



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

April 23, 2018

MEMORANDUM FOR: HEADS OF DEPARTMENTS AND AGENCIES

FROM: DR. JEFF T.H. PON, DIRECTOR

Subject: Chief Human Capital Officers and Council Future Composition

President Trump, as well as his two predecessors, recognized in their President's Management Agendas that the government's workforce is one of the Nation's most valuable assets. I intend to underscore this focus. Therefore, I am restoring the strategic management of human capital to the importance assigned to it by Congress when it enacted the Chief Human Capital Officers (CHCO) Act, codified at 5 USC Ch. 14. We must meet the needs of the workforce of the 21st century by actively managing the workforce, developing agile operations, and acquiring top talent. With major civil service reforms, information technology modernization efforts, and changes to various Federal benefit programs under consideration, I need the advice and assistance of the most senior management officials in planning and implementing human capital initiatives.

The CHCO Act states, "the head of each agency referred to under paragraphs (1) and (2) of section 901(b) of title 31 shall appoint or designate a Chief Human Capital Officer." In order to effectively support the U.S. Office of Personnel Management (OPM), I believe the role of the CHCO should be assigned to an individual at a very senior-level who has the trust of the Secretary or agency head and serves as an integral part of the leadership team. The CHCO should share accountability with the other members of the leadership team for the agency's bottom line performance, mission results, accountability, and best use of taxpayer money.

As the OPM Director and CHCO Council Chair, I intend to consult with CHCO Council members periodically on issues facing the civil service. Therefore, I strongly encourage agency heads to ensure that the designated CHCO for his/her agency meets the criteria above. Please confirm the designations to the CHCO Council to Executive Director, Sara Ratcliff by Friday, April 27, 2018, at chcoc@opm.gov.

cc: Assistant Secretaries for Administration
Assistant Secretaries for Management
Chief Human Capital Officers
Deputy Chief Human Capital Officers