



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Strategic Human
Resources Policy
Division

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MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM:

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STRATEGIC HUMAN RESOURCES POLICY

SUBJECT:

Delegated Examining Operations Handbook Changes

The U.S. Office of Personnel Management (OPM) is pleased to notify you of a number of changes to the Delegated Examining Operations Handbook (DEOH). These changes are due to various updated policies and practices. The DEOH is designed to provide policy guidance and options, where necessary, for agencies with delegated examining authority under section 1104 of title 5, United States Code. The DEOH applies to the competitive service. It does not apply to internal merit promotion, excepted service, senior executive service, or non-competitive service.

We are also changing the DEOH format to a more user-friendly Portable Document Format (PDF). The DEOH will be available on the OPM's Web site at www.opm.gov/deu.

The following are changes that will be made in the DEOH:

Chapter 3, Recruit and Announce the Job – In this chapter, we:

- Provided a reference for agencies on developing recruitment strategies – OPM Guide for Agencies, entitled "*Career Patterns – A 21st Century Approach to Attracting Talent*" (Section A – Recruitment).
- Reminded agencies of the requirement that all education for qualification purposes must be from institutions which are accredited or preaccredited/candidate for accreditation. (Section C – Create a Job Announcement).
- Provided clarification to agencies when posting their vacancy announcement(s) and soliciting applications from individuals eligible for consideration under the Veterans Employment Opportunities Act of 1998 (Section C – Create a Job Announcement).

Chapter 4, Accept and Review Applications – In this chapter, we:

- Updated the guidance on how to handle applications from applicants who claim 10-point preference. The latest version of the Standard Form 15, Application for 10-Point Veteran Preference, allows agencies to accept a letter from the Department of Veterans Affairs issued in 1991 or later as proof that a veteran has a service-connected disability of 10% or more (Section A – Incomplete Applications).
- Provided guidance on how to handle veterans' preference changes based specifically on the Defense Authorization Act of 2006 (Section B – Citizenship, Veterans' Preference, Age, and Other Requirements).

Chapter 5, Assess Applicants – We added the following information to Section B – Rating the Applicants:

- Provided guidance on the role of the minimum qualification requirements in the assessment process, emphasizing that the minimum qualifications screening and subsequent assessment are separate steps in the selection process.
- Provided additional guidance on category rating to include detailed information on the purpose of category rating; job announcement requirement; agency responsibilities; defining quality categories; applying veterans' preference; merging quality categories; and selection procedures.

In addition, the following Appendix was added:

- Appendix O – Assessing Applicants with Disabilities

We are also pleased to announce the DEOH email information service. This service will allow OPM to alert human resources professionals to changes and updates to the DEOH. Any questions about the subscription process should be sent to Linda Watson at lmwatson@opm.gov.

If you have any questions or need additional information regarding the revisions to the DEOH, please contact Daniel Fusco, Manager, Recruiting, Examining, and Assessment Group, at (202) 606-2226 or daniel.fusco@opm.gov.