

Fire & Aviation Human Resources Standard Operating Procedure District (Multiple Locations) Certificates

Purpose:

Ensure all candidates receive proper consideration on 'District' certificates by:

- Providing instructions and requirements when an office requests district certificates to be issued (with all the district locations together on one certificate per grade level).
- Defining and implementing the requirements for the Job Opportunity Announcement (JOA).
- Providing instruction-and documentation requirements for selecting officials to clear district lists in order to request an additional announcement, or in some cases an additional certificate.

Scope:

This Standing Operating Procedure (SOP) applies to all sections within the Bureau of Land Management, Fire & Aviation (FA) Directorate, Branch of Human Resources. Instructions are applicable only to JOAs for Direct Hire Authority (DHA) and Merit Promotion (MP).

NOTE: *These instructions are **not** to be used for certificates issued under Delegated Examination*

JOA Requirements:

Locations requesting to receive the certificate of eligible candidates by district location must have at least 2 or more city, state locations identified. Exceptions to 2 or more city, state locations will be considered on a case-by-case basis, such as when identifying locations for the Arizona Strip.

Requests for district locations must include the district name and all the city, state locations to be included where positions are expected to be filled.

Examples:

- Colorado Southwest District: Dolores, CO, Montrose, CO, and Gunnison, CO
- Idaho Falls District: Idaho Falls, ID, and Salmon, ID
- Boise District: Boise, ID, Bruneau, ID, and Hammett, ID

Duties Section Language requirements: In the DUTIES section of the JOA: after the duties have been defined, include all the following information.

- List of all the locations (City and State)
- District locations with the cities and states listed in parentheses with an asterisk
- Note regarding selection and assignment for the district locations
 - ***NOTE:** For district locations, applicants may be offered a position for any of the cities listed for that district, regardless of location(s) selected when applying.

- If applicable, include if there are any limitations to the number of locations an applicant may select during the application process.

JOA DUTIES Section Language Example:

Locations for these positions are:

Arizona Strip District (St. George, UT)

Alturas, CA

Colorado Southwest District (Dolores/Montrose/Gunnison, CO) *

Grand Junction, CO

Boise District (Boise/Bruneau/Hammett, ID) *

Miles City, MT

Battle Mountain, NV

Farmington, NM

Prineville, OR

West Desert District (Fillmore/Salt Lake City, UT) *

Kemmerer, WY

***NOTE:** For district locations, applicants may be offered a position for any of the cities listed for that district, regardless of location(s) selected when applying.

During the application process, you may select up to SEVEN (7) city/state locations from the list of available locations in this announcement. Each city/state identified as part of a district counts against the 7-location limitation.

Certificates:

When certificates are issued for district locations, all eligible and qualified applicants for the identified city and state locations will be issued on **one** certificate per grade level.

Selecting Official Responsibilities:

- Ensuring each candidate receives proper consideration.
- Reviewing and knowing the locations each applicant selected for consideration. (*Hiring managers can see the applicant's preference(s) by clicking the + sign next to the applicant's name and then clicking on the + sign next to Preferences.*)
- Properly annotating all electronic certificates prior to returning cert to the HR Office.
- Completing and uploading prior to return of certificate to the HR Office:
 - One 'Multiple Locations-Applicant Consideration Documentation' form for each applicant
 - All other applicable documentation, such as the full string of emails for declinations and for applicants who failed to reply.

Steps for when an additional certificate or a new JOA is requested:

1. Annotate applicants on certificate with the appropriate USA Staffing Selection Decision

2. Upload all required documentation to support declinations and non-selections as appropriate
3. Return certificate to HR Office in the USA Staffing System
4. Request additional certificate or a new JOA

HR Office Responsibilities:

The HR Offices are responsible for conducting an audit of the certificate to validate that all selections are legal. Additionally, when an additional certificate or JOA is requested, the HR Office must ensure the certificates returned are audited and the certificate has been cleared properly to ensure all applicants received proper consideration in accordance with Direct Hire Authority (DHA) or Merit Promotion Plan (MPP) procedures.

Steps for when an additional certificate or a new JOA is requested to be posted:

1. Audit returned certificate
 - a. Selections - Validate as legal
 - i. DHA – Verify all applicants have been properly cleared
 - ii. MPP – Validate selection(s) are eligible and legal, and VP applied for VRA applicants as applicable
 - b. Declinations – Verify appropriate forms/documentation include the location(s) the applicant was offered and declined

***NOTE:** Applicants are NOT considered cleared if the location they selected was not offered*
 - c. If applicable, request additional documentation/information from the selecting official
 - d. When certificate is properly cleared, issue additional certificate or prepare and post a new JOA as requested.