



Office of the  
Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

April 18, 2006

**MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS**

FROM: Linda M. Springer,  
Director

SUBJECT: Streamlined Assessments for White Collar Positions

The Office of Personnel Management (OPM) is committed to improving the quality and availability of applicant assessment tools. To this end, we are pleased to issue newly streamlined and enhanced versions of 16 Administrative Careers With America (ACWA) assessments, with plans to issue several more in the near future.

In 1994, OPM issued over 100 ACWA assessments for use with entry-level white collar occupations. The assessments consist of competency-based questions designed to make distinctions among qualified applicants based on their relevant personal, educational, and work experiences. Recently, OPM conducted an extensive review of 16 ACWA assessments. To reduce the administrative burden on applicants, we developed shortened versions of the questionnaires that assess the same competencies and produce scores comparable to the full-length versions. We also revised the administrative instructions to improve applicant understanding of the assessment process. OPM will continue to review the rating schedules and make adjustments as necessary.

We anticipate that the streamlined assessments, along with the revised instructions, will significantly reduce administration time, increase applicant acceptance, enhance response quality, and cut down on the number of unfinished questionnaires. The availability of these streamlined assessments will not affect an agency's ability to exercise its existing delegated examining authority. If you have questions regarding the streamlined assessments, please contact your Human Capital Officer or send an e-mail inquiry to [employ@opm.gov](mailto:employ@opm.gov).

cc: Human Resources Directors

CON 131-64-4  
April 2004