



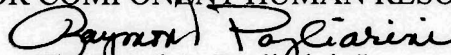
U.S. Department of Justice
Justice Management Division
Personnel Staff
Web Site: <http://www.usdoj.gov/jmd/ps>

Washington, D.C. 20530

FEB 29 2008

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:


Raymond A. Pagliarini, Jr.
Director, Personnel Staff

SUBJECT:

Delegated Examining Unit (DEU) Quarterly Workload Reports

The Department of Justice (DOJ) has recently been advised by the Office of Personnel Management (OPM) that as a direct result of our non-compliance with the required submission of the DEU quarterly workload reports, our Delegated Examining Authority may be subject to suspension or revocation. Upon review of the quarterly workload reports submittal trends, we noted a number of DOJ DEUs either submit reports late or do not submit reports at all.

Pursuant to 5 U.S.C. 1104 and in accordance with the Delegated Examining Operations Handbook (DEOH) Chapter 7 – Reporting and Accountability, Section C – Quarterly Workload Reports, all delegated examining units are required to submit quarterly workload reports to OPM no later than: January 15th, April 15th, July 15th and October 15th. It is imperative that all DOJ DEUs continually practice timely submittal of these reports, even if there were no delegated examining activities conducted during the quarter.

The DOJ Human Resources (HR) Policy Group has the departmental oversight responsibility for ensuring that all quarterly workload reports are submitted to OPM. Therefore, in accordance with the DOJ Delegated Examining Agreement with OPM, the DOJ HR Policy Group will begin monitoring the submission of these reports. DEUs who are found to be in violation of this requirement by either submitting a late report or not submitting a report at all, will receive a reminder notice regarding non-compliance. Any DEU that continues to violate this requirement after two notices may be subject to suspension of its delegated authority at the discretion of the DOJ HR Director.

As always, we appreciate your partnership in this effort as we continue to ensure effective and efficient delegated examining activities throughout DOJ. If you or your staff have any questions, please contact Donna Jacob, Human Resources Policy Group, on (202) 353-3186 or via electronic mail at Donna.Jacob@usdoj.gov or Cindy Westray, Human Resources Policy Group, on (202) 305-1757 or via electronic mail at Cindy.L.Westray@usdoj.gov.