The U.S. Trade and Development Agency (USTDA) is pleased to present its annual E-Government Act Report as required by the E-Government Act of 2002 (Pub. L. No. 107-347) (Act).

USTDA is an independent U.S. government agency administered under the authority of Section 661 of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2421). A results-oriented agency, USTDA employs the strategic use of foreign assistance funds to achieve its mission of advancing economic development and U.S. commercial interests in developing and middle income countries.

USTDA is classified by the Office of Management and Budget (OMB) as a micro agency with 50 full-time employees and a total appropriation of 50.4 million dollars for FY 2008. Since the E-Government Act was signed in to law in 2002, USTDA has successfully implemented a number of the Presidential E-Government Initiatives, thereby transforming and improving the efficiency and performance of agency operations. In FY 2008 USTDA continues to fulfill the spirit of the E-Gov Act by focusing on easier access to government information electronically and at the same time reducing IT operating costs.

In accordance with a Memorandum for Chief Information Officers, dated September 2, 2008, *FY 2008 E-Government Act Reporting Instructions*, USTDA presents the following data in narrative form and has segregated the information into two sections as directed by the guidance.

Section 1 – Implementation of Electronic Government Initiatives

1. On October 1, 2007, USTDA went live with a newly-designed website. A critical portal of information for U.S. companies seeking business with USTDA, the website is designed to improve the agency's response to its customers and clearly communicate information about the agency. With most website data available in just "3-clicks", the customer can efficiently navigate and search the pages to get what he or she needs. Due to the flexible design of the site, USTDA can easily update it as needed. Over the course of the year, the agency implemented an RSS feed to provide real-time website updates to subscribers. The site's library holdings have been reorganized to provide the user with a current listing of reports for public access. An improved FAQ page in the FOIA section has also been added to speed up FOIA requests.

A significant cost-savings was realized in FY 2008 when the website hosting was brought inside the agency using current IT infrastructure. USTDA eliminated redundant guest databases and locked down accesses reducing the site's vulnerability to hackers.

A visible and powerful tool to communicate the agency's unique identity to the public and our U.S. government partners, the expansion of information available on the website is a continuing goal of USTDA in FY 2009.

   2. USTDA is actively in the process of converting its report library into electronic form. As new project reports are received, the library staff copies or scans them to the internal database for desktop staff access. As the staff or the public requests old reports, the librarians scan them for inclusion into the electronic library. The creation of an electronic library provides quicker report access for USTDA employees and speeds up the fulfillment of public requests for reports. A high speed scanner was purchased at the end of FY 2008 to assist the process.

Section 2 – Agency Information Management Activities

USTDA's website can be accessed at the following link: www.ustda.gov

FOIA guidance can be found at the following link:
www.ustda.gov/USTDA/About_USTDA/foiareports.htm

   Due to the small size of the agency, USTDA does not publish a formal Information Resources Management (IRM) Strategic Plan. USTDA's policy is to make government information available to the public as broadly and as soon as possible, and upon approval, USTDA posts information available for release to the public to its website. If the public cannot find the information it is seeking, they can obtain agency information by contacting our information resource staff via email, telephone, or by visiting the agency's information resource center during normal business hours.