

## **Attachment B: Frequently Asked Questions**

### **Q) Where can I find the referenced Human Capital Planning memo?**

A) The April 26 memo is posted on the OPM website at:

<http://chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5550>

### **Q) There are several new Human Capital Requirements, regulations and initiatives (e.g. GPRA-MA, HRstat, Regulation 250, Human Capital Framework (HCF) and the Reports Consolidation). Are all of these activities and requirements related? If so, how?**

A) Yes. These documents and regulations take an integrated approach to instruct and assist you in successful Strategic Human Capital Management.

### **Q) The Human Capital Planning memo indicated that a number of reports were proposed for elimination. Which reports have been eliminated?**

A) Refer to attachment A to obtain the current status of reporting requirements. If the requirement for a report has not been formally removed due to a legislative or regulatory requirement, the report is required until further notice.

### **Q) What is the status of the FY13 Human Capital Management Reporting (HCMR)?**

A) Agencies that agreed to pilot the HRstat process (16 agencies, as of December, 2013) are not required to submit an annual Human Capital Management Report for FY 2013. Agencies that agreed to pilot the HRstat process (16 agencies, as of December, 2013) are not required to submit an annual Human Capital Management Report for FY 2013. The remaining eight CHCO agencies are required to submit their final Human Capital Management Report for FY 2013. Small agencies are not required to submit an FY 2013 HCMR.

The FY 2013 HCMR template and the Mission Critical Occupation (MCO) Resource charts were distributed and were due by Friday, March 14, 2014

(<http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5887>).

### **Q) Are HRstat agencies required to submit an MCO Resource Chart?**

A) Yes, as required in 5 CFR, regulation 250, all CHCO agencies must submit all required to submit MCO resource charts. Charts were due by Friday, March 14, 2014. Instructions are as follows:

The HCMR MAX site is: <https://max.omb.gov/community/x/DIKIHg> and contains instructions and links to enable you to successfully provide your MCO Resource Chart.

If you require additional information, please contact Shari Lynn Pledger at [shari.pledger@opm.gov](mailto:shari.pledger@opm.gov) or (202) 606-7956. For information on MAX Collect, please contact Berwyn Gonzalvo at [berwyn.gonzalvo@opm.gov](mailto:berwyn.gonzalvo@opm.gov) or (202) 606-4269.

**Q) Our agency is small and does not have a CHCO. So, would the requirements within GPRA-MA apply to us? Would we have to incorporate human capital goals and targets in the agency's overall strategic plan?**

A) GPRA-MA applies to all agencies, as defined by section 306(f) of title 5, United States Code, which includes executive departments, government corporations, and independent establishments. This human capital memo applies only to the 24 CHCO agencies:

1. Department of Agriculture
2. Department of Commerce
3. Department of Defense
4. Department of Education
5. Department of Energy
6. Department of Health and Human Services
7. Department of Homeland Security
8. Department of Housing and Urban Development
9. Department of the Interior
10. Department of Justice
11. Department of Labor
12. Department of State
13. Department of Transportation
14. Department of the Treasury
15. Department of Veterans Affairs
16. Agency for International Development
17. Environmental Protection Agency
18. General Services Administration
19. National Aeronautics and Space Administration
20. National Science Foundation
21. Nuclear Regulatory Commission
22. Office of Personnel Management
23. Small Business Administration
24. Social Security Administration

All other agencies (i.e.; "small agencies") are encouraged to follow workforce planning and performance management practices, as appropriate, for the size of the agency, but are not subject to this memo. .

**Q) When does my agency need to begin the data driven reviews?**

A) At this time 16 of the 24 CHCO agencies are participating in the HRstat pilot which requires on-going data driven reviews. OPM expects to implement HRstat Governmentwide in Calendar Year 2014 with the launch of HRstat 3.0 which will include all 24 CHCO agencies in the data driven review process.

**Q) The requirements within GPRA-MA, that agencies strategic human capital plans must now be incorporated within their human capital plans creates a duplicate requirement to what is within 5 CFR Regulation 250. The regulation states that agencies must have a Strategic Human Capital Plan. Please clarify if agencies need to submit a separate human capital plan, as well as complying with GPRA's Human Capital Requirement?**

A) Human Capital planning is a required section of the agency's strategic plan and Annual Performance Plan within GPRA-MA. Therefore, it is not necessary to establish a separate human capital plan. Agencies should ensure that human capital planning is integrated within their agency strategic plan and Annual Performance Plan as appropriate following the annually updated guidance in OMB Circular A-11 Part 6. Further, the proposed revision to 5 CFR 250 would eliminate this requirement for a separate, published human capital plan.