



DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL MANAGEMENT SERVICE  
1400 KEY BOULEVARD  
ARLINGTON, VA 22209-5144

MAR 10 2008

MEMORANDUM FOR OFFICE OF THE DEPUTY CHIEF OF STAFF,  
ASSISTANT G-1 FOR CIVILIAN PERSONNEL  
POLICY

SUBJECT: Request for Extension for Administrative Careers With America  
(ACWA) Examining Authority

This responds to your January 17, 2008, memorandum requesting an extension of authority to examine for positions subject to the Luevano consent decree using the ACWA examination process. Your request for an extension of ACWA examining authority is approved for the Department of Army's five continental United States Competitive/Delegated Examining Units and will become effective on the date the attached Examining Instrument Agreement is signed.

The Civilian Personnel Management Service, Field Advisory Services will exercise oversight for all ACWA examining conducted. Please contact Ms. Celisa Stephens at (703) 696-1234, if you have any questions regarding competitive examining.

A handwritten signature in cursive script, reading "Sharon Stewart", is positioned above the typed name.

Sharon Stewart  
Deputy Director

Attachment:  
As stated

cc:  
Linda Watson, OPM

**Department of Defense (DoD)**  
**Examining Instrument Agreement**  
**Administrative Careers With America (ACWA) Positions**

The Department of the Army has been delegated authority to use the examining instruments developed by the Office of Personnel Management (OPM) for ACWA positions covered by the Luevano consent decree. In compliance with OPM guidance, this Component agrees to the following mandatory requirements.

**1. Modification Prohibition**

No modification of the content of the instruments or values used in the scoring process is permitted. The instruments must be used intact in the manner approved under the Luevano consent decree.

**2. Test Security Requirements**

The Component is required to comply with OPM test security requirements; to use only trained test administrators, test control officers, and test monitors; and to report any compromise of test materials to OPM's Chicago Service Center, John McConnell, 230 South Dearborn Street, Chicago, IL, 60604, and to the Civilian Personnel Management Service (CPMS), Field Advisory Services (FAS), Staffing and Development Branch, Delegated Examining Oversight Section, 1400 Key Boulevard, Suite B200, Arlington, VA 22209-5144.

**3. Reproduction and Distribution**

The Component is responsible for all reproduction and distribution of examining materials within its organization. Reproduction must be in accordance with government-wide requirements relating to such material.

**4. Required Report Submission**

The Component agrees to submit all required reports to its OPM Service Center and to CPMS in a timely manner using the addresses shown in item 2 above.

**5. Examining Documentation Retention**

The Component must retain all documentation related to Luevano consent decree examining indefinitely or until released by the court.

**6. Agreement Oversight**

CPMS will exercise oversight in accordance with the OPM delegation for all examining activity conducted under this agreement. The Component agrees to cooperatively participate in the oversight effort. Oversight will normally be conducted as part of any Staff Assistance Visit to a Delegated Examining Unit using this examining authority.

**7. Delegated Examining Agreement Coverage**

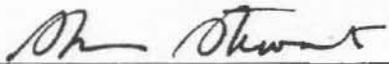
All OPM and DoD delegated examining agreement provisions apply to examining actions under this agreement.

**8. Agreement Termination**

DoD may terminate this agreement at any time for violations of the requirements listed above or in the DoD-OPM Interagency Delegated Examining Agreement, June 2001. If the Component wishes to terminate the agreement, it will be terminated upon notification to CPMS FAS Division, and the Component taking appropriate closeout actions.

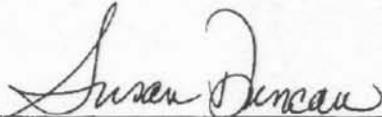
**9. Agreement Acceptance/Duration**

This agreement is effective upon DoD approval and signature of the appropriate Component representative. This delegation of authority to examine for ACWA positions covered by the Luevano consent decree is effective for two years.

  
\_\_\_\_\_  
(Signature)

Sharon Stewart  
Deputy Director  
Civilian Personnel Management Service

3/10/08  
Date

  
\_\_\_\_\_  
(Signature)

Susan Duncan  
Assistant G-1 for Civilian Personnel  
Department of the Army

3/17/08  
Date