



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, July 26, 2011

MEMORANDUM FOR: Human Resources Directors

FROM: Joseph S. Kennedy, Principal Deputy Associate Director

Subject: Federal Competency Assessment Tool (FCAT) 2011

The U.S. Office of Personnel Management (OPM) is redeploying the Federal Competency Assessment Tool for Managers (FCAT-M) and for Human Resources (FCAT-HR) on August 10, 2011. The survey tool will be available from August 10, 2011 thru September 30, 2011. The FCAT-M continues to include the leadership competencies in the Executive Core Qualifications as well as six performance management competencies. The FCAT-HR continues to include the Chief Human Capital Officer Council Human Resources Management Competency Model and three performance management competencies. Agencies may use the results of the FCAT assessments to determine competency strengths and possible improvement areas as well as to provide competency data for the annual Human Capital Management Report.

To participate, agencies designate a point of contact to manage the FCAT for their agency. The agency point of contact will:

- serve as the sole liaison with the OPM FCAT team
- participate in informational conference calls and webinars as needed
- manage outreach and awareness for the tool
- monitor participation
- analyze results (pull reports)

To designate a point of contact, email the name and contact information for the point of contact (and a back-up) to the OPM FCAT Project Team as soon as possible. The FCAT Project Team members are Berwyn Gonzalvo, Berwyn.Gonzalvo@opm.gov, (202) 606-4269 and Angela Graham Humes, Angela.GrahamHumes@opm.gov, (202) 606-2430.

The FCAT Project Team will provide the agency designated points of contact a FCAT refresher demonstration on the tool on August 2, 2011, via webinar at 11:00 AM (EST). Please RSVP for the webinar at AVSTRAINING@OPM.GOV.

As part of continuous agency support on human capital issues, the OPM Human Capital Officer (HCO) is available to consult with agencies on the application of the FCAT within an agency's talent management system. Please contact your OPM HCO for a strategic conversation about the uses of FCAT.