

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

2020 Chief Human Capital Officers Council

Report to Congress



***A Message from OPM Acting Director Michael Rigas,
Acting Chief Human Capital Officers Council (CHCOC) Chair***

U.S. Office of Personnel Management

It has been my distinct pleasure to serve as Acting Chair of the Chief Human Capital Officers Council.

Working in tandem with OPM and the Administration, the CHCOC has played an integral role in advancing priorities outlined in the President's Management Agenda (PMA). The PMA aims to empower federal employees to more effectively carry out their missions and better serve the American people.

Led by OPM and OMB guidance, the CHCOC, has played a key role in implementing the Federal Government's response to COVID-19. In 2020 alone, OPM, acting through the CHCOC has addressed: evacuation pay, hiring and telework flexibilities, weather and safety leave, the onboarding and vetting processes, implementing provisions of the CARES Act, and premium pay.

Furthermore, the Council has advanced Administration priorities, including implementing the rollout of paid parental leave for Federal employees and enacting guidance for new qualifications and assessments in federal hiring.

The Council has helped ensure the continuity of Federal agency operations and prioritized the careful stewardship of taxpayer dollars with a renewed focus on increased efficiency, effectiveness, and accountability within the Federal workforce.

I am proud of the CHCO Council's work over the course of FY 2020, which you will find illustrated in the pages of this report. I look forward to the Council's continued work to achieve mission outcomes for the Federal workforce and the American people in the year ahead.

Sincerely,

Michael J. Rigas
Acting Chair, Chief Human Capital Officers Council

Table of Contents

I.	Executive Summary.....	P. 3
II.	Mission and Purpose of Chief Human Capital Officers Council.....	P. 6
III.	Highlights: CHCO Council 2020 Activities	P. 7
IV.	2020 CHCOC Communications.....	P. 13
V.	Addendum.....	P. 15
	a. Chief Human Capital Officers Council Charter	
	b. CHCO Act	

I. Executive Summary

Overview:

OPM, acting through the Chief Human Capital Officers (CHCO) Council, released a total of 58 guidance documents to Chief Human Capital Officers, HR Directors, and Heads of Agencies between January 3, 2020 and November 23, 2020. These can be viewed on the CHCOC website or in Section IV of this report.

CHCO Meetings:

On March 10, the CHCO Council held its first full and in-person meeting of the 2020 calendar year.

Following the March CHCO Council meeting, the Council proceeded to hold first bi-weekly, then weekly conference calls. The CHCO Council held 26 calls regarding COVID-19 between April 17, 2020 and September 16, 2020. The Council has subsequently held bi-weekly meetings which began Summer 2020 and have been held through November 2020.

The CHCO Council held its annual public meeting, which was open to labor unions and the press, on Wednesday, November 18 via conference call.

COVID-19:

OPM has worked closely with the Centers for Disease Control and Prevention (CDC), Federal Emergency Management Agency (FEMA), Department of State, Occupational Safety and Health Administration (OSHA), and Office of Workers' Compensation Programs (OWCP) at the Department of Labor to provide Federal agencies and employees with the most updated information on COVID-19.

OPM established a COVID-19 website highlighting guidance shared with CHCOs on HR flexibilities and authorities related to Coronavirus Disease 2019 (COVID-19). The website lists official memoranda, COVID-19 fact sheets, FAQs, and Q&A's, and other federal resources available.

Between February and June, OPM, in coordination with OMB, the White House, and the agencies identified above, issued [23 COVID-19-related guidance documents](#) to support the Federal workforce during the COVID-19 emergency.

- These included COVID-19 hiring flexibilities, guidance for onboarding new employees during the pandemic, premium pay, telework flexibilities, a CFC special solicitation, and guidance regarding the impact of the 2020 WMATA platform improvement project.
- Hiring flexibilities for recruitment, retention, and relocation were issued to help agencies achieve mission outcomes and meet demands created due to the COVID-19 emergency.
- These flexibilities included: COVID-19 Schedule A Excepted Service Hiring Authority, Dual Compensation Waiver Requests for the COVID-19 Emergency, and the COVID-19 Surge

Response Program, which enabled Federal Agencies to share details about rotational opportunities for Federal employees to support the COVID-19 response efforts throughout the Federal Government.

- OPM’s approval of Schedule A Hiring Authorities and approval or extension of requests for direct hire authority relating to COVID-19 enabled HHS, VA, SBA, the Treasury Department, and other agencies, to quickly hire staff.
- OPM also approved 13 new Dual Compensation Waiver requests, enabling agencies to bring back recently retired nurses, doctors, researches, and other essential personnel during the pandemic.

CARES Act:

OPM shared a summary of [statutory and regulatory requirements](#) and [Q&A](#) regarding the Emergency Paid Sick Leave Act (EPSLA), division E of the Families First Coronavirus Response Act (“FFCRA”, H.R. 6201, Public Law 116-127, March 18, 2020); the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”, H.R. 748, Public Law 116-136, March 27, 2020), which provides federal employees with up to 2 weeks (up to 80 hours) of paid sick leave in specified circumstances related to COVID-19— unless they are in an exempted category.

Guidance on Education Qualifications EO:

On June 26, 2020, President Trump issued Executive Order (EO) 13932 - Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates, which directs merit-based reforms to expand the use of valid, competency-based assessments and narrow the use of educational qualifications in the Federal hiring process.

Since this time, OPM has issued the following guidance documents:

On July 31, 2020, “[Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions](#)”

On September 25, 2020, “[Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates](#)”

Paid Parental Leave for Federal Employees:

On August 7, 2020, OPM issued interim regulations to implement paid parental leave for Federal employees. The law provides 12 weeks of paid parental leave to certain Federal employees covered by the Family and Medical Leave Act (FMLA), as part of the National Defense Authorization Act for Fiscal Year 2020 (Public Law 116-92).

Paid Parental Leave went into effect on October 1, 2020 and by law, covers the birth or placement of a son or daughter occurring on or after October 1.

Federal Employee Viewpoint Survey (FEVS):

Rollout of the FEVS experienced several delays due to the COVID-19 pandemic. The initially scheduled rollout date was postponed twice so agencies could focus on mission critical work during the early days of the pandemic and so agencies could maximize federal employee participation in the survey. OPM launched the 2020 FEVS on September 14 and it was administered through November 5, 2020.

II. Mission and Purpose of the Chief Human Capital Officers Council

The Chief Human Capital Officers Council was formally established as part of the Chief Human Capital Officers Act of 2002, which was enacted as part of the Homeland Security Act, Public Law 107-296, on November 25, 2002. The Act requires the heads of 24 Executive departments and agencies to appoint or designate Chief Human Capital Officers.

The Council's purpose is "to inform and coordinate the activities of its member agencies on such matters as modernization of human resources systems, improved quality of human resources information, and legislation affecting human resources operations and organizations." Furthermore, as requested by the U.S. Office of Personnel Management (OPM) and the U.S. Office of Management and Budget (OMB), the Council collaborates on projects and provides members' perspectives on human capital strategies and assessment of human capital management in Federal agencies. In addition, individual CHCOs also advise agency leaders in their own agencies with respect to guidance issued through the Council.

The Council's mission statement, adopted January 2016, states, "The Chief Human Capital Officers Council serves the Nation by advising and collaborating with the U.S. Office of Personnel Management and other stakeholders to create human capital management strategies that attract, develop, and retain a high performing, engaged and diverse federal workforce."

III. Highlights: CHCO Council 2020 Activities

December 2019

- **Paid Parental Leave** – *December 20, 2019* – President Trump signed this law as part of the National Defense Authorization Act (NDAA) for Fiscal Year 2020, providing up to 12 weeks of paid parental leave in connection with the birth, adoption, or foster care placement of a child for employees covered by Family and Medical Leave Act (FMLA) provisions applicable to Federal civilian employees. OPM released a memorandum on Friday, December 27, 2019. New law applies to births on or after October 1, 2020.

January 2020

- **COVID-19 Calls Begin** – *January 31, 2020* – OPM held its first call with select agencies (DoD, State, VA, Transportation, DHS) on HR guidance concerning COVID-19, beginning discussions on weather and safety leave, evacuation payments, telework, and other potential issues facing the Federal workforce at the onset of the novel coronavirus's emergence.

February 2020

- **First Memorandum on COVID-19 Released** – *February 3, 2020* – [2019 Novel Coronavirus](#) - Links to CDC, OSHA, and Department of State resources, establishment of working group of key agencies to determine HR guidance that would be needed to assist Federal agencies and employees in regards to COVID-19.
- **Time-to-Hire Reporting Requirements** – *February 25, 2020* – OPM added two changes to reporting requirement for Time-to-Hire (T2H) report due on March 20, 2020 covering fiscal year 2019. Changes included (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, through the time the tentative offer is accepted, and until entrance on duty (EOD). Changes were based on feedback from agencies during human capital reviews.
- **Request for Data on Student Loan Repayments** – *February 27, 2020* – OPM requested calendar year 2019 agency student loan repayment report by March 31, 2020. Annual written reports on student loan repayments from previous calendar year are required by 5 U.S.C. 5379(h).

March 2020

- **March CHCO Council Meeting** – *March 10, 2020* – Held at OPM Theodore Roosevelt Building. Presentations and topics included: Workforce Accountability Executive Orders 13836, 13837, and 13839, Trusted Workforce 2.0, implementation of federal paid parental leave, and a demonstration of the HHS Human Resources IT Suite.
- **Hiring During COVID-19**
 - **Dual Compensation Waiver Requests** – *March 20, 2020* – OPM Acting Director Rigas directed dual compensation waiver requests under 5 CFR 553.202 based on hiring needs

resulting from COVID-19 to receive expedited review and approval to help agencies meet mission needs.

- OPM's Talent Acquisition and Workforce Shaping (TAWS) Center determined emergency hiring flexibilities to assist Agencies with filling essential positions in response to the COVID-19 pandemic by enabling them to rehire former retirees who have a wealth of experience.

In 2020, TAWS issued and approved 13 new Dual Compensation Waivers (Delegation and Individual) to Agencies including VA, HHS, SBA, Treasury, Education, and others seeking to rehire staff in health, medical and science, nursing, facility and building management, and finance occupations.

- **Coronavirus (COVID-19) Schedule A Excepted Service Hiring Authority – March 20, 2020 –** This authority gives Federal Agencies the flexibility to fill positions on a temporary basis for up to one year as needed in response to, or as a result of, COVID-19 under 5 CFR 213.3102(i)(3).

OPM also approved 2 requests to modify agency specific Schedule A hiring authorities: One for the USDA-Food Inspection Service amendment that extended the number of seasonal hours that may be worked and one for SBA that extended the time limit for appointments.

- **Direct Hire Authority** - OPM approved 9 new requests for direct hire authority relating to COVID-19 for HHS, VA, SBA, Treasury, 2 extensions to existing direct hire authorities, 2 position corrections, and 2 amendments to existing direct hire authorities.
- **COVID-19 Surge Response Program Established – March 27, 2020 --** This program, created by OPM Strategic Workforce Planning (SWP) and Human Resources Solutions (HRS), uses [Open Opportunities](#), a governmentwide platform offering professional development opportunities to current federal employees. The platform provides a centralized location where federal agencies can post details and temporary rotational assignments available so Federal employees can support the COVID-19 response.

April 2020

- **CFC Special COVID-19 Solicitation – April 22, 2020 –** OPM coordinated with White House COVID-19 Task Force to authorize special solicitation through CFC Online Donation Portal through June 30, 2020, providing an opportunity for Federal employees, members of the military, postal workers and retirees to make a new gift or an extra gift to support the charity or charities of their choice.
- **Emergency Paid Sick Leave Act Update – April 22, 2020 –** OPM coordinated with DOL and posted updated summary of EPSLA provision of the CARES Act/FFCRA on OPM's COVID-19 website.
- **CHCO Conference Calls on COVID-19 – Occurring on April 17, 24, 29, 2020 –** Weekly updates from the Office of Workers Compensation Programs (OWCP) (DOL), Centers for Disease Control (CDC), and OPM, including announcements and closing remarks from Dr. John York.

- **April 17** – Ken Zawodny gave a Retirement Services update and Brenda Roberts gave an update on Pay and Leave
- **April 24** – Holly Schumann gave updates on the Flexible Spending Account and Federal Employee Health Benefits Program
- **April 29** – Cathy Carter gave updates on Department of Labor Death Benefits, Keith Willingham discussed CFC Special COVID-19 Solicitation, Angela Bailey and Roland Edwards discussed DHS's reopening plan

May 2020

- **May CHCO Conference Calls on COVID-19** – *Occurring on May 1, 5, 15, 20, 27, 2020* – Weekly updates from the Office of Workers Compensation Programs (OWCP) (DOL), Centers for Disease Control (CDC), and OPM, including announcements and closing remarks from Dr. John York.
 - **May 13** – Adam Calendrillo and Cathy Carter gave updates on [new Federal Employees' Compensation Act \(FECA\) Guidance](#). Nora Dempsey gave updates on Virtual Student Federal Service (VSFS), Veronica Villalobos discussed two detail programs working closely with the CHCO Council: (1) The Cyber Detail Program, designed to develop and reskill Federal employees and support the effort to close Federal cybersecurity skills gaps and (2) the COVID-19 Response Program, a way for Federal employees to develop skills while supporting the Federal response to COVID-19.
 - **May 15** – Kimberly Holden discussed OPM's Talent Acquisition and Workforce Shaping (TAWS) Center's hiring data call, mentioning the authorities issued by OPM to provide agencies with flexibility for hiring due to COVID-19. This also marked the beginning of the count of use of Government-wide Schedule A, agency-specific Direct Hire, and Agency Dual Compensation Waiver delegations and individual waivers.
 - **May 20** – In addition to routine CDC and OWCP updates, Maria Nunez-Gaylor gave updates on the Thrift Savings Plan pertaining to COVID-19, including an update on CARES Act temporary loan and withdrawal options, withdrawals for participants affected by COVID-19, and the temporary waiver of notary requirement.

June 2020

- **Impact of the 2020 WMATA Platform Improvement Project on Washington, DC Area Federal Employees during COVID-19** – *June 1, 2020* – Guidance released following the May 23, 2020 beginning of the WMATA Platform Improvement Project which included the closure of nine Orange and Silver line stations and effects of COVID-19. The guidance urged agencies to consider WMATA project while crafting reopening plans, and to allow affected employees in Washington, DC area to use workplace flexibilities throughout the WMATA project, including telework and alternative work schedules.
- **June CHCO Conference Calls on COVID-19** – *Occurring on June 3, 17, 24, 2020* – Weekly updates from the Office of Workers Compensation Programs (OWCP) (DOL), Centers for Disease Control (CDC), and OPM, including announcements and closing remarks from Dr. John York.

- **June 3** – Brenda Roberts discussed the [OPM Memo: Impact of the 2020 WMATA Platform Improvement Project on Washington, DC, Area Federal Employees during COVID-19.](#)
- **June 3 (continued)** – Ken Zawodny discussed planning virtual training for HR staff who process retirement applications. Kristy Daphnis gave a status update from OMB.
- **June 17** – Carmen Derosé and Jose Jeronimo discussed [DHS Extending Form I-9 Requirement Flexibility.](#) Holly Schumann gave preview of upcoming Healthcare and Insurance Benefits Administration Letters (BALs) and updated SF 2809 Health Benefits Election form. Veronica Villalobos discussed Tuesday, June 23 Federal Cybersecurity Workforce Summit Invitation. Laura Lynch highlighted Executive Schedule C System (ESCS) Training for White House Liaisons. Tim Curry discussed Executive Order 13837 – Taxpayer Funded Union Time Report for Fiscal Year 2019.
- **June 24** – Laura Lynch gave an update on political appointees not requiring Senate confirmation (PA) and political appointees requiring Senate confirmation (PAS). Brenda Roberts discussed June 18 Memorandum: [Annual Leave and Other Paid Time Off Guidance.](#)
- **Federal Cybersecurity Workforce Summit and Webinar Series - June 23** – A virtual event co-hosted by the OPM and the National Initiative for Cybersecurity Education (NICE) in cooperation with the National Security Council, OMB, Cybersecurity and Infrastructure Security Agency, Department of Defense, CHCO Council, and the Chief Information Officers Council Workforce Committee. The summit was held to support collaboration and information sharing among Federal agencies focused on building and maintaining a robust cybersecurity workforce. [The event can be watched here.](#)

July 2020

- **CHCO Conference Calls on COVID-19** – *Occurring on July 1, 8, 15, 22, 29, 2020* – Weekly updates from the Office of Workers Compensation Programs (OWCP) (DOL), Centers for Disease Control (CDC), and OPM, including announcements and closing remarks from Dr. John York.
 - **July 1** – Peter Warren and Kim Holden discussed the [Executive Order on Modernizing and Reforming the Assessment on Hiring of Federal Job Candidates](#) and Brenda Roberts discussed the deadline for Use of Restored Annual Leave for Employees Affected by the FY2019 Lapse in Appropriations.
 - **July 8** – Laura Lynch discussed Plum Book and Political Appointee (PA/PAS) Records and Tim Curry discussed the Taxpayer Funded Union Time report.
 - **July 15** – John York discussed the Federal Employee Viewpoint Survey (FEVS) Rollout Delay (delayed until September 14) and Presidential Rank Awards (PRA) Program Suspension and list of PRA nominees due on July 31.
 - **July 22** – Stacy Riggs and Amy L. Haseltine gave a briefing on NewPay. Lisa Loss discussed DHS guidance extending the remote verification of I-9 documents. John York discussed telework data and the workforce for the 21st Century, Reskill and Redeploy Human Capital Resources Project Plan.

- **July 29** – Ken Zawodny discussed the 2020 Virtual Federal Benefits Training event.
- **Implementation of EO 13932 – July 31** – [Determining Qualifications and Use of Assessment Tools When Filling Positions](#); elaborates on next steps and timeline for key actions critical to the implementation of the EO.

August 2020

- **August CHCO Conference Calls on COVID-19 – Occurring on August 5, 12, 19, 26, 2020** – Weekly updates from the Office of Workers Compensation Programs (OWCP) (DOL), Centers for Disease Control (CDC), and OPM, announcements and closing remarks from Dr. John York.
 - **August 5** – CDC staff gave a COVID-19 update. Lisa Loss gave an update on temporary guidance for delaying the submission of fingerprints for background investigations. Kimberly Holden discussed recent guidance on the implementation of EO 13932: Determining Qualifications and the Use of Assessment Tools When Filling Positions. Tim Curry gave an update on E.O. 13839 Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Section 7 (d) requirement to educate Federal supervisors about holding employees accountable for unacceptable performance or misconduct.
 - **August 12** – CDC staff gave a COVID-19 update. Brenda Roberts gave a high-level summary of Paid Parental Leave and Restored Annual Leave interim regulations.
 - **August 19** – Lydia Promon gave a CDC COVID-19 update, Sam Wright discussed the Agency Disabled Veterans Affirmative Action Program (DVAAP) annual reporting. David LaCerte highlighted the Presidential Appointment listings and plum book guidance. Tim Curry discussed the President’s Management Agenda, CAP Goal #3, Milestone “All agencies update policies to remove non-statutory steps from the discipline process and ensure consistency throughout the agency.”
 - **August 26** – Laura Eastman gave a CDC COVID-19 update. Marcel Jemio discussed HRLOB efforts on governmentwide data standards. Anthony DeCristofaro gave an update on the special solicitation for CFC.
- **2020 Plum Book Memorandum – August 27** – Notice that data reflected in the U.S. Government’s publication for Policy and Supporting Positions, or the “Plum Book”, would be from information agencies provided to OPM as of June 30, 2020 and informing agencies that they would have until August 31, 2020 to ensure their data is complete and accurate.
- **Interim Regulations on Scheduling Annual Leave by Employees Performing Services Determined to be Essential for Response to Certain National Emergencies – August 27** – OPM Pay and Leave issued a [memorandum](#) to issue interim regulations that will allow agencies to continue to meet their missions while streamlining the process for restoration of annual leave for employees whose services are essential in the COVID-19 national emergency response.

September 2020

- **Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates** – *September 25* – OPM issued for agency review and comments a list of occupational series with positive education requirements. OPM requested Federal agencies' Human Capital Offices review and provide comments by October 16, 2020. The comments will inform the development of the policy, tools, and guidance to assist Federal agencies in implementing the EO and improving hiring across the Federal government.

October 2020

- **Mandatory Review of Employee Training Under E.O. 13950, Sept. 22** – *October 2, 2020* – On September 22, President Trump signed Executive Order 13950, "[Executive Order on Combating Race and Sex Stereotyping](#)." Guidance was released to elaborate on steps for Federal agencies to take for, OPM to review and approve training materials before they are used in order to comply with Executive Order 13950. [Guidance](#) linked to page for each Department, Agency, Board, and Commission to submit their Diversity and Inclusion training for review.
- **Emergency Leave Transfer** – *October 7, 2020* – OPM, in consultation with OMB, established an emergency leave transfer program (ELTP), which was issued for Federal employees adversely affected by the [2020 California wildfires](#) and for Federal employees adversely affected by [Hurricane Laura](#).
- **Agency Non-Competitive Hiring Authority of Military Spouses – Annual Reporting** – *October 23, 2020* – Requesting data submissions from Federal agencies so OPM may provide an annual report on military spouse hiring and military spouse hiring authority to the President.
- **Instructions on Implementing Schedule F** – *October 23, 2020* – On October 21, 2020, President Trump signed Executive Order 13957, "[Creating Schedule F in the Excepted Service](#)." As a result of this EO, positions of a confidential, policy-determining, policy-making, or policy-advocating character that are not normally subject to change as a result of a Presidential transition will be rescheduled into the newly created Schedule F and exempt from competitive hiring rules and adverse action procedures in chapter 75 of title 5 of the United States Code. [Further guidance on implementing Schedule F may be found here](#).

November 2020

- **Draft General Schedule Qualifications Policy – EO 13932** – *November 16, 2020* – On June 26, 2020, President Trump signed Executive Order 13932 – [Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates](#), which directs merit-based reforms to expand the use of valid, competency-based assessments and the narrow use of educational qualifications in the Federal hiring process. OPM requested Federal agency Human Capital Officers review the general qualifications draft policy and provide comments by November 30, 2020 to inform development of policy, tools, and guidance to help Federal agencies implement the EO and improve Federal hiring.

- **Conference Call: Annual CHCO Council Public Meeting – November 18, 2020** – The CHCO Council held its annual public meeting via conference call. Speakers included Michael Rigas - CHCO Council Chair and OPM Acting Director, John York – OPM Senior Advisor to the CHCO Council, DHS CHCO Angie Bailey, NASA Deputy CHCO Brady Pyle, and Tim Curry – OPM Deputy Associate Director for Accountability and Workforce Relations.
 - Topics discussed included the Executive Order for Modernizing and Reforming Federal Hiring (EO 13932), Paid Parental Leave, and Streamlining Dismissal Regulations

IV. CHCO Council 2020 Communications

Date	Transmittal Title
9-Jan-20	Release of the Collective Bargaining Agreement Database in Accordance with EO 13836 – Developing Efficient, Effective, and Cost-Reducing Approaches to Federal Sector Collective Bargaining and Associated Guidance
3-Feb-20	2019 Novel Coronavirus
6-Feb-20	2020 Census; Employees May Perform Short-Term, Temporary Work
7-Feb-20	Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus
11-Feb-20	Annual Data Call for Senior Executive Service (SES), Senior-Level (SL), and Scientific or Professional (ST) Performance Ratings, Pay, and Awards for FY 2019
25-Feb-20	Time-to-Hire Reporting Requirements
27-Feb-20	Request for Data on Student Loan Repayments
27-Feb-20	America's Cybersecurity Workforce Executive Order 13870 Cybersecurity Aptitude Assessment Identification
28-Feb-20	Call for Nominations for FY 2020 Presidential Rank Awards
3-Mar-20	Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)
7-Mar-20	Coronavirus Disease 2019 (COVID-19): Additional Guidance
12-Mar-20	Updated Guidance on Telework Flexibilities in Response to Coronavirus
14-Mar-20	Updated Federal Travel Guidance in Response to Coronavirus
15-Mar-20	Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus
17-Mar-20	Pay and Leave-Related Legislative Changes in the National Defense Authorization Act, FY 2020
18-Mar-20	Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19
20-Mar-20	Human Capital Reviews in Fiscal Year (FY 2020)
20-Mar-20	Coronavirus (COVID-19) Schedule A Hiring Authority
20-Mar-20	Dual Compensation Waiver Requests for COVID-19 Emergency
24-Mar-20	On-Boarding Processes for New Employees During the COVID-19 Emergency
25-Mar-20	Temporary Procedures for Personnel Vetting and Appointment of New Employees during Maximum Telework Period due to Coronavirus COVID-19
31-Mar-20	FY 2019 Human Capital Review Summary Report
31-Mar-20	2020 Federal Employee Viewpoint Survey Delay
1-Apr-20	Fiscal Year 2019 Federal Executive Board National Network Annual Report
14-Apr-20	Waiver of the Premium Pay Limitation and Aggregate Pay Limitation for Employees Working in Response to Coronavirus Disease 2019 (COVID-19)

Date	Transmittal Title
22-Apr-20	CFC Special Solicitation – COVID-19
1-Jun-20	Impact of the 2020 WMATA Platform Improvement Project on Washington, DC Area Federal Employees during Coronavirus Disease 2019 (COVID-19)
18-Jun-20	Annual Leave and Other Paid Time Off Guidance
25-Jun-20	2020 Office of Personnel Management Federal Employee Viewpoint Survey
25-Jun-20	FY 2019 Human Capital Review Summary Report Addendum
9-Jul-20	2020 Federal Employee Viewpoint Survey Delay
31-Jul-20	Implementation of E.O. 13932; Determining Qualifications and the Use of Assessment Tools When Filling Positions
7-Aug-20	2020 Plum Book
7-Aug-20	Paid Parental Leave for Federal Employees Interim Regulations
17-Aug-20	Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting
20-Aug-20	OPM Memo: 2020 Combined Federal Campaign
27-Aug-20	Interim Regulations on Scheduling of Annual Leave by Employees Performing Services Determined to be Essential for the Response to Certain National Emergencies, and
9-Sept-20	2020 U.S. Office of Personnel Management Federal Employee Viewpoint Survey
11-Sept-20	Continuation of National Emergency in Iraq
17-Sept-20	2020 Annual Review of Special Rates (Data Call)
22-Sept-20	Appointments and Awards During the 2020 Presidential Election Period
25-Sept-20	Draft General Schedule Qualifications Policy - E.O. 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates
29-Sept-20	Flexibilities during the 2020 Election
1-Oct-20	2020 Telework Call for Data
2-Oct-20	Mandatory Review of Employee Training under E.O. 13950 September 22, 2020
7-Oct-20	Emergency Leave Transfer for Federal Employees Adversely Affected by Hurricane Laura
7-Oct-20	Emergency Leave Transfer for Federal Employees Adversely Affected by the California Wildfires 2020
23-Oct-20	Agency Non-Competitive Hiring Authority of Military Spouse
23-Oct-20	Instructions on Implementing Schedule F
2-Nov-20	Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirements for Fiscal Years 2019 and 2020
2-Nov-20	Join Feds Fighting Flu
10-Nov-20	Uniformed Services Employment and Reemployment Rights Act
16-Nov-20	Draft General Schedule Qualifications Policy – EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates
18-Nov-20	Guidance for Federal Cybersecurity Rotational Assignments
19-Nov-20	Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020
23-Nov-20	Emergency Leave Transfer for Federal Employees Adversely Affected by the Oregon Wildfires 2020

V. Addendum

Charter

United State Government Chief Human Capital Officers Council

*Adopted:
June 11, 2003
The White House*

Introduction

In his Management Agenda, the President has stated that the Federal Government's workforce is one of its most valuable assets. Our employees are a national resource, and the American public expects the Federal workforce to be managed effectively and efficiently on their behalf. The Congress, through law, also supports this goal and has required that agencies establish a system of human capital management with plans that are strategically developed, leadership that has authority and accountability, and performance that is measured and continuously improved.

Chief Human Capital Officers (CHCOs) are essential to the success of human capital management throughout the Federal Government. They are vested with stewardship responsibilities for Federal employees and agencies and share a collective accountability with OPM for improving the strategic management of human capital throughout the executive branch. They exercise that accountability in part through the CHCO Council, as strategic partners with the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB).

Authority

The CHCO Council (Council) is formally established by the Chief Human Capital Officers Act of 2002 (Act), which was enacted as part of the Homeland Security Act, Public Law 107-296, on November 25, 2002. The provisions are effective May 24, 2003.

Purposes

The purposes of the Council are to:

- Advise OPM, OMB, and agency leaders on human capital strategies and policies, as well as on the assessment of human capital management in Federal agencies.
- Inform and coordinate the activities of its member agencies on such matters as modernization of human resources systems, improved quality of human resources information, and legislation affecting human resources management operations and organizations.
- Assist member CHCOs and other officials with similar responsibilities in fulfilling their individual responsibilities to:

- Implement the laws governing the Federal civil service, as well as the rules and regulations of the President, OPM, and other agencies with regulatory authority that affects Federal employees;
- In accordance with those laws and regulations, advise and assist agency heads and other senior officials in carrying out their responsibilities for selecting, developing, training, and managing a high-quality, productive workforce in accordance with merit system principles;
- Assess workforce characteristics and future needs and align the agency's human resources policies and programs with the agency's mission, strategic goals, and performance objectives;
- Advocate and assure a culture of continuous learning and high performance, developing and implementing effective strategies to attract, develop, manage, and retain employees with superior abilities;
- Identify human capital best practices and benchmarks, and apply those exemplars to their agencies and the Federal Government as a whole.
- Provide leadership in identifying and addressing the needs of the Federal Government's human capital community, including training and development.

Membership

The Act establishes as permanent members of the Council:

- the Director of OPM;
- the Deputy Director for Management of OMB; and
- the Chief Human Capital Officers of Executive departments.
- The Act also provides that the Director of OPM may designate other members of the Council. Such additional members may include, but are not limited to:
 - the Chief Human Capital Officers of other Executive agencies; and
 - members who are designated on an ex officio basis and who may be invited to contribute to projects, as particular skills and expertise are needed.
- The Act provides that the Director of OPM serves as Chairperson of the Council, and the Deputy Director for Management of OMB serves as Vice Chairperson.

Other Attendees

As required by the Act, at least once a year, representatives of employee labor organizations will be invited to attend a Council meeting. At the discretion of the Chair, representatives of other organizations may be invited to attend Council meetings.

Meetings

Meetings will be scheduled at the direction of the Chair. Attendance will generally be limited to principals and members, as described above, and to others who are specifically invited or approved by the Chair.

When votes are taken, each Council member (other than ex officio members) will have one vote.

Members must be present to vote.

Invited guests who are not Federal employees may express their views, but will not participate in deliberations or decisions on policy matters, unless the meeting has been opened to the public in accordance with the Federal Advisory Committee Act (FACA). Note in this regard that FACA does not normally apply to Council meetings.

Committees

The Chair may establish standing committees of the Council and appoint committee chairs and members. The Chair may also establish one or more ad hoc committees to deal with specific issues or initiatives.

Annual Report

The Act requires that the Council submit each year to Congress a report on the activities of the Council.

Chapter 14—Agency Chief Human Capital Officers

Sec.

1401. Establishment of agency Chief Human Capital Officers.

1402. Authority and functions of agency Chief Human Capital Officers.

§1401. Establishment of agency Chief Human Capital Officers

The head of each agency referred to under paragraphs (1) and (2) of section 901(b) of title 31 shall appoint or designate a Chief Human Capital Officer, who shall—

(1) advise and assist the head of the agency and other agency officials in carrying out the agency's responsibilities for selecting, developing, training, and managing a high-quality, productive workforce in accordance with merit system principles;

(2) implement the rules and regulations of the President and the Office of Personnel Management and the laws governing the civil service within the agency; and

(3) carry out such functions as the primary duty of the Chief Human Capital Officer.

(Added [Pub. L. 107–296, title XIII, §1302\(a\), Nov. 25, 2002, 116 Stat. 2287.](#))

Effective Date

Chapter effective 180 days after Nov. 25, 2002, see section 1305 of Pub. L. 107–296, set out as an Effective Date of 2002 Amendment note under section 1103 of this title.

Chief Human Capital Officers

[Pub. L. 107–296, title XIII, §1303, Nov. 25, 2002, 116 Stat. 2288](#), provided that:

"(a) Establishment —There is established a Chief Human Capital Officers Council, consisting of—

"(1) the Director of the Office of Personnel Management, who shall act as chairperson of the Council;

"(2) the Deputy Director for Management of the Office of Management and Budget, who shall act as vice chairperson of the Council; and

"(3) the Chief Human Capital Officers of Executive departments and any other members who are designated by the Director of the Office of Personnel Management.

"(b) Functions.—The Chief Human Capital Officers Council shall meet periodically to advise and coordinate the activities of the agencies of its members on such matters as modernization of human resources systems, improved quality of human resources information, and legislation affecting human resources operations and organizations.

"(c) Employee Labor Organizations at Meetings.—The Chief Human Capital Officers Council shall ensure that representatives of Federal employee labor organizations are present at a minimum of 1 meeting of the Council each year. Such representatives shall not be members of the Council.

"(d) Annual Report.—Each year the Chief Human Capital Officers Council shall submit a report to Congress on the activities of the Council."

§1402. Authority and functions of agency Chief Human Capital Officers

(a) The functions of each Chief Human Capital Officer shall include—

- (1) setting the workforce development strategy of the agency;
- (2) assessing workforce characteristics and future needs based on the agency's mission and strategic plan;
- (3) aligning the agency's human resources policies and programs with organization mission, strategic goals, and performance outcomes;
- (4) developing and advocating a culture of continuous learning to attract and retain employees with superior abilities;
- (5) identifying best practices and benchmarking studies, and
- (6) applying methods for measuring intellectual capital and identifying links of that capital to organizational performance and growth.

(b) In addition to the authority otherwise provided by this section, each agency Chief Human Capital Officer—

(1) shall have access to all records, reports, audits, reviews, documents, papers, recommendations, or other material that—

- (A) are the property of the agency or are available to the agency; and
- (B) relate to programs and operations with respect to which that agency Chief Human Capital Officer has responsibilities under this chapter; and

(2) may request such information or assistance as may be necessary for carrying out the duties and responsibilities provided by this chapter from any Federal, State, or local governmental entity.

(Added [Pub. L. 107–296, title XIII, §1302\(a\), Nov. 25, 2002, 116 Stat. 2288.](#))



U.S. Office of Personnel Management

CHCO Council

1900 E Street, NW, Washington, DC 20415

OPM.GOV