

Attachment A – General Compliance. The following table identifies activities and products assigned to all agencies. Each agency must provide a brief answer for each question. Agencies should only report on their agency specific E-government initiatives, not on the 24 E-Government Quicksilver Initiatives.

<p>1. Describe how agency maintains an ongoing dialogue with interested parties to find innovative ways to use IT (include state, local, and tribal governments, private and non-profit sectors, and the general public). Sec. 101, 3602</p>	
<p>2. Briefly describe agency E-government initiatives, addressing the following for each initiative:</p> <ul style="list-style-type: none"> a. Identify performance measures that demonstrate how electronic government enables progress toward agency objectives, strategic goals, and statutory mandates. b. Identify other agency partners who collaborate on the initiative. c. If agency can quantify the cost savings created by implementing the initiative, identify savings and describe methodology used. <p>Sec. 202</p>	
<p>3. How does your agency ensure availability of Government information and services is not diminished for those without access to the Internet? Sec. 202(c)</p>	
<p>4. Please describe any other areas of progress by your agency to implement provisions of the E-Government Act.</p>	

5. PRIVACY. Sec. 208. Answer questions I, II, III, and IV below

<p>(I) Answer questions a, b, and c. for each system identified below:</p> <ul style="list-style-type: none"> List system and unique identifier for IT systems or information collections, for which a Privacy Impact Assessment (PIA) was conducted. 	System and Unique Identifier	a. How will the PIA be made publicly available after the President's budget is finalized (i.e. website, Federal Register, other).	b. Was the PIA made publicly available in full, summary form or not at all (explain if summary or not at all).	c. Provide the publication date if made available with a System of Records (SOR) or Information Collection Request (ICR).
	1.	1.	1.	1.
	2.	2.	2.	2.
	3.	3.	3.	3.
	4.	4.	4.	4.
<p>(II) Persistent Tracking Technology. Is persistent tracking technology used? _____ (yes/no) If yes, please describe, answering a., b., c., and d..</p>	a. What need compels the use of such technology?	b. What safeguards protect the information collected	c. What agency official (provide contact info) approves tracking technology?	d. Provide the actual privacy policy notification of such use.
	a.	b.	c.	d.
<p>(III) Agency goals for machine readability. Answer a, b, c and d:</p>	a. Identify agency goals for machine readability of privacy policy.	a.	b. Describe technology or standard to be adopted.	b.
	c. Identify timetable and milestones for progress toward achieving compatibility of privacy policies with machine readable privacy protection methodology.	c.	d. What process or standard has the agency identified to enable machine readable privacy protection?	d.
<p>(IV) Contact Information. Provide contact information of individual(s) appointed by the head of the Executive Department or agency to serve as the agency's principal contact(s) for information technology/web matters and the individual (name and title) primarily responsible for privacy policies</p>				

6. Human Capital. Sec. 209. Answer questions a, b, c, d, and e.

<p>a. OPM outlines workforce planning by the following five steps (see http://www.opm.gov/workforceplanning/wfpmodel.htm). Please use these steps to describe your agency's IT workforce planning efforts to date. Indicate which steps you've completed and where you are currently focused.</p>	
Step 1: Set strategic direction	
Step 2: Analyze workforce, identify skills gaps and conduct workforce analysis	
Step 3: Develop action plan	
Step 4: Implement action plan	
Step 5: Monitor, evaluate and revise	
<p>b. From the lists available under "What's New" at http://www.cio.gov, identify the job categories and specialty areas, skills, and competencies that are most critical to your agency's Strategic Plan, Enterprise Architecture, and IT Investment Portfolio (Exhibits 53 and 300s).</p>	
<p>c. Based on coordination with your Agency's Human Capital Planning Officials, what job categories and specialty areas, skills, and competency gaps has your Agency identified in the IT Workforce area that require a plan of action to close? (Consult the following sources: CCA IT Workforce Assessment results, CIO Council Project Management Survey Results, HR Department, FEDSCOPE (http://www.opm.gov/feddata/), etc)</p>	
<p>d. What strategies have you identified to help close the competency gaps? Such strategies may include:</p> <ul style="list-style-type: none"> • Learning/development activities (GOLEARN (http://www.golearn.gov), STAR and formal training such as CIO University (http://www.gsa.gov); Scholarship for Service (www.sfs.opm.gov) Project Management Institute and/or equivalency, developmental assignments to industry or other government agencies; • Recruitment Plans; such as use of USAJOBS and virtual job hiring; • Retention strategies; such as, financial and non financial (time off) awards, etc. • Competitive Sourcing Strategies 	
<p>e. What measures of success are critical to your IT Workforce Planning effort?</p>	

Attachment B - Agency Specific Compliance. The following table identifies activities and products assigned to specific agencies. Agencies identified below should briefly answer these questions.

<p>7. GSA. Answer a through i. a. Describe progress to establish and timetable for completion of a program to encourage contractor innovations that enhance government-wide electronic services. Sec. 101, 3605</p>	<p>a.</p>
<p>b. Provide agency and contact information of persons participating in this effort. Sec. 101, 3605</p>	<p>b.</p>
<p>c. Describe progress to maintain and timetable for completion of a Federal Internet Portal. Sec. 204</p>	<p>c.</p>
<p>d. Provide agency and contact information of persons participating in this effort. Sec. 204</p>	<p>d.</p>
<p>e. Describe progress and provide timetable for completion of the Digital Divide Study. Sec. 215</p>	<p>e.</p>
<p>f. Provide agency and contact information of persons participating in this effort. Sec. 215</p>	<p>f.</p>
<p>g. Describe progress and provide timetable for completion of electronic signature capability for secure electronic transactions. Sec. 203</p>	<p>g.</p>
<p>h. Describe progress and provide timetable for completion of report to Congress on implementation of share-in-savings. Sec. 210</p>	<p>h.</p>
<p>i. Describe progress and provide timetable for completion for Report to Congress on best practices of Community</p>	<p>i.</p>

<p>Technology Centers. Sec. 213</p>	
<p>8. NARA. Answer a, b, and c. a. Describe progress and timetable for completion to issue policies and procedures for recordkeeping of Federal Government information on the Internet and other electronic records. Sec. 207(e)(2)-(3)</p>	<p>a.</p>
<p>b. What are potential policies to be drafted for issue? Sec. 207(e)(2)-(3)</p>	<p>b.</p>
<p>c. Provide agency and contact information of persons participating in this effort. Sec. 207(e)(2)-(3)</p>	<p>c.</p>
<p>9. OPM. Answer a. through f. a. Describe progress and provide timeline for completion of issuing policies and guidance to meet IT workforce needs of the future. Sec. 209</p>	<p>a.</p>
<p>b. Describe progress and provide timeline for completion of report on existing government-wide IT training programs and recommendations for improvement or establishment of a program if none exist. Sec. 209(f)</p>	<p>b.</p>
<p>c. Describe progress and provide timeline for completion of establishment of an IT Exchange Program. Sec. 209(b)6</p>	<p>c.</p>
<p>d. Describe progress and provide timeline for completion of report on existing personnel exchange programs. Sec. 209(e)</p>	<p>d.</p>
<p>e. Describe progress and provide timeline for completion of a bi-annual report for Congress on agency use of the IT Exchange Program and the number of</p>	<p>e.</p>

<p>placements, exchanges and assignments.</p> <p>Sec. 209</p>	
<p>f. Describe progress to identify agency IT competency gaps, curricula and training programs to narrow gaps, and agency IT training priorities.</p> <p>Sec. 209</p>	f.
<p>10. <u>Institute for Museum and Library Services.</u></p> <p>a. Describe progress and provide timetable for completion of development of an online tutorial on government information and services.</p> <p>Sec. 213</p>	a.
<p>11. <u>DHS.</u> Answer a and b.</p> <p>a. Describe progress and provide timetable for completion of report to Congress on crisis preparedness, response, and consequence management.</p> <p>Sec. 214(b)1-4</p>	a.
<p>b. Describe progress and provide timetable for completion of pilot projects and further reports on using IT in Disaster Management. Sec. Sec. 214(c)</p>	b.
<p>12. <u>DOI</u> – Describe progress and provide timetable for development of Common Geospatial Protocols.</p> <p>Sec. 216</p>	

Attachment C - Progress Update on the Government Paperwork Elimination Act (GPEA)

This attachment outlines the procedures agencies should follow to provide their 2003 GPEA updates in accordance with OMB Memorandum M-00-10, “OMB Procedures and Guidance on Implementing the Government Paperwork Elimination Act” and describes the information to be reported to OMB. The statutory deadline for compliance with GPEA was October 21, 2003.

What Should Be Provided to OMB?

Since your 2003 GPEA Data Collection Tool was submitted to OMB in early July 2003, the information you submitted to OMB may require updating to show actual agency status. In order for OMB to have an accurate representation of government-wide progress in GPEA implementation on October 21, 2003, OMB is requesting additional information from agencies.

[NOTE: If none of your information has changed, there is no need to resubmit anything for this attachment. Please annotate your report: “There are no changes in the GPEA data to report.”]

Please revise your 2003 GPEA Data Collection Tool to reflect current status as of October 21, 2003 and submit the following information from your agency’s tool:

1. Transformation Status Report

Please supply your revised total **numbers** for each column below. This information is readily available from the 2003 GPEA Data Collection Tool. Choose the Completion Status Report and select view by “Count”. Your agency’s GPEA Point of Contact will have this information for you. If you have difficulties, please contact OMB.

Agency	Total Transactions (Please provide total numbers only)	Transactions Completed As of Last Data Call (Prior to 10/01)	Transactions Completed Since Last Data Call (11/01-10/02)	Transactions Completed By 10/03 (11/02-10/03)	Transactions to be Completed Post 11/03	Transactions that will not be Completed
		N/A	N/A			

Source: 2003 GPEA Data Collection Tool, Completion Status Report. View by “Count”.

2. Non-Completed Transaction Report

Please list any **transactions** that you projected to meet the GPEA deadline in your July submission, but were delayed, and an updated date of completion.

Transaction ID	Name	Agency	Revised: Date of Completion*

Source: Non Completed Transaction Report, Your 2003 GPEA Data Collection Tool
 *If completion date is unknown, mark as TBD.

There is no need to send the GPEA Data Collection Tool to OMB. If you have questions about GPEA, please contact Jeanette Thornton at jthornto@omb.eop.gov or by calling (202) 395-3562.