



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

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Thursday, October 29, 2015

MEMORANDUM FOR: DEPUTY CHIEF HUMAN CAPITAL OFFICERS

FROM: MARK W. LAMBERT, Associate Director

Subject: Evaluator Training

On March 22, 2016, the U.S. Office of Personnel Management will begin the first of four evaluator training courses in FY16. The 3-day training course is intended for agency employees who participate in human resources evaluations associated with the Strengthening Agency Accountability initiative. The training focuses on the Human Capital Assessment and Accountability Framework and all three phases of the evaluation process (e.g., pre-onsite, onsite, and post-onsite), and includes real-world practical exercises.

Here is information for the March training course:

When: March 22 - 24, 2016
8:30 a.m. - 4:00 p.m. each day

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

If your agency would like to send staff to the March session, please RSVP to Tim Heath at (202) 438-5649 or timothy.heath@opm.gov by close of business February 19, 2016. Each attendee should complete the attached **Individual Assessment Form**, which will help our facilitators better prepare for the course.

Space is limited to 25 participants per course. The remaining three sessions will be offered on June 7-9, 2016; August 2-4, 2016; and September 20-22, 2016. Your staff may register for any of these sessions with Mr. Heath at any time. In addition, if you are interested in an onsite session specifically for your agency (a minimum of 20 participants), please contact Mr. Heath.

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

Attachment

cc: Human Resources Directors