

DOI FIRES - APPLICANT CONTACT FORM

This form must be completed by the Selecting Official or Human Resources POC, and uploaded to the respective Certificate of Eligibles with appropriate documentation (Ex: email, letter sent, additional phone calls, etc.) Please refer to the DOI FIRES SOPS for further information: [Consideration of Applicants SOP](#)

Applicant's Full Name: _____
 Certificate Number: _____
 Duty Location: _____

Declination from Further Consideration

Annotate the reason for declination. Be as specific as possible. Please note the date/time and method of declination.
(Note: Only the applicant may decline.):

Notes:	Contact/response method: please check
*Justification for "Not Selected":	Phone: <input type="checkbox"/> Email: <input type="checkbox"/>
	(please upload full string)
	Date/Time:

Failure to Respond

If an applicant is contacted once via email and once via phone, please provide documentation of both attempts. Otherwise, please follow the processes below for each method of contact.

A. Method of contact (select one):

*E-mail USPS Other Express Mail (e.g.: FedEx, UPS) Date Sent: _____

Correspondence must instruct applicants to respond by a specific date if they wish to be considered for the position, and must state that failure to respond by a given date will result in their being removed from consideration. A timely response to a notice from the agency is considered to have been met if the applicant responds within the following timeframes: **3** business days if sent by email; **10** business days if sent by USPS regular mail; and **5** business days if sent by overnight/express mail.

B. Method of contact: Telephone

If you are contacting the applicant by telephone, you should make a "good faith effort" to speak to the applicant by making a **minimum of 2 calls** (ex: different times of the day such as morning and afternoon, on at least two separate days). Be sure to call all numbers listed on the application. Document specific instances below, showing results. Family member(s) or other(s) may not speak on behalf of any applicant.

Date:		Result:	
Time:			

Date:		Result:	
Time:			

POC Information

Signature of Selecting Official or HR POC: _____

Date: _____

Selecting Official's or HR POC's Full Name & Title _____

Email Address _____

**see instructions on next page*

DOI FIRES Current as of 9/2020

Naming Convention

With the switch to USA Staffing, documentation is no longer able to be uploaded to specific applicants for each certificate. To assist the DOI FIRES Program Office Staff in more efficiently reviewing documentation and Applicant Contact Forms, please use the following naming convention when naming files for upload:

Lastname_Firstname_Filetype

Filetype examples include: Contact Form, Email, Date stamp (for Mailed Letters)

Justification for “Not Selected”

If an applicant is coded as “Not Selected”, please add documentation in the box as to why the applicant is not being selected. Examples of documentation include bad references, unable to meet the desired start date, etc.

Uploading Email Documentation

When uploading an email for documentation purposes for a declination or failure to reply, please consider the following:

- Include identifying information as to the position the applicant is being contacted for such as:
 - o Announcement number
 - o Location
 - o GS Level
- Include a deadline that was given to the applicant that can be used to show a failure to reply.
- Include both the email that was originally sent to the applicant and the email with their reply, if applicable.
- Include the addresses which the email was sent/received from.
- Consider “printing emails to PDF.” This feature allows email addresses to be visible, even if sent via BCC.
- Avoid uploading documentation that was copy/pasted to a word document. Word documents are editable and information could be changed/added/removed easily. This kind of documentation is not accepted for that reason.

Feel free to contact the DOI FIRES Program Office with any questions.

888-364-6432 or blm_fa_fires@blm.gov

Thank you!