

**Attachment B: Frequently Asked Questions**  
**Updated December 2015**

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

A) The April 26, 2013 memo is posted on the CHCO Council website at:  
<https://www.chcoc.gov/content/revising-human-capital-planning-reviews-and-reporting-framework>

The May 13, 2014 memo is posted on the CHCO Council website at:  
<https://www.chcoc.gov/content/update-revising-human-capital-reviews-and-reporting-framework>

**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 FY 2015 Human Capital Management Report (HCMR) and Mission-Critical Occupation (MCO) Resource Chart?**

A) Human Capital Management Report:

- OPM regulation to discontinue this report is pending approval. In the interim, agencies, to include small agencies, are granted a waiver for submitting the HCMR based on enactment of the Reports Consolidation Act (Public Law 106-531).
- The requirement was waived for participating HRStat agencies, which now includes all 24 CHCO agencies. The regulatory HCMR requirement does not apply to small agencies.

Mission-Critical Occupation Resource Chart:

- All CHCO Act agencies are still required to submit to MaxCollect their Mission Critical Occupation (MCO) Resource Chart by February 19, 2015. The MCO Resource Chart is part of the annual System, Metrics, and Standards, as required by 5 CFR 250. This data is critical in providing OPM information on the current and future resource needs and gaps across the government. The MAX Collect site is: <https://community.max.gov/display/HumanCapital/2015+MCO+Resource+Charts> and contains instructions and links to enable you to successfully provide your MCO Resource Chart. If you require additional information regarding the submission of the MCO Resource charts, please contact Berwyn Gonzalvo for information on MaxCollect 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 (e.g., "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) The requirements within GPRA-MA that agencies' strategic human capital plans must now be incorporated within their Annual Performance Plans. Currently, 5 CFR 250, 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 comply with GPRA-MA'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 No. A11 Part 6. Furthermore, the proposed revision to 5 CFR 250 seeks to eliminate the requirement for a separate, published human capital plan.