



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, January 11, 2018

MEMORANDUM FOR: CHIEF HUMAN CAPITAL OFFICERS

FROM: KATHLEEN M. McGETTIGAN, ACTING DIRECTOR

Subject: Implementing Policy Guidance for the Competitive Service Act (Shared Certificates)

On March 18, 2016, the Competitive Service Act of 2015 was enacted as Public Law 114-137. The Act allows an appointing authority (i.e., the head of a Federal agency or department) to share a competitive certificate issued under delegated examining procedures with one or more appointing authorities (at different departments or agencies) to make an appointment to a position that is in the same occupational series, grade level (or equivalent), full performance level, and duty location during the 240-day period beginning on the date of issuance of the certificate of eligibles.

The U.S. Office of Personnel Management issued implementing regulations at 5 Code of Federal Regulations (CFR) 332.408, and 5 CFR 330.104 effective February 17, 2017. The attached Questions and Answers are intended to provide guidance regarding the appropriate use of these provisions.

If you have questions or need additional information, please contact Michael Gilmore at Michael.Gilmore@opm.gov or (267) 932-8640.

Attachment: [Competitive Service Act \(Shared Certificates\) Implementing Policy Guidance Questions and Answers](#)

cc: Deputy Chief Human Capital Officers, and Human Resources Directors