



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Wednesday, September 21, 2016

### MEMORANDUM FOR: CHIEF HUMAN CAPITAL OFFICERS

FROM: MARK D. REINHOLD  
ASSOCIATE DIRECTOR  
EMPLOYEE SERVICES

Subject: Issuance of OPM's Supervisory Training Program Survey

The U.S. Office of Personnel Management (OPM) announces the issuance of OPM's Supervisory Training Program Survey. This web-based survey, and future stakeholder focus group sessions, are in response to the U.S. Government Accountability Office (GAO) Federal Workforce Report, [Improved Supervision and Better Use of Probationary Periods Are Needed to Address Substandard Employee Performance \(GAO-15-191\)](#). The report includes an OPM recommendation: "To help ensure supervisors obtain the skills needed to effectively conduct performance management responsibilities, assess the adequacy of leadership training that agencies provide to supervisors."

This survey will allow agencies the opportunity to provide information on the current state of their supervisory training programs. OPM will use the data collected to assess how and what training is being provided to supervisors, and inform Governmentwide guidance on how to improve supervisory training programs' curriculum.

Approximately one week from the release of this memorandum, each agency Chief Human Capital Officer (CHCO) will receive, through a separate email, instructions and a link to access the survey. The survey should be completed by agency official(s) responsible for managing and administering the supervisory training program, both in headquarters and all components, where applicable. Thank you for your participation.

If you have questions about the survey, please contact Yadira Guerrero ([Yadira.Guerrero@opm.gov](mailto:Yadira.Guerrero@opm.gov)) or Julie Brill ([Julie.Brill@opm.gov](mailto:Julie.Brill@opm.gov)).

cc: Deputy Chief Human Capital Officers, Human Resources Directors, and Chief Learning Officers

Attachments: OPM Supervisory Training Program Survey