



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, September 6, 2016

MEMORANDUM FOR: CHIEF HUMAN CAPITAL OFFICERS

FROM: BETH F. COBERT
ACTING DIRECTOR

Subject: Mission Critical Occupation Resource Charts Guidance and Submission Instructions

Federal Human Capital (HC) Management is at a pivotal point for how it supports agency missions. Specifically, workforce analytics and fostering a data-driven culture is increasing within the Federal HC community, as data-driven decision-making is manifesting as a practice, versus solely serving as a concept.

This supports a long-standing goal of enabling HC professionals to become strategic business partners. To further the achievement of this goal, the U.S. Office of Personnel Management (OPM) reassessed the method and type of data it collects from agencies. The guidance contained in this memo outlines existing human capital reporting requirements under 5 CFR part 250.

This memorandum provides guidance for the preparation and submission of the Mission Critical Occupation (MCO) Resource Charts for Fiscal Year 2016, and thereafter. The 24 Council agencies covered under the Chief Financial Officers Act of 1990 (Public Law 101-576), will submit their MCO Resource Chart (on an annual basis) to OPM, as required under 5 CFR part 250, Subpart B.

Agencies will submit their MCO Resource Charts via OMB MAX at <https://community.max.gov/x/DIKIHg>. Questions regarding MAX should be emailed to Berwyn.Gonzalvo@opm.gov.

Unlike previous submissions of the MCO Resource Charts, agencies will now submit separate charts for each sub-component. Agencies are to provide resource information on all agency-specific MCOs that were submitted as part of the analysis in the Multi-Factor Model (MFM). The list of occupations submitted by each agency will be loaded on each agency page on the MAX website, along with a copy of the blank MCO Resource Chart. The aggregation of sub-component data into one overall agency submission may conceal large gaps or surpluses at lower levels within an organization. This greater granularity will provide more accurate and reliable data to demonstrate gap closure success and areas for improvement.

Agencies must input their Fiscal Year 2016 MCO Resource Chart into Max Collect no later than Friday, February 10, 2017. Thereafter, agency MCO Resource Charts will be due annually, no later than December 31.

Finally, the annual Time-to-Hire (T2H) chart is due by December 31 annually and should be emailed to time2hire@opm.gov. As with the MCO Resource Charts, agencies are to provide T2H information on all agency-specific MCOs that were submitted as part of the analysis in the MFM. Questions regarding T2H should be emailed to Jason.Barke@opm.gov.

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