




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

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M-06-25

MEMORANDUM FOR: CHIEF INFORMATION OFFICERS

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

SUBJECT: FY 2006 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 fourth year of reporting under the Act.

This year, your report will comprise three specific components and the first two are the same as last year. The third component addresses how your agency's information dissemination activities are coordinated with your Freedom of Information Act (FOIA) operations, in light of your agency's FOIA Improvement Plan under Executive Order 13,392. This component also addresses how your agency is implementing Sections 207(d), 207(e), and 207(g) of the Act. The following provides a description of what information should be included in each component.

1. Provide a brief overview of your agency's implementation of the Act including a description of an internal agency-specific E-Government initiative.² The description of the initiative must:
 - 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);³ and

¹ As codified at 44 U.S.C. §3606.

² Information about the 24 Presidential E-Government initiatives and Lines of Business will be collected at a different time and should not be included in this report.

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

- Explain how this initiative ensures the availability of government information and services for those without access to the Internet and for those with disabilities.
2. Describe your process for determining which information will be made available on your agency's public website and the Internet as required in Section 207(f)(2) of the Act.⁴ Your description must:
- 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.
3. Describe how your agency's information dissemination activities are coordinated with its FOIA operations in order to improve both access to and dissemination of government information to the public. Your description must include a link to your agency's Information Resources Management (IRM) Strategic Plan and FOIA Improvement Plan.⁵ You must also describe specifically how you are fulfilling your responsibilities under three provisions of the Act:
- Section 207(d), "Categorizing of Information;"
 - Section 207(e), "Public Access to Electronic Information;"⁶ and

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 See also OMB Memorandum M-05-04, "Policies for Federal Agency Public Websites," at

<http://www.whitehouse.gov/omb/memoranda/fy2005/m05-04.pdf>.

⁵ For more information see Executive Order 13392, "Improving Agency Disclosure of Information," at:

<http://www.whitehouse.gov/news/releases/2005/12/20051214-4.html>; OMB Memorandum M-06-02,

"Improving Public Access to and Dissemination of Government Information and Using the Federal Enterprise Architecture Data Reference Model," at:

<http://www.whitehouse.gov/omb/memoranda/fy2006/m06-02.pdf>; OMB Memorandum M-06-04,

"Implementation of the President's Executive Order 'Improving Agency Disclosure of Information,'" at:

<http://www.whitehouse.gov/omb/memoranda/fy2006/m06-04.pdf>; and the Department of Justice's "EO 13,392 Implementation Guidance" at: <http://www.usdoj.gov/oip/foiapost/2006foiapost6.htm>.

⁶ 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>.

- If your agency funds Federal research and development (R&D) activities, Section 207(g), “Access to Federally Funded Research and Development,” including how your R&D information is available through Radius, Science.gov, or other means.⁷

Your entire report must be suitable for public disclosure and published on your agency’s website. Additionally, the link to your entire report must be sent to Allison Zaleski, Policy Analyst, OMB, at foiareporting@omb.eop.gov by October 20, 2006. As with last year’s report, you will have the opportunity to review our draft report to Congress incorporating your agency’s response.

⁷ Information from your agency’s IRM Strategic Plan addressing all information resources management at your agency (see section 8b1(a) of OMB Circular A-130 “Management of Federal Information Resources,” at: <http://www.whitehouse.gov/omb/circulars/a130/a130trans4.pdf>) can be copied or referenced in response to this question.