



**DOI FIRES Program Office  
Standard Operating Procedure  
Correcting Lost Consideration**

When circumstances result in an applicant not receiving proper consideration for an appointment and another applicant is selected, the applicant who lost consideration is entitled to Priority Consideration.

Priority Consideration means placing the applicant at the top of the next certificate for any equivalent position (same grade and tenure) within the agency and location for which the applicant is qualified.

Priority Consideration applies to applicants that have either:

1. Lost employment consideration due to a selection made from a certificate. OR
2. Lost consideration due to being ranked incorrectly or left off a certificate.

In correcting lost considerations for certificates issued by the DOI FIRES Program Office (FPO), the following requirements will be met to ensure Priority Consideration.

*The following will apply only if the certificate cannot be corrected or updated to ensure proper consideration.*

**FIRES Program Office (FPO) Responsibility**

1. Notify Servicing Personnel Office (SPO)
2. Establish a Priority Consideration Folder
3. Notify Applicant by preparing Priority Consideration Letter to include the following:
  - a. Brief explanation of the reason for Priority Consideration
  - b. Announcement Number
  - c. Title, Series and Grade
  - d. Agency and Location (City, State [Refuge or Park, if applicable])
4. Place Application with Priority Consideration Letter, noting which Announcement Number, Grade, and Location the applicant is to be considered for, into the Priority Consideration Folder.
5. Check Priority Consideration Folder each time a Recruitment Request is received to ensure proper consideration of applicant.
  - a. If making one selection, FPO will notify SPO before opening vacancy announcement.

- b. If making more than one selection, FPO will notify SPO once certificate is issued.
- 6. Record Priority Consideration efforts on the Letter:
  - a. When the certificate is returned:
    - i. If a **selection** has been made
      - 1. FPO will verify the entitlement to Priority Consideration has been satisfied.
      - 2. Annotate Letter
      - 3. Notify SPO
    - ii. If **no selection** has been made, entitlement to Priority Consideration has not been satisfied
      - 1. Annotate the Letter
      - 2. Notify SPO

#### **FPO Announcement Case File Documents**

- 1. Priority Consideration Letter
- 2. Applicant's application
- 3. Documentation addressing corrective action / measures

For audit purposes: Documentation will be retained in the Announcement Case File and the Priority Consideration Folder at the FPO, even after priority consideration entitlement has been satisfied (following Records Retention of 3 full years).

#### **SPO Announcement Case File Documents**

FPO will provide the following information to include in the SPO Priority Consideration Folder:

- 1. Priority Consideration Letter
- 2. Documentation addressing corrective action / measures