




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

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MEMORANDUM FOR AGENCY CHIEF INFORMATION OFFICERS
AND CHIEF ARCHITECTS

FROM: Kshemendra Paul 
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SUBJECT: Instruction for Agency Submission of Enterprise Architecture Segment Reports

This memorandum provides instruction to the Assessed Agencies regarding the Enterprise Architecture (EA) Segment Report (EASR) and guidance related to the February 2009 submission. On July 2, 2008, the Office of Management and Budget (OMB) released memorandum to the Assessed Agency Chief Architects to define the segments that describe their EA. On November 14, 2008, OMB released memorandum to announce the new EA Assessment Framework (EAAF) self-assessment and EASR reporting requirements. In addition, specific guidance related to the EASR process was provided to the Assessed Agency Chief Architects via the Assessed Chief Architects Forum on January 7, 2009 and email correspondence dated January 27, 2009.

The purpose of the EASR is to provide a structured format for Assessed Agencies to report standardized information regarding the performance and development of their segment architectures to the OMB. Agencies will submit quarterly EASRs for each approved segment that defines their EA to demonstrate the development and progress of each of their defined segments.

- EASR 2009 reporting schedule
 - Feb. 27th, 2009: Regardless of maturity, a minimum of Identification and Mappings criteria must be completed
 - May 29th, 2009: As determined by each segment's maturity, all sections for every segment, (Notional, Planned, In-progress, Complete)
 - Aug. 31st, 2009: Updated criteria based on each segment's maturity (if changed from previous quarter)
 - Nov. 30th, 2009: Updated criteria based on each segment's maturity (if changed from previous quarter)

From February 9, 2009 through February 27, 2009, the secure MAX collaboration and e-briefing tool will be available for the Assessed Agency Chief Architects to submit the required EASRs. The Chief Architects may access the secure MAX Federal EA (FEA) portal by copying the following link into their web browser: <https://max.omb.gov/community/x/7gDLCQ>. Once inside the FEA collaboration portal, click on the EA Segment Report (EASR) label and then select the agency link to enter into the agency-personalized EASR submission portal.

Only the Assessed Agency Chief Architects have access into their agency specific reporting environment to ensure the integrity of each agency's data. Delegation authority does exist within the software if a Chief Architect chooses to delegate this reporting responsibility to other government or non-government personnel, but they must also have an active MAX account. Detailed instructions on how to delegate access can be found via the Frequently Asked Questions section within the EASR reporting environment.

The updated EASR version 1.1 dated February 2009 supersedes version 1.0, dated December 2008, and incorporates specific information technology (IT) infrastructure spending categories as defined in Circular A-11. The additional reporting fields can be found within the EASR Mapping section and will only be required for the Infrastructure Segment submission. The latest version of the EASR Instruction Guide and EASR Reporting Worksheet are available within the MAX segment reporting environment and OMB's FEA website located at the following address: <http://www.whitehouse.gov/omb/e-gov/fea/>.

Please direct any questions or comments regarding the EASR submission process to the Comments, Questions & Feedback page available within the EASR reporting environment. In turn, the FEA Program Management Office (PMO) will post responses to the same page so that they may be shared across the FEA community.

In addition, the FEA PMO will hold a special Question and Answer Webinar on the new segment reporting process to assist Chief Architects and their delegates on Thursday, February 12, 2009, from 1:00 PM - 3:00 PM EST. The specifics regarding the Webinar are shown below.

- Meeting Room Link: <https://meetings.max.omb.gov/egov/>
- Teleconference Bridge: 1-888-240-6107; Access Code 4591655#
- Log-In & Hosting Instructions: <https://max.omb.gov/community/x/NACNB>

IMPORTANT: Webinar Participants must be registered in MAX 24 hours in advance to participate in the webinar.