



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Wednesday, October 8, 2008

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: Michael W. Hager, Acting Director

Subject: Information Request for Financial and Grants Management Competency Models

The U. S. Office of Personnel Management (OPM) and the Chief Human Capital Officers Council of Learning and Development Subcommittee recently identified financial-related occupations (i.e., Financial Administration, 0501; Accounting, 0510; Financial Management, 0505; Auditing, 0511; and Budget Analysis, 0560) and grants management as two high priorities for Governmentwide competency models. OPM is pleased to kick-off the development of these models. This initiative will identify the critical elements of success for the covered workforce, ensuring selection, development, and performance management programs are based on a valid framework.

We have begun to collaborate with the Office of Management and Budget (OMB) and the Chief Financial Officers Council and will continue to do so throughout the competency model development process. Because grants management work is performed by staff in many different positions and offices throughout the Federal Government, it is not easy to identify them by looking at job titles or organization charts. For this reason, OMB has invited employees involved with grants management work to register with OMB MAX (if not already registered) at <http://max.omb.gov> and then register under your agency grants management group list by going to <https://max.omb.gov/community/x/HAFzCg>.

We request your assistance in sharing OMB's invitation with your grants management workforce. In addition, please provide us with documents such as position descriptions, vacancy announcements, crediting plans, training plans, and performance management plans for work in the identified financial-related occupations and for grants management administration work. We also ask you to identify an agency point of contact for these initiatives. Please provide the requested information to [competency@opm.gov](mailto:competency@opm.gov) by October 31, 2008.

As we move forward, we will also be asking for your assistance in identifying subject matter experts to review draft task and competency lists and in coordinating survey administration. We plan to survey the grants management workforce in late spring 2009 and the financial management workforce in late summer 2009.

Your assistance is greatly appreciated. If you have any questions about the financial management or grants management competencies, please contact Tara Ricci or Jacqueline Caldwell, respectively, at (202) 606-3600, or email [tara.ricci@opm.gov](mailto:tara.ricci@opm.gov) or [jacque.caldwell@opm.gov](mailto:jacque.caldwell@opm.gov).

cc: Human Resources Directors