



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, November 8, 2012

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

**FROM:** Angela Bailey  
Associate Director  
Employee Services

**Subject:** FY2012 Human Capital Management Report

This memorandum provides the guidance for the preparation and submission of the Human Capital Management Report (HCMR) for Fiscal Year (FY) 2012. Federal agencies submit the HCMR on an annual basis to the Office of Personnel Management (OPM) as required under 5 CFR part 250.

The HCMR is a reporting of an agency's assessment and analysis of the results of its Human Capital (HC) initiatives and programs. The report should address specific actions taken during the planning, implementation and evaluation of Human Capital (HC) programs designed to support the accomplishment of the agency mission. It should also address program performance measures and milestones, including results on the selected key outcome metrics established in the Systems, Standards, and Metrics (SSMs).

Again this year, agencies will use the report template and submit their HCMR via Max Collect. We will provide additional guidance in the near future on how to submit your report using Max Collect. Questions regarding Max Collect may be directed to Berwyn Gonzalvo, who can be reached at (202) 606-4269, or by email [atberwyn.gonzalvo@opm.gov](mailto:atberwyn.gonzalvo@opm.gov).

Agencies must input their FY 2012 HCMR into Max Collect no later than February 19, 2013. Attached are the instructions for completing the report and the template containing areas to address. Your OPM Human Capital Officer (HCO) and Lead Evaluator are available to assist your agency with preparing the report. Questions regarding the annual HCMR requirements may be directed to your OPM HCO or Shari Morgan Sledd, who can be reached at (202) 606-7956, or by email at [shari.sledd@opm.gov](mailto:shari.sledd@opm.gov).

Attachment: HCMR Report Template[633 KB]