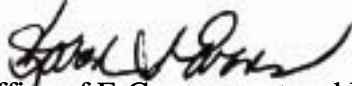


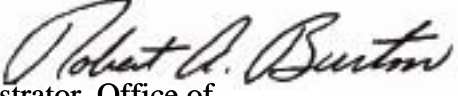


**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503**

October 13, 2004

**MEMORANDUM FOR:** CHIEF INFORMATION OFFICERS  
CHIEF ACQUISITION OFFICERS  
SENIOR PROCUREMENT EXECUTIVES

**FROM:** Karen S. Evans   
Administrator, Office of E-Government and Information  
Technology

Robert A. Burton   
Associate Administrator, Office of  
Federal Procurement Policy

**SUBJECT:** Avoiding Duplication of Agency Activities with the  
Presidential E-Government and Lines of Business  
Initiatives

This memorandum provides additional instructions to ensure agency IT investments and related acquisitions do not duplicate Presidential E-Government or Line of Business Initiatives.

A February 25, 2004 memorandum entitled "Maximizing Use of SmartBuy and Avoiding Duplication of Agency Activities with the President's E-Gov Initiatives" (M-04-08), directed each agency Senior Procurement Executive (SPE) and Chief Information Officer (CIO) to take certain actions to avoid duplication of Presidential E-Government Initiatives. The memorandum, as well as OMB FY'04 budget guidance, directed agencies to issue internal instructions by March 15, 2004 to review all planned and scheduled IT acquisitions, including upgrades and modernization efforts, for major IT acquisition projects and those of \$2M and higher. These instructions were to address the manner in which the agency would review all planned IT investments and acquisitions.

Attached to this email are the February memorandum located at <http://www.whitehouse.gov/omb/memoranda/fy04/m04-08.pdf> and a brief description of the Presidential E-Government Initiatives and the five Lines of Business.

Direction to Agencies:

1. Upon receipt of this memorandum, agencies must provide to the Office of E-Government and Information Technology a copy of the internal agency instructions. Please send electronic copies of instructions to [ITreviewplans@omb.eop.gov](mailto:ITreviewplans@omb.eop.gov).

2. Beginning with the 1st quarter FY 2005 President's Management Agenda scorecard and each quarter thereafter, each agency CIO, SPE, and Chief Acquisition Officer (CAO) must provide a joint statement to OMB's Office of E-Government and Information Technology confirming the agency is neither planning nor scheduled to duplicate IT investments or acquisitions.

The joint statement must confirm the agency has completed its review of all planned and scheduled IT investments and acquisitions, including upgrades and modernization for the current and future fiscal years. Agencies unable to confirm such a review must consult and document meeting with the Presidential E-Government Initiative managing partner and portfolio managers and secure approval from the OMB E-Government Administrator before proceeding with a potentially duplicative investment.

We appreciate your continued support of the Presidential E-Government and Line of Business Initiatives. This memorandum is intended only to improve the internal management of the executive branch, and is not intended to, and does not create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, or other entities, its officers or employees, or any other person.

Departments and agencies are reminded of their responsibilities under the Administration's strategy on contract bundling to fully justify any contract bundling and to increase federal contracting opportunities overall for small business. This memorandum does not relieve departments and agencies from such responsibilities.

Agency CIOs, SPEs, and CAOs may contact Tim Young, Associate Administrator for E-government and Information Technology at 202-395-0368 with any questions regarding these requirements.

Attachments

## Attachment - E-Gov and LOB Initiative Project Descriptions

### Government to Citizen

#### **Recreation One -Stop (DoI) [www.recreation.gov](http://www.recreation.gov)**

*Program Manager:* Charlie Grymes, “Charlie\_Grymes@ios.doi.gov”, 202-219-1285 Provides a single-point of access, user-friendly, web-based resource to citizens, offering information and access to government recreational sites.

#### **GovBenefits.gov (DoL) [www.govbenefits.gov](http://www.govbenefits.gov)**

*Program Manager:* Jeff Koch, “koch.jeff@dol.gov”, 202-693-4040 Provides a single point of access for citizens to locate and determine potential eligibility for government benefits and services.

#### **E-Loans (ED)**

*Program Manager:* Charlie Coleman, “Charlie.Coleman@ed.gov”, 202-377-3512 Creates a single point of access for citizens to locate information on federal loan programs, and improves back-office loan functions.

#### **USA Services (GSA) [www.firstgov.gov](http://www.firstgov.gov) 1-800-FedInfo and Pueblo CO 81009**

*Program Manager:* Stuart Willoughby, “stuart.willoughby@gsa.gov”, 202-501-9121 Develop and deploy government-wide citizen customer service using industry best practices that will provide citizens with timely, consistent responses about government information and services.

#### **IRS Free File (Treasury) [www.irs.gov/app/freefile/welcome.jsp](http://www.irs.gov/app/freefile/welcome.jsp)**

*Program Manager:* Frank Montero, “Frank.L.Montero@irs.gov”, 202-283-7328 Creates a single-point of access to free on-line preparation and electronic tax filing services provided by Industry Partners to reduce burden and costs to taxpayers.

### Government to Business

#### **E-Rulemaking (EPA) [www.regulations.gov](http://www.regulations.gov)**

*Program Manager:* John Moses, “moses.john@epamail.epa.gov”, 202-632-0331 Allows citizens to easily access and participate in the rule making process. Improves the access to, and quality of, the rulemaking process for individuals, businesses, and other government entities while streamlining and increasing the efficiency of internal agency processes.

#### **Expanding Electronic Tax Products for Businesses (Treasury) [www.irs.gov](http://www.irs.gov)**

*Program Manager:* Mary Ellen Corridore, “maryellen.m.corridore@irs.gov”, 202-622-6966 Reduces the number of tax-related forms that businesses must file, provides timely and accurate tax information to businesses, increases the availability of electronic tax filing, and models simplified federal and state tax employment laws.

#### **Federal Asset Sales (GSA) [www.firstgov.gov](http://www.firstgov.gov)**

*Program Manager:* Mitra Nejad, “mitra.nejad@gsa.gov”, 703-872-8607 Identify, recommended, and implement improvements for asset recovery and disposition, making it easier for agencies, businesses, and citizens to find and acquire/buy federal assets.

#### **International Trade Process Streamlining (DoC) [www.export.gov](http://www.export.gov)**

*Program Manager:* Rand Ruggieri, “rand.ruggieri@mail.doc.gov”, 202-482-9104 Makes it easy for Small and Medium Enterprises (SMEs) to obtain the information and documents needed to conduct business abroad.

#### **Business Gateway (SBA) [www.business.gov](http://www.business.gov)**

*Program Manager:* Justin Van Epps, “justin.vanepps@sba.gov”, 202-205-6839 Reduces the burden on businesses by making it easy to find, understand, and comply (including submitting forms) with relevant laws and regulations at all levels of government.

#### **Consolidated Health Informatics (HHS)**

*Program Manager:* Karen Trudel, “ktrudel@cms.hhs.gov”, 410-786-9937 Adopts a portfolio of existing health information interoperability standards (health vocabulary and messaging) enabling all agencies in the federal

health enterprise to “speak the same language” based on common enterprise-wide business and information technology architectures.

### **Government to Government**

#### **Geospatial One-Stop (DoI) [www.geodata.gov](http://www.geodata.gov)**

*Program Manager:* Hank Garie, “hgarie@usgs.gov”, 703-648-5569 Provides federal and state agencies with single -point of access to map-related data enabling consolidation of redundant data.

#### **Disaster Management (DHS) [www.disasterhelp.gov](http://www.disasterhelp.gov)**

*Program Manager:* Chip Hines, “Chip.Hines@dhs.gov”, 202-646-3115 Provides federal, state, and local emergency managers on-line access to disaster management related information, planning and response tools.

#### **SAFECOM (DHS)**

*Program Manager:* David Boyd , “david.boyd@dhs.gov”, 202-772-9531 Serves as the umbrella program within the Federal government to help local, tribal, State and Federal public safety agencies improve public safety response through more effective and efficient interoperable wireless communications. As a public safety practitioner driven program, SAFECOM is working with existing Federal communications initiatives and key public safety stakeholders to address the need to develop better technologies and processes for the cross-jurisdictional and cross-disciplinary coordination of existing systems and future networks.

#### **E-Vital (SSA)**

*Program Manager:* John McGing, “John.Mcging@ssa.gov”, 410-965-5476 Establishes common electronic processes for federal & state agencies to collect, process, analyze, verify and share death record information. Also promotes automating how deaths are registered with the states.

#### **Grants.gov (HHS) [www.grants.gov](http://www.grants.gov)**

*Program Manager:* Rebecca Spitzgo, “rebecca.spitzgo@hhs.gov”, 202-690-8655 Creates a single portal for all federal grant customers to find, apply and ultimately manage grants on-line.

### **Internal Efficiency and Effectiveness**

#### **E-Training (OPM) [www.golearn.gov](http://www.golearn.gov)**

*Program Manager:* Jeff Pon (acting), “jeff.pon@opm.gov”, 202-606-1472 Create a premier e-training environment that supports development of the Federal workforce through simplified and one-stop access to high quality e-training products and services, and, thus, advances the accomplishment of agency missions.

#### **Recruitment One -Stop (OPM) [www.usajobs.gov](http://www.usajobs.gov)**

*Program Manager:* Claire Gibbons, “cxgibbon@opm.gov”, 202-606-1192 Outsources delivery of USAJOBS Federal Employment Information System to deliver state-of-the-art on-line recruitment services to job seekers including intuitive job searching, on-line resume submission, applicant data mining, and on-line feedback on status and eligibility.

#### **Enterprise HR Integration (OPM) [www.opm.gov/egov](http://www.opm.gov/egov)**

*Program Manager:* Rhonda Diaz, “RKDIAZ@opm.gov “, 202-606-1416 Streamlines and automates the electronic exchange of standardized HR data needed for creation of an official employee record across the Executive Branch. Provides comprehensive knowledge management workforce analysis, forecasting, and reporting across the Executive Branch for the strategic management of human capital.

#### **E-Clearance (OPM) [www.opm.gov/egov](http://www.opm.gov/egov)**

*Program Manager:* Mark White, “mwhite@opm.gov”, 202-606-4836 Streamlines and improves the quality of the current security clearance process.

#### **E-Payroll (OPM) [www.opm.gov/egov](http://www.opm.gov/egov)**

*Program Manager:* Joe Campbell (Acting), “JXCAMPBE@opm.gov”, 202-606-1534 Consolidates 22 federal payroll systems to simplify and standardize federal human resources/payroll policies and procedures to better integrate payroll, human resources, and finance functions.

### **E-Travel (GSA) <http://egov.gsa.gov>**

*Program Manager:* Timothy Burke, “timothy.burke@gsa.gov”, 703-872-8611 Provides a government-wide web-based service that applies world-class travel management practices to consolidate federal travel, minimize cost and produce superior customer satisfaction. From travel planning and authorization to reimbursement, the E-Travel Service (ETS) will leverage administrative, financial and information technology best practices to realize significant cost savings and improved employee productivity.

### **Integrated Acquisition Environment (GSA) [www.bpn.gov](http://www.bpn.gov) [www.fedbizopps.gov](http://www.fedbizopps.gov) [www.fedteds.gov](http://www.fedteds.gov) [www.ppirs.gov](http://www.ppirs.gov) [www.wdol.gov](http://www.wdol.gov) <https://fpds.gov> [www.epls.gov](http://www.epls.gov) [www.contractdirectory.gov](http://www.contractdirectory.gov)**

*Program Manager:* Teresa Sorrenti, “teresa.sorrenti@gsa.gov”, 703-872-8610 Creates a secure business environment that will facilitate and support cost-effective acquisition of goods and services by agencies, while eliminating inefficiencies in the current acquisition environment.

### **E-Records Management (NARA)**

*Program Manager:* Mark Giguere, “mark.giguere@nara.gov”, 301-837-1744 Provides policy guidance to help agencies to better manage their electronic records, so that records information can be effectively used to support timely and effective decision making, enhance service delivery, and ensure accountability. Four major issue areas: Correspondence management, Enterprise-wide electronic records management, Electronic Information Management Standards, Transferring permanent records to NARA.

## **Cross-Cutting**

### **E-Authentication (GSA) [www.cio.gov/eauthentication](http://www.cio.gov/eauthentication)**

*Program Manager:* Steve Timchak, “stephen.timchak@gsa.gov”, 703-872-8604 Minimizes the burden on businesses, public and government when obtaining services on-line by providing a secure infrastructure for on-line transactions, eliminating the need for separate processes for the verification of identity and electronic signatures.

## **Lines of Business (LOB)**

### **Financial Management (Energy and DoL)**

*Portfolio Manager:* Tim Young, “Timothy.K.\_Young@omb.eop.gov”, 202-395-0368 **Initiative Vision:** A government-wide financial management solution that is efficient and improves business performance while ensuring integrity in accountability, financial controls and mission effectiveness.

- **Initiative Goals:**
- Enhance process improvements
- Achieve cost savings
- Standardize business processes and data models
- Promote seamless data exchange between Federal agencies
- Strengthen internal controls

### **Human Resources Management (OPM)**

*Portfolio Manager:* Tim Young, “Timothy.K.\_Young@omb.eop.gov”, 202-395-0368 **Initiative Vision:** Government-wide, modern, cost effective, standardized, and interoperable Human Resource (HR) solutions providing common core functionality to support the strategic management of Human Capital.

#### **Initiative Goals:**

- Improve strategic management of human capital
- Achieve operational efficiencies
- Increase cost savings/avoidance
- Improve customer service

### **Grants Management (NSF and Education)**

*Portfolio Manager:* Kamela White, “Kamela\_G.\_White@omb.eop.gov”, 202-395-3630 **Initiative Vision:** A government-wide solution to support end-to-end grants management activities that promote citizen access, customer service, and agency financial and technical stewardship.

#### **Initiative Goals:**

- Improve customer access and efficiency of submission process
- Improve decision making
- Integrate with Financial Management processes
- Improve efficiency of reporting procedures in order to increase usable information content
- Optimize post-award and closeout actions

### **Federal Health Architecture (HHS)**

*Portfolio Manager:* Shivani Desai, “sdesai@omb.eop.gov”, 202-395-0348 **Initiative Vision:** Safer and healthier citizens who have improved access to health related information and services.

#### **Initiative Goals:**

- Improved coordination and collaboration on national Health IT Solutions
- Improved efficiency, standardization, reliability, and availability of comprehensive health information solutions

### **Case Management (DoJ)**

*Portfolio Manager:* Shivani Desai, “sdesai@omb.eop.gov”, 202-395-0348 **Initiative Vision:** Utilizing common solutions and data standards, case management information is easily and appropriately shared within and between federal and local agencies and with citizens.

#### **Initiative Goals:**

- Enable case management data to be shared efficiently within and across agencies.
- Improve effectiveness and efficiency of law enforcement, investigation, and civil and criminal litigation case management business processes.
- Identify common case management processes across components and agencies that will drive system and function consolidation.
- Address immediate and long term case management needs and opportunities at the Department of Justice and sister agencies.
- Provide guidance for future case management investments across the federal government.