

Agency Guidance for April FITARA Deliverable

Per M-15-14, Agencies are required to conduct annual self-assessment reviews and updates. The first update must be completed by April 30, 2016. To fulfill this requirement, OMB has developed two templates for agency updates rather than requiring updates to the implementation plans. OMB has pre-populated the below tables with (1) your Agency's approved self-assessment scores, and (2) the actions/milestones (and corresponding due dates, if provided) that are listed in your Agency Implementation Plans, Self-Assessment table or a separate source that agencies may be using to track progress. Agencies are required to complete both templates and submit them to OMB by April 30th.

Directions for completion:

- For *Agency Common Baseline Self-Assessment Update*:
 - *Initial Element Rating*: Your Agency's previously submitted self-assessment ratings are pre-populated in the attached template. Please review and update any ratings that don't accurately reflect your submission. These updated scores will not be posted publicly.
 - *Current Element Rating*: Please provide an updated Assessment score on each Category Element.
 - *Relevant Policy Supporting Implementation of Element*: This column includes all public and internal memos, directives, policies, strategies, and procedures, established to enable successful outcomes.
 - *Obstacles / Risks / Challenges by Category*: Please include all barriers to success by category, as well as any mitigation plans and/or strategies developed to address these issues.
 - **For Agencies that stated that they do not have formal bureaus or component level organizations as related to elements M, N, O.** While there may not be official component level organizations, your agency operates IT in regions, field offices, and or program offices, in which there is someone responsible for managing IT. Therefore, for these elements, we ask that your agency provide ratings and details about how your agency delegates and manages authority over IT investments throughout the agency and any supporting policies, directives, or memos that govern such a delegation. Your agency Bureau Leadership Directory and Assignment Plan should be updated as applicable.
 - Please submit your completed Self-Assessment (in Word or Excel) to your OMB OFCIO Desk Officer.
- For *Agency Actions and Milestones Table*:
 - Commitments included in each Agency Implementation Plan have been pulled to pre-populate the attached template. While OMB made every attempt to extract commitments and target completion dates accurately, please review and make any adjustments necessary to reflect the actions your agency is taking to fully implement the FITARA Common Baseline elements. Should your agency feel that it is necessary to change or adjust the pre-populated language, please highlight the new or different language and inform your Desk Officer of the changes that were made.

- Agencies should use the example JSON file and schema at management.cio.gov/schema to generate a FITARAmilestones.json describing these milestones and post this to agency.gov/digitalstrategy. This will allow OMB to automatically pull agency responses into a government-wide view of FITARA progress and milestones.
- If there are Actions / Milestones not listed that your agency is currently undertaking or has completed to achieve progress in a specific category that your agency would like to report, please add current status information to the table.
- *Status*: Please provide an update on the completion status of each agency Action / Milestone.
- *Status Description*: Please describe in detail your agency's responses to the Action / Milestone status column. These responses include all ongoing actions, dependencies, and partial milestones, completed and established to successfully implement an agency action and/or milestone.
- Your agency Bureau Leadership Directory and Assignment Plan should be updated as needed.

Agency Common Baseline Table

Category	Element	Initial Element Rating August 2015	Current Element Rating April 2016	Relevant Evidence Supporting Implementation of Element	Obstacles / Risks / Challenges by Category
Budget Formulation (A-D)	A	2			
	B	3			
	C	2			
	D	2			
Budget Execution (E-H, J, L)	E	2			
	F	2			
	G	2			
	H	2			
	J	3			
	L	2			

Acquisition (I, K)	I	2			
	K	2			
Organization and Workforce (M-Q)	M	N/A			
	N	N/A			
	O	N/A			
	P	1			
	Q	3			

Agency Actions and Milestones Table

Area	Actions and Milestones extracted from Agency FITARA Action Plan	Target Completion Date	Status	Status Description
			Choose: Not Started, In Progress, Complete, Deferred	Describe in detail agency responses to status (e.g. ongoing actions, dependencies, partial milestones).
Budget Formulation (A-D)	In fiscal year (FY) 2016, NRC is implementing the assignment of a cost activity code (CAC) to each component to track full time equivalent (FTE) cost associated with IT investments			
	The NRC IT/IM budget guidance is going through the agency concurrence process for final approval by the CIO. Once approved, it will be made publicly available under ADAMS Accession No. ML15300A002 and posted to the NRC IT Policy Archive			
	The NRC's Capital Planning and Investment Control Process, the supplement to the NRC's Capital Planning and Investment Control Policy and Process Overview, is in concurrence. Upon CIO approval, it will be issued under ADAMS Accession No. ML15260A904 and posted to the NRC IT Policy Archive			

Budget Execution (E-H, J, L)	The NRC's Capital Planning and Investment Control Process, the supplement to the NRC's Capital Planning and Investment Control Policy and Process Overview, is in concurrence. Upon CIO approval, it will be issued under ADAMS Accession No. ML15260A904 and posted to the NRC IT Policy Archive			
	The NRC plans to finalize and release the draft IT/IM resource review policy	1/2016		
	The NRC's CPIC staff, with support from the OCFO, will present the results of the first FY 2016 quarterly review to the executive-level ITB for concurrence	2/2016		
	Through FY 2016, processes and reporting relating to the quarterly budget execution will continue to be refined and enhanced			
	MD 2.8, Project Management Methodology will be replaced with a new MD 2.X, Integrated Information Technology/Information Management (IT/IM) Governance Framework; however it is currently in concurrence and not expected to be published until the second quarter of FY 2016	5/2016		
	The NRC plans to continuously apply lessons learned and best practices to mature its IT investment and			

	portfolio management. As new or updated processes are approved, they will be posted to the NRC's IT Policy Archive			
	The NRC's new Budget Execution Management Directive (MD 4.8), currently under review by the EDO, clearly outlines the role of the CIO in the reallocation of IT related resources during budget execution			
Acquisition (I, K)	The NRC IT/IM budget guidance is going through the agency concurrence process for final approval by the CIO. Once approved, it was be made publicly available under ADAMS Accession No. ML15300A002 and posted to the NRC IT Policy Archive. In addition, formal documentation of the process to assign resources to contracts is underway and will be published to the NRC IT Policy Archive			

