



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, November 21, 2013

### **MEMORANDUM FOR: Chief Human Capital Officers**

**FROM:** Angela Bailey Chief Operating Officer

**Subject:** Fiscal Year 2013 Human Capital Management Report

This memorandum provides guidance for the preparation and submission of the Human Capital Management Report (HCMR) for Fiscal Year (FY) 2013. Federal agencies submit the HCMR on an annual basis to the Office of Personnel Management (OPM) as required under 5 CFR part 250. For FY 2013, the requirement to submit an HCMR applies only to the eight non-HRstat agencies. However, all 24 CHCO Act agencies are required to provide their Mission Critical Occupations (MCO) Resource Chart and Time-to Hire Data.

Through the HCMR, agencies report the results of their Human Capital (HC) initiatives and programs. Agency submissions should address the specific questions laid out in the attached guidance. These questions ask agencies to report their planning, implementation and evaluation of HC programs that support agency mission accomplishment.

To lessen the burden on agencies, we have streamlined the reporting process. Agencies are no longer required to use a template as agencies will submit their HCMR via [Max Collect](#). Questions regarding Max Collect may be directed to Berwyn Gonzalvo, who can be reached at (202) 606-4269, or by email at [berwyn.gonzalvo@opm.gov](mailto:berwyn.gonzalvo@opm.gov).

Agencies must input their FY 2013 HCMR into Max Collect no later than Friday, March 14, 2014. Attached are instructions for completing the report. Questions regarding the annual HCMR requirements may be directed to Shari L. Pledger, who can be reached at (202) 606-7956, or by email at [shari.pledger@opm.gov](mailto:shari.pledger@opm.gov).