



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



Memorandum

JUN 15 2011

To: Bureau and Office Assistant Directors for Information Resources
Bureau and Office Records Officers

From: Bernard J. Mazer
Chief Information Officer

Subject: Enterprise Forms Business Process Management Program

I am pleased to announce an important step in the IT Transformation initiative to provide improved IT products and services throughout the Department of the Interior (DOI). The Office of the Chief Information Officer (OCIO) is implementing an Enterprise Forms Business Process Management (EFBPM) Program to standardize forms management, minimize duplication, and deliver a reliable and cost effective service.

The purpose of the EFBPM Program is to provide automation, workflow and an improved user experience to all internal and external based forms. The EFBPM Program is not designed to alter any existing DOI form website or portal. Instead, these existing site form links will be redirected to the EFBPM Program interface which will provide the form automation. This will streamline the Department's business processes and obtain greater efficiencies while saving operating costs.

The EFBPM Program will be provided within a Federal Information Security Management Act (FISMA) compliant cloud, and will include features within the program such as electronic and digital signatures, mobile access including support for BlackBerry, iPad, Droid, as well as other technologies. The EFBPM will also be browser independent and will support Internet Explorer, Firefox, Opera, Safari, and Mozilla. Other capabilities will include features for online pay, mobile approval, business metrics, reporting and much more.

Our office will be reaching out to Bureaus and Offices in the coming weeks to offer this new service and identify your forms business processes. To facilitate this effort, we request that you provide a point of contact to work with John Montel, eRecords Service Manager, at John_Montel@ios.doi.gov.

If you have any questions, please contact John Montel, eRecords Service Manager, (202) 208-3939, John_Montel@ios.doi.gov; Edwin McCeney, Departmental Records Officer, (202) 208-3321, Edwin_McCeney@ios.doi.gov; or Kashioka Minor, Departmental Forms Manager, (202) 208-3697, Kashioka_Minor@ios.doi.gov.

cc: Bureau and Office Directors