



DOI FIRES Program Office
Standard Operating Procedure
Requesting Recruitment / Re-Announcement

The DOI FIRES Program Office (FPO) will publish Temporary, Seasonal Fire (NTE 6 months (1039)) DEU Competitive Authority or (when approved) Direct Hire Authority (Wildland Fire) vacancy announcements for all temporary fire positions for the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM) and participating offices in the US Fish & Wildlife Service (USFWS) and the National Park Service (NPS).

All Recruitment Requests will be submitted and honored only through the Servicing Personnel Office (SPO).

Annual Recruitment Data Call

Annually in July, the FPO will query all participating Bureaus regarding the projected hiring needs for the upcoming field season for fire and fire support positions.

- Vacancy announcements will be agency specific.
- Vacancy announcements using the DOI Standard Position Descriptions (classified 2/2019) for Forestry Aid or Technicians (Fire), GS-0462 grade levels 3 through 5 to the extent possible, the following will apply:
 - Combination of states for BLM and regions for NPS and USFWS.
 - Applicants will be able to select a maximum of 7 locations to be considered for each vacancy announcement.
- All other positions will be combined - in a manner determined to be appropriate by the FPO with Bureau Representatives and the Fire Directors' support - for like positions with the same selective factors after receipt of projected hiring needs.
 - Additional positions may include, but are not limited to: Smokejumpers, Hotshots, Dispatchers, Fire Logistics Dispatchers, etc.

The FPO will develop announcements and forward the drafts to the Human Resources (HR) Specialist(s), provided on the request, for review and concurrence.

Annually the DOI FIRES Users Group will review the previous season's template and make changes as determined beneficial for the next recruitment period.

For recruitment outside of the Annual Recruitment Data Call:

Requests must be submitted via the online request process.

1. Go to: <https://www.firejobs.doi.gov/index.php?action=hrform>
2. Scroll to the bottom of the web page and select **HR/Selecting Officials**.
3. Select **Announcement/Certificate Request**
4. Select **Announcement 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 Announcement bullet at the top.)*

After receipt of the recruitment request, the FPO will:

- Confirm receipt of request with the SPO
- Communicate directly with the SPO
- Develop the vacancy announcement
- Email the vacancy announcement preview information to the SPO for edits/comments and approval
- Clear RPL/SSP lists prior to opening vacancy announcement
- Post vacancy announcement on USAJOBS
 - Verify vacancy announcement posted properly on USAJOBS
 - Print the vacancy announcement from USAJOBS to be included in the recruitment file
- Notify SPO that the vacancy announcement is open and posted on USAJOBS

Re-announcement Requests:

Vacancy announcements will be re-announced when **one** of the following criteria has been met and certificates have been issued from the closing date (final staging area). **Note:** Additional certificates will not be issued after the announcement has been closed for 45 days.

- a. Certificate from original vacancy announcement has been returned and a minimum of 30 days has elapsed from the date of return or date of expiration of certificate.
- b. Certificate from original vacancy announcement has reached the maximum of 90 days.
- c. Certificate from original vacancy announcement has 2 or less remaining qualified applicants.
- d. For requests outside of the above scope and extenuating circumstances, contact the FPO.

Note: Current opened certificates will be closed, and no further selections will be allowed once a re-announcement request has been accepted by the FPO.