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 _____ (3 years)*

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/clear RPL/SSP list *(cleared prior to advertising vacancy announcement and issuance of certificate(s))*
- Vacancy announcement as posted on USAJOBS
- Notice of issuance of certificate(s) to SPO in USA Staffing
- Email notification to SPO if no applicants received for grade / location
- OPM Qualification Standards
- Selective Factor(s) *(if applicable)*
- Job Analysis and Weights and Scores or Elements
- Position Description(s)

- If applicable, Documentation for applicant(s) for Veteran Passover from SPO with FPO or OPM determination, including any email correspondence from/to SPO (*refer to Standard Operating Procedure "Veteran Pass Over Request"*)
- Qualification Determination in USA Staffing
- Notifications sent to applicant
- Audit Codes and documentation provided by the SPO
  - FPO will verify the following:
    - Audit Codes on submitted certificate
    - *DOI FIRES Applicant Contact Form* with other applicable documentation uploaded for each applicant by the SPO.
- Electronic audited certificate with final annotations or documentation of non-use

SPO Responsibilities
- Ensure hiring managers review the draft announcement
- Verify / provide edits of the draft announcements and then respond to FPO
- Make a final review of selected applicants qualification determinations
- 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*DOI FIRES Applicant Contact Form* with other applicable documentation for each applicant that is coded to a Declined/Withdrawn or Failed to Reply code.
- 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)

<u>Hiring Manager Responsibilities</u>

- Review / provide edits to the announcements forwarded by the SPO
- Review applicants resume and interview applicants
- Annotate certificate(s) with appropriate Audit Codes *(i.e., selections, declinations, non-selections)*
- Fill out the <u>*DOI FIRES Applicant Contact Form*</u> 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