

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Nevada State Office
P.O. Box 12000
Reno, Nevada 89520-0006
<http://www.nv.blm.gov>

IN REPLY REFER TO:
1223/1260(NV-954/955)P

July 1, 2003

EMS Transmission 7/1/2003
Instruction Memorandum No. 2003- 080
Expires: 9/30/2004

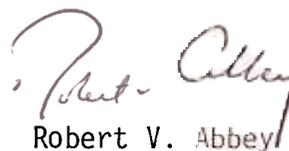
To: Field Managers, Nevada
Attention: Forms Personnel

From: State Director, Nevada

Subject: Establishment of Policy Concerning Conversion of Paper-Based Forms to Digital
Format and Initiation of the eForms Project

This Instruction Memorandum transmits the Bureauwide policy and guidance concerning conversion of paper-based forms to electronic forms; and establishes a central web-based repository of electronic forms ("Forms Central") for internal and external use. Please ensure that all Nevada Offices adhere to the directions provided in the attached Washington Office IM. No. 2003-199.

Any questions please contact the State Records Manager, Joanne Woodruff at 775-861-6461.



Robert V. Abbey

1 Attachment
1- IM No. 2003-199 (5 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

June 27, 2003

In Reply Refer To:
1223/1260 (850) P

EMS TRANSMISSION 06/27/2003
Instruction Memorandum No. 2003-199
Expires: 09/30/2004

To: All WO Officials, SDs, and CDs
Attn: CIOs and Forms Managers

From: Assistant Director, Business and Fiscal Resources

Subject: Establishment of Policy Concerning Conversion of Paper-Based Forms to Digital Format and Initiation of the eForms Project

Program Area: Bureau of Land Management (BLM) Forms Management, E-Government, and Government Paperwork Elimination Act (GPEA) compliance.

Purpose: To announce the initiation of the eForms project; establish Bureauwide policy concerning conversion of paper-based forms to electronic forms; and establish a central web-based repository of electronic forms ("Forms Central") for internal and external use.

Policy/Action: The Executive Leadership Team (ELT) has approved a short-term Strategy to raise BLM's scorecard rating in GPEA implementation to comply with citizen-centered government as prescribed in the President's Management Agenda. As part of that strategy, the eForms project was initiated. Therefore, effective the date of this Instruction Memorandum (IM), you are directed to:

1. Cease any further efforts and expenditures in conversion of Bureauwide paper forms to electronic forms without specific authorization from the BLM's Forms Manager;
2. Place all program-specific/State/Center websites that have Bureauwide forms libraries in a maintenance mode, without further enhancements, pending implementation of a central website ("Forms Central") that will host all BLM forms;
3. Discontinue all of the above-described websites, once Phase One of BLM's "Forms Central" is implemented;
4. Plan to move all State and local specific forms to "Forms Central" by the end of Fiscal Year (FY) 2004;
5. Utilize, as appropriate, the data base and captured forms data for use in any new information technology systems that are developed after the effective date of this IM. New systems must not develop duplicative functionality; and

6. Prioritize resources, in FY 2005 and outyears, for modifications to existing applications to eliminate duplicative data storage and functionality with eForms.

Timeframe: This IM is effective immediately.

Budget Impact: Although funds will be expended on automating BLM's forms and required infrastructure, costs will be significantly reduced, once completed, through the:

- avoided cost of printing;
- avoided cost of re-keying data;
- elimination of space costs related to forms inventory and storage; and
- efficiencies in downstream processing.

We expect to save over \$50,000 in avoided annual printing costs. By centralizing this part of the GPEA strategy, limited budget resources will be targeted at the high priority ELT-approved strategy and will result in an additional cost reduction. Therefore, the budget impact is positive.

Background: The eForms project was approved as part of an effort to raise BLM's GPEA scorecard rating. In the March 2003 meeting of the Information Technology Investment Board (ITIB), approval for proceeding with this project was obtained. Subsequent to that meeting, funds were made available and the project is proceeding as part of the larger e-Authentication project. Attachment 1 illustrates the linkages between these projects.

The BLM currently uses about 600 BLM-specific forms in performing its mission. When Phase Two is implemented, the new forms system will employ a data base that will capture information when a form is filled out for reuse/transfer to other applications (i.e., while the screen will look like a regular form, it really is a data entry form). This web-based program will have secure e-signature capabilities utilizing the e-Authentication infrastructure. Forms will be fully e-signature ready and will reduce the processing costs associated with internal controls, internal mail, and handling and filing. Additionally, many of the forms will pass information throughout other current manual forms processes. As forms are re-engineered, data will automatically be moved to other systems seamlessly as part of the implementation of this new system. This will reduce both labor and the possibility of errors occurring as data is reused. Where applicable, forms will take into account the need to be completed in the field, such as while operating hand-held devices. Information input in the field can then be transmitted wirelessly or through uploads back at the office to the data base, reducing the need to re-key the data.

We anticipate the following benefits from implementing this project:

- An increase in BLM's GPEA and E-Gov scorecard ratings;
- Significant reduction of costs both to the public and BLM;
- Significant reduction of public burden hours; and
- Reuse of data since it is captured in a data base when a screen form is completed and filed.

There are multiple phases to this project that are dependent on the timely rollout of the Windows XP desktop operating system. A detailed project plan is under development and additional direction has been included in the FY 2004 Annual Work Plan Directives process.

Phase One is an interim step of conversion of all appropriate Bureauwide forms to Adobe Acrobat format and establishment of "Forms Central." This is a direct replacement for the paper version of the form and is not intended for electronic data collection. Rather, it is intended to be a "print-on-demand" solution. This low cost solution enables cancellation of Bureauwide printing orders for forms, closure of form storage centers, and centralization of all forms storage to "Forms Central." Because "Forms Central" is web-based, it will provide public access to these forms from virtually everywhere around the world. In addition, the BLM National Business Center's Printing Specialists in Denver will cease printing about 80 per cent of the Bureauwide forms. At that time, remaining stocks at the Printed Materials Distribution Services will be consumed from existing inventories until depleted. If a member of the public does not have access to a computer or the Internet, a BLM office can print a copy of the form to send to that member of the public. Phase One is expected to be completed by the end of FY 2003.

While Phase One is occurring in mid-FY 2003, work will begin on Phase Two. Phase Two is our ultimate, data base-driven, forms solution for Bureauwide forms. Internal-use forms and forms necessary for the LR2000 enhancement project will be completed first in late FY 2003. In FY 2004, the balance of the forms will be converted. As forms are converted to the data base-driven solution, the Acrobat form will be replaced. This phase should be completed by the end of FY 2004.

The last phase, Phase Three, is less well defined. Questions have arisen concerning management of State and local specific forms. Currently being discussed are plans for a centralized Department of the Interior website. While specifics concerning timing, technical details, and the extent of centralization (i.e., Internet versus Intranet) are not yet known, it behooves BLM to begin planning for this effort. As we understand the current discussion, this may happen in late FY 2004 or later. Therefore, language has been included in this IM, as well as the FY 2004 Annual Work Plan Directives, that directs States to transition the storage and management of their specific, non-Bureauwide forms to the "Forms Central" server by the end of FY 2004. This will yield a consistent interface and reduce the long-term cost of operations and maintenance in this area. Further instructions concerning this transition will be provided as plans are better known in early FY 2004. We will attempt to provide as much lead time as possible for an orderly transition.

Manual/Handbook Sections Affected: All Manual/Handbook Sections that prescribe use of specific forms.

Coordination: BLM's NBC staff, IT Portfolio Managers Council, BLM's Records Administrator.

Contacts: Bob Donelson, e-Authentication and eForms Program Manager (WO-850), 202-452-5190; Karen Wrenn, BLM Forms Manager (BC-652), 303-236-0233; or Peter Ertman, E-Government Program Manager (WO-850), 202-452-7706.

Signed by:
Janine Velasco
Acting Assistant Director
Business and Fiscal Resources

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment

1 – Linkages Between Fiscal Year 2003 Government Paperwork Elimination Act Projects (1p)

Linkages Between Fiscal Year 2003 Government Paperwork Elimination Act Projects

