Delegated Examining Unit (DEU)

A Manager's Desk Guide to Successful DEU Certificate Processing

Defense Finance and Accounting Service

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Introduction

This guide has been prepared to help you successfully process, code and document your DEU certificates.

This is to be used in conjunction with the other resources on the USA Staffing Upgrade Information page:

https://www.dfas.mil/careers/USA-Staffing-Upgrade.html

How Do I Process my DEU Certificate?

Veteran's preference is absolute in competitive examining. A non-veteran can never be selected if there is an available veteran

If you interview non-veterans, available veterans should either be selected or interviewed (unless an objection is submitted and sustained--see later slides on objections)

It is important to maintain coding and proper documentation for each applicant decision in USA Staffing as you work through the certificate

Coding and Documentation

Applicants who are selected, code as: *Selected*

Applicants who are not selected, code as: *Not Selected*

Applicants who notify you that they are no longer interested in the position, code as:

> *Withdrawn* *(Requires a certificate note describing the applicant's withdrawal)*

You may record an *Alternate Selection*, but it is not necessary on certificates where multiple individuals have been selected.

If the certificate is cancelled without use (position will not be filled), code applicants as:

> *Cert Cancelled*

If the certificate is unused (i.e., selections made from another certificate), code all of the applicants:

> *Certificate Unused (Requires a certificate note, identifying the selection source)*

Coding and Documentation (continued)

If an applicant holds an identical appointment (Same series/grade/target grade/ location/appointment type), code as:

Already Employed *(Requires an Applicant note, identifying the identical position)*

If an applicant is in Security, awaiting appointment to an identical appointment (Same series/grade/target grade/location/appointment type), code the applicant as:

Accepted Another position within the Agency *(Requires an applicant note, stating this, with reference to the certificate from which they were selected)*

If an applicant is selected from the same VIN, but from a higher graded certificate, code the applicant as:

Accepted Another Position Within the Agency *(Requires an applicant note, stating this, with reference to the certificate from which they were selected).*

i.e., Vacancy was a 4/5, and the individual was selected at the 5.

Coding and Documenting Declinations

The following codes are to be used for declinations:

- *Declined Grade*
- *Declined Location*
- *Declined Salary*
- *Declined Position*

Use *Decline Position* if no reason was provided for declination.

All declinations must be supported by an applicant note. Emails can be pasted into the notes, or notes can be added to an applicant's note to document a telephone conversation with the applicant. Notes must contain the date of the conversation, and the reason for declination (if provided).

Coding of Applicants – Failed to Reply

Failed to Reply is the appropriate code to use when an applicant fails to reply to employment inquiries.

A minimum of 2 attempts, using different methods, is required

- ✓ Telephone
- ✓ Email
- ✓ Mail

- ➢ All communications should instruct applicants to respond by a specific date if they wish continued consideration for the position.

- ➢ Allow at least 3 business days for email and telephone inquiries, and 7 workdays for applicants contacted via USPS mail.

Documenting Failed to Reply

An applicant note must be added for each applicant who fails to reply. Two forms of attempt of contact must be included, as described in the previous slide.

Emails can be copy/pasted into a note, and telephone messages can be documented by adding an applicant note. When documenting telephone messages, include the following:

- *Telephone Number*
- *Date*
- *Cutoff date for applicant to respond*
- *Statement that applicant did not respond*

Applicants Who Fail to Appear for a Scheduled Interview

Applicants who fail to show up for a mutually scheduled interview can be coded *Failed to Reply* with only the following documentation**:**

A written statement from the HR Specialist or selecting official describing how the applicant was notified of the interview (time and place), accepted and agreed to the interview, and failed to report is adequate proof.

This exception does not apply to applicants who request rescheduling.

Objections/Passovers

➢ **Objecting to Eligible Applicants:**

  ✓ Selecting official MAY object to any applicant listed on a certificate

  ✓ An objection can be sustained by the DEU only if management is able to demonstrate that the applicant does not meet the qualifications for the position, or under certain circumstances where there is negative information available for the applicant.

➢ **The Office of Personnel Management (OPM) has exclusive authority to grant or deny:**

  ✓ Medical pass over/objection requests pertaining to a preference eligible

  ✓ An agency's request to pass over a veteran with a 30% or more compensable service connected disability (CPS)

  ✓ An agency's request to object to an eligible based on suitability considerations of material fraud or falsification

Objections/Passovers (continued)

To submit an objection, first consult with your Merit Promotion (MP) staffing specialist to ensure the objection is valid.

If they determine an objection may be appropriate, they will advise you to send them an email, with a strong justification and any supporting documentation (i.e., Information from MER) for your objection.

They will coordinate this request with the DEU Team.

Objections/Passovers (continued)

The DEU will adjudicate your objection for any non-CPS applicant.

You will be notified in writing of the decision, and advised if there is any additional action on your part.

The DEU will place the appropriate coding and documentation in USA Staffing.

Note: Any R* codes, removing an applicant from consideration **MUST** be entered by the DEU. Only the DEU can remove an individual from consideration.

Objections/Passovers (continued)

For CPS veterans: the DEU will submit an objection/pass over to OPM.

**Note: This is a lengthy process and can take several months. You should reserve a vacancy for this individual in the event that OPM does not sustain the objection.

Non-Selections

If you wish to non-select an available veteran, when non-veterans are selected, you MUST submit an objection.

In this scenario, if the objection is not sustained, then the veteran MUST be selected.

You may non-select as many non-veterans as you wish, but if you wish to merge to the next lower category, then you can have no more than two remaining applicants non-selected.

Unless you are attempting a merge, there is no need to submit an objection for an undesirable non-veteran candidate. You can non-select that individual.

Requesting a Merged Certificate

Applicants scoring in the Best Qualified (BQ) category are initially evaluated, and if qualified, referred for consideration.

A merged category can be requested either before or after certificate issue.

To be eligible for a merge, the certificate must contain less than three available candidates.

If a certificate is eligible for merge prior to issue, the DEU staffer will consult with you through your MP staffer, to determine if you would like to merge before or after issue.

If your certificate becomes eligible for merge after you've processed the original BQ group, notify both your DE and MP staffers, code and document the certificate, and *Return to HR*. A merged list will be processed to include applicants scoring in the next lower category.

Note: Number of vacancies does not dictate number referred, and does not affect merging rules

DEU Timelines

DEU certificates are active *90 days* from the closing date of the job announcement.

Extensions to the original due date can be extended through this date.

Exceptions beyond *90 days* should be rare, and only be requested in order to finalize selections already in progress.

If a merge is intended, the initial certificate should be returned for audit, with sufficient time to process a new certificate within the original *90 days*.

After *90 days*, we can re-announce for the same position.

In Summary

Your HR Team is committed to partnering with you to help you successfully recruit and appoint new talent to your organization.

By following this guide, and closely collaborating with your human resources specialists, you will ensure successful audit of your DEU certificates and regulatory compliance of your selections.