



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, October 18, 2019

MEMORANDUM FOR: DEPUTY CHIEF HUMAN CAPITAL OFFICERS

FROM: Mark W. Lambert, Associate Director

Subject: HCF Evaluator Training

The U.S. Office of Personnel Management will conduct four evaluator training courses in Washington, DC for FY20. Our training focuses on the Human Capital Framework and all three phases of the evaluation process (i.e., planning review, conducting the review and reporting on the review), 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. It is recommended that agencies coordinate their nomination for this course with their Accountability Program Manager.

The information for the November training course is as follows:

When: November 12 – 14, 2019
8:30 a.m. – 4:00 p.m. each day

Where: Department of Treasury
1722 I Street NW, Room 0904
Washington, DC 20006

In order to register for this course, each attendee must complete and submit the attached Individual Assessment Form (IAF). The IAF must be sent to Sharon.roseboro@opm.gov or contact Sharon Roseboro at 215-861-3093.

Classroom space is limited to approximately 25 participants per course. The remaining other three sessions in Washington, DC will be offered on March 24-26, 2020; May 12-14, 2020 and July 21-23, 2020. Your staffs may register for any of these sessions with Ms. Roseboro at any time. In addition, if you are interested in an onsite session specifically for your agency (a minimum of 20 qualified participants is required), please email Paul.Pelullo@opm.gov or call at (215-861-3084). For any on-site agency class request after December 2019, please email Deborah.Vela@opm.gov or call at 214-880-4980.

We look forward to your agency's participation in this important training.

Attachment

cc: Human Resources Directors