



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Thursday, June 23, 2011

**MEMORANDUM FOR: Human Resources Directors**

FROM: Chuck Grimes  
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Employee Services

Subject: Release of OPM's Training Evaluation Field Guide

Organizational accountability requires agencies to demonstrate the value of their initiatives, including training. OPM requires agencies to "evaluate their training programs annually to determine how well such plans and programs contribute to mission accomplishment and meet organizational performance goals (5 CFR 410.202)." To help agencies meet this regulation and given the current administration's emphasis on government accountability and transparency, OPM developed a Training Evaluation Field Guide.

The Training Evaluation Field Guide is designed to assist agency training representatives in evaluating the effectiveness of their training programs and in demonstrating training value to stakeholders and decision makers. Agencies are strongly encouraged to have the following groups of people familiarize themselves with this Guide:

Senior agency leaders

Department and line managers

Training participants

Human Resource professionals

Each group has a unique role in accomplishing agency goals through training effectiveness. The degree to which these groups support and implement training evaluation within their organizations directly impacts how quickly and to what extent training contributes to mission goals and accomplishment.

For further information, contact Julie Brill ([Julie.Brill@opm.gov](mailto:Julie.Brill@opm.gov)) or Cheryl Ndunguru ([Cheryl.Ndunguru@opm.gov](mailto:Cheryl.Ndunguru@opm.gov)). This guide will be available on OPM's website and on OPM's Training and Development wiki ([opm.gov/WIKI/training](http://opm.gov/WIKI/training)).