



**DOI FIRES Program Office
Standard Operating Procedure
Veteran Pass Over Request**

In accordance with the Office of Personnel Management (OPM) regulations, the following procedures will be followed for Veteran Pass Over Requests for certificates issued by the DOI FIRES Program Office (FPO).

Pass Over Requests that OPM must approve:

- 10-Point 30 Percent Compensable Disability Preference (CPS)
- Any Veteran Medical determination

Servicing Personnel Office (SPO) responsibilities for Pass Over Requests sent to OPM

- SPO will follow agency guidance.
- SPO will notify and keep the FPO informed of the request.
- SPO will ensure a position is available to place the veteran if the request is not approved.
- SPO will ensure the FPO receives a copy of the final adjudication from OPM.

Pass Over Requests that FPO will approve:

The **FPO** will adjudicate the Pass Over Request for Veterans classified as the following:

- 5-Point Preference (TP)
- 10-Point Disability Preference (XP) or 10-Point Derived Preference (XP)
- 10-Point Compensable Disability Preference (CP)

All requests submitted to the FPO will only be honored through the SPO.

Note: Each certificate will need a separate pass over request.

The **SPO** can submit Pass Over Requests using the following method:

- Sending an **E-mail** to: blm_fa_fires@blm.gov

Pass Over Requests submitted to the FPO must include the following:

- SF-62 **Agency Request to Pass Over a Preference Eligible or Object to an Eligible** - with Human Resources Officer/Manager Signature
 - BLM – Human Resource Officer (HRO)
 - FWS – Regional Human Resource Officer (HRO)
 - NPS – Regional Human Resource Manager
- Reasons for Pass Over Request **must** include the following information: *(See additional information provided in the table below)*
 - **Specific reason for pass over**
 - **How the reason is related to the position candidate is being considered**
- Information obtained from former employers must include the name, title, and contact information, and the dates of employment. *(Information obtained from sources stated as being anonymous will not be used in the adjudication/decision process.)*
- Any supporting documentation *(e.g., performance reports, letters of reprimands, excessive absentee documents.)*

Adjudication of Pass Over Requests

- Once final adjudication has been completed, the FPO will notify the SPO with instructions on annotating the certificate.
- SPO will notify the Selecting Official and ensure the electronic certificate is properly annotated

Reasons for Pass Over Requests

Requests to pass over a preference eligible must be based on proper and adequate reasons and must relate to the position the candidate is being considered for. The following list provides various grounds for requesting a pass over request. This list does not cover all bases but provides some general guidance when considering a pass over request. Each pass over case will be decided on its own merits with the needs of the agency and the basic principles of the merit system taken into consideration.

Type	Description
Affiliations	Any affiliations the applicant may have which could clearly be expected to present a conflict of interest may constitute a valid objection.

Age	Generally, age alone is not a sufficient basis for eliminating an eligible from consideration. The selecting official may, however, request the elimination of individuals who do not meet the minimum age requirements for Federal employment or who exceed the maximum entry age for positions with established maximum age requirements.
Education	When education is not an absolute minimum requirement for the position to be filled, lack of education is not a valid basis for an objection.
Experience	Objections based on lack of experience (minimum qualifying experience, either general or specialized, or selective factors) may be sustained only when that experience is part of the minimum requirements for the position.
Fraud or False Statements	A selecting official may object to an eligible on the basis of material, intentional false statement or deception in fraud on examination or appointment.
Gender	You may restrict consideration to one gender only in unusual circumstances and only upon specific approval of OPM. (5 CFR Part 332) The determination as to whether a position should be restricted in this way should always be made <u>before</u> an announcement is issued.
Habitual Use of Alcohol	A selecting official may object to an eligible on the basis of alcohol abuse of a nature and duration which suggests that the applicant would be prevented from performing the duties of the position or would constitute a direct threat to the property or safety of others.
Illegal Use of Narcotics	A selecting official may object to an eligible on the basis of illegal use of narcotics, drugs, or other controlled substances, without evidence of substantial rehabilitation.
Medical	You may consider an eligible medically disqualified when he/she has a physical or medical (including mental health) condition that will prevent him/her from performing the full range of essential duties and responsibilities of the position safely and efficiently.
Performance Rating	You may base an objection on an unsatisfactory performance rating assigned in some previous period of Federal employment under your agency's guidelines for previous service as they relate to unsatisfactory service.
Personal Characteristics	<p>Personal characteristics are the most difficult requirements to measure and evaluate in the certification process. They are usually identified and assessed during a pre-selection interview or reference check. You may base an objection on the absence of desirable or the presence of undesirable, personal qualities (i.e., mature judgment, tact, objectivity, flexibility, temperament, lack of initiative, unreliability, etc.), if they are essential for satisfactory job performance. In objecting to an eligible on personality traits, the selecting official should:</p> <ul style="list-style-type: none"> • Identify which elements of a position require the possession of certain personal characteristics, and • Demonstrate, through specific examples, how a particular eligible lacks these desired traits or exhibits undesirable traits.

Previous Service/Employment	A selecting official may object to an eligible on the basis of negligence or misconduct in previous service/employment with the same or another agency/employer.
Religion	A selecting official may object to an eligible whose religion prevents working on a day included in the regular tour of duty.
Security Clearance	If your agency cannot grant a security clearance to an eligible for whatever reason, you should sustain the agency's objection to that applicant. Since the legal responsibility for granting the security clearance is with the agency, it is not necessary for the selecting official to provide you with the reasons why an eligible does not meet its security requirements.