



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Merit System  
Accountability and  
Compliance

October 19, 2023

Memorandum For      Deputy Chief Human Capital Officers

From:                      Mark W. Lambert  
                                 Associate Director  
                                 Merit System Accountability and Compliance

Subject:                    Human Capital Framework Evaluator Training

The U.S. Office of Personnel Management will conduct evaluator training courses virtually and in-person during FY 2024. Our training focuses on the Human Capital Framework and three phases of the evaluation process (i.e., planning, implementing, and reporting) with real-world, practical exercises. The no cost training course is intended for agency employees who participate in human resources evaluations associated with their agency's Human Capital Framework evaluation system.

In-person sessions will be held from 9:30 a.m. to 4:00 p.m. local time, Tuesday through Friday for the following dates and locations:

- October 31-November 3, 2023 - William J. Green Jr. Federal Building, 600 Arch Street, Philadelphia, PA 19106
- March 5-8, 2024 - Theodore Roosevelt Building, 1900 E Street NW, Washington, DC 20415
- April 23-26, 2024 - Denver Federal Center, Building 41, Denver, CO 80225
- May 7-10, 2024 - Theodore Roosevelt Building, 1900 E Street NW, Washington, DC 20415
- July 16-19, 2024 - Richard Bolling Federal Building, 601 E 12th Street, Kansas City, MO 64106

Virtual sessions will be held Monday through Friday on the following dates and times:

- November 27-December 1, 2023, 9:30 a.m. to 4:00 p.m. CT
- January 22-26, 2024, 9:30 a.m. to 4:00 p.m. ET
- February 5-9, 2024, 9:30 a.m. to 4:00 p.m. CT
- August 5-9, 2024, 9:30 a.m. to 4:00 p.m. ET
- September 23-27, 2024, 9:30am to 4:00pm CT

Classroom space is limited to 25 participants per course. Priority is given to participants who have not previously attended. Cancellations should be submitted at least two weeks prior to the course start date. As cancellations occur, we will offer the training slot to the next available registrant on the course waitlist. Training slots may not be held or transferred to other individuals. We recommend coordinating nominations for the course with agency Accountability Program Managers to prioritize agency training needs.

To register for this course, each attendee must complete and submit the attached Individual Assessment Form. All forms and questions about the registration process should be emailed to [EvaluatorTraining@opm.gov](mailto:EvaluatorTraining@opm.gov). For additional information regarding the Human Capital Framework Evaluator Training program, please contact Ms. Jennifer Dansby, Program Advisor, Agency Compliance and Evaluation, at (202) 936-3461. We look forward to your agency's participation in this important training.

Attachment

cc: Human Resources Directors