



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

December 20, 2021

Memorandum for Chief Human Capital Officers

From: Kiran A. Ahuja
Director

Subject: Human Capital Operating Plan (HCOP) Guidance for
Fiscal Years 2022- 2026

In this critical time for the Federal Government, the importance of building our workforce is vital and we must be able to respond through strategic human capital management. Through on-going support to assist agencies in meeting these critical requirements, we are pleased to provide updated guidance on developing your Human Capital Operating Plan (HCOP). The HCOP is an important tool in aligning agency strategic goals to human capital requirements, as well as the Agency Strategic Plan (SP) and Annual Performance Plan (APP). OPM worked closely with internal subject matter experts, as well as agency representatives to update and streamline the guidance.

The Chief Human Capital Officer (CHCO) is responsible for establishing the HCOP, in collaboration with the agency's senior leadership. In particular, the CHCO works closely with the Performance Improvement Officer (PIO) to ensure alignment and integration with broader agency strategic planning activities. While the HCOP is a four-year document aligned to the agency's SP, it is to be reviewed and approved annually and updated as needed by the CHCO, in alignment with the APP.

On December 12, 2016, the U.S. Office of Personnel Management (OPM) issued a final regulation amending 5 CFR 250, Subpart B, to enhance Strategic Human Capital Management. This rule, which took effect on April 11, 2017, is intended to better align human capital management practices to broader agency strategic planning activities, and better align human capital activities with an agency's mission and strategic goals. This will enable agency leadership to better leverage the workforce to achieve results.

The attached guidance supports agencies in developing their HCOPs and applies to Fiscal Years (FY) 2022 through 2026. It may be updated on an annual basis to share agencies' best practices and lessons learned, and to address changes in a highly dynamic operating environment.

The guidance includes specific instructions and recommendations for development of agencies' HCOPs. Agencies must submit their HCOPs to OPM no later than June 3, 2022. HCOPs will be collected via the MAX portal at [HCOP Submissions - Human Capital Community - MAX Federal Community](#).

If you have questions or need additional information, please contact Shari Pledger at shari.pledger@opm.gov or 202-606-7956.

CC: Deputy Chief Human Capital Officers, Human Resources Directors, and Performance Improvement Officers