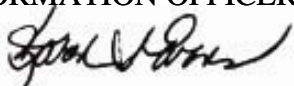




EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

July 28, 2005

MEMORANDUM FOR: CHIEF INFORMATION OFFICERS

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

SUBJECT: FY 2005 E-Government Act Reporting Instructions

This memorandum provides instructions for agency annual reporting under the E-Government Act of 2002 (Act). As you know, the Act requires OMB to report to Congress, among other things, a summary of the information reported by agencies pursuant to Section 202(g) of the Act<sup>1</sup>.

To reduce burden on the agencies, we are only asking you to report on two items this year. For other activities required by the Act, we will or already have obtained the information through other means (e.g., the FY 2005 FISMA report from your agency will include privacy reporting, and agency human capital scorecard and related reporting will describe progress to implement your information technology human capital planning and training program strategies).

Your reports this year are to include two specific components with a brief description of:

1. The agency's overall implementation of the Act as described in Section 202(g), including a summary of one agency-specific E-Government initiative of your choosing; and
2. The process for determining which agency information will be made available on the Internet as described in Section 207(f)(2) of the Act.

Both components, provided they address the specific requirements of the Act as identified below, may be taken from any other agency plan or report.

1. Brief overview of your agency's implementation of the Act including a description of an internal agency-specific E-Government initiative. This overview and summary must be suitable for public disclosure and not exceed two pages in length. In addition, you must choose an internal agency-specific E-Government initiative that is NOT one of the 24 Presidential E-Government initiatives. The summary of the initiative must:

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<sup>1</sup> As codified at 44 U.S.C. §3606.

- Describe how the initiative is transforming agency operations;
- Explain how your agency maintains an ongoing dialogue with interested parties to find innovative ways to use information technology for the initiative;
- Identify external partners (e.g., Federal, State or local agencies, industry) who collaborate on the initiative;
- Identify improved performance (e.g., outcome measures) by tracking performance measures supporting agency objectives and strategic goals;
- Quantify the cost savings and cost avoidance achieved through implementing the initiative (e.g., reducing or eliminating other investments in information technology); and
- Explain how your agency ensures the availability of Government information and services for those without access to the Internet and for those with disabilities for this initiative.

2. Brief description of your process for determining which information will be made available on the Internet as described in Section 207(f)(2) of the Act and OMB Memorandum M-05-04 “Policies for Federal Agency Public Websites”. This description must be suitable for public disclosure and:

- Describe your process for determining which Government information the agency intends to make available and accessible to the public on the Internet and by other means;
- Include a copy of the priorities and schedules for making your information available and accessible;
- Explain how and when such final determinations, priorities, and schedules were available for public notice and comment;
- Provide the link where final determinations, priorities, and schedules can be found on your principal Federal agency public website; and
- Identify progress to date for permitting searching of all files intended for public use on the website, displaying search results in order of relevancy to search criteria, and providing response times appropriately equivalent to industry best practices.

Agencies are asked to provide their reports to OMB (Kim Nelson [knelson@omb.eop.gov](mailto:knelson@omb.eop.gov) and Dan Costello at [dcostell@omb.eop.gov](mailto:dcostell@omb.eop.gov)) by October 21, 2005. As with last year’s report, you will have the opportunity to review our draft report to Congress incorporating your agency’s response. In addition, once we advise you to do so, you are to make your entire report available on your principal website.