Tuesday, February 25, 2020

MEMORANDUM FOR: CHIEF HUMAN CAPITAL OFFICERS

FROM: DALE CABANISS, DIRECTOR

Subject: Time-to-Hire Reporting Requirements

Please find attached to this memorandum the updated Time-to-Hire (T2H) reporting requirement, which is due on March 20, 2020 and covers fiscal year 2019. The new T2H reporting instructions have two fundamental changes of which agencies should be aware: (1) T2H should now be counted for all hires, not just those hires where a job opportunity announcement was posted on USAJOB; and (2) agencies will now report T2H from the time the manager validates the need, until the tentative offer is accepted and until entrance on duty (EOD). These two changes are largely based on feedback that we received from agencies during the human capital reviews (HCR) and other stakeholder feedback.

Tracking T2H for all hires will more accurately capture the total number of hires that agencies are making and should have a positive impact for those agencies who are taking full advantage of hiring flexibilities, such as direct hire authority, shared certificates, and other available resources. Agencies will report on:

1. the current T2H standard, which is captured from the date the hiring need is validated to the entrance on duty (EOD) date; and
2. the second T2H timeframe, which is captured from the date the hiring need is validated to the acceptance date of the tentative offer.

The U.S. Office of Personnel Management has added the additional T2H timeframe to the reporting requirement because agencies have indicated that this data point will more accurately account for time that may be outside the agency's control. Agencies that are able to submit the second T2H timeframe for FY 19 should do so, but are not required to do so until January 8, 2021.

Agencies will still only submit a single chart that includes mission critical occupation (MCO) resource data and T2H data. Submission can be made through the MAX Collect portal at: https://community.max.gov/display/HumanCapital/SSM+Resource+Charts. The MAX site contains a blank chart, instructions, and links to enable you to successfully provide your MCO Resource/T2H Chart. If you have any questions regarding the MCO Resource and T2H Chart, please contact Berwyn Gonzalvo at Berwyn.Gonzalvo@opm.gov.

If you have any questions concerning the new guidance, please contact Jason Barke at Jason.barke@opm.gov.

Attachment: See 508-conformant PDF below

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