

Exhibit 300: Capital Asset Summary

Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview & Summary Information

Date Investment First Submitted: 2009-06-30
Date of Last Change to Activities: 2012-06-29
Investment Auto Submission Date: 2012-02-29
Date of Last Investment Detail Update: 2012-02-29
Date of Last Exhibit 300A Update: 2012-03-30
Date of Last Revision: 2012-07-27

Agency: 393 - National Archives and Records Administration **Bureau:** 00 - Agency-Wide Activity

Investment Part Code: 01

Investment Category: 00 - Agency Investments

1. Name of this Investment: Electronic Records Archives (ERA)

2. Unique Investment Identifier (Ull): 393-000000001

Section B: Investment Detail

- 1. Provide a brief summary of the investment, including a brief description of the related benefit to the mission delivery and management support areas, and the primary beneficiary(ies) of the investment. Include an explanation of any dependencies between this investment and other investments.**

This investment will continue operations and maintenance of the ERA system, which NARA now relies on to meet our core mission of preservation and access to records of the Government of the United States. Since most government records are now created electronically and are far more accessible and usable in digital form, our mission includes capturing, preserving, and making accessible electronic records as well as traditional physical records. ERA also provides online tools for the management of major records lifecycle steps such as creation of records schedules and accessioning for records in all formats. The primary beneficiaries of the investment are creators of records in the Federal government and the general public to whom we provide access. Records Creators now have a repository to which they can transfer responsibility for maintaining their permanently valuable records over time and which they can rely on for copies of their records whenever needed. These creators include the staff of Federal agencies, the Executive Office of the President, and Congressional committees. The general public benefits by having their expectation fulfilled that the National Archives is preserving the records of government in the digital age and by being able to more effectively locate and use a wider variety of records online than ever before. The public also benefits from the capability to create and release public use versions of records that are not fully releasable, for instance in response to Freedom of Information Act requests on Presidential records. This investment is related to other investments at NARA,

but there are few dependencies between them. The ERA System will depend on the Description and Authority Service (DAS) that is currently under design in order to provide archival descriptions for ingested electronic records, as well as to provide archival descriptions of all records for online public access.

2. How does this investment close in part or in whole any identified performance gap in support of the mission delivery and management support areas? Include an assessment of the program impact if this investment isn't fully funded.

The investment directly supports NARA's Strategic Plan and is our primary response to Strategic Goal 3: "We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era." This investment allows NARA to meet its core mission in an era when most government records are created electronically. NARA's mission statement is, "The National Archives and Records Administration serves American democracy by safeguarding and preserving the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage. We ensure continuing access to the essential documentation of the rights of American citizens and the actions of their government. We support democracy, promote civic education, and facilitate historical understanding of our national experience." The investment in ERA allows NARA to do all these things for the kinds of records being created now and in the future and supports our need to sustain these records as hardware and software necessary to interpret the records change over the long term. If this investment is not fully funded, NARA's ability to fulfill its mission will be at risk.

3. Provide a list of this investment's accomplishments in the prior year (PY), including projects or useful components/project segments completed, new functionality added, or operational efficiency achieved.

By the end of FY 2011, the ERA Program will have:

- Deployed multiple releases up to 5.3.1 of Increment 5 of the Base instance.
- Provided a mechanism for the bulk upload of data into ERA,
- Fielded an instance for secure storage of the 2010 Census questionnaires, which are all electronic and must remain closed for 72 years;
- Fielded storage for TS/SCI classified Federal records;
- Expanded capabilities to better support additional record types of the Executive Office of the President (EOP) (George W. Bush) Presidential records;
- Provided capabilities to support review of records for Freedom of Information Act requests on EOP records.
- Expanded capabilities of the Online Public Access instance.
- Federal agencies under the Chief Information Officer Act will use ERA for the transfer of electronic records to NARA by the end of CY 2011. The volume of records managed by ERA increased from 82 terabytes (end FY10) to 122 terabytes (end FY11 est.).

4. Provide a list of planned accomplishments for current year (CY) and budget year (BY).

CY – 2012 Accomplishments

- Transition the ERA program to operations and maintenance (OandM) mode.
- Scale ERA to accommodate increased Federal agency adoption.
- Expand and enhance public access by focusing on high profile/high public demand records (e.g., the 1940 Census)
- Enhance the capabilities of ERA to meet requirements of the Freedom of Information Act (FOIA) or other requests for Presidential electronic records from Administrations prior to George W. Bush.

BY – 2013 Accomplishments

- Continue to prepare

for expansion of public access of high profile/high demand records (e.g., through partnerships). High profile/high demand records could include records of the George W. Bush White House, legally available in 2014. • Explore public access through mobile devices • Enhance the search experience for selected record collections to better identify records in response to stakeholder requests. • Integrate classified records lifecycle data within the main ERA system to support more efficient FOIA processing.

5. **Provide the date of the Charter establishing the required Integrated Program Team (IPT) for this investment. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. IT Program Manager, Business Process Owner and Contract Specialist must be Government Employees.**

2008-08-12

Section C: Summary of Funding (Budget Authority for Capital Assets)

1.

Table I.C.1 Summary of Funding

	PY-1 & Prior	PY 2011	CY 2012	BY 2013
Planning Costs:	\$26.3	\$0.0	\$0.0	\$0.0
DME (Excluding Planning) Costs:	\$278.4	\$53.7	\$0.0	\$0.0
DME (Including Planning) Govt. FTEs:	\$29.5	\$4.1	\$0.0	\$0.0
Sub-Total DME (Including Govt. FTE):	\$334.2	\$57.8	0	0
O & M Costs:	\$33.8	\$31.6	\$24.9	\$24.1
O & M Govt. FTEs:	\$4.6	\$2.4	\$6.5	\$6.5
Sub-Total O & M Costs (Including Govt. FTE):	\$38.4	\$34.0	\$31.4	\$30.6
Total Cost (Including Govt. FTE):	\$372.6	\$91.8	\$31.4	\$30.6
Total Govt. FTE costs:	\$34.1	\$6.5	\$6.5	\$6.5
# of FTE rep by costs:	286	44	35	35
Total change from prior year final President's Budget (\$)		\$6.5	\$-17.7	
Total change from prior year final President's Budget (%)		7.60%	-36.00%	

2. If the funding levels have changed from the FY 2012 President's Budget request for PY or CY, briefly explain those changes:

Summary of funding has changed to reflect the actual FY 2011 appropriation and carry-over of multi-year funding; reduction in funding to agency in FY 2012 with assumed reduction to ERA; and reduction in estimate for agency funding in FY 2013.

Section D: Acquisition/Contract Strategy (All Capital Assets)

Table I.D.1 Contracts and Acquisition Strategy

Contract Type	EVM Required	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	IDV Agency ID	Solicitation ID	Ultimate Contract Value (\$M)	Type	PBSA ?	Effective Date	Actual or Expected End Date
Awarded	8800	NAMA-07-F-0032	GS35F0325R	4730							
Awarded	8800	NAMA-11-F-0109	GS-35F-4984H	4730							
Awarded	8800	NAMA-07-F-0015	GS-35F-0522J	4730							
Awarded	8800	NAMA-11-F-0116	GS-35F-0323J	4730							

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

Exhibit 300B: Performance Measurement Report

Section A: General Information

Date of Last Change to Activities: 2012-06-29

Section B: Project Execution Data

Table II.B.1 Projects

Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)
101	Transition	The Transition project will allow for the incoming operations and maintenance (O and M) contractor to obtain knowledge of the various ERA instances, and establish a solid foundation so that O and M support can be optimized.			
102	System Correction: Stabilization	The Stabilization project will correct identified and prioritized operational performance and functional deficiencies within ERA.			
103	Business Adaptation: Enhanced Access	The Enhance Access project will allow for more effective public retrieval of NARA's electronic records that are available to the public through ERA.			
104	Business Adaptation: Records Integration	The Records Integration project will enhance and expand the archival management of electronic records in ERA by NARA and other federal agency staff.			

Table II.B.1 Projects

Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)
105	Contingency Planning	The Contingency Planning project will verify and validate the existing FIPS designation for ERA, assess costs to establish an alternate ERA site, result in an analysis of the most effective and efficient way to improve our contingency position and processes and eventually lead to the establishment of an alternate site.			
106	Sustaining Engineering: Technology Refresh	The Technology Refresh activity will ensure that technology is appropriately refreshed for all ERA instances and environments. This includes operations as well as instances and environments for conducting corrective and adaptive maintenance, sustaining engineering and comprehensive system testing.			

Activity Summary

Roll-up of Information Provided in Lowest Level Child Activities

Project ID	Name	Total Cost of Project Activities (\$M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance (\$M)	Cost Variance (%)	Total Planned Cost (\$M)	Count of Activities
101	Transition							
102	System Correction: Stabilization							
103	Business Adaptation: Enhanced Access							
104	Business Adaptation: Records Integration							
105	Contingency Planning							
106	Sustaining							

Activity Summary

Roll-up of Information Provided in Lowest Level Child Activities

Project ID	Name	Total Cost of Project Activities (\$M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance (\$M)	Cost Variance (%)	Total Planned Cost (\$M)	Count of Activities
	Engineering: Technology Refresh							

Key Deliverables

Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days)	Schedule Variance (%)
101	Move and Re-establish Development and Test Environments	Re-establish development and test environment for new contract activities. (Dev/Test equipment successfully moved to new contractor location).	2012-03-31	2012-03-31	2012-03-31	64	0	0.00%
101	ARC/OPA Storage Migration and Connection	Migrate content from ARC SAN to OPA SAN and enable connection from A2 to the OPA SAN at ABL.	2012-03-31	2012-03-31	2012-03-31	64	0	0.00%
103	BASE: Adapt and Refine Download	Refine the data set returned via search to support the annual move.	2012-08-19	2012-08-19		93	-12	-12.90%
103	BASE: Analyze Performance Issues	Conduct an in-depth analysis of the architecture of BASE search. Perform root cause analysis of performance issues and design the solution to be implemented.	2012-09-26	2012-09-26		100	0	0.00%

Section C: Operational Data

Table II.C.1 Performance Metrics

Metric Description	Unit of Measure	FEA Performance Measurement Category Mapping	Measurement Condition	Baseline	Target for PY	Actual for PY	Target for CY	Reporting Frequency
Volume of electronic records under management by ERA	Terabytes	Technology - Efficiency	Over target	104.800000	122.000000	104.800000	162.000000	Monthly
Number of Federal agency staff with active accounts in ERA	Number	Customer Results - Service Coverage	Over target	100.000000	100.000000	100.000000	250.000000	Quarterly
Percentage of Federal agency ERA users who are satisfied with ERA.	%	Customer Results - Customer Benefit	Over target	44.000000	0.000000	0.000000	49.000000	Semi-Annual
Percentage of all newly submitted records schedules that are submitted using ERA	%	Process and Activities - Management and Innovation	Over target	10.000000	10.000000	10.000000	50.000000	Semi-Annual
Reduction in average time from ERA account request to account creation	Hours	Process and Activities - Cycle Time and Timeliness	Under target	13.600000	10.000000	8.000000	10.000000	Quarterly