



Contracts/Procurement-Contracts lapsed into retroactive status	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Federal Funds returned	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service-Meeting Service Level Agreements	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources-Vacancy Rate	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources-Employee District residency	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources-Employee Onboard Time	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management-Employee Performance Plan Completion	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

## 2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy. (3 Activities)</b>			
DC DEMOCRACY INITIATIVES	DC Democratic Grant		Daily Service
CEREMONIAL SERVICES	Ceremonial documents for constituents		Daily Service
Emancipation Day	Emancipation Day celebration		Daily Service
<b>2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)</b>			
NOTARY AUTHENTICATIONS	Commission the notaries		Daily Service
NOTARY AUTHENTICATIONS	Authenticate documents for international and domestic use		Daily Service
<b>3 - Provide support and outreach services to the diplomatic and international communities. (1 Activity)</b>			
INTERNATIONAL RELATIONS & PROTOCOL	Serve as liaison with diplomatic community in DC		Daily Service
<b>4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (3 Activities)</b>			
ARCHIVAL ADMIN.	Manage District government records		Daily Service
ARCHIVAL ADMIN.	Manage the Library of Government Information		Daily Service
LIBRARY OF GOVT. INFO. ACTIVITY	Library of Government Information		Daily Service
<b>5 - Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates. (1 Activity)</b>			
ADMIN. ISSUANCES	Publish the DC Register and the DC Municipal Regulations		Daily Service

## 2017 Workload Measures

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual
<b>3 - Serve as liaison with diplomatic community in DC (1 Measure)</b>								
Percentage of National Day letters written versus number of National Days	✓		National Day Letters Written	Percent of National Day Letters	Annually	Not available	Not available	New Measure
<b>4 - Manage District government records (5 Measures)</b>								
Number of on-site researchers served	✓		Number of on-site researchers served	Number of researchers	Annually	Not available	Not available	New Measure

Number of publications added to the Library of Government Information	✓		Number of publications added to the Library of Government Information	Number of publications	Annually	Not available	Not available	New Measure
Volume of records accessioned to the DC Archives	✓		Volume of records accessioned to the DC Archives	Number of records	Annually	Not available	Not available	New Measure
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	✓		Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	Number of transfers	Annually	Not available	Not available	New Measure
Number of records requests received	✓		Number of records requests received	Number of requests	Annually	Not available	Not available	New Measure
<b>5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)</b>								
Number of rulemakings processed	<input type="checkbox"/>		Number of rulemakings	#	Annually	Not available	Not available	495
Number of administrative issuances processed	<input type="checkbox"/>		Number of administrative issuances	#	Annually	Not available	Not available	195

## 2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>ADMIN. ISSUANCES (2 Strategic initiative-operation links)</b>		
ODAI will launch the new version of its e-rulemaking website, DCRegs	In conjunction with OCTO, ODAI will launch the new version of its e-rulemaking website, DCRegs. This launch may require technical adjustments, depending upon agency experience with the new website.	09-30-2018
ODAI will develop a method to electronically authenticate the District of Columbia Municipal Regulations	ODAI will develop a method to electronically authenticate the District of Columbia Municipal Regulations in FY18, to follow suit the Council of the District of Columbia action in passing the Uniform Electronic Legal Material Act that is planned during FY 2017.	09-30-2018
<b>ARCHIVAL ADMIN. (4 Strategic initiative-operation links)</b>		
In conjunction with OCTO, continue to review ODAI's e-rulemaking website, DCRegs, to determine required fixes, updates and enhancements	ODAI expects to continue to work with OCTO to determine the requirements to enhance DCRegs	09-30-2017
Provide public access to Executive Office of the Mayor's historical administrative issuances	During FY 2017, ODAI will publish on DCRegs digitized historical Mayor's Orders for years 1965 through 1972.	09-30-2017
New Archives Facility	Undertake needed activities to prepare the archives and records center collections for a move to a new archives facility by FY2022	09-30-2017
Archives Technology	Implement a full-featured, comprehensive archives and records center information management system to support and facilitate OPR's operations.	09-30-2017
<b>INTERNATIONAL RELATIONS &amp; PROTOCOL (1 Strategic Initiative-Operation Link)</b>		
Create a taskforce of major players	Create a taskforce of major players involved in peripheral embassy matters that would meet regularly.	09-30-2017
<b>LIBRARY OF GOVT. INFO. ACTIVITY (2 Strategic initiative-operation links)</b>		
New Archives Facility	Undertake needed activities to prepare the archives and records center collections for a move to a new archives facility by FY2022	09-30-2017
Archives Technology	Implement a full-featured, comprehensive archives and records center information management system to support and facilitate OPR's operations.	09-30-2017
<b>NOTARY AUTHENTICATIONS (4 Strategic initiative-operation links)</b>		

Automate the commissioning functions of the Office of Notary Commissions and Authentications (ONCA).	This initiative will allow ONCA to automate its workflow process for both notary and authentications. The notary services currently rely only on hard copies of notary files to search for applicants and must use Excel sheets to track information and provide OCTO with information for the "Search for a Notary Public" link. This initiative would also allow the possibility of providing for online notary applications and the use of credit cards online. The authentications division would be enhanced by allowing a rapid validation of the notary and more efficient process for the authentication certificates. This initiative has been requested in at least 2009 and in 2015 and was not achieved.	09-30-2017
Complete amendments and updates to the DC Code (Chapter 12) and DCMR (17-2400)	This initiative would a comprehensive update of necessary changes to the code and DCMR for ONCA. Much of the current language is outdated and we also are out of compliance with some language that in practice and reality does not work. While we worked on some major issues, there are still many outstanding topics to be resolved. Some of these may require consideration by the Council as they will be changes in the code. The changes in the DCMR should be finalized by mid-January and then will need to be published in the DC Register. Among the measurements will be establishing a hearings and review procedure for denials and revocations of notary commissions, compliance with the regulations and increase in the notarial fees; this will make the notaries extremely happy. The amendments to the code may include changing the language of "sole" place of business eliminating the requirement for notaries who resign their commissions turn their records over to the office and possibly including additional requirements to become a notary.	09-30-2017
Automate the commissioning functions of the Office of Notary Commissions and Authentications	<ul style="list-style-type: none"> <li>This initiative will allow ONCA to automate its workflow process for both notary and authentications. The notary services currently rely only on hard copies of notary files to search for applicants and must use Excel sheets to track information and provide OCTO with information for the "Search for a Notary Public" link. This initiative would also allow for online notary applications and the use of credit cards online. The authentications division would be enhanced by allowing a rapid validation of the notary and more efficient process for the authentication certificates.</li> </ul>	09-30-2018
Complete amendments and updates to the DC Code (Chapter 12) and DCMR (17-2400).	<ul style="list-style-type: none"> <li>This initiative is a comprehensive update of necessary changes to the code and DCMR for ONCA. Much of the current language is outdated and we also are out of compliance with some language that in practice and reality does not work. Some of these may require consideration by the Council as they will be changes in the code.</li> </ul>	09-30-2018