



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Merit System  
Accountability and  
Compliance

October 21, 2022

Memorandum For Chief Human Capital Officers  
From: Mark W. Lambert  
Associate Director  
Merit System Accountability and Compliance  
Subject: Delegated Examining Certification Checklists for Employees and Supervisors and Engagement After Failure

OPM is releasing two new checklists to aid HR Practitioners and their supervisors in preparing for the DE Certification Assessment. These checklists outline activities to strengthen and informally assess DE skills prior to any attempt of the DE Certification Assessment. We encourage all supervisors and HR Practitioners who are involved in DE but not yet DE-certified to use these tools. In certain instances, described below, the supervisory evaluation is required.

HR Practitioners pursuing Delegated Examining (DE) certification may need to take the DE Certification Assessment more than once to achieve a passing result. However, the occasion of any failure triggers a pause—or waiting period—between Assessment attempts, which is intended for the supervisor and employee to do something more to increase the employee’s understanding of the DE process. This includes taking a focused look at resources to obtain foundational knowledge through training and apply DE principles through on-the-job experience in identified competencies.

<b>WAITING PERIODS</b>	<b>First Fail</b> 30 days	<b>Second Fail</b> 6 months	<b>Subsequent Fails</b> 6 months
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**Increased Supervisory Engagement Required After Two or More Failures**

While supervisors should engage with their employees upon any failure of the Assessment, upon two or more failures, supervisors must take specific actions during the employee’s six-month waiting period to actively support their employee’s development of DE skills and assess their readiness to continue pursuing DE Certification. In these instances, supervisors must document actions taken by completing and submitting the supervisory evaluation before the employee schedules another attempt of the Assessment. Although required after two or more failures, the evaluation is recommended for all supervisors of HR Practitioners who are pursuing DE certification to help the employees prepare for the Assessment.

An individual's failure to pass the DE Certification Assessment on a second or subsequent attempt may be indicative of an employee lacking an understanding of key DE rules and processes and/or an inability to properly apply DE concepts. Because misapplication of DE rules can have adverse impacts, such as illegal appointments, it is critical HR Practitioners learn to apply them appropriately.

Please share this message and attachments widely. We will be reaching out to your agency's DE Program Manager directly to provide a list of individuals who have failed two or more times and further instructions for supervisory evaluation completion and submission. If you have any questions or need further information about the requirements established by this memorandum, please contact Ana A. Mazzi, Principal Deputy Associate Director, Merit System Accountability and Compliance, at (202) 606-4309 or [Ana.Mazzi@opm.gov](mailto:Ana.Mazzi@opm.gov).

Attachments

Employee Checklist of Activities Recommended to Strengthen Skills in Delegated Examining

Supervisory Evaluation of Employee Readiness for the DE Certification Assessment

Sample DE Scenario Questions – Part 2

cc: Deputy Chief Human Capital Officers and Human Resources Directors