



**DOI FIRES Program Office**  
**Standard Operating Procedure**  
**Making Selections from Certificates of Eligibles**

The DOI FIRES Program Office (FPO) will audit certificates to ensure they are utilized legally and appropriately for Temporary, Seasonal Fire recruitment for the Bureau of Land Management (BLM), participating offices of the US Fish & Wildlife Service (USFWS), and the National Park Service (NPS).

All notification of selections from certificates of eligibles will be submitted and honored only through the Servicing Personnel Office (SPO).

**Annotating / Documenting / Submitting Steps for Certificates to the FPO.**

1. Annotate each selection and / or non-selection with the appropriate disposition on the electronic certificate and upload appropriate documentation including the DOI FIRES Applicant Contact Form. Refer to the Standard Operating Procedure for “*Consideration of Applicants*” for further guidance.  
**\*NOTE:** For Certificates not used, go to Step 3 for submitting instructions (all certificates need to be returned to the FPO even if no selections are made).

- a. Veterans

- i. Annotations must be coded to Selected or one of the Declined/Withdrawn codes for Veterans.

NOTE: Other annotations, not listed below must be approved by the FPO.

1. **Selected.** The applicant has been selected for this position.
2. **Declined/Withdrawn.** The applicant has declined or requested to be withdrawn from consideration for this position. The options and definitions are:
  - i. **Withdrawn from Consideration.** The applicant requested to be withdrawn from further consideration.
  - ii. **Failed to Reply.** The applicant did not respond to contact attempts.
  - iii. **Declined Interview/Assessment.** The applicant declined the invitation to participate in an interview/assessment.
  - iv. **Declined Location.** The applicant declined the position based on the location.

- v. **Accepted Another Position with Agency.** The applicant decided to accept another position with the agency.
  - ii. Documentation for each Veteran annotated as one of the Declined/Withdrawn codes (e.g., Declined Location, Failed to Reply, etc.) must be uploaded (Example: Email sent and, if applicable, response from applicant must be provided).
  - iii. DOI FIRES Applicant Contact Form for each Veteran must be uploaded to document how, when and the number of times the applicant was contacted and the applicant response.
- b. Non-Veterans
- i. Annotations must be coded for all contacted applicants.
    - \*NOTES: When requesting a Supplemental Certificate, the original certificate must be annotated and have 2 or less remaining qualified applicants. Other annotations, not listed below must be approved by the FPO.
    - 1. **Selected.** The applicant has been selected for this position.
    - 2. **Alternate Selection.** The applicant has not been selected for this position but has been identified as an alternate selection. (For DE announcements, veterans must be properly cleared before using this code).
    - 3. **Not Selected.** The applicant has not been selected for this position.
      - i. **Selected on a Different Certificate.** The applicant has been selected at a different grade level for the same location and announcement number.
    - 4. **Declined/Withdrawn.** The applicant has declined or requested to be withdrawn from consideration for this position. The options and definitions are:
      - i. **Withdrawn from Consideration.** The applicant requested to be withdrawn from further consideration.
      - ii. **Failed to Reply.** The applicant did not respond to contact attempts.
      - iii. **Declined Interview/Assessment.** The applicant declined the invitation to participate in an interview/assessment.
      - iv. **Declined Location.** The applicant declined the position based on the location.
      - v. **Accepted Another Position with Agency.** The applicant decided to accept another position with the agency.
  - ii. Documentation for each Non-Veteran annotated as one of the Declined/Withdrawn codes (e.g., Declined Location, Failed to Reply, etc.) must be uploaded (Example: Email sent and, if applicable, response from applicant must be provided)

iii. DOI FIRES Applicant Contact Form for each Non-Veteran must be uploaded to document how, when and the number of times the applicant was contacted and applicant response.

i. When using the 'Not Selected' code for Non-Veterans AND an additional certificate or new announcement is requested, a reason must be provided for this code on the DOI FIRES Applicant Contact Form.

**\*NOTE:** Failure to provide adequate justification may delay request for additional certificate or announcement. See Standard Operating Procedures for “*Requesting Certificates of Eligibles*” and “*Requesting Recruitment / Re-Announcement*” for detailed information.

## 2. Submitting Certificate to the FPO.

- a. At the bottom of the page on USA Staffing, click on the Approval Status drop-down and either select Incomplete, Selection Made or Selection Not Made.
- b. Click on the Back to Assignments button on the bottom right-hand corner to go back to view other reviews.
- c. If you are a Selecting Official, you will need to notify your HR Specialist(s) when selections are made.
- d. HR Specialist(s) can then review the certificate(s) and click the Return to HR button, which returns the certificate(s) back to the FPO.

**\*NOTE:** Selecting official(s) will not have the option to click the Return to HR button.

## **Servicing Personnel Office (SPO) Responsibilities**

1. Verify Selections by reviewing qualifications before making job offers to ensure legal selections have been made.
2. Review annotations ensuring they are correct.
  - a. DOI FIRES Program Office, approved annotations listed above
3. Review and / or Upload Documentation (Example: Email sent and, if applicable, response from applicant has been provided) when annotations are coded to one of the Decline/Withdrawn codes (e.g., Declined Location, Failed to Reply, etc.)
4. Review and / or Upload DOI FIRES Applicant Contact Form when annotations are coded to one of the Decline/Withdrawn codes (e.g., Declined Location, Failed to Reply, etc.)
5. Request applicant documentation (veteran preference documents, college transcripts, etc.) submitted with application from the FPO, if applicable.
6. Onboarding applicant correctly and legally.

### **DOI FIRES Program Office (FPO) Responsibilities**

1. Review and transfer annotations to electronic certificates.
2. Verify that Documentation and DOI FIRES Applicant Contact Form are uploaded for each applicant coded to one of the Decline/Withdrawn codes (e.g., Declined Location, Failed to Reply, etc.)

3. Close and audit certificates.

**NOTE:** The FPO will contact the SPO if missing documentation or form.

4. BLM Internal, Department, or OPM Audits will be done through the FPO delegated exam unit up to the point of selection. The FPO will reach out to the SPO if needed as appropriate for further information.