



DOI FIRES Program Office
Standard Operating Procedure
Requesting Certificates of Eligibles

The DOI FIRES Program Office (FPO) will issue, close, and audit certificates for all vacancy announcements for temporary fire positions advertised through the Program.

All requests for certificates of eligibles will be submitted and honored only through the Servicing Personnel Office (SPO).

The FPO will clear the Reemployment Priority List (RPL) and Special Selection Priority List (SSPL); determine applicants eligible for Interagency Career Transition Assistance Plan (ICTAP) and Career Transition Assistance Plan (CTAP); determine Qualifications and adjudicate Veteran Preference prior to issuing any Certificates of Eligibles.

The FPO will issue certificates in the following order. If there are no qualified applicants in the best qualified category, will issue certificate(s) from the next category, and if no qualified applicants in last category the FPO will notify SPO:

1. ICTAP / CTAP applicants in the Best Qualified / Well Qualified categories
2. Best Qualified category
3. Well Qualified category
4. Qualified category

Automatically Generated Certificates by the FPO

*Case Exam Vacancy Announcements - **Open / Close***

For announcements / locations advertised with no cut-off date identified, the FPO will automatically issue certificate(s) within 15 business days after the closing date of the announcement. The certificate(s) will be issued to the HR Contact(s) and Selecting Official(s) provided on the recruitment request along with certificate access information.

- Close Dates will be on Tuesdays every three weeks; however, there may be flexibility on a case-by-case basis and adjustments by the FPO during peak season to meet workload needs.

*Case Exam Vacancy Announcements - **Open / Close with one cut-off date***

For announcements / locations advertised with a cut-off date, the FPO will automatically issue certificate(s) within 15 business days after the cut-off date. The certificate(s) will be issued to the HR Contact(s) and Selecting Official(s) provided on the recruitment request along with certificate access information.

- Cut-off Dates will be on Tuesdays every three weeks; however, there may be flexibility on a case-by-case basis and adjustments by the FPO during peak season to meet workload needs.

Supplemental Certificates – for vacancy announcements with a Cut-off Date

Supplemental Certificate Requests must be submitted to the FPO through the online Certificate Request Form on the FIREJOBS website using the following instructions:

1. Go to <https://www.firejobs.doi.gov/>
2. Select **HR/Selecting Officials** at the bottom of the website
3. Select **Announcement/Certificate Requests**
4. Select **Certificate Request Form**
5. Download the fillable PDF form and follow the directions
6. Complete the information and email the form to blm_fa_fires@blm.gov with a subject of "HR and Selecting Official Request". *(Be sure to select the Certificate bullet at the top.)*

After receipt of supplemental certificate request, the FPO will:

1. Confirm receipt of request to the SPO informing if all criteria were met to issue a supplemental certificate or if more information is needed.
2. If criteria were met, the FPO will review qualifications (*see Standard Operating Procedure 'Qualification Review and Adjusting Applicants Category'*), adjudicate Veterans Preference if needed (Delegated Examining (DE) announcements), and generate a supplemental certificate of eligibles within 15 business days.
3. Notify the SPO of supplemental certificate and provide certificate access information

Merge Certificates

Merge Certificate Requests must be submitted to the FPO through the online Certificate Request Form on the FIREJOBS website using the following instructions:

1. Go to: <https://www.firejobs.doi.gov/index.php?action=hrform>
2. Select **Announcement/Certificate Requests**
3. Select **Certificate Request Form**
4. Download the fillable PDF form and follow the directions
5. Complete the information and fill in the Additional Information block that you would like to **merge categories**.

7. Email the form to blm_fa_fires@blm.gov with a subject of "HR and Selecting Official Request". (*Be sure to select the Certificate bullet at the top.*)

After receipt of the merge certificate request, the FPO will:

1. Confirm receipt of request to the SPO informing if all criteria were met to issue a merged certificate or if more information is needed.
2. If criteria were met, the FPO will review qualifications (*see Standard Operating Procedure 'Qualification Review and Adjusting Applicants Category'*), adjudicate Veterans Preference if need (Delegated Examining (DE) announcements), and generate a merged certificate of eligibles within 15 business days.
3. Notify the SPO of merged certificate and provide certificate access information

Certificate Information and Criteria:

1. **Certificates** issued will be valid for **60 days** from the date of issuance.
 - a. Extensions can be granted for an additional 30 days, if requested, through the FPO group email inbox (blm_fa_fires@blm.gov).
 - b. The maximum time that a certificate will be valid is **90 days**.
2. **Supplemental certificates** may be issued for vacancy announcements with cut-off dates and when **one** of the following criteria has been met:
 - a. Original certificate has been returned and a minimum of 30 days has elapsed from the date of return.
 - b. Original certificate has reached the maximum allowable time frame (90 days).
 - c. Original certificate has 2 or less remaining qualified applicants to select.
 - i. When using the NN- 'Not Selected-Not Contacted' or NS- 'Not Selected' codes, reasons need to be provided on the DOI FIRES Applicant Contact Form. Note: These codes are not used for veterans.
 - d. For requests outside of the above scope or extenuating circumstances, contact the FPO.
3. For **merging certificates**, the FPO will follow the DEU Manual on merging categories and will only merge for vacancy announcements with *one location and no Cut-Off Date*. (For unforeseen instances - contact the FPO.)
4. **Additional certificates** will not be issued after the announcement has been closed for 45 days. If still needing to fill a position, an Announcement Request must be submitted (see Standard Operating Procedure '*Requesting Recruitment Action/Re-Announcement*').