



## OFFICE OF PERSONNEL MANAGEMENT HUMAN RESOURCES LINE OF BUSINESS

### Improving Policy Implementation (IPI)

The Multi-Agency Policy Advisory Council (MPAC) launched the **Improving Policy Implementation (IPI)** initiative in June 2016. The IPI initiative seeks to promote a consistent, government-wide interpretation of policy, regulations, and requirements; establish a standard model for the operationalization of policies; and ensure greater adherence to federal laws and regulations. The MPAC works closely with OPM Policy Offices and Shared Service Providers (SSPs—HR/payroll and self-servicing agencies) to bridge communication gaps and promote collaboration from policy development to implementation, facilitating a more streamlined and effective channel between key policy stakeholders.

#### What is the purpose of the IPI?

MPAC research into the policy landscape revealed a lack of collaboration between OPM Policy Offices that provide policy guidance and Shared Service Providers (SSPs) that are expected to implement policies according to guidance. The IPI evolved to address the needs of the policy implementation environment by serving as a bridge of communication between policy offices and SSPs.

The goal of the IPI initiative is to bridge the communication gap between OPM Policy Offices and SSPs, as well as develop tools and systems that facilitate more effective collaboration. The IPI promotes the collaboration across all stakeholders from policy inception to implementation.

#### Who does the IPI benefit?

The IPI benefits three key stakeholders:

**OPM Policy Offices** – OPM Policy Offices will offer guidance in a format that will ease the implementation processes and reduce the amount of time spent assisting providers and agencies to implement new policies.

**SSPs** – SSPs will receive guidance that efficiently outlines how new regulations will affect and change their business processes, allowing for easier implementation.

**Agencies**—There will be more consistent adherence to HR policy across government agencies, enabling better support for employees and a greater focus on meeting mission objectives.

#### What is the IPI comprised of?

##### Three work outputs:

**Draft Policy Implementation Package**—The Policy Implementation Package is intended to assist both policy developers and policy implementers in easily identifying all information needed for policy implementation. The package includes a comprehensive list of common elements that comprise a policy change in a standardized format that allows for easier reference.

**Draft Standard Workflow Process**—The policy workflow maps out the major events that take place during the policy development and review process. The workflow shows the sequence of events and how stakeholders interact with each other throughout the process.

**Final Policy Implementation Package and Final Standard Workflow Implementation Process** – During working group sessions, the HRLOB will gather feedback to improve and update outputs by discussing common challenges and building relationships among stakeholders. The working groups examine common pain points, challenges, and discuss leading practices.

**In 2017, the MPAC was awarded the OPM Director’s Award for Excellence in Support of Strategic Goals for the IPI initiative.**

### FAQ

**Q: What is involved in participation in the policy implementation package?**

**A:** The HRLOB will work with OPM Policy Offices to populate the policy implementation package with information about the regulation and work with SSPs to gather their input on important policy implementation considerations. The HRLOB is currently conducting policy implementation package tests.

**Q: What is the purpose of a policy implementation package test?**

**A:** The test is intended to apply the policy implementation package to an active regulation to demonstrate the benefits of using this tool during policy development and make any necessary updates or improvements to the package.

**Q: How can I participate in a policy implementation package test?**

**A:** Please send your request to [HRLOB@opm.gov](mailto:HRLOB@opm.gov) to participate in a test and the MPAC team will contact you.