



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, April 6, 2009

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: Kathie Ann Whipple, Acting Director

Subject: Guide to Strategic Leadership Succession Management Model

This is to announce publication of “A Guide to the Strategic Leadership Succession Management Model.” The Guide is now available online at the U. S. Office of Personnel Management’s (OPM) Human Capital Assessment and Accountability Framework (HCAAF) Resource Center. The web address is <https://www.opm.gov/policy-data-oversight/human-capital-framework/talent-management/strategic-leadership-succession-management-model.pdf>.

Building upon the original December 2005 draft, the Guide has been updated and revised to include: a) enhanced job aides for identifying succession targets; b) System, Standards, and Metrics exercises for the Leadership Resource Chart, Bench Strength Chart, and Competency Profile Chart; and c) an extensive checklist for performing an annual review of an existing leadership succession plan.

OPM is providing this Guide online to assist agencies in conducting the annual review and modifications of existing leadership succession plans. The Guide should also prove useful for agencies’ work on American Recovery and Reinvestment Act initiatives. Succession management is a requirement of the Federal Workforce Flexibility Act of 2004 and §1103(c)(1) of title 5, United States Code.

Your OPM Human Capital Officer can provide additional consultation on strategic leadership and succession management strategies.