



**Defense Civilian Personnel Advisory Service
Planning & Accountability Directorate**



Pivoting our posture to the right...

APM Message # 2021-1002

This message is to provide notice of an official policy forthcoming to outline the formal reporting requirements and timelines. The policy will support DoD's Principal Independent Audit Program (IAP) on DE and Human Capital evaluation reporting system standards, self-assessments, and data calls.

The Office of Personnel Management (OPM) establishes provisions for executive branch agencies (headquarters) of the U.S. Government who oversee delegated personnel appointing authorities and human capital programs. The Department of Defense, Defense Civilian Personnel Advisory Services (DCPAS) Independent Audit Program (IAP) is responsible for regular and periodic assessments and studies of Agency and Component Human Capital Management and Human Resources Programs. The DCPAS Accountability Program Manager on behalf of the DoD, therefore, has oversight responsibility to ensure statutory and regulatory compliance and serves as the liaison with OPM on matters pertaining to Delegated Examining (DE), Human Capital Management and Personnel Suitability for the Department. The DCPAS-led and Component-led evaluations are subject to full OPM and/or DCPAS participation and observation.

Components must support human capital activities, merit system principles, and ensure legal and regulatory compliance by maintaining an IAP that periodically reviews and takes corrective action to improve their human capital management programs and human resources processes and practices. Component independent audit reports must be issued to their respective component or activity senior executive leadership (i.e., DAS, component HR policy office) to DCPAS for issuance to OPM, with a detailed analysis, results, and corrective actions taken to improve the Human Capital Framework, DE Program, and Personnel Suitability and Fitness Program.

Components will demonstrate Human Capital strategies and support of Agency (i.e., DASD (CPP), DCPAS) goals by developing an annual audit plan, conducting a minimum of two annual Human Capital Framework self-assessments, and one statutorily required annual DE self-assessment. **Components are to forward audit plans to DCPAS by 30 June of each fiscal year. Self-assessment results and analysis of Component-led evaluations shall be submitted to DCPAS by 30 September of each fiscal year (5 U.S.C. §1104 and CFR 5 250 Part B).** DCPAS will provide an overarching executive summary to OPM and the Components based on self-assessments received.

DCPAS is responsible for the strategic management, communication, and resolution of compliance issues, and for information sharing through feedback mechanisms that disseminate to all levels of DoD, Component Leadership, and to the OPM. Evaluation, self-assessment results, and data calls aid in the strategic communications with the Under Secretary of Defense for Personnel and Readiness, CHCO, Senior Executive Leadership, DCPAS, and Components. Strategic communication among Agency leadership is crucial to ensure cross-agency collaboration towards achieving mission objectives, inform decision-making, and assess progress toward achieving organizational goals. **Components will support quarterly data calls issued by DCPAS to assist with the CHCO/Senior Leadership reporting of HCOP metrics for the Department and the efficiency and compliance requirements of Agency Delegated Examining Operations.** Data calls will focus primarily on, but not be limited to, DE Certification Exam Pass-Fail Rates, DE Training, and DE Administration (CFR 5 250.204).

The DOD civilian HC Management evaluation systems will continue to evolve and enable our commitment to support the Military Services and Defense Agencies and Field Activities by providing guidance, methodologies, and procedures for conducting evaluations.