



DOI FIRES Program Office
Standard Operating Procedure
Requesting Access to Certificates of Eligibles

The DOI FIRES Program Office (FPO) will issue certificates through USA Staffing creating an individual account for each HR Specialist and Selecting Official with the Bureau of Land Management (BLM), the National Park Service (NPS) and the US Fish and Wildlife Service (USFWS).

INITIAL ACCESS

1. The FPO will set up accounts for up to 2 HR Specialists and 2 Selecting Officials per certificate for individuals listed on the Recruitment Request.
 - Due to certificates containing sensitive and PII data, access should be limited. (For locations that need to provide resumes to panel members, it is recommended to print and/or download the applications. Appropriate steps must be taken to ensure the protection of the applicant's information.)

ADDITIONAL ACCESS

To edit, add or remove access to a certificate, the request must be submitted by emailing the ***“Requesting Additional Access to Certificates”*** spreadsheet to the FPO group inbox (blm_fa_fires@blm.gov) through the Servicing Personnel Office (SPO). The spreadsheet must have all fields filled out, which include:

1. Edit / Add or Remove
2. Certificate Number (must include announcement number, city, state, grade level(s))
3. Selecting Official Name
4. Selecting Official Email address
5. HR Specialist Name
6. HR Specialist Email address
7. HR Specialist Phone Number
8. Justification for why access is needed or why access needs to be removed

The FPO will review the request and give access to the appropriate individuals.