



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

November 25, 2009

MEMORANDUM FOR: CHIEF INFORMATION OFFICERS

FROM: Vivek Kundra *Vivek Kundra*
Federal Chief Information Officer

SUBJECT: FY 2009 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

Your agency report shall be comprised of three sections that describe:

- 1) Efforts with respect to transparency, engagement, and innovation
- 2) Information management and information technology activities
- 3) Implementation of E-Government initiatives to include efficiency and effectiveness

In addition to the detailed information for the three sections, the agency shall provide an executive summary not exceeding two pages. Also, when applicable, each agency is required to provide the website link(s) where the information is located.

Section I: Transparency, Engagement, and Innovation

1. Describe major transparency initiatives undertaken in the past year and major transparency initiatives planned for the coming year;
2. Do you have an innovation you would like to share with the public and the Federal workforce on the Innovations Gallery?
3. How many data sets does your agency have on data.gov?
4. Describe your progress in complying with OMB requirements to post all spending data on usaspending.gov;
5. What tools is your agency using to advance citizen participation and engagement? Cite examples of how the agency has used citizen feedback.
6. Is your agency currently meeting all reporting requirements of M-09-19?² If not, what are your plans for becoming compliant?

Section II: Information & Information Technology Management

1. How has the IT Dashboard impacted the investment management process at your agency?
2. Describe your agency's efforts in complying with reporting requirements for the IT Dashboard;

¹ As codified at 44 U.S.C. §3606.

² OMB Memorandum M-09-19, "Guidance on Data Submission under the Federal Funding Accountability and Transparency Act (FFATA)," See: http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-19.pdf

3. Describe the process your agency is using to apply CIO Evaluations for your major IT investments;
4. Provide your agency's Information Resources Management (IRM) Strategic Plan and EA Transition Plan;
5. Outline the progress of integrating the Enterprise Architecture and the Capital Planning and Investment Control processes and policies;
6. Provide the status and maturity of your modernization roadmap (segment architecture) activity including use by major programs and alignment on shared target architectures;
7. For each E-Gov initiative, provide the final determinations, priorities, and schedules. Also include your agency's information dissemination product catalogs, directories, inventories, and any other management tools used to improve the dissemination of and access to your agency's information by the public;
8. Provide your agency's Freedom of Information Act (FOIA) handbook, the link of your agency's primary FOIA website, and the website link where frequent requests for records are made available to the public;
9. Describe in brief your agency efforts to comply with Section 508 in regards to information management;
10. Provide a list of your agency's public websites disseminating research and development (R&D) information to the public, and whether or not each website provides the public information about federally funded R&D activities and/or provides the results of Federal research;³
11. Provide an inventory of formal agency agreements (e.g., contracts, memorandum of understanding, partnerships) with external entities (e.g., partnerships with State and local governments, public libraries, industry and commercial search engines) complementing your agency's information dissemination program, with a brief explanation of how each agreement improves the access to and dissemination of government information to the public; and
12. Provide an inventory that describes your agency's NARA-approved records schedule(s) or the link to the publicly-posted records schedule(s), and a brief explanation of your agency's progress to implement NARA Bulletin 2006-02. For the brief explanation please report the number of systems for which a record schedule was submitted to NARA in FY 2008 and the number of systems still requiring records schedules.⁴

Section III: Implementation of E-Government initiatives

1. Describe the initiative, the methodology for identification of the initiative, and how the initiative is transforming agency operations;
2. Quantify the cost savings and cost avoidance achieved through implementing the initiative (e.g., reducing or eliminating other investments in information technology);⁵
3. Explain how your agency maintains an ongoing dialogue with interested parties to find innovative ways to use information technology for the initiative;

³ Your report does not need to address this area if your agency does not fund Federal (R&D) activities.

⁴ 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>.

⁵ Section 300 of OMB Circular A-11, "Preparation, Submission and Execution of the Budget" provides instructions for developing baselines and calculating cost savings and cost avoidance for information technology investments (e.g., the Presidential E-Government and Lines of Business). See: http://www.whitehouse.gov/omb/circulars/a11/current_year/s300.pdf

4. Identify improved performance (e.g., outcome measures, quantifiable business impact) by tracking performance measures supporting agency objectives and strategic goals;
5. Explain how this initiative ensures the availability of government information and services for those without access to the Internet and for those with disabilities;
6. Identify external partners (e.g., Federal, State or local agencies, industry) who collaborate on the initiative;
7. Explain how the project applies effective capital planning and investment control procedures;
8. Describe the established business process your agency has in place for the continued ongoing process of identification of initiatives;
9. Quantify the cost savings and cost avoidance achieved through implementation of *new* IT programs;
10. Describe your efforts to consolidate, or collaborate with other agencies, to reduce the number of Federal data centers; and
11. Describe the telework program at your agency, including your plans to increase your employees' ability to use Web 2.0 tools to work-at-a-distance.

Each agency's report shall be uploaded to its section of the MAX Collaborative Site (<https://max.omb.gov/community/x/9QBFW>) by January 1, 2010. We will provide your agency the opportunity to review the draft E-Government Act report to Congress. If you have any questions, please e-mail them to Catherine Stewart, at cstewart@omb.eop.gov.