



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, August 12, 2011

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Angela Bailey, Associate Director, Employee Services

Subject: FY2011 Human Capital Management Report

This memorandum provides the guidance for the preparation and submission of the Human Capital Management Report (HCMR) for Fiscal Year (FY) 2011. Federal agencies submit the HCMR on an annual basis to the Office of Personnel Management (OPM) as required under 5 CFR part 250.

The HCMR is a reporting of an agency's assessment and analysis of the results of its Human Capital (HC) initiatives and programs. The report should address specific actions taken during the planning, implementation and evaluation of Human Capital (HC) programs designed to support the accomplishment of the agency mission. It should address program performance measures and milestones to include results on the selected key outcome metrics established in the System, Standards, and Metrics (SSMs).

This year OPM has continued to modify the HCMR and streamline the reporting process by providing a template format and by reducing the redundancy on reporting data. Agencies will receive additional guidance in the near future on how to submit their report using an automated process. OPM will notify agencies about available training on the use of this automated tool.

FY 2011 HCMRs are due to OPM no later than December 15, 2011. Attached are the instructions for completing the report and the template containing areas to address. Your OPM Human Capital Officer (HCO) and Lead Evaluator are available to assist your agency with preparing the report. Questions regarding the annual HCMR requirements or format may be directed to your OPM HCO or Shari Morgan Sledd, who can be reached at (202) 606-7956, or by email at shari.sledd@opm.gov.

Attachments

HCMR Report Templates [324 KB]