



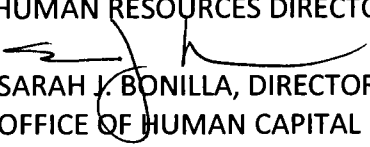
Department of Energy

Washington, DC 20585

March 25, 2011

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM:


SARAH J. BONILLA, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT:

GUIDANCE MEMORANDUM # 22
Inappropriate Use of Credit Reports

As a result of recent Human Capital Management Accountability Program audit findings, we have discovered that some Servicing Human Resources Offices (SHROs) are obtaining credit reports on applicants that have been certified for referral on selection certificates, and/or using this information to eliminate candidates from being certified for consideration, or preventing candidates from receiving a bonafide job offer based on their credit report.

It is inappropriate to use an applicant's credit report as a screen-out factor during any phase in the competitive process since it is not a component of the Office of Personnel Management's rating, ranking or screening criteria.

Any instance of requesting a credit report of any type on applicants outside of the formal security clearance process is prohibited. If your Office is engaging in this practice, you must cease and desist this practice immediately.

Should you have questions or need clarification on this matter, please contact either Vivian Clark at (202)586-2167, e-mail address Vivian.Clark@hq.doe.gov or Kimberly Matthews-Williams at (202)586-9844, e-mail address Kimberly.Matthews-Williams@hq.doe.gov.

