

Title: Delegated Examining Internal Accountability Plan

Approved by: Armando Falcon

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**1.0 Purpose.** The Delegated Examining Internal Accountability Plan establishes the procedures for ensuring that all actions taken under our Delegated Examining Internal Operating Plan are in compliance with the merit principals and laws identified by the Office of Personnel Management's Human Capital Leadership and Merit System Accountability's, (HCLMSA) Merit Systems Compliance Group as being critical for operating Delegated examining units.

**2.0 Authorities and References.**

- a. Office of Personnel Management (OPM), Delegated Examining Operations Handbook.
- b. 5 C.F.R., Part 211, Veterans Preference.
- c. 5 C.F.R., Part 300, Employment (general).
- d. 5 C.F.R., Part 332, Recruitment and Selection through Competitive Examination.
- e. 5 C.F.R., Part 337, Examining System.
- f. 5 U.S.C. 2301 and 2302
- g. OFHEO Guideline #218 Delegated Examining Internal Operating Plan
- h. Interagency Agreement Number (OFHEO-1) between OPM and OFHEO.
- i. OFHEO Guideline No. 205. Affirmative Employment Program.

**3.0 Merit Principle or Law and OFHEO's expected results.**

- a. "Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition which assures that all

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receive equal opportunity.”

1. Each resume will be thoroughly reviewed to ensure the qualification determinations generated by AVUE are accurate, and that each applicant has provided enough documentation to substantiate all qualification requirements. If the determination is deemed questionable or borderline, an HR Specialist outside the original review, will conduct a third review to verify the qualifications of the applicant.
2. Recruitment activities will ensure that managers receive a balanced pool of quality applicants for each vacancy. The HR Specialist will provide guidance on the length of time certain vacancies should remain open, based on past practices and knowledge of the career fields. Managers will be asked quarterly for feedback on the quality of candidates provided for selection.
3. Upon receipt of reports identifying our current representation, recruitment will be targeted to any underrepresented groups to address all diversity imbalances.
4. A job analysis will be conducted for each recruitment action in order to identify valid selection criteria (i.e. crediting plan). Managers will be asked quarterly for feedback to ensure the selection criteria is resulting in high quality selections.
5. Competition will be open to “All US Citizens”, and every vacancy announcement will provide detailed information of application procedures/materials, qualifications, and job requirements. All vacancies will be posted on OPM’s USAJobs. The HR Specialist will ensure that the application process complies with the Merit System Principles and other related legal requirements.
6. The qualification requirements will be updated as needed and reviewed to ensure they are directly related to the jobs within the Agency. These qualification requirements will be applied equitably to each applicant.
7. All applicants will receive equal treatment. The examination process

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will be conducted using only the documents produced by the job analysis, and information submitted by the applicant. This process will not introduce or reinforce inappropriate biases in rating, referral, selection, placement or compensation.

8. Applications will be accepted, candidates will be referred, interviewed and placed based on procedures identified in the Delegated Examining Internal Operating Plan. These procedures are neutral and do not favor or disfavor specific candidates or type of applicants. Any complaints regarding these procedures will be promptly reviewed, and all identified deficiencies will be corrected with new procedures and/or policies.
- b. Agency policies and procedures for accepting late applications are in accordance with 5 USC and 5 CFR Part 332, Subpart C.
1. All applications received after the posted closing date will be reviewed to see if they meet one of the late filing considerations identified in the Delegated Examining Internal Operating Plan. If it is determined that they meet these requirements, they will be given appropriate opportunities and consideration.
  2. All applications received for case exams after the posted closing date from 10-point veterans will be referred for consideration until the Certificate of Eligibles is issued. If the application is received after the Certificate of Eligibles is issued, it will be maintained in a separate file for future vacancies, and the veteran will receive appropriate notification when this or a similar position is advertised.
- c. Veterans' Preference Act of 1944 and amendments.

All actions will adhere to the Veteran's preference laws in relation to awarding VP points, listing them in the correct order on the Certificate of Eligibles, selection order, and being properly removed from the Certificate of Eligibles (i.e. by-pass, objections). Only the HR Specialist trained in veteran's preference adjudication and DEU certified will be allowed to make these determinations.

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- d. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, gender, marital status, age, status as a parent, or handicapping condition, and with proper regard for their privacy and constitutional rights.
  1. All applicants will be treated fair and equitable regardless of political affiliation, race, color, religion, national origin, gender, marital status, age, status as a parent, or handicapping condition.
  2. Per official request, and on an as-needed basis, information will be released under the Freedom of Information and Privacy Acts in a way that does not violate the privacy of any employee or applicant.
  3. Documents collected under the Delegated Examining Internal Operating Plan will be secured to ensure that information is maintained in a way that does not violate the privacy of any employee or applicant.
  4. All case files and certificates will be reviewed and audited to ensure that all applicants received proper consideration for each position. All erroneous certifications, and out-of-order selections will be identified promptly, and affected applicants will receive the priority consideration they are entitled.
- e. “The Federal work force should be used efficiently and effectively.”
  1. The HR Specialist, with the use of AVUE, will issue the Certificate of Eligibles containing quality candidates to the hiring manager within five work days of the closing date of the announcement. Using AVUE, decreases the overall cost of processing these type of actions by streamlining the rating process and electronically issuing the Certificate of Eligibles.
  2. All CTAP and ICTAP candidates that are determined well-qualified (receive a score of 90 or above) will receive proper consideration for all appropriate vacancies.

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- f. In addition to the merit systems and laws identified by the HCLMSA, the Manager, Human Resources will:
  1. ensure that all staff conducting recruitment actions under the Delegated Examining Internal Operating Plan are certified and trained by the Office of Personnel Management.
  2. ensure that staff members are removed from the recruitment process when applying for a position covered by the delegated examining agreement, or when a family member or a member of their household intends to apply.
  3. have the Delegated examining operations audited annually, by an employee with current DEU certification from OPM, who is not performing recruitment under our Delegated Examining Internal Operating Plan.