



DOI FIRES Program Office
Standard Operating Procedure
Announcement Case Files

The DOI FIRES Program Office (FPO) and the Servicing Personnel Offices (SPO) have specific responsibilities regarding maintaining proper documentation for Announcement Case Files in both hardcopy and electronic format.

The FPO and SPO will follow the Records rules and regulations for destruction date of Announcement Case Files as follows:

DRS 1.2A DAA-0048-2013-0001-0004

Temporary Cut off EOFY in which register of inventory is terminated

Destroy 3 years after cut-off

Destruction Date - [add date here, 3 years from date created]

FPO Documentation Responsibilities

Hardcopy or Electronic Announcement Case Files will include at a minimum:

- Recruitment Request - Spreadsheet / Online Form (in Lieu of SF-39)
- Email correspondence (*notice to SPO to review / notice of approval by SPO for vacancy announcement, etc.*)
- Vacancy announcement as posted on USAJOBS
- Notice of issuance of certificate(s) to SPO in USA Staffing
- Email notification to SPO regarding non-receipt of certificate
- OPM Qualification Standards
- Selective Factor(s) (*if applicable*)
- RPL/SSP list (*cleared prior to advertising vacancy announcement and issuance of certificate(s)*)
- Position Description(s)
- If applicable, Documentation for applicant(s) for Veteran Passover from SPO with FPO or OPM determination, including any email correspondence from/to SPO (*refer to Standard Operating Procedure "Veteran Pass Over Request"*)

Electronic case files will include at a minimum:

- Qualification Determination
 - Documented on FPO Qualification Spreadsheet (uploaded to Case File) or in the ‘Notes’ section of each applicant in the USA Staffing system.
 - Status change for each applicant in USA Staffing with comments.
- Correspondence to applicant
- Certificate annotations submitted by the SPO
 - FPO will verify the following:
 - Annotations from submitted certificate
 - **DOI FIRES Applicant Contact Form** with other applicable documentation is uploaded for each applicant by the SPO.
- Electronic audited certificate with final annotations or documentation of non-use
- Email notification to veteran(s) annotated as Declined

SPO Documentation Responsibilities

Hardcopy/Electronic Announcement Case Files will include at a minimum:

- Certificate(s) with appropriate annotations (*i.e., selections, declinations, non-selections*)
- Declined / Failed to Reply Documentation
 - Uploaded **DOI FIRES Applicant Contact Form** with other applicable documentation for each applicant that is coded to Declined / Failed to Reply.
- Documentation for applicant(s) for Veteran Passover from FPO or OPM (*refer to Standard Operating Procedure “Veteran Pass Over Request”*)
- Selected applicant information
 - SF-50 (Notification of Personnel Action)
 - Resume
 - Offer Letter

Other documents recommended for Announcements Case Files:

- Vacancy announcement as posted on USAJOBS
- Position Description(s)