

1. Title of E-Gov Initiative or Line of Business:

Human Resources Line of Business (HR LOB)

2. Initiative / LOB website:

<http://www.opm.gov/egov> and <http://www.whitehouse.gov/omb/egov/c-6-4-human.html>

3. Name and contact information for responsible Project Manager:

Joseph Campbell, Joseph.Campbell@opm.gov, (202) 606-1534

4. Name and contact information for questions regarding standards used in this initiative/LOB (if different from above):

Same as above

5. Describe the process that was undertaken to choose and/or develop the standards required to implement the objectives of the Initiative or LOB:

All standards were developed in the following way:

- Standards drafted by the HR LOB Program Management Office (PMO).
- Standards reviewed, discussed and refined in facilitated sessions attended by functional and technical subject matter experts drawn from the 24-agency HR LOB Multi-Agency Executive Strategy Committee (MAESC).
- After the sessions, subject matter experts review and comment on session results.
- Session results are vetted with the HR LOB MAESC and other governance bodies subordinate to the MAESC as applicable; additionally, requirements are vetted with the Requirements Board.

6. When determining standards needs were consensus standards given first consideration? If not, why?

Yes, consensus standards were given first consideration.

7. Describe the process used to ensure that input from all appropriate stakeholders, public and private, was considered?

Collaboration and multiple levels of review are critical components in the development of all HR LOB standards. The HR LOB PMO engaged functional and technical subject matter experts (SMEs) drawn from across the 24 agencies on the HR LOB MAESC to develop, review, and finalize the standards.

8. Please list participating federal agencies involved in selecting or developing and implementing standards for the initiative/LOB:

February 7, 2008

The following agencies participated on the HR LOB MAESC and provided subject matter experts for the HR LOB working groups that were formed to select, develop and validate the HR LOB work products that specify HR LOB standards:

Office of Personnel Management (OPM)	Department of Labor (DOL)
Office of Management and Budget (OMB)	Department of State (State)
Agency for International Development (USAID)	Department of Transportation (DOT)
Department of Agriculture (USDA)	Department of Treasury (Treasury)
Department of Commerce (DOC)	Department of Veterans Affairs (VA)
Department of Defense (DOD)	Environmental Protection Agency (EPA)
Department of Education (ED)	General Services Administration (GSA)
Department of Energy (DOE)	Department of Health and Human Services (HHS)
Department of Homeland Security (DHS)	Intelligence Community
Department of Housing and Urban Development (HUD)	National Aeronautics and Space Administration (NASA)
Department of the Interior (DOI)	National Science Foundation (NSF)
Department of Justice (DOJ)	Social Security Administration (SSA)

In addition to the 24 agencies listed above, numerous components and sub-agencies participated in the development of the HR LOB standards.

9. Please list participating state or local governments agencies involved in developing and implementing standards for the initiative/LOB:

No state or local government agencies have been involved in developing or implementing standards for the HR LOB, but the standards leverage state and local practices and guidance where applicable.

The ***HR LOB Collection of Practices for Human Resources Shared Services and Service Delivery*** report leverages best practices and case studies from a variety of sources, including state and local government agencies.

10. Please list participating private sector organizations involved in developing and implementing standards for the initiative/LOB:

The HR LOB standards have been produced under the auspices of OPM's Office of HR LOB, with assistance from SMEs across the Federal government, and facilitation support from private sector consulting firms. These HR LOB standards leverage private sector practices and guidance where applicable.

The ***HR LOB Target Requirements for Shared Service Centers*** report leverages best business practices from the private sector and the ***HR LOB Collection of Practices for Human Resources Shared Services and Service Delivery*** report leverages best practices and case studies from private sector organizations and further includes private industry

benchmarks from organizations including American Productivity & Quality Center, IBM Corp, Saratoga Institute, and the Society for Human Resource Management.

11. Please list participating voluntary consensus standards bodies involved in developing and implementing standards for the initiative/LOB:

The HR LOB enterprise architecture (Business Reference Model, Data Model, Performance Model, Service Component Model, and Technical Model) was developed in accordance with OMB's Federal Enterprise Architecture guidelines.

12. Please provide a list of standards relevant to the development and implementation of the initiative/LOB. (Please include the standard's designation, full name, date, and if available, the URL to the standard)

The following standards are currently available on the OPM website:

- ***HR LOB Target Requirements for Shared Service Centers version 2.0***, September 2006, <http://www.opm.gov/egov/documents/requirements/>
- ***HR LOB Business Reference Model version 2***, January 2006, <http://www.opm.gov/egov/documents/architecture/#brm>
- ***HR LOB Data Model version 1***, February 2006, <http://www.opm.gov/egov/documents/architecture/#drm>
- ***HR LOB Performance Model version 1***, June 2006, <http://www.opm.gov/egov/documents/architecture/#pm>
- ***HR LOB Service Component Model version 2***, September 2007, <http://www.opm.gov/egov/documents/architecture/#scm>
- ***HR LOB Entrance on Duty Concept of Operations***, January 2007, <http://www.opm.gov/egov/documents/EOD/>

The following standards will be available on the OPM website in the near future:

- ***HR LOB Target Requirements for Shared Service Centers version 3.0***, September 2007, will be available on HR LOB website at <http://www.opm.gov/egov/documents/requirements/>
- ***HR LOB A Collection of Practices for Human Resources Shared Services and Service Delivery version 1***, September 2007, will be available on HR LOB website at <http://opm.gov/egov/documents/practices/>
- ***HR LOB Migration Planning Guidance version 1.0***, December 2007, will be available on HR LOB website at <http://opm.gov/egov/documents/MPG/>
- ***HR LOB Technical Model version 1***, January 2008, will be available on HR LOB website at <http://www.opm.gov/egov/documents/architecture/#tm>