

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Personnel

370 DM Addition to FPM

Chapter 331 Organization for Recruitment
and Examining

370 DM 331,4.1

Subchapter 4. Delegation of Examining Authority to Agencies.

4.1 Delegations of Authority. To assure adequate coordination, appropriate controls and responsibility for examining authority delegated in the Department, the Department and the Office of Personnel Management (OPM) have established an agreement which is applicable to bureau and field level offices in negotiating and assuming examining authorities from OPM. The agreement became effective March 7, 1980 and is contained in Appendix 2 to 370 DM 230,2. Bureaus (and field activities to the extent permitted by their bureau headquarters) are authorized and encouraged to explore directly with appropriate OPM offices the conditions and requirements for the assumption of authority to examine for positions which they consider appropriate. In all cases, bureau headquarters and the Chief, Division of Employment, Office of Personnel (PPM) should be kept informed concerning significant developments in discussions with OPM. Field offices should carefully review their examining needs in terms of the effectiveness of the services as being provided by OPM as opposed to the anticipated effectiveness of staffing services which could be provided under delegated authority. This should include an assessment of the expertise and resources which would be needed to accomplish delegated staffing responsibilities. Only upon a determination that the resources necessary to accomplish such responsibilities are available or readily attainable, and that there would be significant benefit to the Department is it advisable to seek delegated examining authority.

A. Prior Approval.

(1) Prior approval of PPM is required before any agreement for the assumption of examining authority which involves the creation, maintenance, and operation of a standing register is entered into by bureau and field level offices.

(2) Agreements which establish competitive examining authority on a position-by-position basis do not require prior approval of PPM.

B. Reporting Requirements.

(1) When a bureau activity concludes any negotiated agreement with OPM for examining authority, a copy of the specific agreement must immediately be forwarded through appropriate bureau channels to the Director of Personnel. The transmittal should include the name, title, address, and telephone number of the bureau official who will have direct responsibility for administering the authority, and whom PPM may contact for information on its operation.

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(2) If any negotiated agreement with OPM for delegated examining authority is either changed or terminated for any reason, the Department activity affected must immediately notify the Director of Personnel through bureau channels.

(3) At the end of each quarter of the fiscal year (December, March, June, September), bureau activities with negotiated examining authority will forward to the Director of Personnel through their bureau headquarters a report on each such authority they have. (This does not apply to authorities which are generally delegated by OPM to all agencies within an area or Nationwide.) Bureau headquarters personnel offices will assure that all field level reports are received in PPM by the 15th of the month following the close of each quarter (3-DOI-81-050). Field offices will use a separate page for reporting on each authority they have. The information provided on each will include the following:

(a) The quarter covered by the report (e.g., For Quarter Ended March 31, 1981).

(b) The name of the bureau and bureau activity directly responsible for its administration.

(c) What specific authority is currently delegated. (The occupation, series, grade level(s), geographic or OPM areas in which it applies; and whether it does or does not involve maintaining a register of eligibles.)

(d) All the information which is required to be submitted to OPM on a quarterly basis, as indicated in sections II O.1 through 8 in the DOI/OPM Delegation Agreement. (See Appendix 2 to 370 DM 230,2.)

(e) A statement that all OPM reporting requirements have or have not been met.

(f) An indication of any changes to the delegation since the last report.

(g) A brief statement on any significant problems encountered with the authority during the period covered by the report and benefits derived from delegation.

C. Equal Employment Opportunity. In establishing public notice and areas of publicity for examination announcements, affirmative action objectives must be considered. Appropriate efforts are required for the recruitment of minorities, women, veterans, and handicapped individuals.

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4.2 Nature of Delegation Authority. Delegation agreements negotiated at the bureau and field level are supplemental to the DOI/OPM Delegation Agreement shown in Appendix 2 to 370 DM 230,2. The assumption of examining authority by bureau and field offices must be consistent with the Agreement. Bureaus are not authorized to negotiate for agreements to assume examining authority under conditions which differ significantly from those provided for in the Agreement. In this system, all delegations of authority to examine are first to the Department level. Any examining authority at the bureau and field level is assumed and implemented under authority delegated by the Department.

