



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, April 9, 2021

**MEMORANDUM FOR: CXO COUNCILS and HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

FROM: Kathleen M. McGettigan, Acting Director

Subject: Federal Workforce Competency Initiative Survey

The U.S. Office of Personnel Management (OPM) is launching the Federal Workforce Competency Initiative (FWCI) to update the Governmentwide competency models. This initiative will provide OPM and Federal agencies with a current data-based foundation for a wide variety of human capital activities, including job design, recruitment, selection, performance management, training, and career development. OPM also will use the data to inform policy areas such as qualifications and classification. The FWCI will build upon and update competency data collected in OPM's MOSAIC (Multipurpose Occupational Systems Analysis Inventory—Closed-ended) studies conducted since the 1990s. The FWCI is an opportunity for OPM and your agency to work together to identify the competencies most important for success and provides critical data needed to continue building the foundation for effective human capital management across the Federal Government. OPM and agencies can use the competencies from the FWCI to identify or develop assessments that meet the 5 CFR 300.103 requirements that employment practices be based on a job analysis. Furthermore, this Governmentwide competency modeling approach uses a common language for describing work that can provide consistent messaging on the factors on which employees are selected, evaluated, and trained. Finally, this centralized data collection approach offers efficiencies and cost savings to agencies by having OPM collect job analysis data once and eliminating the need for single agency studies.

OPM needs your help encouraging your employees and supervisors to respond, should they receive an invitation for our upcoming survey. OPM is launching phase one of the FWCI, targeting a refresh of the general competencies and tasks that are relevant across many Federal jobs. OPM will send the phase one survey to a random sample of employees and supervisors in more than 350 occupational series\*. Subsequent phases will focus on technical competencies for targeted job families. The phase one survey will be open for approximately three weeks in early 2021. Please consult with your human resources office or counsel for any labor relations obligations.

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\* Collection of this information is authorized by Sections 1302, 3301, and 3304 of Title 5, US Code.

Thank you, in advance, for partnering with us to update the Governmentwide competency models. We look forward to sharing the results so agencies have the most current job-relevant competency data to support your human capital management. If you have questions about the Federal Workforce Competency Initiative or the survey, please contact [Competency\\_Initiative@opm.gov](mailto:Competency_Initiative@opm.gov).

Attachment: FWCI Fact Sheet (see 508-conformant PDF below)

cc: Chief Human Capital Officers (CHCO) and Deputy CHCOs