



## **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 (USAS) to the designated HR Specialists and selecting officials listed on the recruitment request.

### **Initial Certificate Access:**

Due to certificates containing sensitive and PII data, the FPO will set up accounts for up to three (3) HR Specialists and three (3) selecting officials per certificate, based on the individuals listed in the recruitment request.

- If resumes need to be provided to panel members, it is recommended to print or download the applications. Appropriate steps must be taken to ensure the protection of the applicant's information.

### **Additional Certificate Access:**

To edit, add or remove access to a certificate, the request must be submitted by the FPO group inbox ([blm\\_fa\\_fires@blm.gov](mailto:blm_fa_fires@blm.gov)). The email must have all fields filled out, which include:

1. **For HR Contact(s):** provide name, email address, and work phone number.
2. **For Selecting Official(s):** provide name and email address.
3. **Certificate Number:** to include announcement number, city, state, grade level(s)
  - a. i.e. XXX-FIRE-20XX-XXX City, ST GW-XX
4. **Justification for the change in access request** (reason for adding or removing access)
  - a. i.e. The HR contact left the agency.

Once the FPO reviews and approves an additional access request, access will be given and a notification email will be sent to the appropriate contacts. If the request is disapproved, a follow-up notification will also be provided.