

OPM granted a DE Certification extension through September 30, 2021 for individuals who met the established criteria. OPM has reviewed agencies' needs to continue conducting delegated examining activities and have therefore decided the following specific to DE certification (assessment exam):

OPM is granting a **new extension through March 31, 2022 for individuals whose certification expired before, on, or after September 30, 2021 so long as they have not failed** the DE Certification Assessment.

OPM believes this six-month extension will provide sufficient time for practitioners to take the DE Certification Assessment in person as the COVID-19 vaccine has been available for all adults across the United States. OPM strongly encourages you to ensure affected HR staff will take active steps to prepare and register for the DE Certification Assessment as soon as practical and to secure an appointment to take the Assessment prior to March 31, 2022. In the interim, OPM will engage with agency DE Program Managers or equivalent to increase the active DE Certification status Government-wide by helping to identify individual agency certification needs, challenges, and obstacles. Information on a virtual or remote assessment option will be forthcoming; but will have limited availability.

As a reminder, HR Practitioners who failed the Assessment are not DE certified until they successfully pass the Assessment. In the interim, these HR Practitioners may continue to carry out their DE work only when a DE-certified individual reviews their work.

This means:

- 1) The DE-certified individual must review job announcements before posting, review qualifications determinations and veterans' preference adjudications, and review certificates of eligibles before issuance.**
- 2) If a non-certified staffer posts the job announcement and/or issues the certificate of eligible, the examining case files must have clear documentation with the name of the DE-certified individual who reviewed and approved the announcement and/or the certificate, which includes the qualification determinations and veterans' preference adjudications. This DE-certified individual is accountable for the accuracy and correctness of the posted announcement and/or certificate.**
- 3) HR staff involved with agency independent audit programs may participate as team members on DE evaluations, or evaluations that include DE in scope, must have a DE-certified mentor/trainer working with them step-by-step through the review of DE cases. Individuals in training to become evaluation team members or those who do not hold current DE Certification can observe or shadow DE-certified team members conducting evaluation work, but they cannot be assigned to review DE cases without a mentor/trainer due to the potential impact of evaluation findings.**

For clarity, the Component Higher Headquarters is responsible for providing oversight of the DoD Delegated Examining Program and report findings. This includes providing oversight of those who register for DE certification and ensuring HR Professionals (or designee) who are not responsible for conducting DE activities are not allowed to take the exam. In addition, we have requested each Component to scrub their respective DE Certification Exam Results, and report to the DCPAS Accountability Division an accurate count of those who have passed and failed the DE examination and the DE certification expiration dates for each HR Professional (or designee). An official DCPAS numbered message will follow this communication.