



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

January 25, 2007

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER
DIRECTOR

A handwritten signature in black ink, appearing to read "LMS", written over the printed name of Linda M. Springer.

SUBJECT: Management Competency Assessment Tool

The Federal Government is making a concerted effort to ensure its leaders have the necessary skills to manage a 21st century workforce and to guarantee our leadership pipelines position us for future success. Recently, the U.S. Office of Personnel Management (OPM) revised the Executive Core Qualifications for the Senior Executive Service cadre and issued guidance for managerial development. To further support agencies in these efforts, we are pleased to offer the Management Competency Assessment Tool (MCAT).

The MCAT is a Web-based instrument for assessing the skill levels of managers, supervisors, team leaders, and others in key leadership and performance management competencies. It allows an individual to conduct a self assessment and receive a supervisory assessment to determine competency strengths and areas for improvement. Agencies can use the results of the assessments to support their leadership competency gap analysis, succession management, and development efforts.

OPM will use a two-pronged approach to launch the MCAT. First, we will host an overview and demonstration of the MCAT for agencies on Tuesday, February 6, 2007, at 2:00 pm, at 1900 E Street, NW, in Conference Room 1350. Following this demonstration, agencies interested in using the MCAT will receive one-on-one consultative sessions with OPM staff to plan for deploying the instrument in their agencies.

To register for the February 6 overview, please contact Angela Graham Humes at (202) 606-2430. To schedule your one-on-one consultative session, please contact your agency's OPM Human Capital Officer.