**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.

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| **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** |
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| **Budget Formulation**  (A-D) | A |  |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| **Budget Execution**  (E-H, J, L) | E |  |  |  |  |
| F |  |  |  |
| G |  |  |  |
| H |  |  |  |
| J |  |  |  |
| L |  |  |  |
| **Acquisition**  (I, K) | I |  |  |  |  |
| K |  |  |  |
| **Organization and Workforce**  (M-Q) | M |  |  |  |  |
| N |  |  |  |
| O |  |  |  |
| P |  |  |  |
| Q |  |  |  |

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| **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) |  |  |  |  |
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| **Budget Execution**  (E-H, J, L) |  |  |  |  |
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| **Acquisition**  (I, K) |  |  |  |  |
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| **Organization and Workforce**  (M-Q) |  |  |  |  |
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