

SUBJECT: HUMAN CAPITAL MANAGEMENT ACCOUNTABILITY

1. **PURPOSE**. To establish requirements and responsibilities for the Department's Human Capital Management Accountability Program (HCMAP) for human resources programs and personnel and to ensure that DOE's human capital activities are compliant with Federal civil service laws and regulations, Departmental policies, and negotiated agreements.
2. **CANCELLATION**. DOE O 328.1, *Human Capital Management Accountability Program*, dated 8-1-08.

3. **APPLICABILITY**.

- a. **Departmental Applicability**. This Order applies to all Departmental elements.

The Administrator of the National Nuclear Security Administration (NNSA) will assure that NNSA employees comply with their respective responsibilities under this directive. Nothing in this Order will be construed to interfere with the NNSA Administrator's authority under section 3212(d) of Public Law (P.L.) 106-65 to establish Administration-specific policies, unless disapproved by the Secretary.

In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this directive for activities under the Director's cognizance, as deemed appropriate.

- b. **DOE Contractors**. This Order does not apply to contractors.
- c. **Equivalencies/Exemptions**. None.

4. **REQUIREMENTS**.

- a. HCMAP reviews must at a minimum assess levels of compliance, efficiency, and effectiveness for the following areas:
 - (1) talent management,
 - (2) results-oriented performance culture,
 - (3) leadership and knowledge management, and

- (4) strategic alignment.
 - b. HCMAP reviews must include site reports which: evaluate human capital results; identify deficiencies, if any, within particular program areas and the required actions and recommendations to address these deficiencies; and identify best practices, if any, in business processes or corporate products for the benefit of other Human Resources Offices (HROs).
 - c. Managers and HROs are accountable for efficient and effective human resources (HR) decision-making that supports the DOE mission and complies with merit system principles.
 - d. HROs must provide written results of quarterly reviews and other independent reviews to the Director, Office of Human Capital Management.
5. RESPONSIBILITIES.
- a. Chief Human Capital Officer (CHCO).
 - (1) Advises the Secretary and Deputy Secretary on all human capital matters, including HCMAP and other human capital program review findings and issues and the status of human capital management in the Department.
 - (2) Approves and submits the Annual Human Capital Accountability Report to the Office of Personnel Management (OPM).
 - (3) Concurs on all Human Resources Director or equivalent position descriptions and classifications, selections, and performance management plans and appraisals before they are finalized.
 - b. Deputy CHCO and Director, Office of Human Capital Management.
 - (1) Review findings from HCMAP and other program reports.
 - (2) Exercise discretion in suspending HR authorities to ensure that Departmental elements with delegated personnel authorities are accountable for implementing effective programs that comply with Federal civil service laws and regulations, Departmental policies, and negotiated agreements, and for taking necessary corrective actions.
 - (3) Submit the Annual Human Capital Accountability Report to the
CHCO.
 - c. Director, Office of Human Capital Management.

- (1) Establishes human capital accountability policies, guidance, procedures, and data collection requirements.
 - (2) Develops and maintains automated systems for data collection and assessment.
 - (3) Ensures that HCMAP results complement and support the DOE Human Capital Strategic Plan.
 - (4) Conducts human capital program reviews that are in addition to HCMAP reviews.
 - (a) Prepares reports and communicates findings, and shares lessons-learned with the HROs.
 - (b) Develops and maintains accountability metrics to evaluate program results and levels of compliance, effectiveness, and efficiency.
 - (5) Approves evaluators to serve on HCMAP and program reviews.
 - (6) Represents the Department on human capital accountability issues during inter-agency forums and reviews.
- e. Heads of Departmental Elements with Delegated Personnel Authority.
Ensure that Human Resources Directors or equivalent position descriptions and classifications, selections, and performance management plans and appraisals are coordinated with the Director, Office of Human Capital Management prior to being finalized.
- f. Heads of Departmental Elements.
 - (1) Ensure that managers are held accountable for human capital decisions that comply with applicable Federal civil service laws and regulations, Departmental policies, and negotiated agreements, and the outcomes of those decisions are reflected in their performance management appraisals.
 - (2) Provide information when requested.
 - (3) Take appropriate corrective action based on program review findings and recommendations.
- g. Servicing Human Resources Offices.

- (1) Conduct quarterly reviews of personnel actions to ensure that processing practices are consistent with Federal civil service laws and regulations, Departmental policies, and negotiated agreements.
- (2) Submit corrective action plans for approval and report progress of required actions and/or recommendations from HCMAP and other program review reports to the Director, Office of Human Capital Management.
- (3) Comply with data collection requirements set forth by the Office of Human Capital Management.
- (4) Ensure that all data is accurate before providing it.
- (5) Identify points of contact for HR programs.
- (6) Utilize established automated reporting systems.
- (7) Identify human resources staff to serve as accountability examiners on program assessment teams.
- (8) Provide logistical support to program assessment teams as needed.

6. REFERENCES.

- a. P.L. 107-296, Chief Human Capital Officers Act of 2002 (CHCO Act) Title XIII [Title 5 United States Code, 1103(c)], which requires Agencies to appoint a Chief Human Capital Officer with responsibility for assessing agency management of human capital.
- b. Title 5 Code of Federal Regulations (CFR) Part 250, which provides for a human capital management accountability system and the authority for taking corrective personnel actions.
- c. Redlegation Order No.00-010.01.01, To the Director, Office of Human Capital Management.

7. CONTACT. Questions concerning this directive should be addressed to the Office of Human Capital Management, 202-586-1234.

BY ORDER OF THE SECRETARY OF ENERGY: