

**Table 9-2 -- Management Guidance**

<b>Number</b>	<b>Date</b>	<b>Title</b>	<b>From</b>	<b>To</b>	<b>Summary</b>
M-07-04	22-Dec-06	Use of Commercial Credit Monitoring Services Blanket Purchase Agreements (BPA)	Karen Evans and Paul Denett	Heads Of Departments and Agencies	Alert to the recent establishment of government-wide blanket purchase agreements (BPAs) for commercial credit monitoring services and encourage agency consideration of these vehicles to the maximum extent practicable.
M-07-05	2-Jan-07	2007 Discount Rates for OMB Circular No. A-94	Rob Portman	Heads Of Departments and Agencies	Revision to Circular specifying certain discount rates that will be updated annually when the interest rate and inflation assumptions in the budget are changed.
M-07-06	11-Jan-07	Validating and Monitoring Agency Issuance of Personal Identity Verification Credentials	Karen Evans	Chief Information Officers	Discusses validation and monitoring agency issuance of Personal Identity Verification (PIV) complaint identity credentials.
	25-Jan-07	Maintaining Services When Adjusting to Daylight Savings Time	Karen Evans	Chief Information Officers	On August 8, 2005, President Bush signed the Energy Policy Act of 2005 (see: <a href="http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_public_laws&amp;docid=f:publ058.109">http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_public_laws&amp;docid=f:publ058.109</a> ) extending the period for daylight savings time beginning in 2007. The new period begins three weeks earlier on March 11, and ends one week later on November 4.
	20-Mar-07	Managing Security Risk By Using Common Security Configurations	Karen Evans	Chief Information Officers	This memorandum requires your agency to develop plans for using the Microsoft Windows XP and Vista security configurations with an implementation date of no later than February 1, 2008.
M-07-11	22-Mar-07	Implementation of Commonly Accepted Security Configurations for Windows Operating Systems	Clay Johnson, III	Heads Of Departments and Agencies	To improve information security and reduce overall IT operating costs, agencies have Windows XP deployed and plan to upgrade to Vista operating system, are directed to adopt the security configurations developed by the NIST, DOD and DHS.
	5-Apr-07	FAC-PPM Policy	Karen Evans	CIO's and Deputy CIO's	Final draft regarding requirements for program and project management. This draft policy has been drafted in close coordination with our Human Capital Committee.

	25-Apr-07	The Federal Acquisition Certification for the Program and Project Managers	Paul A. Denett	Chief Acquisition Officers	Establishes a structured development program for program and project managers that will improve partnership and collective stewardship of taxpayer dollars.
	25-Apr-07	Security Configurations--Update	Jasmeet Sehra	CIO Council Members	Assisting agencies in their efforts to adopt common security configurations for Windows XP and VISTA, NIST and Microsoft are working together to establish a means for agencies and information technology providers obtain software images based on these configurations for test and development purposes.
	25-Apr-07	Assignment- PII (summary)	Karen Evans	CIOs and Deputy CIOs	As a result of issue regarding Personally Identifiable Information (PII), asking agencies to report and/or complete activities included in note.
	18-May-07	Competition Framework for Human Resources Management Line of Business Migrations	Clay Johnson, III	President's Management Council	Provides guidance to agencies planning to upgrade or replace their agency's human resources (HR) management systems.
M-07-16	22-May-07	Safeguarding Against and Responding to the Breach of Personally Identifiable Information	Clay Johnson, III	Heads of Executive Departments and Agencies	We anticipate this change to be a minor impact on our overall operations and systems. However, some Federal information systems may not be programmed to adjust to the new daylight savings time period and we want to make sure there are no other issues associated with this change.
M-07-18	1-Jun-07	Ensuring New Acquisitions Include Common Security Configurations	Karen Evans and Paul A. Denett	Chief Information Officers and Chief Acquisition Officers	Provides recommended language for agencies to use in solicitations to ensure new acquisitions include common security configurations and information technology providers certify their products operate effectively using the configurations.
	5-Jun-07	Using Performance-Based Acquisition to Meet Program Needs- Paul A. Denett Performance Goals, Guidance, and Training	Paul A. Denett	Chief Acquisition Officers and Senior Procurement Executives	Provide information useful to improving agency knowledge and effective application of PBA.
	8-Jun-07	Guidance for Quarterly Enterprise Architecture (EA) Progress Reports	Richard R. Burk	Agency Chief Information Officers and Chief Architects	Attached is the "Federal Enterprise Architecture Program Guidance for Quarterly Reporting Requirements" for 2007.

12-Jun-07	Emergency Acquisitions Guide	Paul A. Denett	President's Management Council	Help agencies prepare the acquisition workforce for emergencies. Describes strategies for effective response planning and provides a list of acquisition reminders when contracting during emergencies. Also discusses flexibilities that acquisition personnel deployed to an emergency situation may use to facilitate timely procurements.
12-Jun-07	FEA Reference Model Update	Richard R. Burk	Chief Information Officers and Chief Architects	Announcement from Federal Enterprise Architecture Program Management Office (FEA PMO) that the beginning of the FEA Reference Model Maintenance Process for updates to the next version of the Consolidated Reference Model (CRM) is scheduled for release in September 2007.
18-Jun-07	Guidance on Protecting Federal Employee Social Security Numbers and Combating Identity Theft	Linda M. Springer	Chief Human Capital Officers	OPM's guidance to help agencies achieve a consistent and effective policy for safeguarding the SSNs of Federal employees.
6-Jul-07	E-Gov funding for FY08 and FY09	Clay Johnson, III	President's Management Council	Two spreadsheets provided: E-Gov FY09 Funding by Agency and E-Gov FY Funding by Initiative. Distributed for planning purposes while working on FY 2009 Budget Submission. Specific details to CIO's with additional instructions will be sent by Karen Evans.
9-Jul-07	E-Gov funding for FY008 and FY09	Karen Evans	CIO's and Deputy CIO's	Two spreadsheets provided: E-Gov FY09 Funding by Agency and E-Gov FY Funding by Initiative. Distributed for planning purposes while working on FY 2009 Budget Submission.
16-Jul-07	Secure Standard Desktop Configuration Technology Exchange	Karen Evans	CIO Council	Registration for attendance of OMB tech exchange that would help government IT managers and engineers implement a standard configuration and make critical security decisions that comply with OMB and FDCC.
16-Jul-07	Veterans Technology Services Government-wide Acquisition Contract (VETS GWAC)	Paul A. Denett	Chief Acquisition Officers and Senior Procurement Executives	Encouraging agencies to review their information technology requirement and the services provided by the VETS GWAC to determine if this contract can meet agency's needs.

	18-Jul-07	Top 10 Risks Impeding the Adequate Protection of Government Information	Karen Evans	Chief Information Officers	Attached paper identifying common risks or "mistakes" and best practices to help improve agency's security and privacy programs. Each risk is associated with selected best practices and important resources to help agencies mitigate and avoid those risks.
M-07-19	25-Jul-07	FY 2007 Reporting Instructions for the Federal Information Security Management Act and Agency Privacy Management	Clay Johnson, III	Heads of Executive Departments and Agencies	Provides instructions for meeting agency's FY 2007 reporting requirements under the Federal Information Security Management Act of 2002. It also includes reporting instructions on agency's privacy management program.
	25-Jul-07	National Communications System Directive 3-10, "Minimum Requirements for Continuity Communications Capabilities"	John H. Marburger, III	Heads of Executive Departments and Agencies	Provides minimum communications requirements for the Federal Executive Branch.
	26-Jul-07	Release of the Consolidated Reference Model (CRM) Version 2.2	Richard R. Burk	Agency Chief Information Officers and Chief Architects	Federal Enterprise Architecture Program Management Office (FEA PMO)'s release of Consolidated Reference Model (CRM) Version 2.2 containing minor updates to FEA Reference Models (PRM, BRM, SRM, TRM, and DRM).
	31-Jul-07	Establishment of Windows XP and VISTA Virtual Machine and Procedures for Adopting the Federal Desktop Core Configurations	Karen Evans	Chief Information Officers	Informing agency's that they can acquire information technology products that are self-asserted by information technology providers as compliant with the Windows XP & VISTA FDCC, and use of NIST's Security Content Automation Protocol to help evaluate providers' self-assertions.
	31-Jul-07	FY09- E-Gov UPI Coding Examples	Tim Young	CIOs and Deputy CIOs	With updated OMB Circular A-11 guidance, the E-Gov unique project identifier (UPI) coding document attached, reflects the UPI structure for the FY09 budget process.
	13-Aug-07	E-Government Initiatives Spreadsheets- Update	Karen Evans	CIOs and Deputy CIOs	New spreadsheets attached to update July 9, 2007 distribution that represent allocation of funding of the E-Gov initiatives for FY08 and FY09.
M-07-20	14-Aug-07	FY 2007 E-Government Act Reporting Instructions	Karen Evans	Chief Information Officers	Provides instructions for completing agency's annual E-Government Act report as required by the E-Government Act of 2002.

	24-Aug-07	Maintaining Green for PTB5 and Communication Requirements for COOP and COG	Karen Evans	CIO Council	Establishes directive for minimum continuity communications requirements for the Federal Executive Branch to support execution of agency essential functions and allows senior leadership to collaborate and develop policy recommendations under all circumstances.
	27-Aug-07	Architecture Principles for the U.S. Government	Karen Evans	CIO Council	Attachment of Architecture Principles for the US Government adopted by the CIO council. Encouraged for use and distribution.
	31-Aug-07	Grants Management Line of Business Path Forward	Karen Evans	CIO Council	Agencies should align with one of the three consortia leads (Department of ED, HHS, or National Science Foundation) when moving forward. Additional requirements are also enclosed.
M-07-23	10-Sep-07	Requiring Agency Use of the International Trade Data System	Clay Johnson, III	Heads Of Departments and Agencies	Require use of the International Trade Data System (ITDS) when collecting information to clear or license the import and export of cargo.
	25-Sep-07	Changes to the FEA Reference Models	Mike Carelton and Molly O'Neill	CIOs and Deputy CIOs	Architecture and Infrastructure Committee (AIC) plans to adopt two changes to the Federal Enterprise Architecture (FEA) Reference Models based on requests submitted in the last change cycle.
	28-Sep-07	Karen Evans Memo to CIOs and ITDS	Karen Evans	CIOs and Senior Executives	The memo provides additional instructions to complete agency's plan as required by M-07-23 "Requiring Agency Use of the International Trade Data System."
	17-Oct-07	Reminder Regarding Software Acquisition and Use of Brand Name Specification	Karen Evans	CIO Council	Remind agencies acquiring software to remain technology and vendor neutral as stated in M-04-16 on the subject of "Software Acquisition."
M-08-01	23-Oct-07	HSPD-12 Implementation Status	Clay Johnson, III	Heads Of Departments and Agencies	Reminds agencies to complete background investigations and issue credentials as required for the implementation of Homeland Security Presidential Directive (HSPD) 12, "Policy for a Common Identification Standard for Federal Employees and Contractors," which the President issued on August 27, 2004.

25-Oct-07	Instructions for Agency Self-Assessment and Submission of Enterprise Architectures for Annual OMB Assessment	Kshemendra N. Paul	Agency Chief Information Officers and Chief Architects	In March 2008, the Office of Management and Budget (OMB) will assess Federal agency enterprise architectures (EA) using the OMB EA Assessment Framework Version 2.2. OMB will use the assessment to evaluate agency EAs as part of the FY2008 2 <sup>nd</sup> quarter President's Management Agenda (PMA) Scorecard. Agencies should submit a current copy of their enterprise architecture materials to OMB by February 29, 2008.
26-Oct-07	Updated Instructions for Public Reporting of Homeland Security Presidential Directive 12 (HSPD-12) Implementation Status	Karen Evans	Agency Chief Information Officers	Provides updated instructions for agency public reporting of HSPD-12 implementation status.
29-Oct-07	Release of the Consolidated Reference Model (CRM) Version 2.3	Kshemendra N. Paul	Agency Chief Information Officers and Chief Architects	The Federal Enterprise Architecture Program Management Office (FEA PMO) is pleased to release the Consolidated Reference Model (CRM) Version 2.3 containing minor updates to the FEA Reference Models (PRM, BRM, SRM, TRM and DRM).
8-Nov-07	Q407 Scorecard Regarding OMB Memorandum M-07-16	Karen Evans	CIO Council	Providing clarification regarding the planned action requiring agencies to certify timely development and full implementation of OMB memorandum M-07-16. This memorandum identified several new privacy and security requirements which agencies were required to implement within 120 days as of May 22, 2007.
9-Nov-07	Ensuring the Accessibility of Federal Electronic and Information Technologies Procured by Federal Agencies	Karen Evans and Paul A. Denett	Chief Acquisition Officers and Chief Information Officers	Reminder to Chief Acquisition Officers and Chief Information Officers of their collaborative roles in the area of Section 508 of the Rehabilitation Act of 1973 that requires Federal agencies to purchase electronic and information technologies that meet specific accessibility standards. Their collaboration is important in fulfilling their responsibilities in implementing the law.

M-08-04	9-Nov-07	OMB Guidance on Data Submission under the Federal Funding Accountability and Transparency Act (Transparency Act)	Robert Shea	Executive Departments and Agencies	Outlines requirements and procedures for submitting Agency data to OMB's January 2008 Transparency Act web-site, USASpending.gov. Agencies must employ guidelines to submit data to OMB in an accurate and efficient format, timely basis to assure compliance with the Act, and support collaborative efforts to promote transparency in government spending.
	20-Nov-07	Release of the FEA Practice Guidance	Kshemendra N. Paul	Agency Chief Information Officers and Chief Architects	Release of next update of the FEA Practice Guidance issued by The Federal Enterprise Architecture Program Management Office (FEA PMO).
M-08-05	20-Nov-07	Implementation of Trusted Internet Connections (TIC)	Clay Johnson, III	Heads of Executive Departments and Agencies	Initiative to optimize individual network services into a common solution for the federal government. Solution would reduce external connections, including Internet points of presence to a target of fifty. USCERT will be enhanced and have a role to improve response capabilities. Each agency will be required to develop a comprehensive plan of action and milestones (POA&M) with a target completion date of June 2008. Initial POA&Ms must be sent to DHS's NCSD by January 8, 2008 for review and agreement with OMB, DHS, and the agency.
	21-Nov-07	Reporting for FY 2007 under the Information Quality Guidelines and Bulletin for Peer Review	Susan Dudley	CIO Council	Provide guidance to assist you in preparing the annual reports associated with your agency's implementation of the IQ Guidelines and the Bulletin for Peer Review. This year, both the IQ Annual Report and the Peer Review Annual Report are due to OMB on December 17, 2007.
	21-Nov-07	Requirements for Enterprise Architecture and IPv6 Progress Reports	Kshemendra N. Paul	Agency Chief Information Officers and Chief Architects	Procedures as they apply to scorecard and non-scorecard agencies in required submittance of Quarterly EA/IPv6 Progress Reports to OMB.

26-Nov-07	Federal Acquisition Certification for Contracting Officer Technical Representatives	Paul A. Denett	Chief Acquisition Officers	Establishes a structured training program for COTRs and other individuals performing these functions, including Contracting Officer Representatives (CORs), that standardizes competencies and training across civilian agencies and improves our collective stewardship of taxpayer dollars.
6-Dec-07	TIC- POA&M Guidance	Karen Evans	Chief Information Officers	Provides additional guidance for agencies as they develop comprehensive plans of actions and milestones for TIC, as well as identifying, analyzing, resolving and documenting the resulting impacts on existing plans and agency architecture.