


Approved for Release
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Director for Human Resources
Management

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Date

DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES (HR) BULLETIN #056, FY 07

SUBJECT: Changes to Delegated Examining Operations

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

BACKGROUND: The Office of Personnel Management (OPM) has established two automated systems for use in submitting quarterly reports and for completion of recertification training.

The Delegated Examining Information System (DEIS) has been developed for tracking Agency delegated examining activity including capturing quarterly workload data.

Delegated Examining Unit (DEU) recertification training is now offered on-line through GoLearn at <http://www.golearn.gov>. Certified users whose certification expired on or after September 1, 2006, must complete their training on-line. Additionally, OPM has established a grace period allowing DEU staff whose certification expired on or after September 1, 2005, to take the on-line recertification training. DEU staff whose certification expired prior to September 1, 2005, will not be granted access to the on-line recertification system and must re-take the initial certification course, which is not offered on-line.

PURPOSE: The purpose of this HR Bulletin is to update Department of Commerce policy and establish new procedures for submitting quarterly workload reports and completing DEU recertification training. This updates HR Bulletin #034, FY06, Delegated Examining Oversight Program, dated May 2, 2006.

PROCEDURES: Effective for the first quarter (Q1) of FY 07, all quarterly workload reports must be submitted electronically through the DEIS. Paper reports will no longer be accepted by OPM and should not be forwarded to the Department of Commerce headquarters Delegated Examining Unit (DEU) points of contact (POC).

REQUIRED ACTION:

Obtaining DEIS Access

Staff designated as DEU heads within their bureaus, should collect and forward completed DEIS Password Registration and DEIS Security Agreement forms for themselves and no more than two designated alternates to the Department HQ POC if they have not yet been granted access to the DEIS from OPM. Documents for all staff in need of access should be forwarded (via fax or e-mail) to Crystal Kearney no later than January 19, 2007. After this date, requests for new users should be forwarded on an as-needed basis. The Department HQ POC will coordinate with OPM to obtain access for those users. OPM will then establish user accounts and issue user information electronically.

Recertification Training

Each DEU head will compile and forward the requested information for staff in need of recertification training, including staff whose certification expired on or after September 1, 2005, and those due to expire on or before June 1, 2007, to the Department HQ POC. Updated trainee information should be forwarded (via fax or e-mail) to Crystal Kearney, by January 19, 2007 (After this date, submit requests for new users on an as-needed basis). Submit this information only for those staff members who have not yet been granted access to the on-line recertification training. Bureaus should submit user information on the attached Recertification Training Registrant spreadsheet following the format used by OPM in the spreadsheet example. Upon processing of the requests by OPM, users will be forwarded user ID and password information directly.

OFFICE OF POLICY AND PROGRAMS: Felicia Purifoy, Director,
fpurifoy@doc.gov (202) 482-5291

PROGRAM MANAGER CONTACT INFORMATION, Crystal Kearney,
CKearney@doc.gov, (202) 482-3725 (Phone); (202) 482-3160 (Fax)

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

ATTACHMENTS: Delegated Examining Information System Privacy Act and Security Acknowledgement; Delegated Examining Information System Password Registration; 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

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)

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:	