



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

August 14, 2007

M-07-20

MEMORANDUM FOR: CHIEF INFORMATION OFFICERS

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

SUBJECT: FY 2007 E-Government Act Reporting Instructions

This memorandum provides instructions for completing your agency's annual E-Government Act 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.<sup>1</sup> This will be the fifth year of reporting under the Act.

Your report will comprise the two sections described below. As in previous years, section 1 will describe your agency's efforts with respect to an internal agency-specific E-Government initiative; new information on your capital planning process is required in subsection G. Section 2 will include both previously reported information and new information.

Section 1 – Implementation of Electronic Government Initiatives

In last year's report, you described an internal agency-specific E-Government initiative.<sup>2</sup> This year's description must:

- A. Describe how the initiative is transforming agency operations;
- B. Explain how your agency maintains an ongoing dialogue with interested parties to find innovative ways to use information technology for the initiative;
- C. Identify external partners (e.g., Federal, State or local agencies, industry) who collaborate with your agency on the initiative;
- D. Identify improved performance (e.g., outcome measures) by tracking performance measures supporting agency objectives and strategic goals;

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<sup>1</sup> As codified at 44 U.S.C. §3606.

<sup>2</sup> As in previous years, do not include information on one of the 24 Presidential E-Government initiatives or Lines of Business, as information about these activities will be collected at a different time. You may include any other of your agency's major IT investments and other information technology investments as identified on your agency's exhibit 53, projects described in your IRM Strategic Plan, and any other project using information technology, and combined with processes implementing these technologies, enhance the access to and delivery of government information and services to the public and other agencies.

- E. Quantify the cost savings and cost avoidance achieved through implementing the initiative (e.g., by reducing or eliminating other investments in information technology);<sup>3</sup>
- F. Explain how this initiative ensures the availability of Government information and services for those without access to the Internet and for those with disabilities; and
- G. Explain how the project applies effective capital planning and investment control procedures.

## Section 2 – Agency Information Management Activities

In last year's report, you provided information on how your agency makes government information available on your agency's public website. This year's report streamlines the information you will provide, so that only the website link is required. As identified above, this year's section includes both previously reported (A and B) and new information (E and F). Subsections C and D will include additional information on some activities you have previously reported on.

Please provide the link(s) to your agency's website where the following information is located:

- A. Your agency's Information Resources Management (IRM) Strategic Plan;<sup>4</sup>
- B. Final determinations, priorities, and schedules.<sup>5</sup> 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;
- C. Your agency's 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;
- D. A list of your agency's public websites disseminating research and development (R&D) information to the public, describing for each whether the website provides the public information about federally funded R&D activities and/or provides the results of Federal research;<sup>6</sup>
- E. An inventory describing formal agency agreements (e.g., contracts, memorandum of understanding) with external entities (e.g., partnerships with State and local governments, public libraries, industry and commercial search engines) complementing your agency's

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<sup>3</sup> Section 300 of OMB Circular A-11, "Preparation, Submission and Execution of the Budget," and OMB Circular A-131, "Value Engineering," provides instructions for developing baselines and calculating cost savings and cost avoidance for information technology investments (e.g., the 24 Presidential E-Government and Lines of Business). See: [http://www.whitehouse.gov/omb/circulars/a11/current\\_year/s300.pdf](http://www.whitehouse.gov/omb/circulars/a11/current_year/s300.pdf) and <http://www.whitehouse.gov/omb/circulars/a131/a131.html> for more information.

<sup>4</sup> OMB Memorandum M-06-02, "Improving Public Access to and Dissemination of Government Information and Using the Federal Enterprise Architecture Data Reference Model," of December 16, 2005 (located at: <http://www.whitehouse.gov/omb/memoranda/fy2006/m06-02.pdf>) required agencies to publish the agency's IRM on its public website. See also, See, OMB Memorandum M-06-25, "FY 2006 E-Government Act Reporting Instructions," of August 25, 2006, Section 3, located at: <http://www.whitehouse.gov/omb/memoranda/fy2006/m06-25.pdf>.

<sup>5</sup> See, OMB Memorandum M-06-25, Section 2.

<sup>6</sup> Your report does not need to address this area if your agency does not fund Federal (R&D) activities.

information dissemination program, briefly explaining how each agreement improves the access to and dissemination of government information to the public;

- F. An inventory that describes your agency's NARA-approved records schedules(s) or the link to the publicly-posted records schedules(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 2007 and the number of systems still requiring records schedules.<sup>7</sup>

Your agency's report must be sent to Nicholas Fraser, Policy Analyst, OMB, at [nfraser@omb.eop.gov](mailto:nfraser@omb.eop.gov) by September 21, 2007. We will provide your agency the opportunity to review our draft E-Government Act report to Congress incorporating your agency's information.

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<sup>7</sup> 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>.