



United States
Department of
Agriculture

MAY 29 2008

Office of the
Assistant Secretary
for Administration

1400 Independence
Avenue SW

Washington, DC
20250-0103

TO: Agency Heads
Management Council Members

FROM: Boyd K. Rutherford
Assistant Secretary
for Administration

SUBJECT: Development of a Human Capital Management (HCM) Modernization
Blueprint for USDA

Departmental Administration (DA), in partnership with the Office of the Chief Information Officer (OCIO), is conducting a study of the human capital management (HCM) business area in USDA so that a modernization blueprint can be developed and implemented. The development of a single, comprehensive HCM business case will identify our current approach on an agency-by-agency basis whereby alternatives for meeting and enhancing our capability through improved processes can be achieved. Additionally, shared data creation, applications, and infrastructure will be accomplished using the modernization blueprint process. Many of our HCM systems are not fully coordinated and leveraged across USDA at this time. As a result, we may be investing in duplicative data sets or redundant systems and solutions and not leveraging significant cost saving opportunities.

The process of developing and implementing USDA's HCM Modernization Blueprint will be guided by a core team of individuals from DA, OCIO, and the Agencies. As the Chief Human Capital Officer for USDA and Executive Sponsor for this initiative, I am requesting representation from each of your agencies to participate on this core team. The team is also requesting information concerning your current investments in human capital systems in order to generate an inventory of HCM systems as a starting place for the Modernization Blueprint.

This approach will follow the Federal Enterprise Architecture (FEA) guidelines for creating plans around common lines of business and segment architectures. Consolidating the information into a single, comprehensive plan will not impact the agency ownership of HCM initiatives. It will, however, help us understand where we can reduce costs by working smarter. The Modernization Blueprint will include: the analysis of products and services; processes; resource needs; and technology assets. The Modernization Blueprint will ultimately conclude with a set of recommendations that have been formed and validated by the core team.

Our goal is to complete the collection and documentation of our "as-is" architecture by the end of the fourth quarter, fiscal year (FY) 2008. The consolidated business case that includes an analysis of alternatives, a recommendation for a "to-be" architecture and service model, and timeline for transitioning to the recommended architecture will be completed in the first half of FY 2009. This will involve a significant amount of work on a weekly basis over the next few months. In order to accomplish this, each agency should provide the names of an HCM representative and an Enterprise Architecture (EA) representative to be members of the core team. **Please have your staff review the attached spreadsheet and return it to Ms. Doretha Leftwood at Doretha.Leftwood@usda.gov by June 13, 2008.**

The first meeting of the full core team will occur on June 10, 2008, from 10:30 to 11:30 a.m., in the USDA Operations Center Briefing Room in the South Building, room S-310. Please provide the names and contact information for your agency HCM representative and EA representative to Ms. Doretha Leftwood by June 6, 2008. The outputs of the core team will be made available for review and comment at www.usda.gov/da/employ/. You are encouraged to interact with your core team members and provide feedback regularly.

If you have questions concerning the development of the Modernization Blueprint for the HCM business area, please contact Ms. Judith Dudley at (202) 720-3000, or by email at Judith.Dudley@usda.gov.

Attachments

1. USDA Human Capital Management Known System Information Spreadsheet
2. Enterprise Human Capital Management Data Call Instructions

cc: Mission Area Personnel Officers
Agency Chief Information Officers