



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

JUL 15 2014

Personnel Bulletin 14-07

SUBJECT: Management of Delegated Examining Units (DEU) and Certification of DEU Personnel

1. General: This Personnel Bulletin provides guidance to all bureaus that operate DEUs and establishes the process for requesting access to the Office of Personnel Management (OPM) managed Delegated Examining Information System (DEIS), updating items in DEIS and requesting DEU recertification training for employees. The DEIS contains a list of all DEUs and all personnel who are DEU certified or have been DEU certified. OPM establishes the process for updating DEIS. This PB does not establish any Department of the Interior (DOI) unique requirements.

2. Adding, Deleting or Updating the Location of a DEU

2.1. All requests to add, delete or update the location of a DEU must be approved by the Department's Director of Human Resources. Requests must include a justification (not to exceed one-half page) and be signed by the bureau-level Human Resource Officer. In addition to the request, bureaus must complete the template at Attachment 1.

2.2. Requests must be sent by the Bureau DEU Program Manager to Kermit Howard at kermit_howard@ios.doi.gov. Include name, phone and email address in the text of the email request of the Bureau DEU Program Manager. Attach both the justification and template (Attachment 1) to the email.

3. Adding, Deleting or Updating Employee DEU Certification Information

Bureau DEU Program Managers must use the template at Attachment 2 to request any employee certification update. Be sure to indicate in the remarks section what action is required. Email the document to Martin Pursley at martin_pursley@ios.doi.gov. Include a copy of the DEU training course completion certificate when adding an employee to DEIS.

4. Notifying OPM That an Employee Requires DEU Recertification

To request recertification training, Bureau DEU Program Managers use the template at Attachment 3 and send it to OPM at de.recertification@opm.gov with a copy to martin_pursley@ios.doi.gov. Do not send any requests for recertification to OPM more than three months in advance.

5. Access to DEIS

5.1. Access to DEIS is normally limited to the bureau DEU program manager, an alternate and the Bureau level Human Resource Officer.

5.2. To request access to DEIS, Bureau DEU Program Managers must use the template at Attachment 4 and email the document to Kermit Howard at kermit_howard@ios.doi.gov.

5.3. OPM has requested that you include the name of an existing DEIS user whose access level you wish to duplicate for the new user listed in Attachment 4.

A handwritten signature in black ink, appearing to read 'Thomas Mulhern', is written over a horizontal line.

Thomas Mulhern
Director, Office of Human Resources

Attachments

DEU NAME	BUREAU	DEU NUMBER	DEU CITY	DEU STATE	ACTION TO BE TAKEN
Instructions: Annotate "Action to Be Taken" for the appropriate DEU. Be specific if its an update to any column - specify what is being changed. Then delete all remaining rows.					
BIA Albuquerque, NM	BIA	IN06129	ALBUQUERQUE	NM	
BIA Anadarko, OK	BIA	IN06015	ANADARKO	OK	
BIA Human Resources (BIE), Albuquerque, NM	BIA	IN06131	Albuquerque	NM	
BIA Reston, VA	BIA	IN06032	Reston	VA	
BLM Anchorage, AK	BLM	IN05003	ANCHORAGE	AK	
BLM Billings, MT	BLM	IN05072	BILLINGS	MT	
BLM CA State Office, Sacramento	BLM	IN05004	SACRAMENTO	CA	
BLM CO State Ofc	BLM	IN05014	LAKEWOOD	CO	
BLM Cheyenne, WY	BLM	IN05149	CHEYENNE	WY	
BLM Denver, CO	BLM	IN05071	DENVER	CO	
BLM Idaho State Ofc	BLM	IN05007	BOISE	ID	
BLM Natl Interagency Fire Ctr Boise	BLM	IN05006	BOISE	ID	
BLM Ofc of Human Res, Wash, DC	BLM	IN05152	WASHINGTON	DC	
BLM Phoenix, AZ	BLM	IN05001	PHOENIX	AZ	
BLM Reno, NV	BLM	IN05005	RENO	NV	
BLM Salt Lake City, UT	BLM	IN05155	SALT LAKE CITY	UT	
BLM Santa Fe, NM 2	BLM	IN05134	SANTA FE	NM	
BLM State Ofc Portland, OR	BLM	IN05013	PORTLAND	OR	
BOR Billings, MT	BOR	IN07018	BILLINGS	MT	
BOR Boulder City, NV	BOR	IN07021	BOULDER CITY	NV	
BOR Denver, CO	BOR	IN07017	DENVER	CO	
BOR Mid Pacific Region, Sacramento, CA	BOR	IN07020	SACRAMENTO	CA	
BOR Pacific NW Region	BOR	IN07023	BOISE	ID	
BOR Upper COL Reg Ofc, SLC UT	BOR	IN07019	SALT LAKE CITY	UT	
Bureau of Safety & Environmental Enforcement (BSEE HQ)	BSEE	IN23148	HERNDON	VA	
DOI OIG	OIG	IN24123	RESTON	VA	
FWS Albuquerque, NM - active	FWS	IN15122	Albuquerque	NM	
FWS Anchorage, AK	FWS	IN15117	ANCHORAGE	AK	
FWS Atlanta, GA	FWS	IN15113	ATLANTA	GA	
FWS Denver, CO	FWS	IN15115	LAKEWOOD	CO	
FWS Fort Snelling, MN	FWS	IN15114	FORT SNELLING	MN	
FWS Hadley, MA	FWS	IN15119	HADLEY	MA	
FWS Portland, OR	FWS	IN15118	PORTLAND	OR	
FWS Washington, DC	FWS	IN15121	WASHINGTON	DC	
Interior Business Center (IBC) West, Denver	IBC	IN01124	DENVER	CO	
Interior Business Center (IBC) formerly NBC HR Services East	IBC	IN00125	WASHINGTON	DC	
NPS Alaska Regional Ofc	NPS	IN10069	ANCHORAGE	AK	
NPS Intermountain Reg, Denver SHRO	NPS	IN10046	LAKEWOOD	CO	
NPS Intermountain Region, Arizona SHRO	NPS	IN10044	Flagstaff	AZ	
NPS Intermountain Region, Northern Rockies SHRO, Yellowstone	NPS	IN10061	YELLOWSTONE	WY	
NPS Intermountain Region, Santa Fe SHRO	NPS	IN10054	SANTA FE	NM	
NPS Midwest Region, Central SHRO	NPS	IN10032	OMAHA	NE	
NPS Midwest Region, East SHRO / Cuyahoga Valley NP	NPS	IN10034	PORTER	IN	
NPS Midwest Region, Nekota Group, West SHRO, Wind Cave NP	NPS	IN10138	HOT SPRINGS	SD	
NPS NE Region, Central SHRO / Gettysburg NP	NPS	IN10110	GETTYSBURG	PA	
NPS NE Region, NY SHRO / Gateway NRA	NPS	IN10093	STATEN ISLAND	NY	
NPS NE Region, New England SHRO / Lowell NHP	NPS	IN10092	LOWELL	MA	
NPS NE Region, VA SHRO, Shenandoah NP	NPS	IN10141	LURAY	VA	
NPS Natl Capital Region SHRO	NPS	IN10095	WASHINGTON	DC	
NPS Pacific West Reg, Northwest SHRO, Olympic NP	NPS	IN10089	PORT ANGELES	WA	
NPS Pacific West Region, Klamath and San Francisco Bay SHRO (SFO)	NPS	IN10080	SAN FRANCISCO	CA	
NPS Pacific West Region, Mohave & Mediterranean SHRO, Boulder, City, NV	NPS	IN10085	BOULDER CITY	NV	
NPS Pacific West Region, Sierra SHRO, Yosemite NP	NPS	IN10079	EL PORTAL	CA	
NPS Pacific West Regional Office / Pacific Island SHRO, Oakland	NPS	IN10083	SAN FRANCISCO	CA	
NPS SE Region, EASU, SE Reg Office, Atlanta	NPS	IN10142	MANTEO	NC	
NPS SE Region, No Admin Svcs Unit (NASU), Great Smoky Mountains NP	NPS	IN10026	GATLINBURG	TN	
NPS SE Region, So Admin Svc Unit (SASO), Everglades NP	NPS	IN10028	HOMESTEAD	FL	
NPS SE Region, West Admin Svc Unit (WASU), Natchez Trace Parkway	NPS	IN10143	TUPELO	MS	
NPS Wash HQ, WASO SHRO, Washington, DC	NPS	IN10099	WASHINGTON	DC	
OSM - Office of Surface Mining	OSM	IN22147	WASHINGTON	DC	
USGS Atlantic Office	USGS	IN08133	RESTON	VA	
USGS Pacific Office	USGS	IN08132	SACRAMENTO	CA	

Last Name	First Name	Certification (Initial, Recert, None)	Issued	Expiration	DEU Location (as reflected in DEIS)	Bureau	DEU Record Number (as reflected in DEIS)	Action to be Taken
-----------	------------	---	--------	------------	---	--------	--	--------------------------

REQUEST FOR DE RECERTIFICATION TRAINING REGISTRATION

[illegible]

DEIS PASSWORD REGISTRATION

The Delegated Examining Information System (DEIS) is a database that supports the U.S. Office of Personnel Management's oversight of the Delegated Examining Program. Only authorized users may access this database. Please provide the information requested below:

AGENCY NAME:		ACRONYM:
SUBAGENCY/COMPONENT:		
Is User assigned to a DEU? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain need for DEIS access:		
DEU NAME: (if applicable)		DEU ID NUMBER:
USER'S NAME:	USER'S WORK EMAIL ADDRESS:	
USER'S WORK ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	

Access for this request should be the same as _____

PRIVACY AND SECURITY ACKNOWLEDGMENT

- I agree not to divulge any information obtained from the DEIS except to others in my agency who have an official need for the information.
- I agree not to divulge my DEIS Password to any other person. I will notify OPM immediately should my DEIS Password become compromised.
- I agree to notify OPM when I no longer have an official need to access the DEIS.

Signature of User

Date

Name of Supervisor, Manager or DEU Head:

Title:

Signature of Authorized Official

Date

U. S. Office of Personnel Management