BY 2015 Human Resources Line of Business
Data Call

Please populate the Excel template www.opm.gov/2015-Passback-HRITT. Add your agency name and a six-digit, hyphen-separated, completion date (e.g. "HRLOB Data Call AGENCY 03-07-14.xls") to the file name, and send it to HRLOB@opm.gov with the subject line "HRLOB Data Call: Completed [Agency Name] File" by close of business on February 10, 2014.

The template is divided into two sections, the first of which must be completed by all federal agencies and the second of which must be completed by select agencies:

> **Section I**: **All Federal Agencies** are required to provide the OPM HR Line of Business (HRLOB) with the name and contact information of an individual who can "facilitate communication with OPM about" HRIT Spending and Strategic Planning.
>
> In the attached data call template, please provide the following information for the designee(s):
>
> - Agency Name (*Column I.A*)
> - Technical Designee Name (*Column I.B*)
> - Designee's Email (*Column I.C*)
> - Designee's Telephone Number (*Column I.D*)
>
> **Section II (Selected Agencies):** All CFO Act (1990) agencies and any agency with more than $100,000 in annual obligations [actual or planned] in Learning Management Systems or Time and Attendance Systems in **any** Fiscal Year between 2012 and 2015 **MUST** complete Section II.
>
> - *Learning Management Systems (LMS)* typically include systems supporting online-learning (web-based content delivered interactively), course registration, approvals, evaluations, reporting and recording/history.
> - *Time and Attendance Systems* are systems that define work schedules, records and certifies the time and attendance for employees of an organization.

Detailed instructions on how to complete Section II follow. If you have questions regarding this data call, please direct them to HRLOB@opm.gov.

Detailed Instructions for Completing Section II

These instructions are separated into three parts:

1. Part I provides definitions of Learning Management and Time & Attendance systems.
2. Part II provides definitions of other terms included in the columns of the template.
3. Part III provides answers to frequently asked questions.

Part I: Definitions of Learning Management and Time & Attendance Systems

For each Fiscal Year 2012 thru 2015, provide spending and other qualitative information regarding Learning Management System and/or Time and Attendance System investments:

Learning Management Systems (LMS) typically include the following:

- Online learning (Web-based content delivered interactively), registration, approvals, evaluations, reporting, recording/history
- Costs include:
    - Software: Commercial Off the Shelf (COTS) licensing, including additional standard content
    - Hardware: server hosting, database services, environments (e.g., testing, staging, training, production)
    - Staff support: Help Desk support, Technical support, Project Management (PM) support, Change Management (CM) support, and upgrades or implementation expenses.

Time and Attendance Systems define work schedules, records and certifies the time and attendance for employees of an organization. They may be operated by an agency itself or by a Shared Service Provider (SSP), which cross-services multiple customer agencies.

   a. **Required Information:** For each category of system, agencies **MUST** provide data for their aggregate spending in the appropriate rows for each of the spending/obligation categories explained further below.
   b. **Additional Information:** If an agency can provide a system by system breakdown of LMS or Time and Attendance spending, they are invited to do so in the supplementary rows. If additional rows are required, please copy and paste as needed. If you elect to provide this supplementary information, please still complete the aggregate row.

Part II: Column Definitions

For each of type of system and for each Fiscal Year, provide aggregate spending data (Rows II.1. and II.2) (i.e. if there are more than one LMS/Time and Attendance system across an agency, the total agency-wide spending) detailed by the following categories of spending, which are derived from OMB Guidance on Exhibits 53 and 300s:

- ***IT Operations and Maintenance (O&M) Spending (in $M)***: O&M spending is synonymous with "steady state" spending or any spending on an asset when the asset is in operations and produces the same product or provides a repetitive service.

    Please enter this data in the columns labelled "IT O&M (Steady State) Spend: (in $M)" for Fiscal Years 2012-2015.

- ***IT Development, Modernization, and Enhancement (DME) Spending (in $M):*** DME spending includes costs for projects leading to new IT assets/systems and projects that change or modify existing IT Assets to:
    - o Substantively improve capability or performance
    - o Implement legislative or regulatory requirements
    - o Meet an agency Leadership Request

    Capital costs as part of DME can include hardware, software development and acquisition costs, COTS acquisition costs, government labor costs, and contracted labor costs.

    Please enter this data in the columns labelled "IT DME Spend: (in $M)" for Fiscal Years 2012-2015.

- ***Other Non-IT Spending (in $M):*** Please indicate whether there are any additional spending obligations not captured in the IT Categories of O&M and SME that correspond to either LMS or Time and Attendance.

    For example, if your agency is purchasing a LMS service as part of a larger non-IT contract for training, please include these costs.

    Please enter this data in the columns labelled "Other Non-IT Spend: (in $M)" for Fiscal Years 2012-2015.

- **Service Fees Paid (In $M):** If your agency maintains an Interagency Agreement (IAA) or Memorandum of Understanding (MOU) with another federal agency or Shared Service Provider (SSP), please indicate the fees paid for these services in the appropriate table cell.

Please enter this data in the columns labelled "Service Fees Paid: ($in M)" for Fiscal Years 2012-2015.

If you procure more than one LMS or Time and Attendance-related service from another agency, please make use of the disaggregated rows to detail what services you are getting from each provider and the fees associated with each service.

- *Service Fees Paid to*: If your agency maintains an IAA or MOU, please indicate which agency or agencies are rendering these services to your agency.

  Please enter this data in the columns labelled "Service Fees Paid To:" for Fiscal Years 2012-2015.

  If you procure more than one LMS or Time and Attendance-related service from another agency, please make use of the disaggregated rows to detail what services you are getting from each provider.

- **Service Fees Received (in $M):** If your agency provides services to other federal agencies, please indicate the fees you receive for the services your agency renders.

  Please enter this data in the columns labelled "Service Fees Received: (in $M)" for Fiscal Years 2012-2015.

  If you provide LMS or Time and Attendance-related services to more than one agency, please make use of the disaggregated to detail what services you are providing and what fees you are receiving from each customer agency.

- *Service Fees Received From*: Please indicate to which agencies your agency provides these services.

  Please enter this data in the columns labelled "Service Fees Received From:" for Fiscal Years 2012-2015.

  If you provide LMS or Time and Attendance-related services to more than one agency, please make use of the disaggregated rows to detail what services you are providing and what fees you are receiving from each customer agency.

- **Unique Investment Identifier (UIIs):** For each Fiscal Year, please provide the OMB Unique Investment Identifier for the investments corresponding to LMS or Time and Attendance. If there is more than one UII, please separate each unique identifier with a comma (,).

Please provide a UII even if such investments include spending on any non-Learning Management or Time and Attendance Systems (e.g. a Talent Management System that includes LMS functionality).

If at all possible, please utilize cells under columns labelled "Relevant Unique Investment Identifier(s) (UII):" for Fiscal Years 2012-2015 to provide an itemized list of LMS and Time and Attendance systems and their corresponding UIIs.

- **Anticipated Investments >$5M (FY 16 and Beyond):** Please indicate whether your agency is currently anticipating a large investment ($>5M) in either LMS or Time and Attendance in FY 2016 or Beyond.

  Large anticipated spending might include retiring a legacy system at the end of its life-cycle or anticipated migrations to a Shared Service Provider. To the extent possible, please describe any such investment. Feel free to provide Agency HR Strategic Plans or other documentation, as appropriate.

  Please enter this data in the columns labelled "Anticipated Investments >$5M (FY 16 and Beyond)".

- **Additional Content and Context:** Please provide any additional context information—including user populations (e.g. type of employee, counts of employees, etc.) in column labelled "Additional Context or Explanation".

Part III: Frequently Asked Questions

1. *Which Agencies/Bureaus should complete Section II of this Data Call?*

   ➢ All CFO Act (1990) agencies **MUST** complete Section II of this data call.
   ➢ In addition, any agency with more than $100,000 in annual obligations [actual or planned] in Learning Management Systems or Time and Attendance Systems in any Fiscal Year between 2012 and 2015 **MUST** complete Section II.

2. *What is a Learning Management System (LMS)?*
   ➢ Learning Management Systems (LMS) typically includes the following:
     o Online learning (Web-based content delivered interactively), registration, approvals, evaluations, reporting, recording/history
     o Costs include:
       ▪ Software: Commercial Off the Shelf (COTS) licensing, including additional standard content
       ▪ Hardware: server hosting, database services, environments (e.g., testing, staging, training, production)

- Staff support: Help Desk support, Technical support, Project Management (PM) support, Change Management (CM) support, and upgrades or implementation expenses.
  - While Learning Management Systems may have multiple categories of costs, all costs should be reported in the data call table.

3. *What if my agency purchases a bundled LMS with content?*
   - ➢ Please include the full cost of the bundled LMS and describe what proportion of the total cost is attributable to the LMS Technology platform in comments (Column AI).

4. *What is a Time and Attendance System?*
   - ➢ According to the HRLOB Service Component Model, a Time and Attendance system "defines work schedules, records and certifies the time and attendance for employees of an organization."
   - ➢ Time and Attendance systems may be operated by an agency itself or by a Shared Service Provider (SSP), which cross-services multiple customer agencies.
   - ➢ Please include all of these variations that your agency spends money on.

5. *What if my agency has more than one LMS or Time and Attendance System? Can I provide data for each system separately?*
   - Yes. Please make use of rows II.1.a-c (for LMS) and rows II.2.a-c (for Time and Attendance), adding additional rows as necessary.
   - Please overwrite the red text (e.g. **"(LM System 1: Insert System/Investment Name Here)"** or **"(Time and Attendance System 1: Insert System/Investment Name Here)"**) with the appropriate system or investment name (e.g., "Department XYZ Headquarters Learning Management System").