

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

HRM 9501.1A
November 3, 2023

GSA ORDER

SUBJECT: Delegated Examining Policy

1. Purpose. The purpose of this order is to establish a Delegated Examining (DE) policy for the General Services Administration (GSA) Office of Human Resources Management (OHRM) and procedural guidance for designated staff assigned to conduct DE operations as authorized by the Interagency Delegated Examining Agreement, GSA-1, between the Office of Personnel Management (OPM) and GSA. This policy should be used in conjunction with the OPM's Delegated Examining Operations Handbook (DEOH) and the references listed in this Order. When provisions of this policy differ from changes in applicable law or regulation, the changes in law or regulation apply.

2. Background. Under Title 5, United States Code (U.S.C.) 1104(a)(2), the Office of Personnel Management (OPM) delegated to the GSA the authority to conduct full delegated examining for Title 5 competitive service positions for all series and grade levels nationwide, except for Administrative Law Judges. Specifically, GSA is authorized to fill competitive civil service positions with applicants from outside of the Federal workforce who are not otherwise preference eligible or possess competitive service status. This policy supplements OPM's Delegated Examining Operations Handbook (DEOH), which provides detailed guidance for conducting competitive examining activities.

3. Scope and Applicability. This order applies to all GSA Human Resources practitioners and contractors performing delegated examining work. Delegated examining covers competitive examinations for positions in the competitive service, except for administrative law judge positions. It allows for competitive civil service jobs to be filled through a competitive process open to all U.S. citizens, including current Federal employees.

a. The Office of Inspector General (OIG) has independent personnel authority. See Section 6 of the Inspector General Act of 1978, (5 U.S.C. App.3), as amended (Inspector General is authorized "to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General") and GSA Order ADM 5450.39D CHGE 1 GSA Delegations of Authority Manual (Delegations Manual), Chapter 2, Part 1 ("the

Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG]" and GSA determinations/delegations do not limit that authority). Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management.

b. This Order applies to the Civilian Board of Contract Appeals (CBCA) only to the extent that the CBCA determines it is consistent with the CBCA's independent authority under the Contract Disputes Act and it does not conflict with other CBCA policies or the CBCA mission.

4. Cancellation. This Order cancels and supersedes the following instructional letters: ADM IL-22-03, Delegated Examining Certification, October 7, 2022, and HRM IL-22-04, Accepting and Processing Applications for Delegated Examining, December 30, 2022.

5. Implementation Action. Implementation under this issuance must be carried out in accordance with applicable laws, regulations, and collective bargaining agreements followed within GSA.

8. Signature.

/S/ _____
JEFFREY LAU
Acting, Chief Human Capital Officer

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1. Introduction. The delegated examining authority is used in recruitment planning as a strategy for building a diverse, high-performing workforce to ensure the agency's continued ability to execute its mission. The following is the General Services Administration's Delegated Examining Policy, which provides guiding principles for the application of competitive hiring procedures. This recruitment authority should be used when recruiting for hard to fill positions, a shortage of qualified candidates, entry-level positions or in an effort to increase the diversity demographic of the applicant pool.

2. References.

- a. [5 U.S.C. 1104, Delegation of Authority for Personnel Management](#)
- b. [5 U.S.C. 2108, Veteran; Disabled Veteran; Preference Eligible](#)
- c. [5 U.S.C. 3305, Competitive Service; Examinations](#)
- d. [5 U.S.C 3309 through 3318, Examination, Certification, and Appointment](#)
- e. [5 U.S.C. 3319, Alternative Ranking and Selection Procedures](#)
- f. [5 U.S.C. 3327, Civil Service Employment Information](#)
- g. [5 CFR Part 211, Veteran Preference](#)
- h. [5 CFR Part 300, Employment \(General\)](#)
- i. [5 CFR Part 332, Recruitment and Selection Through Competitive Examination](#)
- j. [5 CFR Part 337, Subpart C, Examining System](#)
- k. [29 CFR Part 1607, Uniform Guidelines on Employee Selection Procedures](#)
- l. [OPM Delegated Examining Operations Handbook \(DEOH\) - PDF](#)
- m. [OPM Delegated Examining Certification Program Guide - PDF](#)
- n. [OPM Vet Guide](#)
- o. Interagency Delegated Examining Agreement (GSA-1) between OPM and GSA
- p. [GSA Order HRM 9714, Veteran Pass Over and Objection Requirements and Procedures](#)
- q. [GSA Order HRM 9337.1, Category Rating and Selection Procedures](#)
- r. [GSA Order HRM 9320.1, Job Analysis](#)
- s. [GSA Order HRM 9330.3, GSA Career Transition Plans \(Career Transition Assistance Plan, Interagency Career Transition Assistance Plan, Priority Placement Plan, and Reemployment Priority List\)](#)
- t. [GSA Order HRM 9330.2A, Selection and Placement](#)

3. Definitions.

- a. **Amended Certificate.** A modification of the original certificate to add name(s) that were not on the original certificate issued.
- b. **Appointing Officer.** A person having authority, by law or by duly delegated authority, to appoint, employ, or promote individuals to positions in an agency.
- c. **Appointing Authority.** The legal or regulatory basis for a specific appointment to a Federal civilian position.
- d. **Auditing.** The process by which certifying action is taken on a returned Certificate of Eligibles by the Delegated Examining Unit (DEU) to ensure compliance with all legal and regulatory selection procedures and criteria.
- e. **Career-Conditional Appointment.** Appointment to a non-temporary position in the competitive service pursuant to [5 CFR 315](#) with less than three years of creditable service toward career tenure.
- f. **Career Transition Assistance Program (CTAP).** A program established by the agency to assist its own surplus and displaced employees. (See [5 CFR 330](#))
- g. **Competitive Examining.** The process used to fill civil service positions with candidates who apply from outside the Federal workforce. It also is used to enable current Federal employees without civil service status to compete for a permanent appointment and to enable employees with civil service status to compete for other Federal positions.
- h. **Competitive Status.** A person's basic eligibility for assignment (for example, by transfer, promotion, reassignment, demotion, or reinstatement) to a position in the competitive service without having to compete with members of the general public in an open competitive examination. When a vacancy announcement indicates that status candidates are eligible to apply, career and career-conditional employees who have served at least 90 days after competitive appointment may apply. Once acquired, status belongs to the individual, not to the position. ([5 U.S.C. 3304\(a\)](#)).
- i. **Delegated Examining.** Authority to fill competitive civil service positions pursuant to a delegation agreement. Delegated examining authority is granted by OPM and must be exercised in accordance with civil service laws and regulations.
- j. **Delegated Examining Unit (DEU).** A unit that is granted delegated examining authority by the U.S. Office of Personnel Management (OPM).
- k. **Documentation.** The collection of sufficient information to enable the reconstruction of an examination during an audit. Such information includes, at a minimum, position descriptions, job analysis, a rating schedule, resumes, applicant availability statements, etc.

- l. **Eligible.** An applicant who satisfies the minimum qualifications requirements for the position and, therefore, is eligible for consideration.
- m. **Illegal Appointment.** Occurs when an illegally selected individual enters on duty. Illegal appointments must be regularized (corrected). Every effort must be taken to put the employee on a legal appointment. If no such corrective action is possible, a variation must be requested from OPM in order to retain the employee.
- n. **Illegal Selection.** An illegal (*i.e.*, erroneous) selection occurs when a selection made from a certificate is out of order and results in a violation of the selection rules. The illegal selection may have occurred on either a properly ranked certificate or a certificate when an eligible does not appear in the correct order (e.g., eligible was misranked on a certificate or mistakenly did not appear on the certificate at all).
- o. **Interagency Career Transition Assistance Program (ICTAP).** A career transition assistance program established to provide Federal employees affected by Federal downsizing reemployment priority for jobs in agencies other than the one in which they were previously employed. (See [5 CFR Part 330](#)).
- p. **Job Opportunity Announcement (JOA).** A document that informs the public about a job vacancy. A job announcement describes the requirements of the job, and instructs applicants regarding how to apply for the vacancy. Job announcements must be posted on USAJOBS as a means of satisfying the public notice requirement.
- q. **Lost Consideration.** This occurs when an eligible is denied employment consideration due to a violation of the law.
- r. **Merit Promotion.** An appointment made under the authority of [5 CFR Part 335](#), "Promotion and Internal Placement." With exception to certain preference eligibles and people eligible under limited special hiring authorities, only employees with competitive status may apply for positions under merit promotion authority.
- s. **Minimum Qualifications.** Qualifications that an applicant must possess, at a minimum, to be eligible for hire or promotion under the competitive system. Minimum qualifications typically are expressed in terms of years of job-related experience or education. Applicants who do not meet the minimum qualification requirements for the position receive no further consideration.
- t. **Open Period.** The period during which applications may be submitted for consideration of a job announcement. The duration of the open period must be sufficient to provide adequate public notice of the vacancy and must be reasonably expected to result in a sufficiently diverse applicant pool, and must be clearly specified in the job announcement.

- u. **Preference Eligible.** A veteran, spouse, widow, widower, or mother who meets the definition in [5 U.S.C. 2108](#).
- v. **Priority Consideration.** Special consideration priority given to a candidate who previously was denied consideration due to erroneous or lost certification.
- w. **Quality Rating Procedure.** A rating procedure in which candidates are rated according to prescribed quality levels based on the degree to which they possess qualifying experience or training.
- x. **Reemployment Priority List (RPL).** A list of employees within the local commuting area separated from the agency due to reduction in force (RIF) or a work-related injury. If an employee on the RPL is well-qualified for a vacancy within his or her local commuting area, you must (with a few exceptions) select that employee before hiring anyone from outside the agency.
- y. **Veterans' Preference.** A special privilege that entitles qualifying veterans to certain advantages in consideration for Federal employment.

4. Roles and Responsibilities.

- a. The Delegated Examining (DE) Program Manager will:
 - (1) Serve as the liaison between OPM and GSA on matters pertaining to delegated examining. All Human Resources Service Centers (HRSCs) must contact GSA's DE Program Manager and/or the director of the Human Capital Policy and Programs (HCPP) Division for any issue requiring guidance or approval by OPM.
 - (2) Develop, establish and maintain policies related to delegating examining activities. Monitor changes in applicable law or regulations and make adjustments to the policy as necessary.
 - (3) Update the HR Service Centers (HRSCs) on policy and procedural changes and updates related to delegated examining activities.
 - (4) Work with the Accountability Division to ensure the examining operations of each HRSC adheres to policies and procedures and most importantly, upholds the integrity of the legal and regulatory requirements of merit selection ([5 U.S.C. 2301](#) and [2302](#)).
 - (5) Participate in DE audits led by the Accountability Division or OPM, analyze center activities, and conduct trend analysis as needed.
 - (6) Inform HRSCs of updates, changes, lessons learned, problems encountered and recommend solutions for competitive examining cases.
 - (7) Provide recommendations to HRSCs on the establishment and composition of Delegated Examining Units (DEU) to ensure the efficient and effective use of the DE authority.
 - (8) Monitor and maintain certification information for employees assigned to perform DE work and audits.

- (9) Provide guidance and instructions on DE training and certification to HR Services and other staff involved in DE activities.
- b. Human Resources Service Center (HRSC) Directors will:
- (1) Ensure that employees required to perform DE work are properly trained and certified.
 - (2) Submit any requests for the termination of DE certification to the DE Program Manager for review and action.
 - (3) Monitor that all staff performing DE activities are DE certified.
- c. Employment Services Branch Managers will:
- (1) Complete training and maintain certification requirements in order to provide oversight and guidance to DE certified staff members.
 - (2) Monitor the DE work being performed by subordinates within the branch to ensure all activities adhere to applicable DE policies and procedures.
 - (3) Identify and monitor the training and certification of their employees assigned to perform DE work.
 - (4) Monitor and track the certification expiration dates of employees to ensure recertification takes place in a timely manner.
 - (5) Assign DE certified individuals to review and approve any DE work performed by a non-DE certified employee.
 - (6) Submit any requests for the termination of DE certification to the HRSC Director for review and action.
- d. The Human Resources (HR) Specialists and other HR staff assigned to perform DE work will:
- (1) Complete all training and certification requirements in a timely manner.
 - (2) Request approval to obtain recertification at least 3 months prior to the expiration of a current certification.
 - (3) Notify a current supervisor of any issues with obtaining and/or maintaining certification or recertification at least 3 months prior to the expiration of a current certification or as soon as the issue arises.
 - (4) Submit a copy of the DE certification certificate to their supervisor and the DE Program Manager.
 - (5) Ensure that this policy as well as OPM's regulatory requirements are properly executed.
 - (6) Verify and clear the GSA's Reemployment Priority List before posting any Job Opportunity Announcements.
 - (7) Ensure that JOAs meet the requirements of this policy as well as the criteria established under Subpart A - Filling Vacancies in the Competitive Service under [5 CFR 330.101, 330.102, 330.103, and 330.104](#).
 - (8) Ensure that employees remove or recuse themselves from working on any recruitment action where the employee, an employee's family member, household relative, or anyone with whom the employee has a personal relationship may apply to be considered.

- (9) Ensure that all procedures are followed for the secure handling, receipt, rating, and ranking of applications.
- (10) Appropriately apply and adjudicate veterans' preference.
- (11) Appropriately apply all Priority Placement Program requirements.
- (12) Ensure applicants are notified at the four touchpoints in the application process.
- (13) Ensure that all documentation required for reconstruction purposes is added to the case file in a timely manner.

5. **DE Certification Requirements.** All individuals responsible for conducting DE activities, including those conducting policy, oversight, and annual audits, must have completed the initial OPM DE Certification Training and be currently certified to perform delegated examining work. Individuals must successfully pass the OPM DE certification Assessment in accordance with the [OPM Delegated Examining Operations Handbook \(DEOH\): A Guide for Federal Agency Examining Offices](#).

a. ***Delegated Examining Unit (DEU).*** GSA has been granted authority by the Office of Personnel Management (OPM) to delegate examining responsibilities to subordinate offices, which serve as “delegated examining units” (DEUs). The DEUs will have properly certified staff to perform assigned DE work to ensure to the maximum extent possible that the agency’s vacant positions are filled with the best-qualified persons from a sufficient pool of well-qualified eligibles, and take into account veterans’ preference requirements while upholding the laws, regulations, and policies governing competitive examination and selection. Each HRSC is an established GSA DEU and has a unique identifier:

- (1) FAS: GS00001
- (2) PBS: GS00002
- (3) Staff Office: GS00003
- (4) NRC: GS00005
- (5) HQ: GS000HQ

b. ***Contractors.*** Contractors who are employed by firms that have contracts with GSA to perform delegated examining services or those who are employed on the basis of personal service contracts with GSA to deliver such services are subject to DE certification requirements. GSA will sponsor the contractor and document the contractual relationship at the time of the DE certification registration process.

c. ***OPM Delegated Examining Certification Information System (DECIS).*** The OPM DECIS (<https://de.usalearning.gov>) contains information on DEU’s and those trained to perform delegated examining duties. Employees will create an account and use this system to register for OPM DE Certification Training and/or the OPM DE Certification Assessment. Employees who possess current DE certification and transfer to GSA from another agency must update their agency and supervisor information within the DECIS. Additional information on the DE

Program including registration information is found in the [OPM Delegated Examining Certification Program Guide](#).

- d. **Training.** Formal classroom training in delegated examining is offered by OPM and is highly recommended for individuals who will be certified for the first time. Other types of training may also be available including on-the-job-training under the oversight or supervision of a DE certified supervisor or other DE certified individuals. Additional classroom/online training is also recommended for specific topics covered by competitive examining (e.g. Category Rating, veterans' preference, Qualifications Analysis, etc). GSA will sponsor training (subject to management approval) for an employee who is required to obtain and/or maintain certification. Employees who register for certification training but do not complete the training must notify their supervisor immediately.
- e. **Review of Delegated Examining Work.** Employees whose DE certification has expired, those who have failed the assessment, or those who are working on establishing certification are not authorized to perform DE work independently. Any DE work assigned must be reviewed and approved by a DE certified individual including reviewing the job announcement before posting, reviewing qualifications determinations, veterans' preference adjudications, and reviewing the certificate of eligibles before issuance. In limited circumstances, non-DE certified individuals may post announcements or issue certificates in an automated system. The examining case file must be clearly documented with the name of the DE certified individual who reviewed and approved the announcement and/or certificate, which includes qualification determinations and veterans' preference adjudications. The DE certified reviewer is accountable for the accuracy of the posted announcement and/or certificate. All reviews and approvals of DE work must be documented. Documentation may consist of a signed DE checklist, email or memorandum for record certifying the review and approval of the DE work. Review and approval documentation must be included in the vacancy case file.
- f. **Initial Certification.** Employees must pass the Delegated Examining Certification Assessment in order to be certified. Certification is valid for three years. Supervisors have the authority to determine which staff members will be required to obtain certification. Factors that may be taken into consideration include whether the employee is a trainee and/or lacks the knowledge, skills and ability of an individual to perform DE work. Completion of the OPM DE Certification Training is not required, but highly recommended prior to taking the certification assessment. Individuals who fail the initial certification assessment may take the assessment after 30 days following the failure of the first attempt

and six months following the failure of subsequent attempts. Supervisors should evaluate the need for DE certification for employees who fail the assessment multiple times to determine if it is in the best interests of the agency to continue attempting certification.

- g. **Recertification.** Delegated examining certification is valid for three years. Employees who are required to maintain certification must start the recertification process no sooner than 6 months and no later than 3 months before the expiration of a current certification. Individuals must be actively conducting DE activities (or be in a policy or oversight role related to delegated examining) to be eligible for recertification. The recertification assessment must be taken before the expiration of the certification. Individuals who fail the assessment may take the assessment a second time after 60 days have passed. Failure to pass a second time will end the certification and any assigned DE work must be reviewed and approved by a DE certified individual. Employees must wait six months before a third attempt of the recertification assessment. Supervisors should evaluate the need for recertification of employees who fail the assessment multiple times to determine if it is in the best interests of the agency to continue attempting certification.
- h. **Increased Supervisory Engagement After Two or More Assessment Failures.** If an individual fails the DE assessment two or more times, the supervisor must take specific actions during the employee's six-month waiting period to actively support their employee's development of DE skills and assess their readiness to continue pursuing DE certification. The supervisor must complete the [OPM Form 5077, Supervisory Evaluation of Employee Readiness for the DE Certification Assessment](#) and document the actions taken before the employee schedules another attempt of the Assessment. Completed checklists must be submitted to DE.Recertification@opm.gov with GSA's DE Program Manager copied on the email. The checklist can be submitted as early as 30 days prior to the expiration of the six-month waiting period or when the employee is ready to register for the Assessment. Although required after two or more failures, the evaluation is recommended for all supervisors of HR Practitioners who are pursuing DE certification to help the employees prepare for the Assessment.
- i. **Employee Movement.** When a Federal employee or contractor transfers to GSA from another agency, DE certification transfers with the individual as long as certification is still current. When such a transfer occurs, the employee and supervisor will notify the GSA DE Program Manager and OPM. Notification to OPM will occur via the Delegated Examining Certification Information System

(DECIS), <https://de.usalearning.gov>. Once an employee separates from Federal service, DE certification terminates. There are exceptions, however, in the case of a former employee who returns to Federal service, or becomes a contract employee, prior to what would have been the expiration date of the last DE certification had the employee never left Federal employment (*i.e.*, within the 3-year window). In such a case, DE certification requirements are as follows:

- (1) If the former employee returns to Federal service within one (1) year of separation, and the most recent certification is still within the 3-year window, no additional requirements are needed. Use the date of the last DE certification to determine when certification expires (3 years).
 - (2) If more than one (1) year has elapsed between separation from and return to Federal service, and the most recent certification is still within the 3-year window, the employee must complete the recertification assessment to reestablish DE certification before being assigned DE work.
 - (3) Should a former Federal employee return to Federal service after DE certification would have expired (*i.e.*, outside the 3-year window), the former employee must pass the certification assessment to reestablish DE certification before being assigned DE work.
- j. **Extensions.** Requests for extensions to obtain recertification will be considered on a case-by-case basis and will be submitted to the DE Program Manager and approved by the HCPP Director. Such requests must be due to unforeseen circumstances or circumstances beyond the control of the HR practitioner.
- k. **Records and Documentation.** Upon issuance of the DE certification certificate from OPM, employees will forward a copy of their certificate to their supervisor and to the DE Program Manager. The DE Program Manager will maintain a record keeping system for all DE certificates to include monitoring of expiration dates.

6. DE Recruitment Readiness. Strategic recruitment is a collaborative process between the HR specialist and the hiring official. To ensure the process is as efficient and effective as possible the following activities must occur:

- a. HR Specialists are responsible for advising hiring officials on the various hiring authorities and providing guidance on practical ways to recruit and hire highly skilled individuals.
- b. The discussion should include consideration of previous recruitment efforts within the hiring organization that yielded the most beneficial outcomes and whether a

review of external candidates would be reasonable for the type of position being recruited.

- c. Developing a job analysis (JA) (see [GSA Order HRM 9320.1, Job Analysis](#)) is a collaborative effort between the HR specialist and the hiring official or subject matter expert. To establish effective recruitment and assessment criteria the JA must identify the competencies/KSAs directly related to performance on the job.
- d. Hiring officials are responsible for being fully engaged in the hiring process, including planning current and future workforce requirements, identifying skills required for the job, and engaging actively in the recruitment and interviewing process. Hiring officials must ensure the recruitment and selection processes are carried out in a timely manner by utilizing HR systems to their maximum capabilities, considering all strategic hiring flexibilities, and ensuring that all actions are consistent with merit system principles and applicable laws and regulations.

7. Accepting and Processing Applications. Competitive examining practices and procedures must comply with the requirements described in the current Interagency Delegated Examining Agreement (GSA-1) between OPM and GSA, the [Delegated Examining Operations Handbook - A Guide for Federal Agency Examining Offices](#) (DEOH) and, [5 CFR Part 330](#). This policy ensures an effective process for accepting and processing DE applications that supports mission accomplishments and is in accordance with merit system principles and applicable laws and regulations.

- a. **Employee Conflict of Interest**. When an employee, a Subject Matter Expert (SME), an employee's relative as defined by [5 U.S.C. 3110\(a\)\(3\)](#), or a member of an employee's household applies for a position that is being handled by the employee/SME's office, neither the employee or SME may be involved in the assessment or certification process for that position. Each HRSC conducting DE activities must provide guidance for employees and SMEs on reporting potential conflicts of interest. At a minimum, the guidance must state that an employee and/or SME must provide written notice to the servicing Human Resources Office when:
 - (1) The employee or SME intends to apply for a position that is being handled by the DE unit in which they work, or
 - (2) The employee knows that a relative or a member of his or her household intends to apply for such a position.

- b. **Job Opportunity Announcements (JOA).** JOAs must include all required information as outlined in [5 CFR 330.104](#) and the DEOH. Announcement information and instructions must be understandable, clear, concise, free of Federal jargon or terminology, well-organized, and easily understood. Job announcement templates are available in the talent acquisition system to ensure all required information is included in a clear, consistent format. In addition, statements addressing the following must be included in the JOA:
- (1) Whether or not relocation expenses will be paid;
 - (2) Whether recruitment or relocation incentives may be made available;
 - (3) The type and level of pre-appointment background and security investigation that is required; and
 - (4) If the position is eligible for telework, based on the criteria in [GSA's Telework and Remote Work Policy](#).
 - (5) Under [5 U.S.C. 3327](#) and [3330](#), agencies must notify OPM of job opportunities in the competitive service. Furthermore, as outlined in [5 CFR 330.103](#) agencies must notify OPM if the opportunity is expected to last for more than 120 days. The Public Notice requirement ensures that members of the public have an opportunity to compete for vacant positions. The HRSCs will ensure that all delegated examining JOAs meet the Public Notice requirement.
 - (6) JOAs should be open to accept applications for a minimum of 5 business days to provide the public with adequate notice of the job announcement. If an open period of fewer than 5 business days is prescribed, it must be clearly justified and documented in the examination case file. The justification must be based on objective factors, such as the number and type(s) of jobs expected to be filled, labor market conditions, and recent experience filling similar positions. In cases where an application limit is set, the maximum number of applicants may be reached before the closing date.
 - (7) Application acceptance limits may be used in circumstances where the opportunity results in an unreasonably high number of candidates and will significantly delay the review of certified eligibles due to the volume received (e.g. remote positions). The recommended limit of applications accepted should be no fewer than 150 applications. If a limit is set for fewer than 150 applications, it must be clearly justified and documented in the examination case file.
 - (8) Cut-off dates may be used to manage the receipt of large numbers of applications over an extended period of time or with open continuous JOAs for hard-to-fill positions and an urgent need to fill a position immediately. When using cut-off dates, the date and the process that will

take place as a result of the cut-off date must be described in the JOA.

- (9) When accepting applications from all US Citizens, status candidates and others eligible for special hiring authorities (e.g., Veterans Employment Opportunities Act, Schedule A Disabled, Peace Corps/VISTA, etc.), two separate announcements for both the public and merit promotion applicants may be posted concurrently. For more information on merit promotion announcement procedures see [GSA Merit Promotion and Placement Plan](#).
 - (10) HR Specialists must include an HR point of contact in each JOA for applicants who need additional assistance (e.g., alternate method(s) of applying, submitting required documents, questions regarding the application process, etc.)
- c. **Multiple-Location JOAs.** HR Specialists should refer to the following guidance on issuing certificates for multiple-location announcements:
- (1) If the position(s) advertised is a remote position (i.e., it can be filled in any number of locations that will be determined at the time of selection), only one certificate will be issued with all of the best qualified candidates.
 - (2) If the position(s) can be filled at any of a number of different, specific locations or geographic areas, only one certificate will be issued with all of the best qualified candidates. For example, if there is one vacancy that can be filled in either City 1, City 2, or City 3; or Geographic Area 1, Geographic Area 2, or Geographic Area 3.
 - (3) If there are multiple positions to be filled at a number of different, specific locations or geographic areas, separate certificates with all of the best qualified candidates will be issued for each location. For example, if there is one vacancy to be filled in City 1 (or Geographic Area 1), there are three vacancies to be filled in City 2 (or Geographic Area 2), and there are two vacancies to be filled in City 3 (or Geographic Area 3).
- d. **Accepting and Processing Applications from Status Candidates.** Status applicants are allowed to apply to public notice vacancies. When a status candidate applies to a DE announcement, they should be treated as any other non-status candidate (time-in-grade does not apply) and will be reviewed and evaluated based on the quality of the general or specialized experience, as required by the applicable qualification standard and JOA. Unless otherwise described in the JOA as a required document, status candidates should not be marked as incomplete for failing to submit an SF-50 at the time of application.

- e. **Receiving Applications.** Applications must be received by the closing date as indicated on the JOA, or must be postmarked by the closing date, if receiving applications outside of the talent acquisition system. Late applications are generally not accepted. However, extensions may be granted to persons who request application materials in hard-copy form on/or before the closing date. HR Specialists should make every effort to set the closing date on a business day to help ensure assistance is provided to applicants who request help. A response due date must be given to the applicant and the application must be annotated to ensure the HR specialist can identify the documents upon receipt. Exceptions may also be granted for all applicants who are unable to apply by the closing date due to any talent acquisition system issues affecting accessibility of the system. These exceptions must be approved by the HR Specialist or a designee and will be applied consistently to all applicants for that position. The justification for accepting late applications will be documented in the case file. Applications from persons who are entitled to file late should be accepted and processed up until the time that a certificate is issued. Once a certificate is issued, however, the certificate should not be amended to include late applications unless requested to do so by the hiring manager. Procedures for accepting and processing late applications for those applicants entitled to file late can be found in the [GSA Applicants Entitled to File Late Applications](#) Standard Operating Procedures (SOP).
- f. **Use of Subject Matter Experts.** A SME is recognized as having expert knowledge and specialized experience in a subject area. Selecting officials may use a SME or SME Evaluation Panel to assist the servicing human resources office in identifying best-qualified candidates for referral. Procedures for the use of a SME panel can be found in the [Subject Matter Experts](#) SOP.
- g. **Supplemental Documentation.** Supplemental documentation is any documentation, other than a resume, used by the HR Specialist to determine the eligibility for consideration or qualifications of an applicant. Supplemental documentation must be submitted with the application by the closing date noted on the JOA. Applicants are not required to submit official documents as part of their application. However, once selected and prior to setting the entrance on duty date (EOD), applicants will be required to provide official documentation. These may include:
- (1) School transcripts;
 - (2) DD Form 214, Certificate of Release or Discharge from Active Duty (stating disposition of discharge or character of service);
 - (3) Veterans Affairs (VA) letters;
 - (4) SF-50 Notification of Personnel Action; and
 - (5) Performance Evaluation.

- h. ***Incomplete Applications.*** JOAs must provide clear instructions to applicants on what documents must be submitted with an application and the impact if an applicant fails to submit a complete application by the established closing date. The JOAs will state that applicants must submit supporting documents by the closing date of the announcement. Any exceptions on accepting late documentation must be approved by the servicing HR Specialist or a designee in advance of the closing date and will be applied consistently to all applicants for that position. The justification for accepting late documents will be documented in the case file.
- i. ***Priority Placement Programs.*** Applications must be reviewed to determine which applicants are entitled to selection priority based on the requirements of GSA's Career Transition Assistance Plan (CTAP), Interagency Career Transition Assistance Plan (ICTAP), and the Reemployment Priority List (RPL). For more information on CTAP, ICTAP, and RPL, including eligibility requirements, order of selection, and exceptions, see [5 CFR Part 330](#); [GSA Order GSA Career Transition Plans \(Career Transition Assistance Plan, Interagency Career Transition Assistance Plan, Priority Placement Plan, and Reemployment Priority List\)](#); the [Interagency Career Transition Assistance Program \(ICTAP\) and GSA Career Transition Assistance Program \(CTAP\) SOP](#), and the [Reemployment Priority List \(RPL\) SOP](#).
- j. ***Applicant Notification.*** Applicants who apply through USAJOBS must receive notification through USAJOBS at each of the following four points during the application process: 1) application received; 2) application assessed for qualifications; 3) applicant referred or not referred to selecting official; and 4) applicant selected or not selected for the job or the JOA was canceled (DEOH, Chapter 4). HRSCs must determine how to notify applicants who apply using alternative methods.
- k. ***Multiple Hurdle Assessment Process.*** A multiple hurdle approach maximizes the efficiency of resources by utilizing the most time and cost effective resources on the best qualified individuals. In this approach, applicants meeting the minimum qualifications for the position complete the first "hurdle" of the assessment process, typically an automated, self-report questionnaire. The top-rated performers move on to the next, more-rigorous assessment tool. This strategy permits better assessment tools to be used without depleting resources in the process and allows for the best qualified candidates to be considered for the position. Veterans preference must be applied in accordance with rules and regulations when a multiple hurdle assessment process is utilized.
 - (1) When choosing assessment tools or developing an assessment strategy to identify top candidates for a vacancy, there are a few requirements to keep in mind. Any assessment tool or assessment strategy must be reliable, valid, and meet the following criteria established in the [5 CFR Part 300](#) and outlined in [5 U.S.C. Part 2301](#):

- (a) Fair and practical – Assessment and selection procedures must be practical and provide candidates a fair chance to have their job-related abilities evaluated.
 - (b) Selection from among the best qualified candidates – Assessment and selection procedures should be successful in identifying a highly qualified, diverse pool of candidates who can perform successfully in the position.
 - (c) Develop and use without discrimination based on any non-merit factors – Candidates should not be discriminated against on the basis of any protected groups characteristics such as: race, sex, religion, age, etc.
 - (d) Provide candidates with the opportunity to appeal – Assessment tools and procedures should have a process in place for candidates to appeal if they believe they have been treated unfairly (See [5 CFR 300.103](#) and [5 CFR 300.104](#)).
 - (e) Job analysis – Any assessment tool or procedure used must be based on a job analysis that identifies the basic duties and responsibilities of the position, the competencies required to perform the duties and responsibilities, and the factors important in evaluating the competencies.
 - (f) Relevance – A candidate’s success or failure on any assessment tool or procedure should be indicative of their actual ability to perform the work of the position.
- I. **Veterans’ Preference Adjudication.** HR Specialists are responsible for ensuring veterans’ preference provisions are applied in accordance with [5 U.S.C. 2108](#), [5 U.S.C. 3309](#), [5 CFR Part 211](#), the [DEOH](#), and [OPM’s VetGuide for HR Professionals](#). Applicants claiming veterans’ preference must submit a DD Form 214, Certificate of Release or Discharge from Active Duty, which shows character of discharge and dates of military service.
- (1) Applicants claiming 10-point preference are required to complete Standard Form (SF) 15, Application for 10-Point veteran preference, and submit the requested documentation. However, if an applicant submits the proof required to claim 10-point preference but is missing the SF-15, the applicant will be granted preference based on the documentation provided.
 - (2) The Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011 requires Federal agencies to treat certain active duty service members as preference eligibles for purposes of an appointment in the competitive service, even though the service members have not yet been discharged or released from active duty. Applicants who are on active military duty will

not have a DD Form 214, Certificate of Release or Discharge from Active Duty, at the time of application. An applicant who is currently serving on active duty but will soon be discharged or an applicant who has performed active service but who is on terminal leave status may, pursuant to [5 U.S.C. 5534a](#), submit a “certification” when applying for a Federal job. The “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date of the submission of the certification. The certification must also indicate the veteran’s entitlement to veterans’ preference, and if the military service was honorable. See [DEOH Chapter 4](#) for further information on verifying preference for applicants on active military duty.

- (3) Applicants claiming veterans’ preference will be granted preference based on the information submitted with their application. Applicants who claim veterans’ preference but do not submit supporting documentation to certify the claim will not be marked as incomplete. Such applicants will not be granted preference and should be considered as non-veterans.

- m. **Requests for Reconsideration.** In accordance with [5 CFR 300.103](#) and [104\(b\)](#), an applicant may request reconsideration (*i.e.*, appeal a rating) when they do not agree with the qualification and/or eligibility determination made by the servicing HR Specialist. GSA procedures for reconsideration requests are found in the [Reconsideration of Qualifications or Eligibility Determinations](#) SOP. Reconsideration requests and HR responses will be documented in the JOA case file.

8. Erroneous Certification and Priority Consideration. If it is discovered that an error resulted in a selection in violation of the selection rules, corrective action must be taken to resolve the error in accordance with the instructions in the [DEOH, Chapter 6, Section E](#).

- a. In the event it is determined that an applicant has lost consideration, priority consideration for future vacancies must be given until they are either selected or receive priority considerations equal to the number of selections for which they were denied consideration. The name(s) of the eligible(s) who lost consideration is entered at the top of a Certificate of Eligibles subsequently issued for the same position for which consideration had originally been lost. The priority consideration eligible’s status should be annotated on the certificate. Regular order of selection rules apply.
- b. In the event a violation of law or an illegal appointment is identified, HRSCs must immediately notify the DE Program Manager in HCPP. HRSCs must first attempt to correct the erroneous appointment by placing the employee on a legal appointment (*i.e.*, by determining if the employee could have been properly appointed at the time when the error was made via a previously advertised position; posting a JOA; or appointing via a noncompetitive appointment

authority, etc.). If the HRSC is unable to fully regularize the appointment then a variation request must be submitted through HCPP for OPM approval to provide service credit for the period the incumbent(s) were on an illegal appointment, or to retain incumbent(s) appointed erroneously.

9. Veteran Pass Over and Objection Requests. In the event a hiring official is requesting to pass-over, or object to hiring a veteran candidate, they must provide proper and adequate reason(s) for passing over, or objecting to, a preference eligible applicant to select a non-preference eligible applicant. The HR Service Center Director reviews and approves pass over requests for non-CPS preference eligibles and requests. However, OPM retains exclusive authority to make medical qualification determinations pertaining to preference eligibles or disabled veterans in certain circumstances as described under [5 CFR Part 339](#), and grant or deny pass over requests of preference eligibles that are 30% or more disabled. Procedures for veteran pass over and objection requests can be found in [GSA Order HRM 9714, Veteran Pass Over and Objection Requirements and Procedures](#).

10. Auditing Certificates. This important accountability process certifies the action taken by hiring managers on returned certificates of eligibles, and ensures compliance with legal and regulatory staffing procedures including the proper application of veterans' preference. Certificates must be audited within 3 calendar days of the selection being returned. The certificate must be audited by a different DE certified HR Specialist than the HR Specialist who issued the certificate. In cases where the vacancy announcement has been canceled but a certificate was issued, the certificate must still be audited. Certificates must be annotated to reflect selections, and declinations or any failed to reply actions. All declination and other removals from consideration documentation will be kept in the case file.

11. Documenting Appointments. When documenting appointments using the delegated examining authority, the following legal authority code and the certificate number as the basis for the appointment authority must be documented on the Standard Form 50 (SF-50), Notification of Personnel Action form.

- a. Legal Authority for Permanent, Temporary, and Term Appointments:
 - (1) Authority: BWA
 - (2) Description Part 1: OPM Delegated Agr No. GSA-1
- b. Certificate Number in Remarks Section
 - (1) Remark Code: K15
 - (2) Selected from Cert (enter #) under delegated examining; (enter DEU ID #)

12. Documentation and Recordkeeping. Documentation of a recruitment action taken under this Order must be maintained by the servicing HR Office and must be sufficient for a reviewer to reconstruct the action in its entirety.

- a. **Case File Documentation**. Complete case files must be maintained by the HR office for a total of three (3) full years (see [General Records Schedule, 2.1, Rule 50](#) and [DEOH, Appendix C](#)). During these three years, information in the files

must be made available as required by laws, regulations, and agreements. If the action becomes the subject of litigation or a discrimination complaint, there may be a requirement to retain such records for a longer period of time. In such cases, a "litigation hold" on destruction of the documents may be initiated (e.g., by the Office of General Counsel) until the legal matter is settled, or notification provided by the EEO Office to retain the case file until the issue is resolved. At a minimum, the case file must include the following records (in paper or electronic form):

- (1) SF-52 or Personnel Action Request (PAR);
- (2) Job Analysis (signed/dated by HR and SME/HM; if not signed, email approval)
- (3) Weighting calculator/spreadsheet;
- (4) Position description(s);
- (5) Applicable Qualification Standard
- (6) Job Opportunity Announcement (USAJOBS);
- (7) Recruitment, Retention, Relocation and/or Superior Qualifications Appointment (SQA) packages/justifications;
- (8) Signed Letter of Agreements from Selectee (Conditions of Employment; Service Agreement, Temporary Promotion, etc.);
- (9) Official Transcripts (if applicable);
- (10) Subject Matter Expert (SME) Certification Forms, if any;
- (11) Evaluation records and/or basic eligibility determinations;
- (12) GSA Recruitment Conversation Checklist;
- (13) Declinations of job offers;
- (14) Reconsideration requests/responses;
- (15) Objection/Passover Requests; and
- (16) Correspondence with the hiring manager (e.g. JOA cancellation, additional selections, etc.)

13. Accountability. Delegated examining case files and programs are subject to audit and review by GSA's Independent Audit Program or the Office of Personnel Management. Annual accountability reviews will be conducted to ensure compliance with GSA and OPM policy and guidance, and all applicable federal laws and regulations. OPM or the GSA CHCO may terminate, suspend or revoke the use of this authority for repeated delegated examining violations.

Appendix A. Listing of GSA Orders and SOPs Related to DE Recruitment

The following materials are resources related to delegated examining recruitment activities. This list may not be all inclusive, please monitor the various resource sites (e.g. [InSite Directives Library](#) and to ensure you have the most up to date guidance.

GSA Orders

- a. [GSA Order HRM 9714, Veteran Pass Over and Objection Requirements and Procedures](#)
- b. [GSA Order HRM 9337.1, Category Rating and Selection Procedures](#)
- c. [GSA Order HRM 9320.1, Job Analysis](#)
- d. [GSA Order HRM 9330.3, GSA Career Transition Plans \(Career Transition Assistance Plan, Interagency Career Transition Assistance Plan, Priority Placement Plan, and Reemployment Priority List\)](#)
- e. [GSA Order HRM 9330.2A, Selection and Placement](#)

HRS SOPS

- a. [Addressing Requests for Information from Employees and Applicants on Merit Promotion, Delegated Examining and Special Appointing Authority Selection Actions](#)
- b. [GSA Applicants Entitled to File Late Applications](#)
- c. [Interagency Career Transition Assistance Program \(ICTAP\) and GSA Career Transition Assistance Program \(CTAP\)](#)
- d. [Obtaining Official College Transcripts and Documenting Employees' Education Information in HR Systems](#)
- e. [Reconsideration of Qualifications or Eligibility Determinations](#)
- f. [Reemployment Priority List \(RPL\)](#)
- g. [Staffing Quality Review Process](#)
- h. [Subject Matter Experts](#)

Appendix B. Delegated Examining Action Review Checklist

DELEGATED EXAMINING ACTION REVIEW

Agency:		Location:		OPM-Led SAA	
Selectee(s):		Effective Date:		NOAC/Nature of Action:	
				LAC/Legal Authority:	
Title, Pay Plan/Series/Grade:		MCO Y N	Top Ten Y N	# Well-Qualified ICTAP:	
Organization:				SF-52 or Request Date: ____/____/____	
Announcement Number:	Category Rating Y N	Open Date: ____/____/____		Close Date: ____/____/____	
Certificate Number:		Date Certificate Issued: ____/____/____		Total # of Certificates Issued: ____ at Grade(s) _____	
# Applied:	# Qualified:	Date Certificate Returned: ____/____/____		Date of Panel or Rating: ____/____/____	
# VP Qualified: _____ Breakdown: GS-(9) CPS _60_ CP ___ XP ___ TP GS-(11) CPS ___ CP ___ XP ___ TP GS-() CPS ___ CP ___ XP ___ TP GS-() CPS ___ CP ___ XP ___ TP ___		# Referred		# Selected	
		# VP _____ GS-(9) _____ GS-(211) _____ _____ GS-() _____ GS-() _____	# NV _____ GS-() _____ GS-() _____ GS-() _____ GS-() _____ GS-() _____	# VP _____ GS-() _____ GS-() _____ GS-() _____ GS-() _____ GS-() _____	# NV _____ GS-() _____ GS-() _____ GS-() _____ GS-() _____ GS-() _____
# VP Applications Reviewed:		#VP Applications Properly Adjudicated:		VP Properly Adjudicated Y N	
				Veterans referred in proper order Y N	

INSTRUCTIONS: Use this checklist in conjunction with the Delegated Examining Program Review checklist and the Delegated Examining Operations Handbook (DEOH). Delegated examining authority applies to filling temporary, term, and permanent competitive positions (see DEOH 2-A).

Y	N	REVIEW ITEM	COMMENTS
		A. HIRING REFORM INITIATIVES (Hiring Reform data collected below will be used as <u>baseline and trend data only</u> and should not be included in evaluation reports. No required or recommended actions should be generated for JOAs that close before November 1, 2010.)	
		A1. JOA is 5 pages or less	

		A2. JOA is written in plain language, free of Federal jargon, with meaningful definition(s) of qualifying specialized experience specific to the position advertised	
		A3. Applicants may apply by submitting a resume and cover letter or by completing a simple, plain language application	
		A4. KSA narrative responses or essay-style questionnaires are not required at time of initial application	
		A5. Application requirements are reasonable so as not to pose unnecessary burdens to the applicants (e.g., <u>official</u> college transcript is not required at time of application)	
		A6. Explanation of what applicant can expect next (e.g., what happens after application has been submitted, expected timeframe for selection/job offer)	
		A7. Agency provides timely notification to applicants about status at key points of the hiring process (e.g., application received; meets/does not meet minimum eligibility and qualification requirements; referred/not referred on Certificate of Eligibles; selected/not selected). Notifications may be combined (minimum of two notifications unless applicant is ineligible).	



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Y	N	REVIEW ITEM	COMMENTS
B. JOA CONTENTS AND USE OF LINKS (Required information is highlighted. Information contained in links should be reviewed for accuracy and completeness) [5 U.S.C. 3327 and 3330, 5 CFR 330.707, E.O. 13078]			
		B1. Agency name	
		B2. Announcement number	
		B3. Title of the position	
		B4. Series, pay plan, and grade (or pay rate)	
		B5. Entrance pay	
		B6. Promotion potential	
		B7. Opening date	
		B8. Closing date	

		B9. Cut-off dates or how application receipt will be controlled	
		B10. Type of appointment (i.e., permanent, term, or temporary, including NTE dates)	
		B11. Duty location	
		B12. Number of vacancies	
		B13. Citizenship requirement [5 CFR 338.101]	
		B14. Selective Service requirement [5 CFR 300.701]	
		B15. Brief description of duties	
		B16. Qualification requirements for each grade level (including KSAs/competencies and selective placement factors)	
		B17. Basis of rating (how candidates will be evaluated).	
		B18. Quality categories defined for category rating	
		B19. What to file	
		B20. Instructions on how to apply	
		B21. How to claim veterans' preference	
		B22. Agency definition of well-qualified and how CTAP/ICTAP candidates may apply, including proof of eligibility	
		B23. EEO statement	
		B24. Reasonable accommodation statement	
		B25. Procedures for obtaining additional information (e.g., P.O.C., e-mail address, telephone number)	
		B26. Employee benefits	
		B27. Special conditions when one announcement is used	
		B28. Additional items (physical requirements, gender restriction, part-time or intermittent employment, shift work, unusual tours of duty, travel requirements, minimum/maximum entry age, mandatory interview, etc.) [DEOH 6-A]	
		B29. For positions restricted to preference eligibles (custodian, messenger, guard, elevator operator) - whether applications will be accepted from non-preference eligibles and, if so, that they will not be considered if veterans are available [5 U.S.C. 3310 and 5 CFR 330.401]	

C. RECRUITMENT ACTIVITIES		
		Recruitment activities are consistent with the goal of building and maintaining a diverse Federal workforce [5 CFR 720.204]



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Y N REVIEW ITEM COMMENTS		
D. PUBLIC NOTICE REQUIREMENTS [5 U.S.C. 3327; DEOH 3-B; 5 CFR 330.102 & 330.707(a)]		
		Job announced on USAJOBS, including those filled from standing inventories or automated system
		Announcements are open consistent with the policies the agency has established
E. APPLICATION ACCEPTANCE PROCEDURES [DEOH 4-A]		
		The DEU follows any agency-wide policy and procedures for accepting and processing applications from all applicants, including status applicants
		Postmarks from mailed applications are annotated
		Late applications are appropriately accepted or rejected. For extensions, response dates are given to applicants who request application materials by the closing date
		Incomplete applications are considered in accordance with agency policy. In the absence of such policy, consideration is based on information provided <u>or</u> requests for more information are sent to applicants
		The DEU prohibits use of Government franked envelopes [18 U.S.C. 1719]
F. CLEARANCE OF APPLICABLE PRIORITY PLACEMENT PROGRAMS		
		CTAP [5 CFR 330.608] or for DoD only: DoD Priority Placement Program authorized by OPM in lieu of CTAP [5 CFR 330.601(c) and DoD 1400.20-1-M]
		RPL [5 CFR 330.207]
		ICTAP [5 CFR 330.708]
G. EXAMINING FILE CONTENTS		
		Request for referral of certificate of eligibles (SF 39, SF 52 or other method used in accordance with agency

		policy)	
		Position description	
		Applicable qualification standard	
		Justification for selective placement factor(s) [DEOH 5-B]	
		In cases of gender restriction, documentation of OPM approval [5 CFR 332.407]	
		Job analysis documents	
		Rating plan/assessment tool(s) and transmutation table	
		Occupational questionnaire (point values match rating plan)	
		Application forms for name requests [DEOH 6-B]	
		OMB-approved supplemental application form, if used	
		Eligibility and qualification determinations	
		Ratings of applicants	
		Tie breaking method, if used	



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Y N REVIEW ITEM COMMENTS			
		Certificate(s) of eligibles	
		Case files can be reconstructed for audit purposes (copy of the selectee's application in file is recommended)	
H. JOB ANALYSIS AND RATING PLAN/ASSESSMENT TOOL			
		Job analysis identifies the following [5 CFR 300.103(a)]	
		1. Basic duties and responsibilities	
		2. KSAs/competencies required to perform the duties	
		3. Factors important in evaluating candidates	
		4. One or more SMEs involved in job analysis	
		Acceptable rating plan is used [DEOH 5-B]	
		Rating plan/assessment tool is consistent with job analysis [5 CFR 300.103(b)]	

		SMEs/HR professionals who participated in the development of rating plan/assessment tool are identified	
I. REVIEW OF APPLICATIONS			
		Applications are reviewed for legally required information	
		Applicant is a citizen or national of the United States [8 U.S.C 1408; 5 CFR 7.3(a); 5 CFR 338.101(a)]	
		Date of birth (when age is a factor for certain law enforcement, firefighter, air traffic controller, and other positions) [5 U.S.C. 3307 and 5 CFR 338.601]	
		OF 306 verifies Selective Service registration prior to appointment [5 U.S.C. 3328 and 5 CFR part 300, subpart G]	
		u Qualification determinations are accurate (superior academic achievement is documented if it is the basis for eligibility) [5 CFR 338.301 and DEOH 5-B]	
<p>Note: Original signatures on applications are not required.</p> <p>DoD only – retired members of the Armed Forces may be appointed to positions in the civil service in or under DoD during the 180 days immediately after retirement or when still in a terminal leave status without regard to obtaining authorization under 5 U.S.C. 3326(b)(1) [<i>DoD Memorandum 24 September 2001, Appointment of Retired Members of the Armed Forces to Positions in the Department of Defense</i>]</p>			
J. ASSESSMENT OF CANDIDATES			
		Rating/quality category placement determinations are accurate in accordance with KSAs and rating plan	
		Reconsideration of rating decisions handled properly	
K. VETERANS' PREFERENCE			
		Veterans' preference is properly adjudicated [5 U.S.C. 2108 and 3309; DEOH 4-B]	
		Documentation required is consistent with agency policy	



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		REVIEW ITEM	COMMENTS
L. CERTIFICATION AND SELECTION PROCEDURES			
		Certificate of Eligibles contains the following:	

		1. Certificate number, including the FY (a system is in place to identify certificates)	
		2. Title, series, grade, and duty location of position	
		3. Names of certified eligibles and addresses/phone numbers if applications are not sent with certificate	
		4. Numerical rating/quality category of each eligible certified, including veteran's preference points when applicable (N/A for category rating), and appropriate veterans' preference symbols.	
		5. Signature of issuing official	
		6. Issue date of certificate	
		7. Due date of certificate	
		Order of certification is proper [5 U.S.C. 3313; 5 CFR 330.705; DEOH 6-B or 5 U.S.C 3319; 5 CFR 337.303; DEOH 5-B]	
		For category rating, all eligibles in the highest quality category are referred to the selecting official (5 U.S.C. 3319; 5 CFR 337; DEOH 5-B)	
		For category rating, proper procedures are followed if merging categories (merging is optional and may be done only before a certificate is issued if there are fewer than 3 eligibles in the highest quality category and/or when fewer than 3 <i>available</i> eligibles remain in the highest quality category. All preference eligibles are placed at the top of the newly merged category) [DEOH 5-B])	
		Tie breakers are used properly [DEOH 6-B]	
		Supplemental certificates are issued properly [DEOH 6-B]	
		Selections are from the highest three eligibles available for appointment [5 CFR 332.404-405] or from eligibles in the highest quality category [5 CFR 337]	
		Selections are consistent with ranking certification [5 U.S.C. 3318 and 3319; 5 CFR 332.404-405; DEOH 6-C]	
		Selecting official properly documents actions (selections, declinations, etc.) and signs and dates the returned certificate as documentation for the file [DEOH 6-C]	
		Selecting officials return certificates promptly after making selections [DEOH 6-C]	

	Pass overs of preference eligibles and/or objections are handled properly [5 U.S.C. 3312 and 3318; 5 CFR 332.406; 5 CFR 339]	
	Certificates are audited upon return in accordance with agency's policy [DEOH 6-C]	



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DELEGATED EXAMINING ACTION REVIEW

Y N REVIEW ITEM COMMENTS		
M. NOTIFICATION OF PERSONNEL ACTION(S)		
<i>Codes and authorities on SF 50/SF 52 are correct:</i>		
	Legal authority and nature of action codes	
	Veterans' preference	
	VP for RIF (block 26) and Annuitant Indicator (block 28) reflect military retiree status	
	Tenure group	
	FEGLI	
	Retirement plan	
	Pay determination is proper (for <i>superior qualifications apt. pay rate determinant (block 29) is 7 (or 8) on initial SF 50 but reverts back to 0 (or 6) for subsequent actions</i>)	
	Qualification standard on SF 52 if other than OPM	
<i>Remarks entered on SF 50 are correct:</i>		
	Probationary period	
	Service counting towards career tenure	
	Date appointment affidavit signed	
	Full performance level of the position	
	Eligibility for life insurance/health benefits	
	Creditable military service	
	Frozen service	
	Previous retirement coverage	

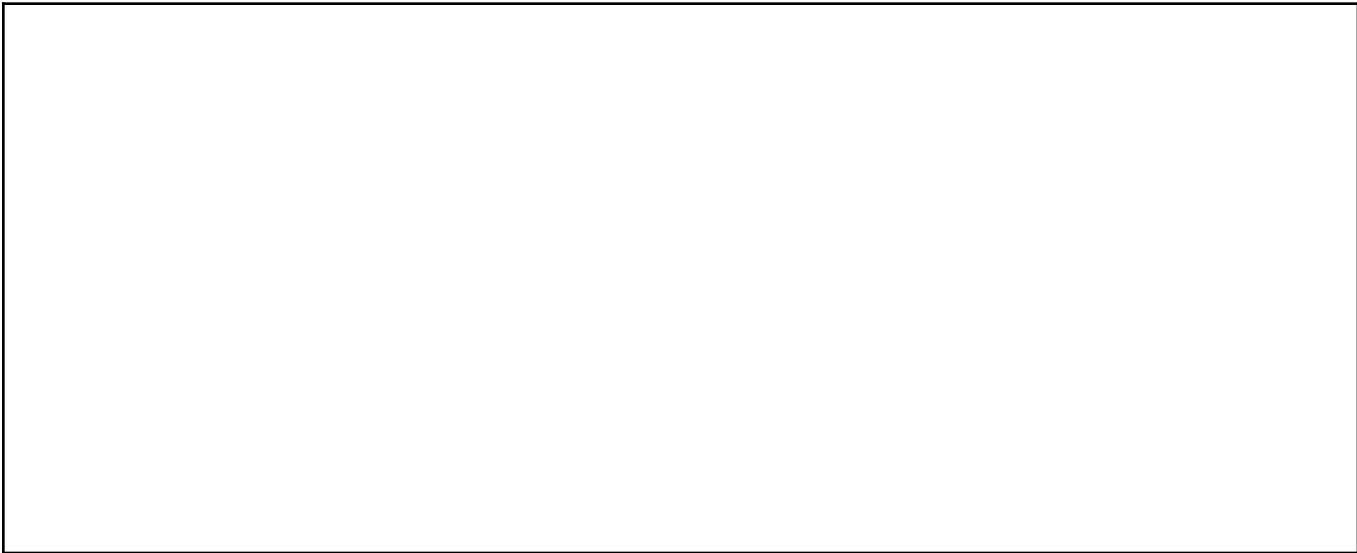
		Retirement plan	
<i>And, if appropriate:</i>			
		Credit for non-Federal or active duty uniformed service for leave purposes	
		Rate of pay remark if using pay-setting flexibilities	
		Reason for temporary appointment (reason stated)	
		Conditions of temporary employment remark	
<i>Forms filed chronologically on right (long-term) side of OPF:</i>			
		Resume/application for Federal employment	
		SF 61 (Appointment Affidavit), unless conversion action	
		OF 306 (Declaration of Federal Employment), signed twice by appointee and dated by HR office	
		SF 50 (Notification of Personnel Action)	
		SF 144 (Statement of Prior Federal Employment)	
		Health and life insurance forms	



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Y N REVIEW ITEM COMMENTS			
<i>When applicable:</i>			
		DD 214 (Certificate of Release or Discharge from Active Duty) copy that includes <i>character of service</i>	
		SF 15 (Application for 10-Point Veteran Preference)	
		VA letter or active service retirement orders certifying service connected disability (with no medical information or properly sanitized)	
		Certification of Completed Investigation Notice	
		Retirement forms	
		Transcripts when education was used for qualifications	
OTHER COMMENTS			



Reviewer/Title: _____ **Date:** _____



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