

## 2. THE BASICS

The following information is provided to assist you in your recruiting efforts when using the DEU.

### Who has the authority to hire candidates from outside the Federal workforce?

By law, OPM has the authority to appoint candidates from the public (those applicants applying from outside the Federal workforce) through a process known as competitive examining. Candidates hired through the competitive examining process are subject to civil service laws. These laws are in place to ensure fair and open competition from all segments of society with selections based on veterans' preference and the knowledge, skills and abilities (KSAs) required for the position. OPM can delegate this authority to other agencies in accordance with Title 5, United States Code 1104.

### What is Delegated Examining?

OPM has delegated the competitive examining process to the Department of Defense in accordance with Title 5. It has been further delegated to the WCPOC for specific series and grades located throughout the West Region. This delegation allows us to appoint applicants from the general public to fill permanent and term positions. Delegated Examining is an additional external recruitment tool for managers to consider using when filling their vacancies.

### What is the Delegated Examining Unit (DEU)?

The WCPOC has dedicated personnel resources to operate the DEU. This unit is comprised of personnel staffing specialists and staffing assistants who provide DEU services to the entire West Region. The

DEU operates in accordance with the requirements established by OPM. This unit receives recruitment requests, prepares public job announcements, evaluates applicants, prepares certificates and maintains required case files documenting the selections made through the DEU.

### What are the OPM requirements?

OPM laws, regulations, and requirements which are consistent with merit system principles govern the DEU. These requirements include the following:

- ◆ All vacancy announcements must meet the minimum public notice requirements, i.e., vacancy announcement open/close dates.
- ◆ All eligible candidates must be assigned numeric scores.
- ◆ Veterans' Preference must be applied to all eligible candidates.
- ◆ All qualified candidates must be certified in proper score order with additional points for applicable veterans' preference eligibles.
- ◆ All selections must be made using the "Rule of Three".

### What flexibilities are available through DEU?

Although we must adhere to the OPM requirements listed above, there are flexibilities available that the DEU can offer to customize recruitment efforts to meet your needs.

The minimum public notice requirements for DEU vacancy announcements are: (1) minimum of 10 business days and applications must be received in the WCPOC DEU by the cut-off or closing date, or

(2) minimum of 5 business days and applications must be postmarked by the cut-off or closing date. Although OPM has identified these as minimum public notice requirements, the WCPOC DEU can provide you with flexibilities when considering the open period of a DEU Vacancy Announcement:

- ◆ DEU Vacancy Announcements may be “Open until Filled” with a specific cut-off date.
- ◆ DEU Vacancy Announcements may have a specific closing date.
- ◆ DEU Vacancy Announcements may be open continuously to establish a standing register.

There are a number of benefits to the establishment of an open continuous standing register under the DEU process. These include the following:

- ◆ A standing register allows for continuous intake of interested applicants for high turnover or hard to fill positions.
- ◆ A standing register eliminates the need to issue a vacancy announcement every time a vacancy occurs.
- ◆ A standing register expedites the process of issuing certificates.
- ◆ A standing register facilitates continuous outreach efforts.
- ◆ A standing register requires the submission of only one application and the applicant receives continuous consideration for the life of the register (which is determined by the selecting official).