

**Headquarter Name**  
**Agency Delegated Examining Analysis**  
**Agency Name**  
**Assessment Date**



## Executive Summary

(Agency Name) conducted a virtual evaluation of the (Insert Name), Delegated Examining Unit (DEU) on (Insert Date). Our preliminary evaluation consisted of a sampling of Delegated Examining (DE) recruitment case files processed by Insert Name staff in support of their servicing population calendar year XXX. This report presents (Insert Number of Findings) required actions and fourteen recommendations to ensure efficient and effective operations.

The use of electronic surveys assisted with the assessment of the DEU operations and provided insight on whether or not the management of DE activities are in accordance with Merit System Principles, Veterans' Preference Act of 1944 and applicable law and regulations.

The survey responses indicated the staff may require modification of internal procedures and revealed the DE Program Manager may require recurring training, audit review, along with the mentoring of team members to maintain program proficiency. **INSERT REVIEWING AGENCY NAME** reviewed published (insert Agency/Org/HQ name) policies and guidelines as well as a representative sample of DE personnel actions and associated records.

The self-assessment evaluation team determined the (Fill in here...). The DEU should ensure they are operating effectively and DE operations are being carried out in accordance with applicable merit system principles relevant to OPM's HCF Talent Management system (5 U.S.C. 2301), and subsequent laws and regulations, including the Veterans Preference Act of 1944. The DEU should ensure there is uniformity in their process. Supervisors should also confirm actions in correcting deficiencies identified during the DEU's self-assessments of DE activities meet compliance. **(INSERT EXPECTATIONS IF THERE ANY).**

## Introduction

(INSERT AGENCY NAME) conducted an evaluation to assess the quality of (INSERT DEU NAME) competitive hiring program. **INSERT AGENCY NAME** virtual review included an assessment of applicable policies, procedures, and other information received from the DEU. DE related staffing policies and procedures, caseload production, individual vacancies posted to OPM's USAJOBS website, electronic interview surveys emailed to DEU leadership, staff and selecting officials serviced by the DEU, and a review of selectee Electronic Official Personnel Folders (e-OPF's). In addition, we reviewed a sample of DE, DHA, and MP hiring actions encompassing multiple grade levels and a variety of occupational series and locations. Our review period covered **INSERT DATE** through **INSERT DATE**.

Our assessment identified various deficiencies with the DEU's processing of procedures, vacancy announcement requirements for Veteran Preference and ICTAP/CTAP applicants, attention to detail when building vacancy announcements, applicant notifications, and the

uploading of documentation necessary to re-build a case file if required. This report presents **INSERT NUMBER OF FINDINGS** required actions and **INSERT NUMBER OF RECOMMENDATIONS** recommendations to ensure efficient and effective operations. Areas of concern affecting competitive hiring actions, program effectiveness and/or operating efficiencies taken under the Interagency Delegated Examining Agreement between OPM and DoD are in Appendix A.

## General Findings

There were common themes that emerged from the review of staffing actions, which pertains **INSERT SYSTEMIC TRENDS**

**Required Action:** **INSERT CORRECTIVE ACTION**

**INSERT FINDING**

**Required Action:** **INSERT CORRECTIVE ACTION**

**INSERT FINDINGS**

**Required Action:** **INSERT CORRECTIVE ACTION**

**Failed to identify specific findings or attribute findings to specific DEU within annual self-assessment reports.**

**Required Action:** **INSERT CORRECTIVE ACTION**

## Conclusion

**INSERT AGENCY NAME** initiation of a more effective JOA review process may eliminate potential confusion caused by misleading information found in the position announcements. Accurate and well-written JOA's ensure the recruitment efforts lead to a stronger, higher quality pool of applicants. Organizations recruitment and communication efforts should attract the strongest pool of applicants and avoid the need to re-advertise positions due to miscommunication, saving both time and resources. The DEU supports the modernization efforts associated with the DoD Human Capital Operating Plan and complies with legal requirements, and procedures but additional improvement would allow for a highly effective program. The required and recommended actions contained in this report will help improve DEU operations and its level of compliance.

The DEU should assess the costs associated with the certificate usage rate to allow for a comparison of cost effectiveness. **The DEU** should also measure the effectiveness of the current hiring strategy against the DEU's productivity and resources required to operate their daily mission. A review of positions using the DE authority would aide in determining the best hiring strategy for mission critical occupations and the other positions and if **INSERT AGENCY**

**NAME** is using the DE authority to fill vacancies to determine if the best hiring path to fill vacancies.

There are potentially multiple contributing factors for the findings, **INSERT REASONS**. **INSERT CORRECTIVE ACTION REQUIREMENTS** is requiring the DEU to develop a written corrective action plan to address planned or implemented planned/implemented improvement. Specific areas of focus **INSERT COMMENTS HERE**. (5 CFR 1234)

## Appendix A: Summary of Required and Recommended Actions

### Required Actions

1. **INSERT CORRECTIVE ACTION (5 CFR 250.102)**
2. **INSERT CORRECTIVE ACTION (5 CFR XXXX)**
3. **INSERT CORRECTIVE ACTION**
4. **INSERT CORRECTIVE ACTION**

### Recommended Actions

1. **INSERT RECOMMENDED ACTIONS**
2. **INSERT RECOMMENDED ACTIONS**
3. **INSERT RECOMMENDED ACTIONS**
4. **INSERT RECOMMENDED ACTIONS**

### **INSERT YEAR** Performance Assessment

Critical Systemic Findings	Evaluation 2019	Evaluation 2020
1. <b>Job Analysis Alignment and Signatures</b>	●	●
2. <b>JOA Veteran / ICTAP Requirements</b>	●	●
3. <b>JOA Templates Efficiency</b>	●	●