



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Merit System  
Accountability and  
Compliance

Wednesday, December 30, 2020

**MEMORANDUM FOR: DEPUTY CHIEF HUMAN CAPITAL OFFICERS**

**FROM:** Mark W. Lambert, Associate Director, Merit System Accountability and Compliance

**Subject:** HCF Evaluator Training

The U.S. Office of Personnel Management will conduct four evaluator training courses in Washington, DC during FY 2021. Our training focuses on the Human Capital Framework and three phases of the evaluation process (i.e., planning, implementing, and reporting) and includes real-world practical exercises. The three-day training course is intended for agency employees who participate in human resources evaluations associated with their agency's Human Capital evaluation system. We recommend agencies coordinate nominations for this course with their Accountability Program Manager.

HCF Evaluator Training for FY 2021 will be offered as follows:

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

**When:** February 2-4, 2021 Room 1425B  
April 13-15, 2021 Room 1425A  
June 22-24, 2021 Room 1425A  
August 10-12, 2021 Room 1425A  
8:30 a.m. - 4:00 p.m. ET each day

Classroom space is limited to approximately 24 participants per course. To register for this course, each attendee must complete and submit the attached Individual Assessment Form (IAF) to Ms. Sharon Roseboro at [sharon.roseboro@opm.gov](mailto:sharon.roseboro@opm.gov). If you have any questions regarding the registration process, please contact Ms. Roseboro at (215) 861-3039.

Should current events preclude classroom training delivery, the course may be offered virtually. If you or your staff have any questions or need further information regarding HCF Evaluator Training, please contact Ms. Deborah A. Vela, Program Advisor, at (202) 256-0812 or [deborah.vela@opm.gov](mailto:deborah.vela@opm.gov). We look forward to your agency's participation in this important training.

Attachment

cc: Human Resource Directors