



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

September 21, 2010

MEMORANDUM FOR CHIEF INFORMATION OFFICERS

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

SUBJECT: FY 2010 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). 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.

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

1. Innovation and Transparency
2. Compliance with Goals and Provisions of the Act

Each agency shall provide a narrative for each section, not exceeding 2-5 pages for each section. You may include information drawn from your Open Government directive and confer with your Open Government officials when responding to this data collection.

Section 1: Innovation and Transparency

- Describe your top three E-Government IT accomplishments related to Open Government and innovation from this year. You are encouraged to confer with your Open Government Senior Accountable Official. If you have questions on who is your agency's Senior Accountable Official, please email opengov@ostp.gov.

Section 2: Compliance with Goals and Provisions of the Act

- Please provide the URL(s) to your agency's Web site where the following information is located:
 - A. Your agency's Information Resources Management (IRM) Strategic Plan and Enterprise Architecture (EA) Plan;
 - B. For each E-Gov initiative, provide 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;

- C. Identify improved performance (e.g., outcome measures) by tracking performance measures supporting agency objectives and strategic goals;
 - D. Your agency's FOIA handbook, the URL of your agency's primary FOIA Web site, and the URL where frequent requests for records are made available to the public;
 - E. A list of your agency's public Web sites 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;
 - F. 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 information dissemination program, briefly explaining how each agreement improves the access to and dissemination of government information to the public;
 - G. 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 2010 and the number of systems still requiring records schedules.
- Please provide a narrative for the following information:
 - H. Describe how your agency has implemented use of electronic signatures for appropriately secure electronic transactions with Government and established a framework to allow efficient interoperability.
 - I. Describe how your agency has enhanced public participation in Government by electronic means for development and issuance of regulations. (Ex: regulations.gov)
 - J. Describe your agency has linked performance goals to key stakeholders, private sector, other agencies, and internal operations in delivering information and services through use of IT.
 - K. Describe how your agency has reduced errors through use of electronic submissions.
 - L. Briefly describe your agency efforts to comply with Section 508.
 - M. Quantify the cost savings and cost avoidance achieved through implementation of IT programs.

Each agency's report shall be uploaded to its section of the MAX Collaborative Site (<https://max.omb.gov/community/x/LYWVI>) by October 14, 2010. We will provide your agency the opportunity to review the draft E-Government Act report to Congress. If you have any questions, please contact Minh-Hai Tran-Lam at MTran-Lam@omb.eop.gov or (202) 395-0376.