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07/02/2001 11:05 AM

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**Subject: Government Paperwork Elimination Act (GPEA)**

**Bureau/Office GPEA Points of Contact:** If you received this message it's because you are on the list as the POC from last year. If the POC for GPEA has changed in your bureau/office please notify by providing the name/telephone number of the new POC.

OMB will soon issue their reporting instructions for the 2nd annual report of agency GPEA plans, which will be due by September 28, 2001. Not knowing exactly when that will happen, I am reluctant to wait to get started on updating our initial inventory. So, in preparation, it is advisable that you begin action to update the status of your GPEA plan. At the minimum, this will entail:

Sending out a data call within your bureau to the various program offices that need to update the status of the transactions you identified "to be converted to electronic by 10/2003 or later."

Determining if any plans or steps have been made to enable those transactions requiring e-signature (PKI technology).

Determining what budgetary resources are needed to implement your plan and ensuring that is included in your bureau's budget submission for FY 2003, and/or your bureau 300B submissions.

The software and the process used last year (via a contractor) to collect bureau information and create the inventory of PRA transactions via the web is not available this year. Therefore, the update will have to be done manually and changes to the inventory database forwarded in paper form. Instructions for this will be forthcoming.

In the meantime, I would recommend that you kickoff the update of your bureau's GPEA plan as soon as possible. As a reminder, the 1st DOI Report to OMB and the GPEA inventory (Appendices A-C) is available on-line at:  
<http://www.doi.gov/oirm/gpea/index.html>.

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Attachment 2-1