Memorandum for Human Resources Directors

From: Veronica Hinton, Associate Director

Subject: Mission Critical Occupation Resource Chart and Time-to-Hire Reporting Requirements

This memorandum announces the U.S. Office of Personnel Management's (OPM) data call to Executive Departments and Agencies for annual time-to-hire (T2H) and Mission Critical Occupation (MCO) Resource Charts reporting requirements on staffing and hiring targets. The guidance contained in this memo outlines existing human capital reporting requirements under 5 CFR part 250.

T2H Reporting

Each year agencies are required to submit annual T2H results for the fiscal year. OPM will email each agency point of contact a pre-populated chart with their agency-specific mission critical occupations (MCO) and Governmentwide MCOs (HR, IT, Acquisition and Cyber) with specific instructions for how to complete and submit the chart. Agencies should take this opportunity to update the charts with their latest validated agency-specific MCOs, as OPM will use this data as the agency's official agency-specific MCOs. As a reminder, agencies can request access to the T2H Dashboard to support their strategic human capital efforts.

MCO Resource Staffing and Hiring Charts

Agencies are required to submit final staffing and hiring numbers for FY 25 and set new targets for FY 26. OPM will email each agency point of contact a pre-populated chart with specific instructions how to complete and submit the MCO Resource Chart with staffing and hiring projections. Once targets are submitted, CHCOs will be responsible for reporting on progress towards the staffing and hiring targets. Agencies should review previous targets and outcomes to ensure that targets are

realistic and obtainable. In addition, agencies should consider projected attrition and other factors when setting staffing and hiring targets.

Each agency chart has been pre-populated with the Governmentwide MCOs, and agency specific MCOs. National security agencies will also have specific occupations identified through National Security Memorandum-3 (NSM-3) implementation.

Please submit your MCO Resource Staffing and Hiring Charts and T2H Charts to Connect.gov by **October 31, 2025.** Any questions can be sent to humancapital@opm.gov.

Cc: Chief Human Capital Officers (CHCOs), and Deputy CHCOs