay.Gov, etc)?

Yes

I.F.5.a) If "yes," please describe. (LONG ANSWER)

GSA, E-Gov (eTS) travel initiative. VA migration to GSA ETS beginning in FY06 and ending first quarter of FY08.

I.F.6) Does this investment provide the public with access to a government automated information system?

No

I.F.6.a) If "yes," does customer access require specific software (e.g., a specific web browser version)?

PART II - B

PART II: PLANNING, ACQUISITION AND PERFORMANCE INFORMATION

Part II should be completed only for investments which in FY2008 will be in "Planning" or "Full Acquisition," investments, i.e., selected one of these three choices in response to Question 6 in Part I, Section A above.

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Section B - RISK MANAGEMENT (All Capital Assets)

II.B.1) Does the investment have a Risk Management Plan?

Yes

II.B.1.a) If "yes," what is the date of the plan?

May 31, 2007

II.B.1.b) Has the Risk Management Plan been significantly changed since last year's submission to OMB?

No

II.B.1.c) If "yes," describe any significant changes: (LONG ANSWER)

II.B.2) If there currently is no plan, will a plan be developed?

II.B.2.a) If "no," what is the strategy for managing the risks? (LONG ANSWER)

II.B.3) Briefly describe how investment risks are reflected in the life cycle cost estimate and investment schedule: (LONG ANSWER)

Investment risks are reflected by a phased implementation schedule where delays can be absorbed and managed. Further sequencing based on size, volume, complexity, and sensitivity of the implementation participants has been utilized to mitigate the known investment risks. Costs for temporary staffing at FSC to manage deployment tasks are included as well as costs for extending legacy systems.

PART II - C

Part II: Planning, Acquisition And Performance Information

Part II should be completed only for investments which in FY2008 will be in "Planning" or "Full Acquisition," investments, i.e., selected one of these three choices in response to Question 6 in Part I, Section A above.

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C) Cost and Schedule Performance:

Identify in this section the proposed change to the original or current OMB-approved baseline. What are the new cost and schedule goals for the phase or segment/module (e.g., what are the major investment milestones or events; when will each occur; and what is the estimated cost to accomplish each one)? If this is a new investment in the FY 2008 Budget year or if the agency does not intend to propose a new baseline modification, this section will be blank for your budget submission.

II.C.1) Does the earned value management system meet the criteria in ANSI/EIA Standard - 748?

Yes

II.C.3) Has the investment re-baselined during the past fiscal year?

No

