



## **DOI FIRES Program Office Standard Operating Procedure (SOP) Announcement Case Files**

The DOI FIRES Program Office (FPO) and the Servicing Personnel Offices (SPO) have specific responsibilities regarding maintaining proper documentation for Announcement Case Files.

**Note:** All temporary and permanent records in Federal agencies must be managed electronically to the fullest extent possible for eventual transfer and accessioning by NARA. Refer to [OMB M-23-07](#), which extended the [M-19-21](#) deadline for more information.

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 cut-off  
Destruction Date - (3 years)

### **FPO Documentation Responsibilities**

Electronic Announcement Case Files will include at a minimum:

- Recruitment Request Spreadsheet or Announcement Request Form (in Lieu of SF-39)
- Vacancy announcement as posted on USAJOBS
- Job Analysis documents/ Weights and Scores for each grade advertised
- OPM Qualification Standards, which includes an Individual Occupational Requirements (IOR), if applicable
- Justification of Selective Factor(s), if applicable
- RPL/CTAP Clearance Sheet, which will be cleared prior to advertising vacancy announcement and issuance of certificate(s)
- Position Description(s) for each grade advertised

- Email notification(s) to SPO regarding certificate(s) with no applicants
- If applicable, Documentation for applicant(s) for Veteran Passover(s) from SPO with FPO or OPM determination, including any email correspondence from/to SPO. Refer to Standard Operating Procedure “Veteran Pass Over Request” for more information.

**Electronic case files in USA Staffing will include at a minimum:**

- Qualification Determination
  - Documented in the ‘Notes’ section of each applicant in the USA Staffing system.
  - Status change for each applicant in USA Staffing with comments.
- If applicable, veteran adjudication or CTAP/ICTAP adjudication
- Correspondence to applicant (acknowledgement email, notice of results and referral, final disposition, etc.)
- Certificate annotations submitted by the SPO
  - FPO will verify the following:
    - Annotations on the submitted certificate
    - The **DOI FIRES Applicant Contact Form** or the **DOI FIRES Applicant Contact Form for Multiple Locations** with other applicable documentation – a form must be uploaded for each applicant that is coded to one of the Declined / Failed to Reply. Refer to Standard Operating Procedure “Making Selections from Certificates of Eligibles” for more specific information.
- Electronic audited certificate with final annotations or documentation of non-use

**SPO Documentation Responsibilities**

Electronic Announcement Case Files will include at a minimum:

- Certificate(s) with appropriate annotations (i.e., selections, declinations, non-selections)
- Declined / Failed to Reply Documentation
  - Uploaded **DOI FIRES Applicant Contact Form** or the **DOI FIRES Applicant Contact Form for Multiple Locations** with other applicable documentation for each applicant that is coded to Declined / Failed to Reply. Refer to Standard Operating Procedure “Making Selections from Certificates of Eligibles” for more specific information.

- If applicable, Documentation for applicant(s) for Veteran Passover from FPO or OPM. Refer to Standard Operating Procedure “Veteran Pass Over Request” for more information.
- Selected applicant information
  - SF-50 (Notification of Personnel Action)
  - Resume
  - Transcripts, if applicable
  - Offer Letter

**Other documents recommended for SPO Announcement Case Files:**

- Vacancy announcement as posted on USAJOBS
- Position Description(s) for each grade advertised