



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Merit System  
Accountability and  
Compliance

MEMORANDUM FOR DEPUTY CHIEF HUMAN CAPITAL OFFICERS

FROM: MARK W. LAMBERT  
Associate Director

SUBJECT: Human Capital Framework Evaluator Training

The U.S. Office of Personnel Management will conduct four evaluator training courses in Washington, DC for FY19. Our training focuses on the Human Capital Framework and all three phases of the evaluation process (e.g., planning the review, conducting the review, and reporting on findings), with real-world, practical exercises. The three-day training course is intended for agency employees who participate in human capital evaluations associated with their agency's human capital framework evaluation system. It is recommended agencies coordinate their nominations for this course with their accountability program managers.

The information for the March training course is as follows:

When: Tuesday-Thursday, March 5-7, 2019  
8:30 a.m.-4:00 p.m. each day

Where: Theodore Roosevelt Building  
U.S. Office of Personnel Management  
1900 E Street, NW, Room 1425B  
Washington, DC 20415

In order to register for this course, each attendee must complete and submit the attached Individual Assessment Form. The form must be sent to Ms. Sharon Roseboro at [Sharon.Roseboro@opm.gov](mailto:Sharon.Roseboro@opm.gov). If you have trouble sending the form, contact Ms. Roseboro at (215) 861-3093. Classroom space is limited to approximately 25 participants per course. The other three sessions in Washington, DC, will be offered on:

- Tuesday-Thursday, April 30-May 2, 2019
- Tuesday-Thursday, May 21-23, 2019
- Tuesday-Thursday, July 16-18, 2019

Your staff may register for any of these sessions with Ms. Roseboro at any time. In addition, if you are interested in an onsite session specifically for your agency (a minimum of 20 qualified participants is required), please contact Mr. Paul Pelullo at [Paul.Pelullo@opm.gov](mailto:Paul.Pelullo@opm.gov) or (215) 861-3084.

We look forward to your agency's participation in this important training.

Attachment: Individual Assessment Form

cc: Human Resources Directors

# INDIVIDUAL ASSESSMENT FORM

For Evaluator Training Under the HCF Framework

Name: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Email: \_\_\_\_\_

Position Title: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Dates of course: \_\_\_\_\_

Please use the following scale to assess the following competency areas in the work you have performed. Select None, Minimal, Good, Excellent or N/A for each item.

- 1. None - No proficiency in this area
- 2. Minimal - Minimal proficiency in this area
- 3. Good - Good proficiency and experience in this area
- 4. Excellent - Excellent proficiency and experience in this area
- 5. N/A - This area is not part of my position

	None	Minimal	Good	Excellent	N/A
<b>BACKGROUND</b>					
Legal Foundation for Auditing					
HCF systems					
Strategic Alignment					
Talent Management					
Performance Culture					
Evaluations/Accountability					
<b>PRE-REVIEW PHASE</b>					
Planning & Scheduling Review					
Determining Resources Needed					
Gathering Data & Review of Reports					
Identifying Sample Size & Interviews					
<b>REVIEW PHASE</b>					
Conducting In-Briefing					
Reviewing Records & Files					
Conducting Effective Interviews					
Conducting Out-Briefing					
<b>POST-REVIEW PHASE</b>					
Researching Issues					
Developing Review Findings					
Identifying Problems					
Writing Review Report					
<b>OVERALL</b>					
HR Review/Audit Experience					
Recruitment Experience					
Delegated Examining Experience					