

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:** 2010-03-19 14:45:44
2. **Agency:** 016
3. **Bureau:** 00
4. **Name of this Investment:** Infrastructure - Office Automation BY11
5. **Unique Project (Investment) Identifier:** 016-00-02-00-01-2252-00
6. **What kind of investment will this be in FY 2011?:** Mixed Life Cycle
 - Planning
 - Full Acquisition
 - Operations and Maintenance
 - Mixed Life Cycle
 - Multi-Agency Collaboration
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 how this closes in part or in whole an identified agency performance gap; this description may include links to relevant information which should include relevant GAO reports, and links to relevant findings of independent audits.**

The Office Automation Investment provides the funding necessary to ensure that the Social Security Administration (SSA) has the software applications and the Information Technology (IT) resources it needs to meet its workload demands. The investment eliminates obsolete technology and upgrades and maintains existing hardware and software throughout its useful life. SSA relies on complex IT architecture to support mission-critical programmatic and administrative workloads of the agency. The IT infrastructure provided through Office Automation is available for SSA workers to perform their duties to meet the needs of the public. As public network demand increases, the Office Automation Investment maintains and upgrades IT hardware to prevent the loss of access and decreased performance to production systems during an outage. Support personnel through the Office Automation program maintain these products and ensure no loss in performance or service to the American people. SSA uses a four-year refresh cycle of its Windows Infrastructure, including the desktop and laptop environment, ensuring that the Microsoft Server environment keeps pace with the upgrade of IT infrastructure. This ensures maximum compatibility with new systems targeted for upgrade in the Agency's Strategic Plan. It provides more availability, changeability and stability of systems to meet the increasing workload demands of the Agency. In FY2011, the Investment will begin implementing large site virtualization to consolidate servers and allow easy adaptation and rollout of information. The first phase of the virtualization initiative will begin in SSA's Regional Offices with the expansion to other offices in the future. The Office Automation investment supports the SSA strategic goals to improve retiree and other core services, and the speed and quality of our disability process.

 - a. **Provide here the date of any approved rebaselining within the past year, the date for the most recent (or planned) alternatives analysis for this investment, and whether this investment has a risk management plan and risk register.**
9. **Did the Agency's Executive/Investment Committee approve this request? ***
 - a. **If "yes," what was the date of this approval? ***
10. **Contact information of Program/Project Manager?**

- Name: *
- Phone Number: *
- Email: *

11. What project management qualifications does the Project Manager have? (per FAC-P/PM)? *

- Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment.
- Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
- Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria.
- Project manager assigned but qualification status review has not yet started.
- No project manager has yet been assigned to this investment.

12. If this investment is a financial management system, then please fill out the following as reported in the most recent financial systems inventory (FMSI):

Financial management system name(s)	System acronym	Unique Project Identifier (UPI) number
*	*	*

a. If this investment is a financial management system AND the investment is part of the core financial system then select the primary FFMIA compliance area that this investment addresses (choose only one): *

- computer system security requirement;
- internal control system requirement;
- core financial system requirement according to FSIO standards;
- Federal accounting standard;
- U.S. Government Standard General Ledger at the Transaction Level;
- this is a core financial system, but does not address a FFMIA compliance area;
- Not a core financial system; does not need to comply with FFMIA

Section B: Summary of Funding (Budget Authority for Capital Assets)

1.

Table 1: SUMMARY OF FUNDING FOR PROJECT PHASES (REPORTED IN MILLIONS) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY1 and earlier	PY 2009	CY 2010	BY 2011	BY+1 2012	BY+2 2013	BY+3 2014	BY+4 and beyond	Total
Planning:	*	*	*	*	*	*	*	*	*
Acquisition:	*	*	*	*	*	*	*	*	*
Subtotal Planning & Acquisition:	*	*	*	*	*	*	*	*	*
Operations & Maintenance:	*	*	*	*	*	*	*	*	*
Disposition Costs (optional):	*	*	*	*	*	*	*	*	*
SUBTOTAL:	*	*	*	*	*	*	*	*	*
Government FTE Costs should not be included in the amounts provided above.									
Government FTE Costs	*	*	*	*	*	*	*	*	*
Number of FTE represented by Costs:	*	*	*	*	*	*	*	*	*
TOTAL(including FTE costs)	*	*	*	*	*	*	*	*	*

2. If the summary of funding has changed from the FY 2010 President’s Budget request, briefly explain those changes:

*

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

1. **Table 1: Contracts/Task Orders Table**

Contract or Task Order Number	Type of Contract/ Task Order (In accordance with FAR Part 16)	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 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? (Y/N)
SS00-07-40035/GS-35F-407 6D	Blanket Purchase Agreement (BPA)	Y	2007-09-27	2007-09-28	2010-09-27	\$0.4	*	*	*	*	*
SS00056 0011	Task Based Indefinite Delivery/Indefinite Quantity (ID/IQ) Time & Materials (T&M) Task Order	Y	2009-09-30	2009-09-30	2010-09-29	\$0.7	*	*	*	*	*
SS00-07-40036/GS-35F-019 5J	Blanket Purchase Agreement (BPA)	Y	2007-09-28	2007-09-28	2010-09-27	\$0.0	*	*	*	*	*
001/SS00-07-60038	Firm Fixed Price (FFP)	Y	2009-04-30	2009-04-30	2009-10-31	\$0.2	*	*	*	*	*
SS00-08-40020/GS-35F-407 6D	Blanket Purchase Agreement (BPA)	Y	2008-04-15	2008-04-15	2013-04-14	\$40.3	*	*	*	*	*
SS00-08-40038/GS-35F-019 5J	Blanket Purchase Agreement (BPA)	Y	2008-09-29	2008-09-30	2011-09-29	\$0.2	*	*	*	*	*
SS00-08-40039/GS-35F-466 3G	Blanket Purchase Agreement (BPA)	Y	2008-09-29	2008-09-29	2012-09-28	\$16.2	*	*	*	*	*
SS00-09-40028/GS-35F-407 6D	Blanket Purchase Agreement (BPA)	Y	2009-06-13	2009-06-19	2012-06-18	\$1.7	*	*	*	*	*
5-210-SS00056001 1	Task Based Indefinite Delivery/Indefinite Quantity (ID/IQ) Time & Materials (T&M) Task	Y	2008-09-30	2008-09-30	2009-09-29	\$0.2	*	*	*	*	*

Table 1: Contracts/Task Orders Table

Contract or Task Order Number	Type of Contract/ Task Order (In accordance with FAR Part 16)	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 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? (Y/N)
5-232-SS 00056001 1	Task Based Indefinite Delivery/Indefinite Quantity (ID/IQ) Time & Materials (T&M) Task Order	Y	2008-09-30	2008-09-30	2009-09-29	\$0.0	*	*	*	*	*

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:

*

3. Is there an acquisition plan which reflects the requirements of FAR Subpart 7.1 and has been approved in accordance with agency requirements? *

a.If "yes," what is the date? *

Section D: Performance Information (All Capital Assets)

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
2009	Preserve the Public's Trust in Our Programs	*	*	Achieve the target percentage of paper Forms W-2 received	FY 2009 Actual 18%	17%	16%
2010	Preserve the Public's Trust in Our Programs	*	*	Achieve the target percentage of paper Forms W-2 received	FY 2009 Actual 18%	17%	Actual results will be available in FY 2010
2011	Preserve the Public's Trust in Our Programs	*	*	Achieve the target percentage of paper Forms W-2 received	FY 2009 Actual 18%	16.5%	Actual results will be available in FY2011
2009	Improve Our Retiree and Other Core Services	*	*	Achieve the target percentage for correctly assigning original Social Security Numbers	FY 2008 Actual 99.9%	95%	Actual results pending
2010	Improve Our Retiree and Other Core Services	*	*	Achieve the target percentage for correctly assigning original Social Security Numbers	FY 2008 Actual 99.9%	98%	Actual results will be available in FY 2010
2011	Improve Our Retiree and Other Core Services	*	*	Achieve the target percentage for correctly assigning original Social Security Numbers	FY 2008 Actual 99.9%	99%	Actual results will be available in FY2011
2009	Improve Our Retiree and Other Core Services	*	*	Availability of Client Server Application National IWS/LAN Environment	98%	98%	Actual results pending
2010	Improve Our Retiree and Other Core Services	*	*	Availability of Client Server Application National IWS/LAN Environment	98%	98%	Actual results will be available in FY 2010
2011	Improve Our Retiree and Other Core Services	*	*	Availability of Client Server Application National IWS/LAN Environment	98%	98%	Actual results will be available in FY 2011
2009	Improve Our Retiree and	*	*	Availability of Online Batch	98%	100%	99.90%

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	Other Core Services			Applications			
2010	Improve Our Retiree and Other Core Services	*	*	Availability of Online Batch Applications	98%	100%	Actual results will be available in FY 2010
2011	Improve Our Retiree and Other Core Services	*	*	Availability of Online Batch Applications	98%	100%	Actual results will be available in FY 2011
2009	Improve Our Retiree and Other Core Services	*	*	Percent of Retirement and Survivors claims receipts processed up to the budgeted level	FY 2008 Actual 101.2% (4,236,455)	100% (4,543,000)	104%
2010	Improve Our Retiree and Other Core Services	*	*	Percent of Retirement and Survivors claims receipts processed up to the budgeted level	FY 2008 Actual 101.2% (4,236,455)	100% (4,666,000)	Actual results will be available in FY 2010
2011	Improve Our Retiree and Other Core Services	*	*	Percent of Retirement and Survivors claims receipts processed up to the budgeted level	FY 2008 Actual 101.2% (4,236,455)	100% (4,637,000)	Actual results will be available in FY2011
2009	Improve Our Retiree and Other Core Services	*	*	Percent of individuals who do business with SSA rating the overall services as "excellent", "very good", or "good"	FY 2008 Actual 81%	83%	81%
2010	Improve Our Retiree and Other Core Services	*	*	Percent of individuals who do business with SSA rating the overall services as "excellent", "very good", or "good"	FY 2008 Actual 81%	83.5%	Actual results will be available in FY 2010
2011	Improve Our Retiree and Other Core Services	*	*	Percent of individuals who do business with SSA rating the overall services as "excellent", "very good", or "good"	FY 2008 Actual 81%	83.5%	Actual results will be available in FY2011

Part II: Planning, Acquisition And Performance Information

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

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline

Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
FY04 Office Automation Acquisitions	\$40.5	\$50.3	2003-10-01	2003-10-01	2004-09-30	2004-09-30	100.00%	100.00%
FY06 Projects / Initiatives Workstations/ Printers/Laptops	\$42.1	\$42.1	2005-10-01	2005-10-01	2006-09-30	2006-09-30	100.00%	100.00%
FY07 Office Automation Maintenance	\$11.3	\$11.3	2006-10-01	2006-10-01	2007-09-30	2007-09-30	100.00%	100.00%
FY07 Office Automation Support Services	\$19.4	\$16.3	2006-10-01	2006-10-01	2007-09-30	2007-09-30	100.00%	100.00%
FY07 Projects / Initiatives Workstation Refreshment	\$23.5	\$23.5	2006-10-01	2006-10-01	2007-09-30	2007-09-30	100.00%	100.00%
FY07 Projects / Initiatives Printer Refreshment	\$7.0	\$7.0	2006-10-01	2006-10-01	2006-12-29	2006-12-29	100.00%	100.00%
FY07 Projects / Initiatives Notebook / Tablet Computer Refresh	\$2.5	\$2.5	2006-10-01	2006-10-01	2006-12-29	2006-12-29	100.00%	100.00%
FY08 - Office Auto DME	\$52.4	\$59.5	2007-10-01	2007-10-01	2008-09-30	2008-09-30	100.00%	100.00%
FY08 - Office Auto O&M	\$48.2	\$44.1	2007-10-01	2007-10-01	2008-09-30	2008-09-30	100.00%	100.00%
FY09 - Office Automation DME	\$85.6	\$87.6	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
FY09 - Office Automation O&M	\$58.1	\$50.5	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
FY04 Office Automation Maintenance	\$16.4	\$16.4	2003-10-01	2003-10-01	2004-09-30	2004-09-30	100.00%	100.00%
FY09 - ARRA Funds	\$1.8	\$1.8	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
FY09 - Management	\$2.8	\$2.8	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
FY09 - non-DCS Support	\$16.5	\$16.5	2008-09-30	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
FY10 - Development, Modernization	\$18.0	\$4.7	2009-10-01	2009-10-01	2010-09-30		28.00%	26.00%

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
Enhancement								
FY10 - Operations and Maintenance	\$69.6	\$42.3	2009-10-01	2009-10-01	2010-09-30		73.00%	73.00%
FY10 - Management	\$4.2	\$2.1	2009-10-01	2009-10-01	2010-09-30		50.00%	50.00%
FY10 - non-DCS Support	\$17.2	\$8.6	2009-10-01	2009-10-01	2010-09-30		50.00%	50.00%
FY11 - Office Automation	*	*	2010-10-01		2011-09-30		0.00%	0.00%
FY12 - Office Automation	*	*	2011-10-01		2012-09-30		0.00%	0.00%
FY13 - Office Automation	*	*	2012-10-01		2013-09-30		0.00%	0.00%
FY04 Office Automation Support Services	\$13.2	\$13.2	2003-10-01	2003-10-01	2004-09-30	2004-09-30	100.00%	100.00%
FY14 - Office Automation	*	*	2013-10-01		2014-09-30		0.00%	0.00%
FY15 - Office Automation	*	*	2014-10-01		2015-09-30		0.00%	0.00%
FY04 Software Imaging Acquisitions	\$1.4	\$1.4	2003-10-01	2003-10-01	2004-09-30	2004-09-30	100.00%	100.00%
FY04 Software Imaging Maintenance	\$2.6	\$2.2	2003-10-01	2003-10-01	2004-09-30	2004-09-30	100.00%	100.00%
FY05 Office Automation Acquisitions	\$49.8	\$43.7	2004-10-01	2004-10-01	2005-09-30	2005-09-30	100.00%	100.00%
FY05 Office Automation Support Services	\$21.6	\$19.0	2004-10-01	2004-10-01	2005-09-30	2005-09-30	100.00%	100.00%
FY06 Office Automation Maintenance	\$12.7	\$12.8	2005-10-01	2005-10-01	2006-09-30	2006-09-30	100.00%	100.00%
FY06 Office Automation Development	\$19.9	\$20.8	2005-10-01	2005-10-01	2006-09-30	2006-09-30	100.00%	100.00%

* - Indicates data is redacted.