

**Template:
Annual Human Capital
Accountability Report**



Template: Annual Human Capital Accountability Report

Introduction

This report is a summary of an agency's human capital activities during the fiscal year. As an **accountability** report, it focuses on organizational performance results and the findings from the assessment of the programs, activities, and operations that support the agency's human capital goals and objectives. The agency carries out these assessment activities under its accountability system. This report includes the agency's assessment of the compliance of its human resources programs, decisions, and actions with law, regulation, and the merit system principles. It identifies specific improvement and corrective actions taken and/or planned to address programmatic, operational, and compliance deficiencies.

Instructions for Completion

- Below are instructions for how to complete the Human Capital Accountability Report. Refer to the actual template on subsequent pages. HC Accountability System

SECTION I – IDENTIFYING INFORMATION

Complete this information and ensure that either the Agency Head or Chief Human Capital Officer approves and signs the report.

SECTION II – EXECUTIVE SUMMARY

Briefly discuss the agency mission and human capital goals and objectives to support the mission and how the accountability system is used to determine if the goals and objectives are being met. Succinctly explain the major findings resulting from implementation of the accountability system and how the findings are being used to enhance and improve human capital goals and objectives.

SECTION III – HUMAN CAPITAL RESULTS FOR HCAAF SYSTEMS

Report the following information for each HCAAF System:

Human Capital Goal, Objectives, and Measures: Draw this information directly from your Accountability Plan. Your objectives for each annual report will likely mirror your Proud to Be (PTB) III objectives, with some additional objectives possibly added to address other agency-specific issues.

Continued

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Results/Accomplishments: In your Accountability Plan you established all of the measures related to each HCAAF system. Your measures were set up to allow you to determine the results of implementing your goals and objectives. Consequently, report on the results you achieved, using your measures as your basis of assessment.

For example, suppose a measure under the Talent Management System (refer to example in Appendix B) was *"to determine that decisions, policies, processes, and practices comply with merit system principles, and related laws, rules, and regulations governing the FCIP, SCEP, and use of Direct-Hire."* You must now indicate whether you found these programs to be compliant.

As another example, suppose a measure (refer to example in Appendix B) was *"to determine the efficiency of initially hiring new interns, students, and mid-level acquisition employees by measuring the time to hire."* You would now report on the efficiency of the hiring process for these three critical groups of candidates.

Future/Improvement Actions Based on Results: Report on what you plan to do with the assessment information and data reported under Results/ Accomplishments. For example:

- What is your plan of action?
- Do you need to update your Human Capital Plan or will it be sufficient to include the actions you need to take in your Human Capital Implementation Plan for the next fiscal year?
- How do you plan to update your Accountability Plan for the next fiscal year based on your assessment?
- If you found legal or regulatory violations as part of your audit activities, what corrective actions were taken to address the violations?

Since the expectation is that agencies will continuously enhance their dynamic human capital systems, report on how you will sustain promising practices and improve functions and programs in the coming fiscal year.



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Purpose and Authority: This report meets the requirements of 5 CFR 250 to provide an annual evaluation of and report on the agency's existing human capital management policies, programs, and operations as they relate to the agency's overall mission/program performance.

Submit completed report to:

U.S. Office of Personnel Management
 Center for Merit System Compliance
 Division for Human Capital Leadership and Merit System Accountability
 1900 E Street, N.W.
 Washington, DC 20415-1000

SECTION I – IDENTIFYING INFORMATION

Agency:	FY:
Prepared By:	Approved By CHCO or Agency Head:
(Print) _____	(Print) _____
(Signature) _____	(Signature) _____
Date: _____	Date: _____

SECTION II – EXECUTIVE SUMMARY

Executive Summary:



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SECTION III – HUMAN CAPITAL RESULTS FOR HCAAF SYSTEMS		
HCAAF System - STRATEGIC ALIGNMENT		
<p>System Standard - Agency human capital management strategies are aligned with mission, goals, and organizational objectives and integrated into its strategic plans, performance plans, and budgets.</p>		
<p>Human Capital Goal:</p> 		
<p>Objectives:</p> 		
Measure* (may cover more than one objective)	Results/Accomplishments	Future/Improvement Actions Based on Results

*Identify measures that are associated with Governmentwide Required Outcome Metrics and Suggested Outcome Metrics, as applicable.



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HCAAF System - LEADERSHIP AND KNOWLEDGE MANAGEMENT		
System Standard - Agency leaders and managers effectively manage people, ensure continuity of leadership, and sustain a learning environment that drives continuous improvement in performance, and provide a means to share critical knowledge across the organization. Knowledge management must be supported by an appropriate investment in training and technology.		
Human Capital Goal:		
Objectives:		
Measure* (may cover more than one objective)	Results/Accomplishments	Future/Improvement Actions Based on Results

*Identify measures that are associated with Governmentwide Required Outcome Metrics and Suggested Outcome Metrics, as applicable.



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HCAAF System – RESULTS-ORIENTED PERFORMANCE CULTURE		
System Standard - The agency has a diverse, results-oriented, high-performing workforce and a performance management system that differentiates between high and low levels of performance and links individual/team/unit performance to organizational goals and desired results effectively.		
Human Capital Goal:		
Objectives:		
Measure* (may cover more than one objective)	Results/Accomplishments	Future/Improvement Actions Based on Results

*Identify measures that are associated with Governmentwide Required Outcome Metrics and Suggested Outcome Metrics, as applicable.



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HCAAF System – TALENT MANAGEMENT		
System Standard - The agency has closed skills, knowledge, and competency gaps/deficiencies in mission-critical occupations, and has made meaningful progress toward closing skills, knowledge, and competency gaps/deficiencies in all occupations used in the agency.		
Human Capital Goal:		
Objectives:		
Measure* (may cover more than one objective)	Results/Accomplishments	Future/Improvement Actions Based on Results

*Identify measures that are associated with Governmentwide Required Outcome Metrics and Suggested Outcome Metrics, as applicable.



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HCAAF System – ACCOUNTABILITY SYSTEM		
<p>System Standard - Agency human capital management decisions are guided by a data-driven, results-oriented planning and accountability system. Results of the agency accountability system must inform the development of the human capital goals and objectives, in conjunction with the agency's strategic planning and performance budgets. Effective application of the accountability system contributes to agencies' practice of effective human capital management in accordance with the merit system principles and in compliance with Federal laws, rules, and regulations.</p>		
<p>Human Capital Goal:</p>		
<p>Objectives:</p>		
Measure* (may cover more than one objective)	Results/Accomplishments	Future/Improvement Actions Based on Results

*Identify measures that are associated with Governmentwide Required Outcome Metrics and Suggested Outcome Metrics, as applicable.

