

OPM Registers Agency Guidance

OVERVIEW

OPM has used competitive examining procedures to establish two shared registers, covering Budget Analyst, 0560, and Information Technology Specialist, 2210 positions. These registers incorporate:

- Streamlined job opportunity announcements (JOAs)
- Category rating procedures
- Online, unproctored assessment tools
- OPM maintenance – includes referring high quality candidates, responding to applicant inquiries, removing unavailable candidates, etc.
- Referral of names from these registers at no cost to agencies

AGENCY PARTICIPATION

To participate, agencies must:

- Verify through job analysis that the critical competencies assessed for the shared register are appropriate for their position(s). Agencies are responsible for maintaining the job analysis documentation including this *Guidance Document* as part of their case files.
- Ensure that separate, duplicative agency examining is not conducted for the same position, grade, and location if referral is requested from the central register.
- Have a category rating policy in place.
- Submit the attached form to OPMRegisters@opm.gov to request a certificate of eligibles.
- Return the certificates in thirty days (30) in order for timely audit of certificates.
- Follow all competitive legal and regulatory requirements.

COVERED POSITIONS

- Budget Analyst, 0560
 - Grades: GS-5/7/9
 - Locations:
 - Washington DC Metro Area
 - Atlanta, GA
 - Chicago Metro area, IL
 - Los Angeles County, CA
 - Honolulu, HI
 - San Antonio, TX
 - Baltimore Metro area, MD
 - Huntsville, AL
 - Norfolk, VA
 - Long Beach, CA
 - Alexandria, Arlington & Falls Church, VA
 - Marietta, GA
 - Towson area, MD
 - Virginia Beach, VA
 - Newport News, VA

- Information Technology Specialist, 2210
 - Grades: GS-9
 - Locations:
 - Birmingham, AL
 - Oakland, CA
 - Salt Lake City, UT
 - Washington DC Metro Area
 - Atlanta, GA
 - Austin, TX
 - Baltimore Metro area, MD
 - Denver, CO
 - Detroit Metro area, MI
 - Honolulu, HI
 - Kansas City, KS
 - Oklahoma City, OK
 - Philadelphia Metro area, PA
 - San Antonio, TX
 - San Diego County, CA
 - Virginia Beach, VA

Request for a Certificate of Eligibles - Assess

Submit request to: OPMRegisters@opm.gov

Agency HR official, have you:

- Determined that the critical competencies used by the **Assess** assessments are appropriate for this position(s)?
- Verified your agency's category rating policy is in place?
- Ensured that separate, duplicative agency examining is not being conducted for the same position, grade, and duty location?
- Completed all of the required information below?

Date of Request: _____
Agency Request No: _____

Position Information

Title, Series, Grade(s)	Duty Location(s)	No. of Vacancies
Appointment Type:		
Work Schedule:		
Full Performance Level	Date SF-52 Initiated	<input type="checkbox"/> Reemployment Priority List Cleared

Requesting Agency Information

Agency Name:	
Mailing Address:	
City, State, Zip Code:	
HR Official Name: Telephone No: Email Address:	
Signature:	

In addition to the HR official listed above, please have the Certificate of Eligibles available electronically to the agency officials listed below:

Name:	
Title:	
Email Address:	
Phone No:	
Name:	
Title:	
Email Address:	
Phone No:	

FOR OPM USE:	Certificate Number	Date Issued
Date Received:		