Shared Service Center Advisory Subcommittee on Policy Implementation (SASPI) Charter

I.   Background

This charter establishes the Shared Service Center Advisory Subcommittee on Policy Implementation (SASPI). The SASPI was formed to address current issues in the federal policy environment that are impacting Shared Service Centers (SSCs).

The successful adoption of HR policy requires that IT systems that support federal agencies in performing HR processes and transactions are updated in a timely, efficient, and accurate manner. The HR LOB and SSCs are seeking greater involvement in the federal policy development process in order to assist the SSCs' ability to make the system changes that are necessary for the successful adoption of new and revised HR policies.

II.   Purpose

The SASPI is formed as a sub-committee under the Shared Service Center Advisory Council (SSCAC) to work toward improved policy implementation, coordination, and outcomes at SSCs. The SASPI will serve as a liaison and facilitate communications between the SSCs and policymaking organizations for complex policy implementations.

The goals of the SASPI are to:
- Increase engagement between policymaking organizations and SSCs
- Improve coordination to reduce the burden and impact on SSC systems and processes
- Influence process enhancements to improve timeliness of policy implementation
- Verify the implementation of policy

III.   Authority

The SASPI is established under the authority of the SSCAC Charter and SSC Memoranda of Understanding (MOUs) with the Office of Personnel Management (OPM).

IV.   Membership

A. Chair

The SASPI Chair will be the Program Manager of the HR LOB. The chair of the SASPI will:
- Convene SASPI meetings
- Facilitate communications among members
- Deliver SASPI feedback and recommendations to the appropriate stakeholders

B. SASPI Members

The SASPI will be composed of up to two representatives from each approved public sector SSC.[1] Representatives should have knowledge of the Federal Policy Development Process and their SSC's IT systems and business practices. Members should be able to speak for and make decisions on behalf of their SSC with regard to:

- Impact of policies
- Recommended revisions to draft policies
- Identification of lowest impact solutions for implementing policies
- Implementation status of policies

C. Ex-Officio Members

Ex-officio members of the SASPI may include:

- Subject Matter Experts from SSCs
- Policymaking organization representatives
- Representatives from agencies that are unaligned to a SSC
- Other stakeholders who may be impacted or have an interest in the policy

V. Responsibilities

A. Member Responsibilities

- Serve as the liaison for his/her SSC organization to other groups (e.g., policymaking organizations, HR LOB, Office of Data Management, and other stakeholders)
- Speak on behalf of his/her SSC regarding topics and issues related to policy
- Inform the HR LOB of any policies that impact SSC systems or processes
- Provide subject matter expertise to the HR LOB and policymaking organizations regarding policy implementation
- Provide clear and specific feedback on the impact of policy requirements on SSCs
- Report the status of policy implementation to the HR LOB and policymaking organizations and participate in activities (e.g., status meetings) to monitor implementation
- Share best practices for policy implementation with other SSCs to facilitate the implementation process government-wide
- Respond to data calls and other information requests on behalf of his/her SSC

B. HR LOB Responsibilities as Chair

- Manage logistics and administer SASPI meetings and activities
- Track action items and support the resolution of issues identified by the SASPI
- Facilitate communications across SSCs, policymaking organizations, and other stakeholders throughout the policy development and implementation process

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[1] SSCs may choose to send alternative representatives based on the policies under discussion for each SASPI meeting.

- Inform governing bodies (e.g., Office of Management and Budget, OPM's Merit System Accountability Compliance, etc.) on the status of policy implementation at SSCs

VI. Meeting Schedule

The SASPI will hold regular recurring meetings on a monthly basis. Meetings may be called more frequently as dictated by policy schedules.

VII. Charter Amendment

The SASPI may amend this charter as appropriate with approval from the SSCAC and HR LOB Program Manager. The SASPI will review this charter annually to ensure the purpose of the committee and this charter remains applicable.

VIII. Effective Date

This charter becomes effective upon approval by the HR LOB Program Manager.

APPROVED:

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Anita Murray   Date
HR LOB Program Manager, OPM