



**DOI FIRES Program Office
Standard Operating Procedure**

Qualification Review and Adjusting Applicants Category for Delegated Examining (DE)

DOI FIRES Program Office (FPO) Responsibilities

The FPO reviews all qualifications for Temporary, Seasonal Fire vacancy announcements that are advertised through them.

The Three Categories the applicant scores by self-rating in **DE announcements** are:

- Best Qualified, scored 90 – 100
- Well Qualified, scored 80 – 89
- Qualified, scored 70 – 79

The self-rating score is based on the answers to the Job Analysis questions for each vacancy announcement.

The FPO reviews eligibles in the following order:

1. Clears RPL / SSP lists prior to opening vacancy announcement and issuing certificate. If any, issues Certificate(s) of Eligible(s). If none go to Step 2.
2. Reviews and adjudicates any ICTAP / CTAP eligible(s). If any, issues Certificate(s) of ICTAP / CTAP Eligible(s). If none go to Step 3.
3. Reviews qualifications of the Best Qualified category and adjudicates Veteran Preference Eligibles. If any, issues Certificate(s) of Eligible(s). If none go to Step 4.
4. Reviews and adjudicates Veteran Preference in the next lower category. If any, issues Certificate(s) of Eligible(s) from the Well Qualified category. If none, reviews Qualified category, adjudicates Veteran Preference and issues Certificate(s) of Eligible(s). If none, notifies location there are no eligible applicants.

The FPO reviews documentation provided by the applicant to determine qualifications based on applicant's experience and/or education. In the event that an applicant's responses on a self-rating questionnaire cannot be verified within the application materials (resume, transcripts, etc.), the FPO has the authority to lower the applicant's category.

If an applicant needs to be changed to lower category after reviewing, the HR Assistant / HR Specialist will have an HR Specialist complete a second review for concurrence on the initial determination. If changed to lower category, justification will be documented electronically. Applicants that are lowered to the next category will be coded to ELNR (Well Qualified Category) or ELRQ (Qualified Category). Applicants who are placed in a lower category may be reviewed again when / if categories are merged.

Note: CP/CPS veterans float to the Best Qualified Category and only have to meet minimum qualifications for non-scientific or professional positions. They cannot be moved from this category unless they do not meet minimum qualifications, in which case they would be rated Unqualified.

All Applicants will be coded to one of the following:

- **ELRV** - We reviewed your application and found you eligible for this series/grade combination.
- **ELNR** - We have reviewed your application and you were not among the most highly qualified candidates. Therefore, your name will not be referred to the selecting official at this time. If we receive a request for additional candidates, your application will be reviewed again for possible referral.
- **ELRQ** - Your application has been reviewed and you have been determined to be eligible but not among the best qualified applicants based on the quality of your work experience and/or education
- **IFFF** - You were not considered because you either indicated that you do not possess one or more of the Firefighter certification(s) required for this position; or you failed to submit documentation demonstrating you possess the required certification.
- **IQSP** - You were not considered because your application does not show that you meet the Selective Placement Factor for this position, as specified in the job opportunity announcement.
- **IOWF** - You were not considered for this position because you do not possess the required 90 days on-the-ground wildland firefighting experience.
- **IQDQ** - We are not able to determine your qualifications as your resume does not show complete information for each job entry, such as beginning and ending dates of employment, duties performed, and/or total hours worked per week.
- **IQSD** - You were rated ineligible because you failed to provide sufficient details of your experience and a determination of qualifications could not be made.
- **IQSE** - You are ineligible because you do not possess the specialized experience (or education) required for this position.
- **IQGE** - You were rated ineligible because your resume does not reflect the general experience (or education) required for this position as indicated in the vacancy announcement.
- **IQQE** - You are ineligible because you do not possess the qualifying experience required for this position.
- **IFRM** - You were not considered because you failed to submit the resume as required in the announcement.
- **IFPI** - You were not considered for this position because your resume did not contain identifiable information such as name, and/or address, phone number, etc.
- **IORC** - Removed per applicant request.
- **IQID** - You are ineligible because you do not meet the minimum education and/or experience requirements for this series/specialty/grade combination.
- **IOHQ** - You were not considered at this time, because you were not among the most highly qualified candidates for this position. Your application could be considered at a future date.

- **IOCZ** - You were not considered because this position is limited to citizens and nationals of the United States only.
- **IOAC** - You were not considered because you responded "No" or failed to respond when certifying the accuracy of your application
- **IOMN** - You were not considered because you do not meet the minimum age requirement for this position.

*Note: The FPO will determine any ICTAP / CTAP eligibles based on documentation submitted.

Servicing Personnel Office Responsibilities

Verify Selections by reviewing qualifications before making job offer. This may include verifying information with another Department, pulling FPPS information and collecting SF-75 info from other offices. The FPO determines qualifications based on resume and documentation the applicant submitted. The FPO does not have access to other systems to verify dates worked, equivalent grade, hours, etc.