



DOI FIRES Program Office Standard Operating Procedure Multiple Locations (District) – Certificate of Eligibles

Purpose: To ensure that all candidates receive proper consideration for certificates issued as a 'District' which includes multiple locations on one certificate per grade level, by:

- Providing instructions and requirements for when an office requests certificates to be issued as a district.
- Defining the verbiage requirements for the Job Opportunity Announcement (JOA).
- Providing instructions and documentation requirements for selecting officials to clear the list to request an additional certificate or JOA.

This Standard Operating Procedure (SOP) applies to all bureaus within the Department of the Interior (DOI) that utilizes the DOI FIRES Program Office for advertising job opportunities. The instructions outlined herein are specifically applicable to JOAs issued under Direct Hire Authority (DHA).

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

JOA Requirements:

Locations requesting a certificate of eligibles by district location must identify at least 2 or more cities. Requests for fewer than two locations will be considered on a case-by-case basis, with special consideration given to unique geographic areas such as the Arizona Strip District.

Requests for district locations must include the district name and all the city, state locations within the district where positions are anticipated 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: After the duties have been defined in the DUTIES section of the JOA, the following information must be included:

- A list of all the locations (City and State)
 - District locations with the cities and states listed in parentheses will be listed with an asterisk

- A 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 any limitations regarding 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 city and state locations identified will be issued on **one** certificate per grade level.

Selecting Official Responsibilities:

- Ensure each candidate receives proper consideration.
- Review and know the locations each applicant selected for consideration.
 - NOTE:** 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 annotate all electronic certificates and ensure the appropriate documentation is completed and uploaded before returning the certificate to the HR Office:
 - One 'DOI FIRES Applicant Contact Form for Multiple Locations' form for each applicant
 - All other applicable documentation, such as the full string of emails for declinations or applicants who failed to reply.

Steps for requesting an additional certificate or a new JOA:

1. Annotate applicants on certificate with the appropriate USA Staffing (USAS) Selection Decision Code
2. Upload all required documentation to support failed to reply, declinations, and non-selections if appropriate
3. Have your local HR contact return the certificate in USAS
4. Request additional certificate or a new JOA by filling out a form located:
<https://www.firejobs.doi.gov/hr/requests>

DOI FIRES Responsibilities:

The DOI FIRES Program Office is responsible for conducting an audit of the certificate to validate that all selections are legal. Additionally, when an additional certificate or JOA is requested, DOI FIRES must ensure the certificates are properly cleared to 2-or-less applicants (if applicable), audited, and closed out in the USAS system in accordance with DHA procedures.

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

1. Audit returned certificate
 - a. Audit Codes - Validate codes are correct
 - DHA – Verify all applicants have been properly cleared by reviewing the documentation uploaded to each applicant (if applicable).
 - b. Documentation – Verify the appropriate forms/documents include the location(s) the applicant was offered and declined, failed to reply, or was not selected for.
NOTE: Applicants are NOT considered clear if the location they selected was not offered.
 - c. If applicable, request additional documentation/information from the selecting official.
2. When a certificate is properly cleared, process the additional certificate request or re-announcement request.