


Approved for Release
Deborah A. Jefferson
Director for Human Resources
Management

July 20, 2007
Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #070, FY 07

SUBJECT: Changes to Delegated Examining Operations

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERCEDES: HR Bulletin #056, FY 07, Changes to Delegated Examining Operations, dated January 5, 2007.

BACKGROUND: The Office of Personnel Management (OPM) has automated systems in place for use in submitting delegated examining quarterly reports, and for completion of delegated examining recertification training. The Delegated Examining Information System (DEIS) is used for tracking Agency delegated examining activity, including quarterly workload data, and can be accessed at <https://deis.opm.gov/tmtrack.dll?>. The Delegated Examining Unit (DEU) recertification training is available on-line through GoLearn at <http://www.golearn.gov>.

PURPOSE: The purpose of this HR Bulletin is to update Department of Commerce (the Department) policy and establish new procedures for submitting quarterly workload reports and completing DEU recertification training.

PROCEDURES: All requests for DEIS access and DEU recertification training must come from the Department's DEU point of contact (POC, see below) who will coordinate user access with the OPM. Do not submit requests directly to OPM as they will not be honored. In addition, all corrections and updates, including when employees report to and depart from delegated examining units, must be submitted to the Department's DEU POC (note that this information is not to be reported through the DEIS).

(a) Obtaining DEIS Access - Effective the first quarter (Q1) of FY 07, all quarterly workload reports must be submitted electronically through DEIS. Paper reports will no longer be accepted by the OPM and should not be forwarded to the Department's POC.

- Staff designated as DEU heads within their Operating Unit, shall collect and forward the attached DEIS Password Registration and DEIS Security Agreement

forms for themselves and no more than two designated alternates to the Department's POC if they have not yet been granted access to the DEIS from the OPM. Requests for new users shall also be forwarded to the Department's POC.

- Once the requests are submitted to the OPM from the Department's POC, the OPM will establish user accounts and issue user information electronically to each employee.

(b) Recertification Training - Effective June 18, 2007, employees must pre-register with the OPM prior to taking DEU recertification training. Only employees with DEU certificates dated within the last three and one half years from the date of submission are eligible to take recertification training. All other employees must take the initial DEU training. Employees should complete the recertification training no later than fourteen (14) days after receiving access to GoLearn. The OPM will update the DEIS upon completion of recertification training.

- Staff designated as DEU heads within their Operating Unit, shall compile and forward the attached spreadsheet to the Department's POC with the names of employees who need DEU recertification, along with their e-mail address, delegated examining unit identification number, organization, bureau, expiration date of certification, division, and state. (The spreadsheet is used by GoLearn; therefore, columns should not be deleted or manipulated).
- A copy of each employee's most recent Delegated Examining Certificate, dated within the last three and one half years from the date of submission, must be scanned and sent with the spreadsheet electronically to the Department's POC.
- Upon receipt of a completed spreadsheet and valid DEU certificate, the Department's POC will submit the pre-registration request to the OPM.
- The OPM will process the request and issue user identification (ID) and password information electronically to each employee.
- Upon receipt of user ID and password information, employees may access GoLearn and register for DEU recertification training.

OFFICE OF POLICY AND PROGRAMS: Sheila Fleishell,
Acting Director, sfleishell@doc.gov (202) 482-0022

PROGRAM MANAGER AND DEPARTMENTAL POC CONTACT INFORMATION: Valerie Smith, vsmith@doc.gov, (202) 482-0272(Phone);
(202) 482-3160 (Fax)

REFERENCES: Delegated Examining Operations Handbook; HR Bulletin #034, FY 06

ATTACHMENTS: Delegated Examining Information System Privacy Act and Security Acknowledgment; Delegated Examining Information System Password Registration; and Delegated Examining Recertification Training Spreadsheet

**DELEGATED EXAMINING INFORMATION SYSTEM
PRIVACY ACT AND SECURITY ACKNOWLEDGMENT**

The Delegated Examining Information System (DEIS) is a database of information that supports OPM oversight of the Delegated Examining Program.

DELEGATED EXAMINING INFORMATION SYSTEM (DEIS)

I acknowledge that in logging onto the Delegated Examining Information System (DEIS)

- I agree not to divulge any information obtained from the DEIS except to other personnel in my agency who have an official need for the information.
- I agree not to divulge my User ID or Password to any other person (except the Designated Representative at the, U.S. Office of Personnel Management, Delegated Examining Program when seeking assistance with the system).
- I agree to notify the Designated Representative at the, U.S. Office of Personnel Management, Delegated Examining Program, immediately if my User ID and Password become known to another person or if I have reason to believe they have become known.
- I agree to notify Designated Representative at the, U.S. Office of Personnel Management, Delegated Examining Program, if, because of a change in my duties, reassignment, transfer, separation from the Federal service, or other event, I no longer have an official need to access the Delegated Examining Information System (DEIS).

Please type or print and sign your name and the agency below:

NAME

AGENCY / DEU ID NUMBER

SIGNATURE

DATE

PASSWORD REGISTRATION

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DELEGATED EXAMINING INFORMATION SYSTEM (DEIS)

Please type or legibly print the requested information shown below:

AGENCY NAME:		AGENCY ACRONYM:
DEU NAME: (fill in this line only if you are DEU personnel)		DEU ID NUMBER:
USER'S NAME:		
USER'S AGENCY EMAIL ADDRESS:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	

Last Name First Name Email address DEUIDNO Social Security Number (xxx-xx-xxxx) Date of Birth Organization
Smith Bob Bob.Smith@opm.gov DEUIDNO Social Security Number (xxx-xx-xxxx) Independent Agency

Agency Office of Personnel Management Expiration Date of Certification 31-Aug-06 Division State (2 letters) DC Zip Code (12345-0123)

Foreign code APO Entry on Duty (mm/yyyy) Entry Into Position (mm/yyyy) Pay Plan Pay Grade Series Status (0=suspend, 1=active)

LAC Supervisor Status (0=no or 1=yes) Contractor (N/A, else text name) Job Title Country