



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

November 5, 2024

Memorandum For Deputy Chief Human Capital Officers

**From:** Mark W. Lambert  
Associate Director  
Merit System Accountability and Compliance

**Subject:** **Human Capital Framework Evaluator Training**

The U.S. Office of Personnel Management will conduct evaluator training courses virtually and in-person during FY 2025. Our training focuses on the Human Capital Framework and three phases of the evaluation process (i.e., planning, implementing, and reporting) with real-world, practical exercises. The no cost training course is intended for agency employees who participate in human resources evaluations associated with their agency's evaluation system.

In-person sessions will be held from 9:30 a.m. to 4:00 p.m. local time, Tuesday through Friday for the following dates and locations:

- December 3-6, 2024 - Theodore Roosevelt Building, 1900 E Street NW, Washington, DC 20415
- February 25-28, 2025 - Theodore Roosevelt Building, 1900 E Street NW, Washington, DC 20415
- May 6-9, 2025 - Denver Federal Center, Building 41, Denver, CO 80225
- September 9-12, 2025 - Theodore Roosevelt Building, 1900 E Street NW, Washington, DC 20415

Virtual sessions will be held Monday through Friday on the following dates and times:

- January 27-31, 2025, 9:30 a.m. to 4:00 p.m. ET
- June 9-13, 2025, 9:30 a.m. to 4:00 p.m. ET
- August 18-22, 2025, 9:30 a.m. to 4:00 p.m. ET
- September 22-26, 2025, 9:30am to 4:00pm CT

Classroom space is limited to 25 participants per course. Priority is given to participants who have not previously attended. Cancellations should be submitted at least two weeks prior to the course start date. As cancellations occur, we will offer the training slot to the next available registrant on the course waitlist. Training slots may not be held or transferred to other individuals. We recommend coordinating

nominations for the course with agency Accountability Program Managers to prioritize agency training needs.

To register for this course, each attendee must complete and submit the attached Individual Assessment Form. All forms and questions about the registration process should be emailed to [EvaluatorTraining@opm.gov](mailto:EvaluatorTraining@opm.gov). For additional information regarding the Human Capital Framework Evaluator Training program, please visit OPM's [Human Capital Framework webpage](#), or contact Ms. Jennifer Preisman, Program Advisor, Agency Compliance and Evaluation, at (202) 936-3461. We look forward to your agency's participation in this important training.

Attachment

cc: Human Resources Directors