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| **Agency:** |

## References: [5 U.S.C. 1104](https://www.govregs.com/uscode/expand/title5_partII_chapter11_section1104#uscode_3); [5 CFR 250](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); [Delegated Examining Operations Handbook (DEOH)](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf), and the agency’s Interagency Delegated Examining Agreement (IDEA) with OPM. For review items resulting in required actions, cite 5 U.S.C. 1104 and 5 CFR 250 where DEOH references are shown below.

**Instructions:** Use this checklist in conjunction with the Delegated Examining Action Review checklist, the agency’s IDEA, and the DEOH. Delegated examining (DE) authority applies to filling temporary and term positions as well as permanent competitive service positions.

[**Quick Link to "Case File Summary/Comments:"**](#_Other_Comments:)

| **Y** | **N** | Review Item | Comments |
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|  |  | The agency has an Interagency Delegated Examining Agreement [[5 CFR 250.102]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250) |  |
|  |  | Establishment of the DEU has been authorized by the agency and approved by OPM [[5 CFR 250.102]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250) |  |
|  |  | Only currently certified staff or trained contractors conduct competitive examining. Those not DE certified may complete on-the-job activities under the oversight of a specialist or supervisor certified in DE [[5 CFR 250.102]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250) |  |
|  |  | An internal accountability system has been implemented [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | Annual audits of DE activities use staff not associated with DE activities.   * Certifies completion of the audit to OPM. * Maintains a list of all discrepancies and corrective actions. * Procedures for annual audit are incorporated into the agency's internal accountability system.   [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | Agency-developed procedures are in compliance with OPM regulations and instructions [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | Provide public notice of the opportunity to compete by listing all announcements for vacant competitive service positions in USAJOBS, a Governmentwide automated employment information system. [[5 U.S.C 3327](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3327&num=0&edition=prelim) and [3330](https://uscode.house.gov/view.xhtml?hl=false&edition=prelim&req=granuleid%3AUSC-prelim-title5-section3330&num=0&saved=%7CZ3JhbnVsZWlkOlVTQy1wcmVsaW0tdGl0bGU1LXNlY3Rpb24zMzI3%7C%7C%7C0%7Cfalse%7Cprelim)] |  |
| *The agency has written policies and procedures for:* | | | |
|  |  | 1. Accepting and processing applications   * Use of résumés to establish minimum qualifications eligibility/ineligibility? * Status applicants and those who are authorized to file late?   [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | 2. Develop applicant assessment procedures. [[5 CFR Part 300, subpart A](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-A)] |  |
|  |  | 3. Appropriate public notice and length of open periods for receipt of applications (Instructions for documenting rationale for notice periods of less than 5 calendar days.) |  |
|  |  | 4. Category rating policy that identifies the requirements   * How to implement category rating in the agency? * Type(s) of assessment tool(s) to be used to evaluate candidates? * How “well-qualified” career transition assistance eligibles will be identified? * What circumstance the agency would refer only veterans in the highest quality category? * How to decide whether or not to merge categories?   [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | 5. The handling of unsolicited applications from 10-point preference eligibles. [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | 6. Reconsideration of examining decisions. [[5 CFR 300.102(d)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-A/section-300.102#p-300.102(d)); [5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | 7. Notifying the supervisor in writing when staff involved in DE activities intend to apply for a position covered by the IDEA which is handled by the DEU where they work and similar notification if they know a relative or member of their household intends to apply [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
|  |  | 8. The handling of pass overs of preference eligibles and objections to eligibles listed on certificates of eligibles [[5 CFR 250.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); IDEA] |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Agency refers the following objection and pass over requests to OPM:   * Medical qualification determinations pertaining to preference eligibles [[5 CFR 339.306]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-339/subpart-C/section-339.306), * Review of a proposed disqualification of a 30 percent or more compensably disabled veteran on the basis of physical disability under [5 U.S.C. § 3312(b)](https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title5-chapter33&saved=%7CZ3JhbnVsZWlkOlVTQy1wcmVsaW0tdGl0bGU1LXNlY3Rpb24zMzI3%7C%7C%7C0%7Cfalse%7Cprelim&edition=prelim). * Review suitability determinations and take suitability actions involving material, intentional false statement or deception or fraud in examination or appointment, or refusal to furnish testimony as required by [5 CFR 5.4](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-A/part-5/section-5.4) ([5 CFR 731.103(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-731/subpart-A/section-731.103)). * Preference eligible with a compensable service-connected disability of 30 percent or more ([5 U.S.C. § 3318](https://uscode.house.gov/view.xhtml?req=(title:5%20section:3318%20edition:prelim))) * Spousal derived veterans' preference claims where the claim for preference is based on a claim of common law marriage ([5 U.S.C. § 2108(3)(D), (E);](https://uscode.house.gov/view.xhtml?req=granuleid:USC-2010-title5-section2108&num=0&edition=2010) [5 CFR 211.103](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-211/section-211.103)). |  |
|  |  | Recruitment activities yield a balanced pool of quality applicants, i.e., recruitment program ensures equal employment opportunities without discrimination. [[5 CFR 720.204](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-720/subpart-B/section-720.204)] |  |
|  |  | Recruitment activities produce sufficient numbers of well-qualified candidates for consideration [IDEA; [DEOH 3-A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Procedures established for releasing information under the Freedom of Information and Privacy Acts protect individual privacy. [[DEOH 7-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Records retention/disposal practices meet requirements [[DEOH Appendix C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Security of examining files and records is proper [[DEOH 7-A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Test Security Control Officer(s) and Test Administrator(s) have been trained and certified by OPM and have signed a test security agreement, if applicable  [[DEOH Appendix E](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
| Case File Summary/Comments: | | | |

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| **Reviewer/Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |