

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
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Denver, Colorado 80225-0047**

In Reply Refer To:
1400-213 (HR-210) P

February 24, 1999

EMS Transmission
Instruction Memorandum No. HR-99-028
Expires: 9/30/00

To: Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: Temporary Fire Seasonal Recruitment

DD: 3/26/99

NHRMC was asked, during the Personnel Officers Meeting last October, to find out how much the Office of Personnel Management (OPM) would charge the Bureau to receive, process, and refer applications for temporary fire seasonal positions under a single announcement beginning with the year 2000 fire season. The volume of work associated with this program continues to increase and many State Employment Offices are no longer willing to work with the Bureau on this program.

One advantage OPM brings to this process is their use of automation. They can accept applications via the Internet and they evaluate mailed applications electronically. Other automation tools are available to provide this same service using Bureau employees. For example, the Fish and Wildlife Service and National Parks Service regions located in Denver perform this function internally with technological support from a contractor. Additionally, the Geological Survey is testing aVue Technologies automated staffing program, Coho Casting, on behalf of the Department for use in automated merit promotion. Coho Casting could also be used to process external applications. Other automated tools may also be available to accomplish this task.

To begin this process, we need to identify the functional and system requirements. To do this, we need to know the following information:

- ▶ Should distribution be by state or city/town. If by city/town, list the locations.
- ▶ What grades/positions need to be included in the announcement?

- ▶ How many positions (total number) do you anticipate being filled from this announcement.
- ▶ What should the open period of the vacancy announcement be? Should it include cut off dates to allow for early referral of candidates.
- ▶ What are the earliest date selecting officials need to receive applications?
- ▶ Should applicants be required to submit a standard government application or would another format be more appropriate.
- ▶ Should we allow applicants to apply via the Internet.
- ▶ How many applications are typically received?
- ▶ Any other information you believe would be pertinent to this effort.

We will also need to do an economic evaluation. Please provide the following information cost information:

- ▶ Identify the number of hours, by grade level, your State/Center devotes to receiving, processing, and referring applications for temporary fire seasonal positions.
- ▶ Identify the number of hours, by grade level, your State/Center devotes to recruiting applicants for temporary fire seasonal positions.
- ▶ What methods do you use to recruit candidates? How would this change if a single announcement was issued.
- ▶ Does the workload associated with receiving, processing, and referring applications require the use overtime, compensatory time, or hours?
- ▶ Do you have to defer other work in order to receive, process, and refer applicants? If so, describe the adverse impact this workload has on your office.

Please provide the information requested to Melissa Dukes, HR-210, no later than Friday, March 26, 1999. If you have any questions, Melissa can be reached at (303) 236-6689.

No decision has been made regarding a centralized vacancy announcement. This information is being gathered to determine if there are other, more effective and efficient ways to receive, process, and refer applications.

Signed by:
Mark Whitesell
Acting Director

Authenticated by:
Darlene Robitaille
Secretary

cc: Warren Johnson, WO-700, MIB, Room 5628
Clark Collins, WO-700, MIB, Room 5628

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