



United States Department of the Interior

OFFICE OF THE SECRETARY
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PERSONNEL BULLETIN NO. 20-17

SUBJECT: Delegated Examining (DE) Shared Certificates Policy

Purpose. This Personnel Bulletin establishes the DE Shared Certificates Policy within the Department of the Interior (DOI). This policy is being issued to expedite hiring by permitting DOI Human Resources Offices to share DE certificates.

Applicability. This policy applies to all Human Resources Offices with delegated examining authority within the Department of the Interior. All HR specialists practicing delegated examining will familiarize themselves with this policy and advocate the use of shared certificates as a hiring efficiency tool.

Authorities. 5 CFR §332.408. Office of Personnel Management (OPM) guidance.

Policy. This policy is effective immediately and must be carried out in accordance with Delegated Examining procedures, applicable laws, regulations, bargaining agreements, and Departmental policy. It is DOI policy that bureaus may share a DE certificate issued under DE procedures with one or more DOI bureaus for a position that is in the same occupational series, grade level, full performance level, and duty location. This policy may be expanded to include government-wide DE shared certificates.

Each DOI Bureau and Office (bureau) headquartered human resources are to distribute this policy and the attachments to their field HR offices, with specific internal bureau instructions, as necessary. All bureaus will establish procedures to ensure operational level collaboration necessary to promote, participate and utilize shared DE certificates when seeking external candidates for positions that are commonly filled, DOI mission critical, and Governmentwide mission critical.

All selections must be made within 240 calendar days of the original certificate issue date. Each bureau must maintain case file documentation to reconstruct its own use of the certificate. The sharing of a DE certificate is for permanent and term vacancies advertised under DE procedures. Temporary positions are excluded.

Bureaus with Indian Preference may share DE certificates with other bureaus, however bureaus that do not have Indian Preference cannot share their DE certificates with bureaus with Indian Preference.

When provisions of this policy differ from changes in applicable law or regulation, the changes in law or regulation govern.

Prior to implementing this policy, bureaus must review collective bargaining agreements (CBAs) and satisfy any labor-management obligations, as applicable. Where the provisions of this instruction differ from the requirements contained in an applicable CBA, the CBA takes precedence.

Requirements. Bureaus will maximize the inclusion of language and USA Staffing functionality to enable shared certificates on job opportunity announcements. Using a shared certificate does not require a standardized position description.

The original job opportunity announcement (JOA) must meet the following criteria:

1. Internal employees were given consideration prior to announcing through DE procedures (refer to the Frequently Asked Questions for additional information);
2. Announced through a Delegated Examining Authority;
3. Vacancy is in the same occupational series, grade level (or equivalent), full performance level and duty location of the one being filled;
4. Provide notice that the resulting list of candidates may be used by one or more bureaus; and, by applying, applicants are allowed to “opt-in” to have their application materials shared.

Bureaus will utilize the “Shared Recruitment” system Vacancy Tag to assist with reporting (see attached).

Additionally, the following language must be included in each Job Opportunity Announcement (JOA) that will result in a DE shared certificate opportunity:

Notification to Applicants:

Applicants who apply under this job opportunity announcement agree to have their application, associated documents and applicable personal information shared with other Bureaus/Offices within the Department of the Interior (DOI) that have vacancies within the same occupational series, grade, promotion potential and in the same geographic location(s), including within the same metro/commuting area. Applying to this announcement does not replace the need to apply to other job opportunity announcements for which you wish to receive consideration.”

In addition to the above, the following requirements must be met in order to make a selection(s) from a DE shared certificate:

1. The DE JOA must be open to the public;
2. The certificate must be active;
3. The position must be in the same series, grade level and promotion potential;
4. The appointment type must be the same (e.g. permanent, term);
5. The position has the same work schedule (full-time, part-time, seasonal, etc.), but does not have to have the same tour of duty;
6. The position must have the same selective placement factors (SPF), if applicable;

7. The position must have the same testing requirement, if applicable;
8. The major duties of the position are the same or very similar;
9. The position must have comparable specialized experience requirements;
10. The position must have comparable knowledge, skills, and abilities (KSAs) as reflected in the job analysis and assessment questions; and
11. The position must be within the same duty location(s), as announced, including within the same metro/commuting area.

If the announcement explicitly states that a Relocation Incentive will not be offered, then that incentive may not be offered to any selectee.

Job requirements or flexibilities advertised by the original bureau may be considerations for the receiving bureau in determining whether or not using a shared certificate is appropriate for its position.

Candidates will remain referred for consideration while the certificate is open, unless a candidate requests to withdraw from consideration.

Pass-over of a preference eligible. The reasons why a bureau might object to an eligible or pass over a preference eligible may vary. If OPM sustains a pass-over of a 10-Point Compensable Disability Preference (CP) or 10-Point 30 Percent Compensable Disability Preference (CPS) eligible, it does not transfer to the receiving HR office. OPM reviews and decides on an applicant more than once, even though that applicant may be considered from the same certificate. Each objection and pass over is adjudicated based on its own merits consistent with 5 U.S.C. 3317 and 3318. The originating HR Office approving official is responsible for reviewing 5-Point Preference (TP) veteran pass over requests, if applicable.

Documentation. The originating HR Office and the receiving HR office are each responsible for maintaining complete case file documentation sufficient to reconstruct all hiring actions in accordance with Delegated Examining Operation Handbook (DEOH). Each time the certificate is shared, each receiving HR office is responsible for creating a new instance of a case file to document its use.

Employees with questions may contact their servicing HR office. Servicing HR offices will contact their bureau's policy office with any questions. Bureau Human Resource Policy Offices may contact the Office of Human Capital (OHC) at DOI_Office_of_Human_Resources@ios.doi.gov

Jennifer A. Ackerman
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Attachments

[OPM Competitive Service Act Shared Certificates FAQ](#)

[OPM Chief Human Capital Office Memorandum](#)

[Delegated Examining Operations Handbook](#)

[OPM USA Staffing Shared Certificate Guide](#)

[OPM USA Staffing DOI Shared Certificate Considerations](#)

Appendix

Definitions

Appointing Authority. A person, empowered by law, or delegated the authority from a person empowered by law, to make appointments.

Calendar Day. Every day of the calendar year including federal holidays and periods when the government is operating under a shutdown furlough (5 CFR §210.102).

Competitive Service Act. The Competitive Service Act of 2015 was enacted as Public Law 114-137. The Act allows an appointing authority (i.e., the head of a Federal agency or department) to share a competitive certificate issued under delegated examining procedures with one or more appointing authorities (at different departments or agencies) to make an appointment to a position that is in the same occupational series, grade level (or equivalent), full performance level, and duty location during the 240 calendar day period beginning on the date of issuance of the certificate of eligibles.

Certificates/Certificates of Eligibles. A list of qualified candidates submitted to a hiring manager for selection consideration in compliance with the appropriate merit staffing procedures.

Delegated Examining Operations Handbook (DEOH). A handbook designed to provide assistance to agencies with delegated examining authority granted under section 1104 of title 5, United States Code (U.S.C.). The DEOH applies to competitive examining only. It does not apply to merit promotion, the excepted service, or the Senior Executive Service.

Duty Location. Duty location has generally been interpreted by OPM to mean a designation that provides reasonably meaningful information to an applicant about where he or she is expected to perform his or her duties. A JOA can provide for selections at multiple duty locations but generally a separate certificate will be issued for each duty location, and accordingly, if shared, will be shared only for the same duty location.

Grade level or Equivalent. Equivalent means a corresponding rate or level of pay under an alternative pay system for a position excluded from the General Schedule.

Job Opportunity Announcement (JOA). A job announcement posted by a Servicing HR Office (SHRO) for an available vacancy.

Knowledge, Skills, and Abilities (KSAs). KSAs or competencies are the attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. Knowledge is a body of information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.

Originating Servicing Human Resources Office (Originating SHRO). The human resources office that initiated the hiring action (i.e., posted the JOA).

Personally Identifiable Information (PII). Information which can be used to distinguish or trace an individual's identity such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

Position Description. A statement of the major duties, responsibilities, and supervisory relationships of a position and the work to be performed by the position.

Priority Placement. Selection priority, which is part of career transition assistance plan (CTAP) and Interagency Career Assistance Plan (ICTAP), afforded to employees affected by downsizing

or restructuring. DOI's CTAP includes special selection priority (SSP), reemployment priority list (RPL), and priority placement list (PRL).

Receiving Servicing Human Resources Office (Receiving SHRO). The human resources office that requests a Certificate of Eligibles from an Originating SHRO.

Selective Placement Factor (SPF). Job-related KSAs that are essential for satisfactory performance on the job. Only applicants that meet this requirement as of the closing date of the JOA receive further consideration for the job.

Veterans Preference. Veterans' Preference gives eligible veterans preference in appointment over many other applicants. Veterans' preference applies to all new appointments in the competitive service and many in the excepted service. Veterans' preference does not guarantee veterans a job. In accordance with Title 5, United States Code, Section 2108 (5 USC 2108) veterans' preference eligibility can be based on dates of active duty service, receipt of a campaign badge, receipt of a Purple Heart, or a service-connected disability. Only veterans discharged or released from active duty in the armed forces under honorable conditions are eligible for veterans' preference (honorable or general discharge).