



**DOI FIRES Program Office
Standard Operating Procedure
Roles and Responsibilities**

The DOI FIRES Program Office (FPO), Servicing Personnel Offices (SPO), and Hiring Managers 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 close date

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

FPO Responsibilities

- Receive / review Recruitment Request Spreadsheet / Online Form (in Lieu of SF-39)
- File email correspondence (*notice to SPO to review / notice of approval by SPO for vacancy announcement, etc.*)
- Review Position Description(s)
- Work with bureau Subject Matter Experts to create Job Analysis and Weights and Scores or Elements
- Include OPM Qualification Standards in announcement case files
- Selective Factor(s) (*if applicable*)
- Review/clear RPL/SSP list (*cleared prior to advertising vacancy announcement and issuance of certificate(s)*)
- Create vacancy announcements to post on USAJOBS
- Qualification Determination in USA Staffing
- Issue certificate(s) to SPO via USA Staffing

- Notifications sent to applicants
- Email notification to SPO if no applicants received for grade / location
- As needed, review documentation for applicant(s) for Veteran Passover from SPO for FPO or OPM determination, including any email correspondence from/to SPO (*refer to Standard Operating Procedure “Veteran Pass Over Request”*)
- Audit coding and documentation provided by the HM / SPO
 - FPO will verify the following:
 - Audit Codes on submitted certificates
 - ***DOI FIRES Applicant Contact Form*** with other applicable documentation uploaded for each applicant by the SPO.
- Electronically audit certificates with final annotations or documentation of non-use

SPO Responsibilities

- Work with HM to provide correct/accurate position descriptions
- Work with HM / SMEs to provide Selective Factor(s) justifications (*as needed*)
- Ensure hiring managers review draft announcements
- Verify / provide edits of the draft announcements and then respond to FPO
- Make a final review of selected applicants’ qualification determinations prior to tentative offer
- Annotate certificate(s) with appropriate audit codes (*i.e., selections, declinations, non-selections*)
- Declined / Failed to Reply Documentation
 - Verify and upload the ***DOI FIRES Applicant Contact Form*** with other applicable documentation for each applicant that is coded to a Declined/Withdrawn or Failed to Reply code.
- Provide full documentation for applicant(s) for Veteran Passover to FPO or OPM (*refer to Standard Operating Procedure “Veteran Pass Over Request”*)
- Receive selection information from hiring managers and proceed with any required testing or onboarding
 - Make New Hire Record and enter the information manually
- Selected applicant information to include
 - 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)

Hiring Manager Responsibilities

- Review / provide edits to the announcements forwarded by the SPO
- Review applicants' resumes and interview applicants
- Annotate certificate(s) with appropriate audit codes (*i.e., selections, declinations, non-selections*)
- Fill out the ***DOI FIRES Applicant Contact Form*** and upload with other applicable documentation (e.g., full email string sent and applicant response, if applicable) for each applicant that is coded to a Declined/Withdrawn or Failed to Reply code.
- Notify SPO of selections made from each certificate
- Keep interview notes for 3 years