



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Monday, June 11, 2018

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Preliminary Report on Agency Cybersecurity Work Roles of Critical Need due August 31, 2018

On April 2, 2018, the U.S. Office of Personnel Management (OPM) issued [Government-wide guidance](#), which described how and when agencies identify, address, and report their cybersecurity work roles of critical need. These efforts are based on requirements contained in the Federal Cybersecurity Workforce Assessment Act of 2015 (Act).

To ensure agencies are on track to meet the requirements outlined in the Act and to determine where support may be needed, OPM is requiring Chief Human Capital Officer Act agencies to provide a preliminary report by August 31, 2018. The report must document the agency's cybersecurity work roles of critical need and root causes (i.e., steps 1 and 2 outlined in the guidance) using the attached template. This information is critical as it provides the Administration with cybersecurity needs from a Government-wide perspective and may enable future resources to be dedicated accordingly.

As indicated in guidance issued on April 2, 2018, a full agency report is due to OPM by April 30, 2019. The full report must include the completion of action plans with metrics and targets to address and mitigate root causes identified for the cybersecurity work roles of critical need.

Please submit agency preliminary reports to CyberHRStrategy@opm.gov no later than August 31, 2018. Additional reporting guidance can be found on the [Cybersecurity MAX site](#). If you have questions, you may contact Erika Viola at Erika.Viola@opm.gov.

As you know, strengthening our Cybersecurity workforce remains critical for securing our Nation's financial systems, energy grids, intelligence and defense systems, and safeguarding the personally identifiable information of hundreds of millions of Americans.

We thank you in advance for your attention to this important work.

Attachment (see 508-conformant PDF below; you may request the fillable version from Erika.Viola@opm.gov)

cc: Chief Human Capital Officers, Chief Information Officers, and Chief Information Security Officers