



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Friday, June 14, 2019

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Update of the Delegated Examining Operations Handbook

The U.S. Office of Personnel Management (OPM) is pleased to release an updated *Delegated Examining Operations Handbook: A Guide for Federal Agency Examining Offices* (DEOH). OPM publishes the DEOH to provide guidance, options, and, where necessary, specific operational procedures that are designed to ensure that examining programs comply with merit system laws and regulations. Major updates include:

- Updated Delegated Examining Certification requirements;
- Added Hiring Process Options describing five (5) hiring scenarios using multiple and/or progressive hurdle assessments;
- Added a new section on Shared Certificates (Competitive Services Act); and
- Expanded discussion on types of veterans' preference and documentation required.

For a more comprehensive list of the updates, please see the first attachment. The updated *Handbook* is also attached and is available at www.opm.gov/deu.

If you have questions, please contact Roseanna Ciarlante at (267) 932-8640 or by email at Roseanna.Ciarlante@opm.gov.

Attachments: (1) Summary of Major Updates to the Delegated Examining Operations Handbook June 2019 (see 508-conformant PDF below)
(2) Delegated Examining Operations Handbook June 2019 (see 508-conformant PDF below)

cc: Chief Human Capital Officers (CHCOs), and Deputy CHCOs