



Defense Civilian Personnel Advisory Service  
Planning & Accountability Directorate



APM Message # 2022-1001

OPM DE Exam Certification Message (15 Feb 2022)

## Delegated Examining Certification Assessment Scheduling and Expiration (no extensions beyond March 31, 2022)

On 15 February 2022, Federal Chief, Human Capital Officers (CHCO) and Deputy CHCOs, were sent the following message and modifications were integrated in this APM message to align on DoD.

As the final extension of DE Certification to March 31, 2022, is fast approaching, the OPM team is concerned about the number of staff in the queue for Assessment scheduling. The OPM Deputy Associate Director, Center for Leadership Development, disseminated a reminder and also released a DE Certification Preparation Toolkit to support DE staff and their supervisors as they prepare for the DE Assessment.

### DE EXPIRATION & CERTIFICATION ASSESSMENT SCHEDULING

OPM advised federal agencies, DE Certification will not be extended further than March 31, **please encourage DoD HR Professionals performing DE activities to schedule no later than 28 February 2022.** OPM heard from Agencies that taking the Assessment in-person was a barrier, and worked aggressively to make remote testing an available option this fiscal year. At this time, both scheduling options are available with ample appointment dates and times. Employees must act now to secure a date and time as soon as possible as OPM expect demand and competition to continue to increase as OPM heads into March. **Those who wait and do not schedule an appointment will not be granted an extension.**

The OPM DE Program Office sent out a survey on January 27, 2022, to individuals in the in-person Assessment queue to opt-in to take the Assessment remotely. The **survey will close on Friday, February 18, 2022, so these individuals must make their choice by that date if they wish to take the Assessment remotely.** While a number of people have chosen to move to remote, a larger number have not made a choice and remain unscheduled. If staff have questions about the survey, or did not receive a survey and wish to opt-in for remote proctoring, they can email [DelegatedExamining@opm.gov](mailto:DelegatedExamining@opm.gov).

**Individuals under the extension who do not schedule and pass the Assessment will no longer be certified as of April 1, 2022, and must have their DE work reviewed by a DE-certified individual.**

### DE Certification Preparation Toolkit\*

OPM announced the release of a toolkit for DE staff and their supervisors. The toolkit includes a DE Capstone exercise and sample of DE scenario questions, with additional emphasis toward on-the-job experiences in preparation for the DE Certification Assessment.

The DCPAS Accountability Division, plan to forward a **“Test Your DE Knowledge”** questionnaire to DoD HR Professionals responsible for managing Component Delegated Examining (DE) Units and those conducting DE

Audits. The **“Test Your DE Knowledge”** questionnaire will be anonymous and distinguished solely by component name. Additional information will be provided to HQ Component DE Policy/ Program Technical Authorities.

The OPM DE Certification Preparation Toolkit is attached and additional resources are linked within the toolkit itself. In addition to being provided by email, this toolkit will also soon be posted online at <https://de.usalearning.gov/> for future reference.

We are reviewing department-wide DE pass/ fail rates attained from the DCPAS data call for Q1 FY22, and will share results in future communications.

**Thank you DoD Team!**