

Exhibit 300: Capital Asset Plan and Business Case Summary

PART I: SUMMARY INFORMATION AND JUSTIFICATION (All Capital Assets)

Section A: Overview (All Capital Assets)

1. Date of Submission: 09/08/2006
2. Agency: 449, U.S. Securities and Exchange Commission
3. Bureau: 00
4. Name of this Capital Asset: Document Imaging
5. Unique Project (Investment) Identifier: (For IT investments only, see section 53. For all other, use agency ID system.) 449-00-01-02-01-0001-00
6. What kind of investment will this be in FY2008? (Please NOTE: Investments moving to O&M ONLY in FY2008, with Planning/Acquisition activities prior to FY2008 should not select O&M. These investments should indicate their current status.)
 Planning Full Acquisition Operations and Maintenance Mixed Life Cycle E-Gov/LoB Oversight
7. What was the first budget year this investment was submitted to OMB?
8. Provide a brief summary and justification for this investment, including a brief description of

The SEC mission is to protect investors, maintain fair and orderly markets, and facilitate the formation of capital. Two primary goals of the SEC Strategic Plan are Enforce Securities Laws (specifically initiative #3 Document Management) and the strategic goal of Maximize SEC Resources; the Document Imaging (DI) project supports both. Each year the SEC receives the approximately 50 million pages of documents. SEC staff must review documents to ensure compliance with Federal securities laws and investigate potential violations. DI scans, converts to text, and loads documents, received in paper or electronic form, into a searchable repository, referred to as the Litigation Support System (LSS). DI permits staff members, using LSS, to locate key documents electronically rather than searching manually through boxes of materials. DI also permits detailed searching of documents across collections of documents and cross-referencing of information.

DI addresses a PART weakness of “SEC Enforcement” of staff efficiency as related to information technology support. One strategy is to use evolving technology to manage data from examination and oversight through litigation support. DI provides the following benefits:

Improved Staff Efficiency. For large cases, there are millions of pages of evidentiary documents and it is not feasible for staff to review these documents manually. Searching numerous documents is faster and more accurate with automated tools than manually.

Improved Disaster Recovery . The DI project is one of the SEC's investments for disaster recovery to provide the ability to easily and quickly recover all documents following disasters from building loss, water, or fire damage.

Remove documents from Offices/Hallways . Volumes of material stored in heavy boxes posed safety hazards in the workplace and in the event of an emergency. DI enables the SEC to store original documents off-site for evidentiary and federal records purposes while staff use electronic copies.

9. Did the Agency's Executive/Investment Committee approve this request? Yes
a. If "yes," what was the date of this approval?
10. Did the Project Manager review this Exhibit? Yes
11. Contact information of Project Manager?
Name David Smith
Phone Number 202-551-8276
E-mail smithDav@sec.gov
12. Has the agency developed and/or promoted cost effective, energy-efficient, and environmentally sustainable techniques or practices for this project. (Answer applicable to non-IT assets only) N/A
a. Will this investment include electronic assets (including computers)? N/A
b. Is this investment for new construction or major retrofit of a Federal building or facility? (answer applicable to non-IT assets only))N/A
1. If "yes," is an ESPC or UESC being used to help fund this investment? N/A
2. If "yes," will this investment meet sustainable design principles? N/A
3. If "yes," is it designed to be 30% more energy efficient than relevant code? N/A
13. Does this investment support one of the PMA initiatives? Yes
If "yes," check all that apply:
 Human Capital
 Budget Performance Integration
 Financial Performance
 Expanded E-Government
 Competitive Sourcing
 Faith Based and Community
 Real Property Asset Management
 Eliminating Improper Payments
 Privatization of Military Housing
 Research & Development Investment Criteria
 Housing & Urban Development Management & Performance
 Broadening Health Insurance Coverage through State Initiatives
 "Right Sized" Overseas Presence
 Coordination of VA & DoD Programs and Systems

a. Briefly describe how this asset directly supports the identified initiative(s)? The Document Imaging investment supports several areas of the President's Management Agenda.

E-Government: DI supports efficient information interchange between the SEC, DOJ and other state and Federal regulatory authorities by sharing investigative material. It reduces costs by providing already imaged documents in electronic format to these agencies and the U.S. Courts. Competitive sourcing: The DI contract was not specifically awarded under A-76; however, DI document processing is outsourced while LSS is SEC-operated which replaces previous inefficient paper-based models.

14. Does this investment support a program assessed using the Program Assessment Rating Tool (PART)? (For more information about the PART, visit www.whitehouse.gov/omb/part.)

Yes

a. If "yes," does this investment address a weakness found during the PART review? Yes

b. If "yes," what is the name of the PARTed program? Enforcement - SEC

c. If "yes," what rating did the PART receive? Results Not Demonstrated

15. Is this investment for information technology? (see section 53 for definition) Yes

If the answer to Question 15 is "Yes," complete questions 16-23 below. If the answer is "No," do not answer questions 16-23.

For information technology investments only:

16. What is the level of the IT Project (per CIO Council PM Guidance)?

Level 1

Level 2

Level 3

17. What project management qualifications does the Project Manager have? (per CIO Council PM Guidance):

Project manager has been validated as qualified for this investment

Project manager qualification is under review for this investment

Project manager assigned to investment, but does not meet requirements

Project manager assigned but qualification status review has not yet started

No Project manager has yet been assigned to this investment

18. Is this investment identified as "high risk" on the Q4 - FY 2006 agency high risk report (per OMB's "high risk" memo)? No

19. Is this a financial management system? No

a. If "yes," does this investment address a FFMIA compliance area? N/A

1. If "yes," which compliance area: N/A

2. If "no," what does it address? N/A

b. If "yes," please identify the system name(s) and system acronym(s) as reported in the most recent financial systems inventory update required by

Circular A-11 section 52 : N/A

20. What is the percentage breakout for the total FY2008 funding request for the following?
(This should total 100% - enter as decimal, e.g., .25 = 25%)

Hardware 3% Software 7% Services 90% Other 0%

21. If this project produces information dissemination products for the public, are these products published to the Internet in conformance with OMB Memorandum 05-04 and included in your agency inventory, schedules and priorities? N/a – products are not published to the public nor to the internet

22. Contact information of individual responsible for privacy related questions:

Name Barbara Stance

Phone Number 202-551-7209

Title Associate Director/Chief Privacy Officer

E-mail StanceB@sec.gov

23. Are the records produced by this investment appropriately scheduled with the National Archives and Records Administration's approval?

Yes

Section B: Summary of Spending (All Capital Assets)

1. Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions, and are rounded to three decimal places. Federal personnel costs should be included only in the row designated "Government FTE Cost," and should be **excluded** from the amounts shown for "Planning," "Full Acquisition," and "Operation/Maintenance." The "TOTAL" estimated annual cost of the investment is the sum of costs for "Planning," "Full Acquisition," and "Operation/Maintenance." For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. The costs associated with the entire life-cycle of the investment should be included in this report.

Table 1: SUMMARY OF SPENDING FOR PROJECT PHASES (REPORTED IN MILLIONS)									
(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY-1 and Earlier	PY 2006	CY 2007	BY 2008	BY+1 2009	BY+2 2010	BY+3 2011	BY+4 and beyond	Total
Planning:	0.220	0.000	0.000	0.000					0.220
Acquisition:	17.242	0.513	0.000	0.000					19.952
Subtotal Planning & Acquisition:	17.462	0.513	0.000	0.000					20.172
Operations & Maintenance:	18.652	7.795	9.635	10.198					86.685
TOTAL:	36.114	8.308	9.635	10.198					106.857
Government FTE Costs should not be included in the amounts provided above									
Government FTE Costs:	0.647	0.454	0.309	0.383					3.193
Number of FTE represented by Costs:	5.00	3.25	2.13	2.00					19.56
OIT FTE	5.00	1.00	1.00	1.00	1.44	0.50	0.50	0.50	10.94

Note: For the cross-agency investments, this table should include all funding (both managing partner and partner agencies). Government FTE Costs should not be included as part of the TOTAL represented.

2. Will this project require the agency to hire additional FTE's? No
 - a. If "yes," How many and in what year? This project does not require the agency to hire additional FTEs.

- If the summary of spending has changed from the FY2007 President's budget request, briefly explain those changes. The amount requested for 2007 has increased approximately 2.4% due to two specific instances. First, because of the success of the program, more documents are being processed than previously budgeted, resulting in higher service maintenance costs. Secondly, the automated Box Document Media Tracking system that was originally budgeted has completed the requirements analysis, and the accompanying cost estimate for the work to be done. Based on the results of the requirements analysis and estimate the development cost is slightly higher than originally planned for. An additional point is that a primary contract issued for Document Imaging also includes services for Forensics Services, independent yet related to Document Imaging. Therefore, the total of the contracts does not match the total of the project cost. The Summary of Spending table prior years amount were adjusted due to additional information from the current budget review process. DI was initiated by the Enforcement Division of SEC and handed off to OIT during 2004; costs that had been identified in the milestones were not previously reflected in the Summary of Spending.

Section C: Acquisition/Contract Strategy (All Capital Assets)

- Complete the table for all (including all non-Federal) contracts and/or task orders currently in place or planned for this investment. Total Value should include all option years for each contract. Contracts and/or task orders completed do not need to be included.

Contracts/Task Orders Table:																
Contractor Task Order Number	Type of Contract/Task Order	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start & end date of Contract / Task Order	End date of Contract/Task Order	Total Value of Contract/Task Order (\$M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (N)	Does the contract include the Required security & privacy clauses?(Y/N)	Name of CO	CO Contact information (phone/email)	Contracting Officer Certification Level(Level 1, 2, 3, N/A)	If N/A, has the agency determined the CO assigned has the competencies and skills necessary to support this acquisition? Y/N)
SECHQ -05-A-0379 Labat Anderson Document Imaging Litigation	Performance Based Time and Materials	Yes	Aug 18, 2005	Aug. 18, 2005.	Aug. 18, 2010	\$105.649	No	No	Yes	None	Yes	Yes	Joanie Newhart	202-551-7303 newhartj@sec.gov	3	N/a

Contracts/Task Orders Table:

Contractor Task Order Number	Type of Contract/Task Order	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start & end date of Contract / Task Order	End date of Contract/Task Order	Total Value of Contract/Task Order (\$M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UEESC, EUL, N/A)	Is EVM in the contract? N	Does the contract include the Required security & privacy clauses?(Y/N)	Name of CO	CO Contact information (phone/email)	Contracting Officer Certification Level(Level 1, 2, 3, N/A)	If N/A, has the agency determined the CO assigned has the competencies and skills necessary to support this acquisition? Y/N)
Support																
SECHQ-05-D-0305 Abacus	Time and Materials	Yes	Aug 8, 2005	Sep, 1, 2005	July 22, 2007	\$0.440	No	No	No	None	Yes	Yes	Joanie Newhart	202-551-7303 newhartj@sec.gov	3	N/a
SECHQ1-05-H-0277 IQA	Time and Materials	Yes	June 14, 2005	June 14, 2005	Aug. 31, 2007	\$1.742	Yes	No	No	None	Yes	Yes	Linda Baier	202-551-7315 baierl@sec.gov	3	N/a
CQ63000-06-2067 IPRO Maintenance	Service Agreement	Yes	November 25, 2005	Nov. 25, 2005.	Oct. 31, 2006	\$0.003	No	No	No	None	No	Yes	Joanie Newhart	202-551-7303 newhartj@sec.gov	3	N/a
PC-HQ01H0447 Storage Engineering Support	Time and Materials	Y	Oct. 21, 2005	Oct. 21, 2005	Aug. 31, 2008	\$0.202	Yes	No	No	None	No	Yes	Linda Baier	202-551-7315 baierl@sec.gov	3	N/a

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why: The IPRO Maintenance and Storage Engineering Support contracts do not have Earned Value requirements because the contracts are not for services that are appropriately managed using Earned Value. The IPRO contract is maintenance only, and is a direct function of the usage of IPRO software. The Storage contract is for storage of data only and is a direct function of the size of files being stored. Neither meets the basic requirements of ANSI 748.

3. Do the contracts ensure Section 508 compliance? Yes

Explain why:

All SEC IT contracts require conformance to IT policies. Milestone reviews include the Section 508 compliance staff. Every IT system must complete acceptance testing before entering production; that includes automated 508 testing with the Federal BOBBY tool. The system must resolve any compliance issues or obtain a written waiver from the CIO. When the system has known users with disabilities, the project team often elects to include them in user testing.

4. Is there an acquisition plan which has been approved in accordance with agency requirements? Yes

a. If "yes," what is the date? 1/31/2005

b. If "no," will an acquisition plan be developed? N/A

1. If "no," briefly explain why: N/A

Section D: Performance Information (All Capital Assets)

In order to successfully address this area of the exhibit 300, performance goals must be provided for the agency and be linked to the annual performance plan. The investment must discuss the agency's mission and strategic goals, and performance measures must be provided. These goals need to map to the gap in the agency's strategic goals and objectives this investment is designed to fill. They are the internal and external performance benefits this investment is expected to deliver to the agency (e.g., improve efficiency by 60 percent, increase citizen participation by 300 percent a year to achieve an overall citizen participation rate of 75 percent by FY 2xxx, etc.). The goals must be clearly measurable investment outcomes, and if applicable, investment outputs. They do not include the completion date of the module, milestones, or investment, or general goals, such as, significant, better, improved that do not have a quantitative or qualitative measure.

Agencies must use Table 1 below for reporting performance goals and measures for all non-IT investments and for existing IT investments that were initiated prior to FY 2005. The table can be extended to include measures for years beyond FY 2006

Performance Information Table 1:

Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned performance Metric (Target)	Performance Metric Results (Actual)
2004	Maximize use of SEC Resources	Reduce time employees spend in document management activities.	2004: Unknown. Managers believe that employees spend significant time in document management activities	Collect baseline data	DI not implemented widely enough to collect meaningful statistics. No data collected.
2004	Enforce Compliance with Federal Securities Law	Reduce cost to reconstruct and establish enforcement program activities in event of disaster to under \$1 million.	FY 2002: \$13 million for estimated 80% reconstruction	Reduce to under \$13 million for estimated 80% reconstruction	\$13 million for estimated 80% reconstruction
2004	Enforce Compliance with Federal Securities laws	Reduce time to reconstruct and establish enforcement program activities in event of a disaster.	FY 2002: 9 months	Reduce to under 3 months	6 weeks, based on backlog imaging and data loading
2004	Maximize use of SEC Resources	Increase the number of examinations processed via electronic format discovery.	FY 2003: 00 examinations using electronic documents	Increase by 10%	0% increase
2004	Maximize use of SEC resources	Reduce the cost of converting to electronic material on a page equivalency basis	FY2003: Cost per page converted to accessible electronic media = \$0.65	20% reduction (\$0.56/page)	Cost per page is \$0.46 (30% reduction, 150% of goal)
2004	Enforce compliance with Federal Securities Laws	Reduce the time to process a mega-case or provide the ability to process 1-2 million pages in a month	FY2003; Impact of a large case - = 100 staff days (10 people 5 months to review all the documents = imaging backlog average of 150 days	Reduce to under 120 days	100 days based on backlog imaging and data loading at SEC HQ and Eastern field offices.
2004	Enforce compliance with Federal Securities Laws	Reduce the cost to regulated entities of printing required to respond to subpoenas, assuming a cost of \$.03 per page.	FY2003: Total number of page equivalents received electronically = 0	Collect baseline data	25 million pages received electronically
2004	Maximize use	Percent reduction in search	FY2003: Total time 6 days (2 to	Collect baseline data	Pilot established

Performance Information Table 1:

Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned performance Metric (Target)	Performance Metric Results (Actual)
	of SEC Resources	time to access documents for a particular case	identify box, 2 to get box from Iron Mountain, 2 to find document)	using Pilot program	
2005	Maximize use of SEC Resources	Reduce time employees spend in document management activities.	No data collected to establish baseline	½ hour saved per person per week	Survey conducted: Employees spend up to 40% of their time (3 hours) in document management related activities; savings of ½ hour per person per week
2005	Enforce compliance with federal securities laws	Reduce cost to reconstruct and re-establish enforcement program activities in event of disaster to under \$1 million.	FY2002: \$13 million for estimated 80% reconstruction	\$5 million per office	\$1 million for N.Y. Boston, Philadelphia and D.C.; Other offices remain at \$5 million per office
2005	Enforce compliance with Federal Securities laws	Reduce time to reconstruct and establish enforcement program activities in event of a disaster.	FY 2004 results: 6 weeks	Reduce to 4 weeks	4 weeks; based on on-going imaging and data loading
2005	Maximize use of SEC Resources	Increase the number of examinations processed via electronic format.	FY2004: 00 examinations using electronic documents	Increase by 10%	Contract awarded late FY05 does include reporting required. No data collected in FY05
2005	Maximize use of SEC resources	Reduce the cost of converting to electronic material on a page equivalency basis	FY2004: Cost per page converted to accessible electronic media - \$0.46	Reduce per page cost by 10%	Per page cost reduced by 17.7% to per page cost of \$0.3784
2005	Enforce Compliance with Federal Securities Laws	Reduce the time to process a mega-case or provide the ability to process 1-2 million pages in a month	FY2004: 100 days	Reduce to 45 days	30 days, based on periods of high volume on-going document imaging, data loading , and incoming electronic submittals at SEC HQ and N.Y.

Performance Information Table 1:

Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned performance Metric (Target)	Performance Metric Results (Actual)
2005	Enforce Compliance with Federal Securities Laws	Reduce the cost to regulated entities of printing required to respond to subpoenas, assuming a cost of \$.03 per page.	FY2004: 25 million pages received electronically	Increase savings by 10%	Increased savings 20%. 30 million pages received electronically
2005	Maximize use of SEC Resources	Percent reduction in search time to access documents for a particular case	FY2004: Pilot phase established	Reduce time needed to locate and review documents for a particular case in under 3 minutes	Time to retrieve case is under 3 minutes for 80% of system users
2006	Maximize use of SEC Resources	Reduce time employees spend in document management activities.	2005 Survey: Employees spend up to 40% of their time in document management related activities	1/2 hours saved per person per week	Survey results are pending
2006	Enforce Compliance with Federal Securities laws	Reduce cost to reconstruct and re-establish enforcement program activities in event of disaster to under \$1 million.	FY 2005: \$1 million for N.Y., Boston, Philadelphia and D.C.; Other offices remain at \$5 million per office	\$2 million for reconstruction costs per office	\$1 million for N.Y., Boston, Philadelphia, D.C., Miami, Atlanta, Chicago, and Ft. Worth; Other offices remain at \$5 million per office.
2006	Enforce compliance with Federal Securities laws	Reduce time to reconstruct and establish enforcement program activities in event of a disaster.	FY 2005: 4 weeks based on on-going imaging and data loading	Reduce to 2 weeks	4 weeks based on on-going imaging and data loading processes
2006	Maximize use of SEC resources	Increase the number of examinations processed via electronic format	Contract awarded late FY05 does include reporting required. No data collected in FY05	Increase by 10%	Data collection is in progress but not yet tabulated. Scheduled completion Sept 30.
2006	Maximize use of SEC resources	Reduce the cost of converting to electronic material on a page equivalency basis	FY2005: Cost per page converted to accessible electronic media is .37.	10% savings	51% savings, cost per page reduced to \$0.31

Performance Information Table 1:

Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned performance Metric (Target)	Performance Metric Results (Actual)
2006	Enforce compliance with Federal Securities Laws	Reduce the time to process a mega-case or provide the ability to process 1-2 million pages in a month	FY 2005: 30 days	Reduce to under 21 days	20 days
2006	Enforce compliance with Federal Securities Laws	Reduce the cost to regulated entities of printing required to respond to subpoenas, assuming a cost of \$.03 per page.	FY2005: 30 million pages received electronically	Increase savings by 10%	FY2006 : 42 million pages received electronically
2006	Maximize use of SEC Resources	Percent reduction in search time to access documents for a particular case	FY2005: Time to retrieve case is under 3 minutes for 80% of system users	Response time under 3 minutes for all users	Time to retrieve case is under 3 minutes for 80% of system users.
2007	Maximize use of SEC Resources	Reduce time employees spend in document management activities.	FY 2006: Employees save approximately ½ hour per week using DI	Employees save approximately ½ hour per week using DI (maintain)	
2007	Enforce Compliance with Federal Securities laws	Reduce cost to reconstruct and re-establish enforcement program activities in event of disaster to under \$1 million.	FY 2006: \$1 million for N.Y., Boston, Philadelphia, D.C., Miami, Atlanta, Chicago, and Ft. Worth; Other offices remain at \$5 million per office	\$1 million for re-construction costs per office for all offices	
2007	Enforce compliance with Federal Securities laws	Reduce time to reconstruct and establish enforcement program activities in event of a disaster.	FY 2006: 4 weeks based on on-going imaging and data loading	4 weeks based on on-going imaging and data loading processes (maintain)	
2007	Maximize use of SEC resources	Increase the number of examinations processed via electronic format discovery	FY2006: Data collection is in progress but not yet tabulated. Scheduled completion Sept 30.	Increase by 10%	

Performance Information Table 1:

Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned performance Metric (Target)	Performance Metric Results (Actual)
2007	Maximize use of SEC resources	Reduce the cost of converting to electronic material on a page equivalency basis	FY2006: Cost per page converted to accessible electronic media is \$0.31.	10% savings	
2007	Enforce compliance with Federal Securities Laws	Reduce the time to process a mega-case or provide the ability to process 1-2 million pages in a month	FY 2006: 20 days	20 days to process a mega-case (maintain)	
2007	Enforce compliance with Federal Securities Laws	Reduce the cost to regulated entities of printing required to respond to subpoenas, assuming a cost of \$.03 per page.	FY2006: 42 million pages received electronically	Increase savings by 5%	
2007	Maximize use of SEC Resources	Percent reduction in search time to access documents for a particular case	FY2006: Time to retrieve case is under 3 minutes for 80% of system users	Response time under 3 minutes for all users	
2008	Maximize use of SEC Resources	Reduce time employees spend in document management activities.	FY 2007 Est. at ½ hour saved per employee per week (from baseline data)	½ hour saved per employee per week using DI (maintain)	
2008	Enforce Compliance with Federal Securities laws	Reduce cost to reconstruct and re-establish enforcement program activities in event of disaster to under \$1 million.	FY 2007 Est: \$1 million for reconstruction costs per office for all offices	\$1 million reconstruction cost per office for all offices	
2008	Enforce compliance with Federal Securities laws	Reduce time to reconstruct and establish enforcement program activities in event of a disaster.	FY 2007 est: 4 weeks based on on-going imaging and data loading	4 weeks based on on-going imaging and data loading processes	
2008	Maximize use of SEC resources	Increase the number of examinations processed via electronic format	FY2007 est: Data collection is in progress but not yet tabulated. Scheduled completion Sept 30.	Increase by 10%	
2008	Maximize use of SEC resources	Reduce the cost of converting to electronic material on a	FY2007 est: \$0.28 per page	Maintain per page costs at \$0.28 per page	

Performance Information Table 1:

Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned performance Metric (Target)	Performance Metric Results (Actual)
		page equivalency basis			
2008	Enforce compliance with Federal Securities Laws	Reduce the time to process a mega-case or provide the ability to process 1-2 million pages in a month	FY 2007 est: 20 days	Reduce to 15 days	
2008	Enforce compliance with Federal Securities Laws	Reduce the cost to regulated entities of printing required to respond to subpoenas, assuming a cost of \$.03 per page.	FY2007 est: 46 million pages	Increase savings by 5%	
2008	Maximize use of SEC Resources	Percent reduction in search time to access documents for a particular case	FY2007 est: Time to retrieve case is under 3 minutes for all system users	Time to retrieve case is under 3 minutes for all system users	
2009	Maximize use of SEC Resources	Reduce time employees spend in document management activities.	FY 2008 est: Employees save approximately ½ hour per week	Employees save approximately ¾ hour per week using DI	
2009	Enforce Compliance with Federal Securities laws	Reduce cost to reconstruct and re-establish enforcement program activities in event of disaster to under \$1 million.	FY 2008 est: \$1M for reconstruction costs for all offices	\$800,000 for reconstruction costs per office	
2009	Enforce compliance with Federal Securities laws	Reduce time to reconstruct and establish enforcement program activities in event of a disaster.	FY 2008 est: 2 weeks to re-establish enforcement program activities after disaster	Maintain 2 weeks recovery time	
2009	Maximize use of SEC resources	Increase the number of examinations processed via electronic format	FY 2008 est: Data collection is in progress but not yet tabulated. Scheduled completion Sept 30.	Increase savings by 5%	
2009	Maximize use of SEC resources	Reduce the cost of converting to electronic material on a page equivalency basis	FY 2008 est: \$0.28 per page	Maintain cost at \$0.28 per page	
2009	Enforce	Reduce the time to process a	FY 2008 est:	Reduce to 10 days	

Performance Information Table 1:

Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned performance Metric (Target)	Performance Metric Results (Actual)
	compliance with Federal Securities Laws	mega-case or provide the ability to process 1-2 million pages in a month	Time to process a mega-case is 15 days		
2009	Enforce compliance with Federal Securities Laws	Reduce the cost to regulated entities of printing required to respond to subpoenas, assuming a cost of \$.03 per page.	FY 2008 est: 50 million pages	Maintain at 2008 level	
2009	Maximize use of SEC Resources	Percent reduction in search time to access documents for a particular case	FY 2008 est: Time to retrieve case is under 3 minutes for all system users	80% of searches completed in less than 1 minute for all users	

All new IT investments initiated for FY 2005 and beyond must use Table 2 and are required to use the FEA Performance Reference Model (PRM). Please use Table 2 and the PRM to identify the performance information pertaining to this major IT investment. Map all Measurement Indicators to the corresponding "Measurement Area" and "Measurement Grouping" identified in the PRM. There should be at least one Measurement Indicator for at least four different Measurement Areas (for each fiscal year). The PRM is available at www.egov.gov.

Performance Information Table 2:						
Fiscal Year	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Planned Improvement to the Baseline	Actual Results
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Section E: Security and Privacy (IT Capital Assets only)

In order to successfully address this area of the business case, each question below must be answered at the system/application level, not at a program or agency level. Systems supporting this investment on the planning and operational systems security tables should match the systems on the privacy table below. Systems on the Operational Security Table must be included on your agency FISMA system inventory and should be easily referenced in the inventory (i.e., should use the same name or identifier).

All systems supporting and/or part of this investment should be included in the tables below, inclusive of both agency owned systems and contractor systems. For IT investments under development, security, and privacy planning must proceed in parallel with the development of the system(s) to ensure IT security and privacy requirements and costs are identified and incorporated into the overall lifecycle of the system(s).

Please respond to the questions below and verify the system owner took the following actions:

1. Have the IT security costs for the system(s) been identified and integrated into the overall costs of the investment: Yes
 - a. If “yes,” provide the “Percentage IT Security” for the budget year: 1%

2. Is identifying and assessing security and privacy risks a part of the overall risk management effort for each system supporting or part of this investment.

Yes

8. Planning & Operational Systems – Privacy:					
(a) Name of System	(b) Is this a new system? (Y/N)	(c) Is there a Privacy Impact Assessment (PIA) that covers this system? (1,2,3,4)	(d) Is the PIA available to the public? (1,2,3)	(e) Is a System of Records Notice (SORN) required for this system? (Y/N)	(f) Was a new or amended SORN published in FY 06? (1,2,3,4,5)
LSS	No	1	1	Yes	1
Box, Document, Media Tracking	Yes	3	2	No	5
<p>(c) Is there a Privacy Impact Assessment (PIA) that covers this system?</p> <ol style="list-style-type: none"> 1. Yes. 2. No 3. No, because the system does not contain, process, or transmit personal identifying information. 4. No, because even though it has personal identifying information, the system contains information solely about federal employees and agency contractors. <p>(d) Is the PIA available to the public?</p> <ol style="list-style-type: none"> 1. Yes. 2. No, because a PIA is not required to be completed at this time. 3. No, because the PIA has not yet been prepared. <p>(e) Was a new or amended SORN published in FY2006?</p> <ol style="list-style-type: none"> 1. Yes, because this is a newly established Privacy Act system of records. 2. Yes, because the existing Privacy Act system of records was substantially revised in FY 06. 3. No, because the existing Privacy Act system of records was not substantially revised in FY 06. 4. No; because the system is operational, but the SORN has not yet been published. <p>No, because the system is not a Privacy Act system of records.</p>					

Section F: Enterprise Architecture (EA) (IT Capital Assets only)

In order to successfully address this area of the business case and capital asset plan you must ensure the investment is included in the agency's EA and Capital Planning and Investment Control (CPIC) process, and is mapped to and supports the FEA. You must also ensure the business case demonstrates the relationship between the investment and the business, performance, data, services, application, and technology layers of the agency's EA.

1. Is this investment included in your agency's target enterprise architecture? Yes
 - a. If "no," please explain why? N/A
2. Is this investment included in the agency's EA Transition Strategy? Yes
 - a. If "yes," provide the investment name as identified in the Transition Strategy provided in the agency's most recent annual EA Assessment. The SEC is a small, non-scorecard agency currently not required to perform Enterprise Architecture assessments.
 - b. If "no," please explain why?

3. Service Component Table:

Identify the service components funded by this major IT investment (e.g., knowledge management, content management, customer relationship management, etc.). Provide this information in the format of the following table. For detailed guidance regarding components, please refer to <http://www.whitehouse.gov/omb/egov/>.

Agency Component Name	Agency Component Description	FEA SRM Service Type	FEA SRM Component (a)	FEA Service Component Reused (b)		Internal or External Reuse? (c)	BY Funding Percentage (d)
				Component Name	UPI		
		Document Management	Classification	None	None	None	1%
		Document Management	Document Conversion	None	None	None	45%
		Document Management	Document Imaging and OCR	None	None	None	47%
		Document Management	Document Referencing	None	None	None	1%

3. Service Component Table:

Identify the service components funded by this major IT investment (e.g., knowledge management, content management, customer relationship management, etc.). Provide this information in the format of the following table. For detailed guidance regarding components, please refer to <http://www.whitehouse.gov/omb/egov/>.

Agency Component Name	Agency Component Description	FEA SRM Service Type	FEA SRM Component (a)	FEA Service Component Reused (b)		Internal or External Reuse? (c)	BY Funding Percentage (d)
				Component Name	UPI		
		Document Management	Indexing	None	None	None	3%
		Document Management	Library / Storage	None	None	None	1%
		Knowledge Management	Information Retrieval	None	None	None	2%

- a. Use existing Service Reference Model (SRM) Components or identify as “NEW.” A “NEW” component is one not already identified as a service component in the FEA SRM.
- b. A reused component is one being funded by another investment, but being used by this investment. Rather than answer yes or no, identify the reused service component funded by the other investment and identify the other investment using the Unique Project Identifier (UPI) code from the OMB Ex 300 or Ex 53 submission.
- c. ‘Internal’ reuse is within an agency. For example, one agency within a department is reusing a service component provided by another agency within the same department. ‘External’ reuse is one agency within a department reusing a service component provided by another agency in another department. A good example of this is an E-Gov initiative service being reused by multiple organizations across the federal government.
- d. Please provide the percentage of the BY requested funding amount used for each service component listed in the table. If external, provide the funding level transferred to another agency to pay for the service.

4. Technical Reference Model Table:

To demonstrate how this major IT investment aligns with the FEA Technical Reference Model (TRM), please list the Service Areas, Categories, Standards, and Service Specifications supporting this IT investment.

Document Imaging

FEA SRM Component (a)	FEA TRM Service Area	FEA TRM Service Category	FEA TRM Service Standard	Service Specification (b) (i.e., vendor and product name)
Classification	Service Platform and Infrastructure	Support Platforms	Platform Dependent	AL Coder
Document Conversion	Service Platform and Infrastructure	Support Platforms	Platform Dependent	IPRO eScan-IT
Document Imaging and OCR	Service Platform and Infrastructure	Support Platforms	Platform Dependent	eScan-IT
Document Referencing	Service Access and Delivery	Access Channels	Collaboration / Communications	Concordance 8.2
Indexing	Service Access and Delivery	Access Channels	Collaboration / Communications	Concordance 8.2
Library / Storage	Service Platform and Infrastructure	Support Platforms	Software Engineering	Concordance 8.2
Information Retrieval	Service Platform and Infrastructure	Support Platforms	Platform Dependent	Concordance 8.2
Document Imaging and OCR	Service Platform and Infrastructure	Support Platform	Hardware/Infrastructure	Scanner
Document Referencing, Indexing, Information Retrieval	Service Platform and Infrastructure	Supporting Platform	Operating System Platforms	Windows Server 2003
Document Imaging and OCR	Component Framework	Data Interchange	Data Exchange	OCR
Document Referencing Indexing Library / Storage Information Retrieval	Service Platform and Infrastructure	Support Platform	Application Servers	Concordance 8.2

- a. Service Components identified in the previous question should be entered in this column. Please enter multiple rows for FEA SRM Components supported by multiple TRM Service Specifications
 - b. In the Service Specification field, agencies should provide information on the specified technical standard or vendor product mapped to the FEA TRM Service Standard, including model or version numbers, as appropriate.
5. Will the application leverage existing components and/or applications across the Government (i.e., FirstGov, Pay.Gov, etc)? No

- a. If “yes,” please describe.
- 6. Does this investment provide the public with access to a government automated information system? No
 - a. If “yes,” does customer access require specific software (e.g., a specific web browser version)? N/A
 - 1. If “yes,” provide the specific product name(s) and version number(s) of the required software and the date when the public will be able to access this investment by any software (i.e. to ensure equitable and timely access of government information and services). N/A

PART II: Planning, Acquisition And Performance Information

Part II should be completed only for investments identified as “Planning” or “Full Acquisition,” or “Mixed Life-Cycle” investments in response to Question 6 in Part I, Section A above.

4. What specific qualitative benefits will be realized?

DI will improve efficiencies by automating labor-intensive manual searching for documents, improving the SEC’s ability to share documents between regional offices and within one office; improving methods and practices for storing original documents; enhancing disaster recovery; and eliminating unnecessary copies of documents.

The SEC needs tools to manage and search the increased volumes of paper and electronic documents it receives and produces. Even though the proportion of material received is shifting towards electronic materials, the actual number of paper pages received continues to increase (even while it is a smaller proportion of the whole). Some of the larger cases generate millions of pages of materials, and without either an electronic capability or adding hundreds of staff, it would be almost impossible to investigate and litigate such cases.

Added to the paper, SEC receives increasing volumes of documents in electronic format (e.g. e-mails, native files, Lotus Notes files), but not necessarily a format compatible with standard SEC office systems. DI provides tools to interpret, store, and search the various formats so our staff can then access this material easily.

As a result of DI, document review and handling business processes are becoming more efficient. Lessons learned in FY 2004-2005 allowed staff members a better view of the document types that were received. Increased confidence in the system’s availability allowed staff members to make enormous reductions in documents that they believed had to be physically available on the spot. The process led to a reduction of page count estimates as staff identified substantial volumes of irrelevant documents that could be moved directly to off-site archiving instead of being imaged or stored in offices.

DI also permits the SEC to do a better job tracking documents and materials submitted in response to document requests. Although some regional offices maintain a consistent record of materials collected from firms and registrants, others are not as structured or consistent. In the event of a disaster situation, recovery of these documents would be more complicated. DI provides enhanced disaster recovery as well as its own internal controls over sensitive, non-public information.

DI also saves over \$500K per year on the cost of storing and maintaining the materials on site. Storing materials within the SEC staff offices is unsafe and not practical given the volumes of paper.

Section B: Risk Management (All Capital Assets)

You should have performed a risk assessment during the early planning and initial concept phase of this investment's life-cycle, developed a risk-adjusted life-cycle cost estimate and a plan to eliminate, mitigate, or manage risk, and be actively managing risk throughout the investment's life-cycle.

1. Does the investment have a Risk Management Plan? Yes
 - a. If "yes," what is the date of the plan? 07/15/2005
 - b. Has the Risk Management Plan been significantly changed since last year's submission to OMB? No
 - c. If "yes," describe any significant changes:
2. If there currently is no plan, will a plan be developed? N/A
 - a. If "yes," what is the planned completion date? N/A
 - b. If "no," what is the strategy for managing the risks? N/A
3. Briefly describe how investment risks are reflected in the life cycle cost estimate and investment schedule:

SEC PMO guidance for project planning includes a comprehensive risk analysis process. This risk analysis process includes identification of risks using the 19-factor framework established in OMB Circular A-11, and risks are scored according to probability and impact. The score is translated into a cost and schedule buffer based on the total project cost, thereby creating the risk loading that OMB recommends. Once the investment moves into the execution phase, the risk management plan is updated at least as often as every phase gate to reflect the current situation and the status of mitigation activities, and the buffers are adjusted or drawn down as appropriate.

Section C: Cost and Schedule Performance (All Capital Assets)

EVM is required only on DME portions of investments. For mixed lifecycle investments, O&M milestones should still be included in the table (Comparison of Initial Baseline and Current Approved Baseline). This table should accurately reflect the milestones in the initial baseline, as well as milestones in the current baseline.

1. Does the earned value management system meet the criteria in ANSI/EIA Standard – 748? Yes
2. Answer the following questions about current cumulative cost and schedule performance. The numbers reported below should reflect current actual information. (Per OMB requirements Cost/Schedule Performance information should include both Government and Contractor Costs
 - a. What is the Planned Value (PV)? \$42.723
 - b. What is the Earned Value (EV)? \$37.085
 - c. What is the actual cost of work performed (AC)? \$50.323
 - d. What costs are included in the reported Cost/Schedule Performance information (Government Only/Contractor Only/Both)? Both
 - e. “As of” date: Sept 10, 2006
3. What is the calculated Schedule Performance Index (SPI= EV/PV)? 0.87
4. What is the schedule variance (SV = EV-PV)? -5.638
5. What is the calculated Cost Performance Index (CPI = EV/AC)? 0.74
6. What is the cost variance (CV = EV-AC)? -\$13.238
7. Is the CV or SV greater than +/-10%? No
(CV%= CV/EV x 100; SV%= SV/PV x 100)
 - a. If “yes,” was it the? BOTH - CV (13%), SV (26%)
 - b. If “yes,” explain the variance: Substantially less usage of the system than planned. Regional offices were unable to begin using it as a result of unreliability in the overall SEC network performance and some incompatibility issues with the Citrix solution established in 2005-2006. In addition, the SEC has had great difficulty awarding clearances since the Federal-wide push for clearances, and we were unable to assign system coordinators to regional offices for most of FY2006.
 - c. If “yes,” what corrective actions are being taken? We spent a lot of time in FY2006 troubleshooting and correcting the network issues and testing the Citrix solution. We placed great emphasis on resolving clearance problems and now have co-coordinators at all regional offices. We expect usage levels to recover in 2007; regional offices are coming on line now.
 - d. What is most current “Estimate at Completion”? \$160.740
8. Is Have any significant changes been made to the past fiscal year? Yes
 - a. If “yes,” when was it approved by OMB? The changes are being submitted herewith in the absence of confirmation of our prior baseline. The change is a substantial reduction in the cost of the system because we are experiencing a significant decrease in the amount of paper-based submittals from the regulated industry. We believe that this is in part because of the recognition of the existence of this system, hence we see less obstructive submittals of irrelevant paper product. We are seeing substantial increases

in the amount of electronic material submitted, but this is far less expensive on a per-page basis to include in the record. Also, in FY06 we shifted from high-cost tier-1 class storage to tier-2 storage as we better understand the system response requirements, and this will save a considerable amount of money in the out-years.

6. Comparison of Initial Baseline and Current Approved Baseline:
 Complete the following table to compare actual performance against the current performance baseline and to the initial performance baseline. In the Current Baseline section, for all milestones listed, you should provide both the baseline and actual completion dates (e.g., "03/23/2003"/ "04/28/2004") and the baseline and actual total costs (in \$ Millions). In the event that a milestone is not found in both the initial and current baseline, leave the associated cells blank. Note that the 'Description of Milestone' and 'Percent Complete' fields are required. Indicate '0' for any milestone no longer active.

Description of Milestone	Initial Baseline		Current Baseline				Current Baseline Variance		Percent Complete
	Planned Completion Date (mm/dd/yyyy)	Total Cost (\$M) Estimated	Completion Date (mm/dd/yyyy) Planned/Actual		Total Cost (\$M) Planned /Actual		Schedule/ Cost (# days/\$M)		
Initial Planning and Design	3/30/2004	0.725	3/30/2004	3/30/2004	0.699	0.699	0	0.000	100.0 %
Document Imaging Version 1	7/30/2005	29.456	7/30/2005	7/30/2005	17.241	16.971	0	0.270	100.0 %
Award DILS contract	8/15/2005	0.295	8/15/2005	8/15/2005	0.264	0.264	0	0.000	100.0 %
DILS fully operational	3/30/2006	6.437	10/30/2006	10/30/2006	6.791	6.112	0	0.000	90.0 %
Document Imaging Version 2			8/15/2009	8/15/2009	2.197	0.000	0	0.000	0.0%
Operation and retirement	9/30/2009	49.080	9/30/2012	9/30/2012	85.127	26.277	0	-13.508	15.0 %