

DELEGATED EXAMINING ACTION REVIEW

Agency:		Location:		OPM-Led <input type="checkbox"/>	SAA <input type="checkbox"/>
Selectee(s):		Effective Date:		NOAC/Nature of Action:	
				LAC/Legal Authority:	
Title, Pay Plan/Series/Grade:			MCO Y <input type="checkbox"/> N <input type="checkbox"/>	Top Ten Y <input type="checkbox"/> N <input type="checkbox"/>	# Well-Qualified ICTAP:
Organization:			SF-52 or Request Date: ____/____/____		
Announcement Number:	Category Rating Y <input type="checkbox"/> N <input type="checkbox"/>	Open Date: ____/____/____		Close Date: ____/____/____	
Certificate Number:		Date Certificate Issued: ____/____/____		Total # of Certificates Issued: _____ at Grade(s) _____	
# Applied:	# Qualified:	Date Certificate Returned: ____/____/____		Date of Panel or Rating: ____/____/____	
# VP Qualified: _____		# Referred		# Selected	
Breakdown:		# VP _____	# NV _____	# VP _____	# NV _____
GS-() CPS ___ CP ___ XP ___ TP ___		GS-() _____	GS-() _____	GS-() _____	GS-() _____
GS-() CPS ___ CP ___ XP ___ TP ___		GS-() _____	GS-() _____	GS-() _____	GS-() _____
GS-() CPS ___ CP ___ XP ___ TP ___		GS-() _____	GS-() _____	GS-() _____	GS-() _____
GS-() CPS ___ CP ___ XP ___ TP ___		GS-() _____	GS-() _____	GS-() _____	GS-() _____
# VP Applications Reviewed:	#VP Applications Properly Adjudicated:	VP Properly Adjudicated Y <input type="checkbox"/> N <input type="checkbox"/>		Veterans referred in proper order Y <input type="checkbox"/> N <input type="checkbox"/>	

INSTRUCTIONS: Use this checklist in conjunction with the Delegated Examining Program Review checklist and the Delegated Examining Operations Handbook (DEOH). Delegated examining authority applies to filling temporary, term, and permanent competitive positions (see DEOH 2-A).

Y	N	REVIEW ITEM	COMMENTS
A. HIRING REFORM INITIATIVES (Hiring Reform data collected below will be used as <u>baseline and trend data only</u> and should not be included in evaluation reports. No required or recommended actions should be generated for JOAs that close before November 1, 2010.)			
<input type="checkbox"/>	<input type="checkbox"/>	A1. JOA is 5 pages or less	
<input type="checkbox"/>	<input type="checkbox"/>	A2. JOA is written in plain language, free of Federal jargon, with meaningful definition(s) of qualifying specialized experience specific to the position advertised	
<input type="checkbox"/>	<input type="checkbox"/>	A3. Applicants may apply by submitting a resume and cover letter or by completing a simple, plain language application	
<input type="checkbox"/>	<input type="checkbox"/>	A4. KSA narrative responses or essay-style questionnaires are not required at time of initial application	
<input type="checkbox"/>	<input type="checkbox"/>	A5. Application requirements are reasonable so as not to pose unnecessary burdens to the applicants (e.g., <u>official</u> college transcript is not required at time of application)	
<input type="checkbox"/>	<input type="checkbox"/>	A6. Explanation of what applicant can expect next (e.g., what happens after application has been submitted, expected timeframe for selection/job offer)	
<input type="checkbox"/>	<input type="checkbox"/>	A7. Agency provides timely notification to applicants about status at key points of the hiring process (e.g., application received; meets/does not meet minimum eligibility and qualification requirements; referred/not referred on Certificate of Eligibles; selected/not selected). Notifications may be combined (minimum of two notifications unless applicant is ineligible).	



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B. JOA CONTENTS AND USE OF LINKS (Required information is highlighted. Information contained in links should be reviewed for accuracy and completeness) [5 U.S.C. 3327 and 3330, 5 CFR 330.707, E.O. 13078]			
<input type="checkbox"/>	<input type="checkbox"/>	B1. Agency name	
<input type="checkbox"/>	<input type="checkbox"/>	B2. Announcement number	
<input type="checkbox"/>	<input type="checkbox"/>	B3. Title of the position	
<input type="checkbox"/>	<input type="checkbox"/>	B4. Series, pay plan, and grade (or pay rate)	
<input type="checkbox"/>	<input type="checkbox"/>	B5. Entrance pay	
<input type="checkbox"/>	<input type="checkbox"/>	B6. Promotion potential	
<input type="checkbox"/>	<input type="checkbox"/>	B7. Opening date	
<input type="checkbox"/>	<input type="checkbox"/>	B8. Closing date	
<input type="checkbox"/>	<input type="checkbox"/>	B9. Cut-off dates or how application receipt will be controlled	
<input type="checkbox"/>	<input type="checkbox"/>	B10. Type of appointment (i.e., permanent, term, or temporary, including NTE dates)	
<input type="checkbox"/>	<input type="checkbox"/>	B11. Duty location	
<input type="checkbox"/>	<input type="checkbox"/>	B12. Number of vacancies	
<input type="checkbox"/>	<input type="checkbox"/>	B13. Citizenship requirement [5 CFR 338.101]	
<input type="checkbox"/>	<input type="checkbox"/>	B14. Selective Service requirement [5 CFR 300.701]	
<input type="checkbox"/>	<input type="checkbox"/>	B15. Brief description of duties	
<input type="checkbox"/>	<input type="checkbox"/>	B16. Qualification requirements for each grade level (including KSAs/competencies and selective placement factors)	
<input type="checkbox"/>	<input type="checkbox"/>	B17. Basis of rating (how candidates will be evaluated).	
<input type="checkbox"/>	<input type="checkbox"/>	B18. Quality categories defined for category rating	
<input type="checkbox"/>	<input type="checkbox"/>	B19. What to file	
<input type="checkbox"/>	<input type="checkbox"/>	B20. Instructions on how to apply	
<input type="checkbox"/>	<input type="checkbox"/>	B21. How to claim veterans' preference	
<input type="checkbox"/>	<input type="checkbox"/>	B22. Agency definition of well-qualified and how CTAP/ICTAP candidates may apply, including proof of eligibility	
<input type="checkbox"/>	<input type="checkbox"/>	B23. EEO statement	
<input type="checkbox"/>	<input type="checkbox"/>	B24. Reasonable accommodation statement	
<input type="checkbox"/>	<input type="checkbox"/>	B25. Procedures for obtaining additional information (e.g., P.O.C., e-mail address, telephone number)	
<input type="checkbox"/>	<input type="checkbox"/>	B26. Employee benefits	
<input type="checkbox"/>	<input type="checkbox"/>	B27. Special conditions when one announcement is used	
<input type="checkbox"/>	<input type="checkbox"/>	B28. Additional items (physical requirements, gender restriction, part-time or intermittent employment, shift work, unusual tours of duty, travel requirements, minimum/maximum entry age, mandatory interview, etc.) [DEOH 6-A]	
<input type="checkbox"/>	<input type="checkbox"/>	B29. For positions restricted to preference eligibles (custodian, messenger, guard, elevator operator) - whether applications will be accepted from non-preference eligibles and, if so, that they will not be considered if veterans are available [5 U.S.C. 3310 and 5 CFR 330.401]	
C. RECRUITMENT ACTIVITIES			
<input type="checkbox"/>	<input type="checkbox"/>	Recruitment activities are consistent with the goal of building and maintaining a diverse Federal workforce [5 CFR 720.204]	



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D. PUBLIC NOTICE REQUIREMENTS [5 U.S.C. 3327; DEOH 3-B; 5 CFR 330.102 & 330.707(a)]			
<input type="checkbox"/>	<input type="checkbox"/>	Job announced on USAJOBS, including those filled from standing inventories or automated system	
<input type="checkbox"/>	<input type="checkbox"/>	Announcements are open consistent with the policies the agency has established	
E. APPLICATION ACCEPTANCE PROCEDURES [DEOH 4-A]			
<input type="checkbox"/>	<input type="checkbox"/>	The DEU follows any agency-wide policy and procedures for accepting and processing applications from all applicants, including status applicants	
<input type="checkbox"/>	<input type="checkbox"/>	Postmarks from mailed applications are annotated	
<input type="checkbox"/>	<input type="checkbox"/>	Late applications are appropriately accepted or rejected. For extensions, response dates are given to applicants who request application materials by the closing date	
<input type="checkbox"/>	<input type="checkbox"/>	Incomplete applications are considered in accordance with agency policy. In the absence of such policy, consideration is based on information provided <u>or</u> requests for more information are sent to applicants	
<input type="checkbox"/>	<input type="checkbox"/>	The DEU prohibits use of Government franked envelopes [18 U.S.C. 1719]	
F. CLEARANCE OF APPLICABLE PRIORITY PLACEMENT PROGRAMS			
<input type="checkbox"/>	<input type="checkbox"/>	CTAP [5 CFR 330.608] or for DoD only: DoD Priority Placement Program authorized by OPM in lieu of CTAP [5 CFR 330.601(c) and DoD 1400.20-1-M]	
<input type="checkbox"/>	<input type="checkbox"/>	RPL [5 CFR 330.207]	
<input type="checkbox"/>	<input type="checkbox"/>	ICTAP [5 CFR 330.708]	
G. EXAMINING FILE CONTENTS			
<input type="checkbox"/>	<input type="checkbox"/>	Request for referral of certificate of eligibles (SF 39, SF 52 or other method used in accordance with agency policy)	
<input type="checkbox"/>	<input type="checkbox"/>	Position description	
<input type="checkbox"/>	<input type="checkbox"/>	Applicable qualification standard	
<input type="checkbox"/>	<input type="checkbox"/>	Justification for selective placement factor(s) [DEOH 5-B]	
<input type="checkbox"/>	<input type="checkbox"/>	In cases of gender restriction, documentation of OPM approval [5 CFR 332.407]	
<input type="checkbox"/>	<input type="checkbox"/>	Job analysis documents	
<input type="checkbox"/>	<input type="checkbox"/>	Rating plan/assessment tool(s) and transmutation table	
<input type="checkbox"/>	<input type="checkbox"/>	Occupational questionnaire (point values match rating plan)	
<input type="checkbox"/>	<input type="checkbox"/>	Application forms for name requests [DEOH 6-B]	
<input type="checkbox"/>	<input type="checkbox"/>	OMB-approved supplemental application form, if used	
<input type="checkbox"/>	<input type="checkbox"/>	Eligibility and qualification determinations	
<input type="checkbox"/>	<input type="checkbox"/>	Ratings of applicants	
<input type="checkbox"/>	<input type="checkbox"/>	Tie breaking method, if used	



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<input type="checkbox"/>	<input type="checkbox"/>	Certificate(s) of eligibles	
<input type="checkbox"/>	<input type="checkbox"/>	Case files can be reconstructed for audit purposes (copy of the selectee's application in file is recommended)	
H. JOB ANALYSIS AND RATING PLAN/ASSESSMENT TOOL			
		Job analysis identifies the following [5 CFR 300.103(a)]	
<input type="checkbox"/>	<input type="checkbox"/>	1. Basic duties and responsibilities	
<input type="checkbox"/>	<input type="checkbox"/>	2. KSAs/competencies required to perform the duties	
<input type="checkbox"/>	<input type="checkbox"/>	3. Factors important in evaluating candidates	
<input type="checkbox"/>	<input type="checkbox"/>	4. One or more SMEs involved in job analysis	
<input type="checkbox"/>	<input type="checkbox"/>	Acceptable rating plan is used [DEOH 5-B]	
<input type="checkbox"/>	<input type="checkbox"/>	Rating plan/assessment tool is consistent with job analysis [5 CFR 300.103(b)]	
<input type="checkbox"/>	<input type="checkbox"/>	SMEs/HR professionals who participated in the development of rating plan/assessment tool are identified	
I. REVIEW OF APPLICATIONS			
<input type="checkbox"/>	<input type="checkbox"/>	Applications are reviewed for legally required information	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant is a citizen or national of the United States [8 U.S.C 1408; 5 CFR 7.3(a); 5 CFR 338.101(a)]	
<input type="checkbox"/>	<input type="checkbox"/>	Date of birth (when age is a factor for certain law enforcement, firefighter, air traffic controller, and other positions) [5 U.S.C. 3307 and 5 CFR 338.601]	
<input type="checkbox"/>	<input type="checkbox"/>	OF 306 verifies Selective Service registration prior to appointment [5 U.S.C. 3328 and 5 CFR part 300, subpart G]	
<input type="checkbox"/>	<input type="checkbox"/>	Qualification determinations are accurate (superior academic achievement is documented if it is the basis for eligibility) [5 CFR 338.301 and DEOH 5-B]	
<p>Note: Original signatures on applications are not required.</p> <p>DoD only – retired members of the Armed Forces may be appointed to positions in the civil service in or under DoD during the 180 days immediately after retirement or when still in a terminal leave status without regard to obtaining authorization under 5 U.S.C. 3326(b)(1) [DoD Memorandum 24 September 2001, Appointment of Retired Members of the Armed Forces to Positions in the Department of Defense]</p>			
J. ASSESSMENT OF CANDIDATES			
<input type="checkbox"/>	<input type="checkbox"/>	Rating/quality category placement determinations are accurate in accordance with KSAs and rating plan	
<input type="checkbox"/>	<input type="checkbox"/>	Reconsideration of rating decisions handled properly	
K. VETERANS' PREFERENCE			
<input type="checkbox"/>	<input type="checkbox"/>	Veterans' preference is properly adjudicated [5 U.S.C. 2108 and 3309; DEOH 4-B]	
<input type="checkbox"/>	<input type="checkbox"/>	Documentation required is consistent with agency policy	



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L. CERTIFICATION AND SELECTION PROCEDURES			
		Certificate of Eligibles contains the following:	
<input type="checkbox"/>	<input type="checkbox"/>	1. Certificate number, including the FY (a system is in place to identify certificates)	
<input type="checkbox"/>	<input type="checkbox"/>	2. Title, series, grade, and duty location of position	
<input type="checkbox"/>	<input type="checkbox"/>	3. Names of certified eligibles and addresses/phone numbers if applications are not sent with certificate	
<input type="checkbox"/>	<input type="checkbox"/>	4. Numerical rating/quality category of each eligible certified, including veteran's preference points when applicable (N/A for category rating), and appropriate veterans' preference symbols.	
<input type="checkbox"/>	<input type="checkbox"/>	5. Signature of issuing official	
<input type="checkbox"/>	<input type="checkbox"/>	6. Issue date of certificate	
<input type="checkbox"/>	<input type="checkbox"/>	7. Due date of certificate	
<input type="checkbox"/>	<input type="checkbox"/>	Order of certification is proper [5 U.S.C. 3313; 5 CFR 330.705; DEOH 6-B or 5 U.S.C 3319; 5 CFR 337.303; DEOH 5-B]	
<input type="checkbox"/>	<input type="checkbox"/>	For category rating, all eligibles in the highest quality category are referred to the selecting official (5 U.S.C. 3319; 5 CFR 337; DEOH 5-B)	
<input type="checkbox"/>	<input type="checkbox"/>	For category rating, proper procedures are followed if merging categories (merging is optional and may be done only before a certificate is issued if there are fewer than 3 eligibles in the highest quality category and/or when fewer than 3 <i>available</i> eligibles remain in the highest quality category. All preference eligibles are placed at the top of the newly merged category) [DEOH 5-B]	
<input type="checkbox"/>	<input type="checkbox"/>	Tie breakers are used properly [DEOH 6-B]	
<input type="checkbox"/>	<input type="checkbox"/>	Supplemental certificates are issued properly [DEOH 6-B]	
<input type="checkbox"/>	<input type="checkbox"/>	Selections are from the highest three eligibles available for appointment [5 CFR 332.404-405] or from eligibles in the highest quality category [5 CFR 337]	
<input type="checkbox"/>	<input type="checkbox"/>	Selections are consistent with ranking certification [5 U.S.C. 3318 and 3319; 5 CFR 332.404-405; DEOH 6-C]	
<input type="checkbox"/>	<input type="checkbox"/>	Selecting official properly documents actions (selections, declinations, etc.) and signs and dates the returned certificate as documentation for the file [DEOH 6-C]	
<input type="checkbox"/>	<input type="checkbox"/>	Selecting officials return certificates promptly after making selections [DEOH 6-C]	
<input type="checkbox"/>	<input type="checkbox"/>	Pass overs of preference eligibles and/or objections are handled properly [5 U.S.C. 3312 and 3318; 5 CFR 332.406; 5 CFR 339]	
<input type="checkbox"/>	<input type="checkbox"/>	Certificates are audited upon return in accordance with agency's policy [DEOH 6-C]	



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M. NOTIFICATION OF PERSONNEL ACTION(S)			
<i>Codes and authorities on SF 50/SF 52 are correct:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	Legal authority and nature of action codes	
<input type="checkbox"/>	<input type="checkbox"/>	Veterans' preference	
<input type="checkbox"/>	<input type="checkbox"/>	VP for RIF (block 26) and Annuitant Indicator (block 28) reflect military retiree status	
<input type="checkbox"/>	<input type="checkbox"/>	Tenure group	
<input type="checkbox"/>	<input type="checkbox"/>	FEGLI	
<input type="checkbox"/>	<input type="checkbox"/>	Retirement plan	
<input type="checkbox"/>	<input type="checkbox"/>	Pay determination is proper (for superior qualifications appt. pay rate determinant (block 29) is 7 (or 8) on initial SF 50 but reverts back to 0 (or 6) for subsequent actions)	
<input type="checkbox"/>	<input type="checkbox"/>	Qualification standard on SF 52 if other than OPM	
<i>Remarks entered on SF 50 are correct:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	Probationary period	
<input type="checkbox"/>	<input type="checkbox"/>	Service counting towards career tenure	
<input type="checkbox"/>	<input type="checkbox"/>	Date appointment affidavit signed	
<input type="checkbox"/>	<input type="checkbox"/>	Full performance level of the position	
<input type="checkbox"/>	<input type="checkbox"/>	Eligibility for life insurance/health benefits	
<input type="checkbox"/>	<input type="checkbox"/>	Creditable military service	
<input type="checkbox"/>	<input type="checkbox"/>	Frozen service	
<input type="checkbox"/>	<input type="checkbox"/>	Previous retirement coverage	
<input type="checkbox"/>	<input type="checkbox"/>	Retirement plan	
<i>And, if appropriate:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	Credit for non-Federal or active duty uniformed service for leave purposes	
<input type="checkbox"/>	<input type="checkbox"/>	Rate of pay remark if using pay-setting flexibilities	
<input type="checkbox"/>	<input type="checkbox"/>	Reason for temporary appointment (reason stated)	
<input type="checkbox"/>	<input type="checkbox"/>	Conditions of temporary employment remark	
<i>Forms filed chronologically on right (long-term) side of OPF:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	Resume/application for Federal employment	
<input type="checkbox"/>	<input type="checkbox"/>	SF 61 (Appointment Affidavit), unless conversion action	
<input type="checkbox"/>	<input type="checkbox"/>	OF 306 (Declaration of Federal Employment), signed twice by appointee and dated by HR office	
<input type="checkbox"/>	<input type="checkbox"/>	SF 50 (Notification of Personnel Action)	
<input type="checkbox"/>	<input type="checkbox"/>	SF 144 (Statement of Prior Federal Employment)	
<input type="checkbox"/>	<input type="checkbox"/>	Health and life insurance forms	



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<i>When applicable:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	DD 214 (Certificate of Release or Discharge from Active Duty) copy that includes <i>character of service</i>	
<input type="checkbox"/>	<input type="checkbox"/>	SF 15 (Application for 10-Point Veteran Preference)	
<input type="checkbox"/>	<input type="checkbox"/>	VA letter or active service retirement orders certifying service connected disability (with no medical information or properly sanitized)	
<input type="checkbox"/>	<input type="checkbox"/>	Certification of Completed Investigation Notice	
<input type="checkbox"/>	<input type="checkbox"/>	Retirement forms	
<input type="checkbox"/>	<input type="checkbox"/>	Transcripts when education was used for qualifications	
OTHER COMMENTS			

Reviewer/Title: _____

Date: _____

