



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, December 12, 2011

**MEMORANDUM FOR: Other Stakeholders**

FROM: Jeffrey E. Sumberg, Associate Director, Merit System Audit & Compliance

Subject: Evaluator Training -- Fiscal Year 2012

On March 20, 2012, the U.S. Office of Personnel Management will conduct the first of four evaluator training courses we plan to offer this Fiscal Year. The three-day training course is intended for agency employees who participate in human resources evaluations associated with the Strengthening Agency Accountability (SAA) 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 20-22, 2012  
8:30 a.m. – 4:00 p.m. each day.

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

Purpose: Evaluator training for agency representatives participating in human resources evaluations associated with the SAA initiative.

If your agency would like to send staff to the March session, please RSVP to Tim Heath at 404-331-3451, extension 227, or by email at [timothy.heath@opm.gov](mailto:timothy.heath@opm.gov) by COB January 27, 2012. We are asking each attendee to complete the attached Individual Assessment Form, which will help our facilitators better prepare for the course. Please note that space is limited to 25 participants per course. The remaining four sessions will be offered on the following dates: April 24-26, 2012; August 14-16, 2012; and September 18-20, 2012. Your staff may register for any of these sessions with Mr. Heath at any time.

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

Attachment-Individual Assessment Form

cc: Human Resources Directors