



Field Unit Local (FUL) Hiring Authority

Fact Sheet

Purpose

This fact sheet provides a brief overview for using the FUL hiring authority for hiring managers (HM). It supports the previously established Personnel Bulletin [\(PB\) 26-01](#), *Field Unit Local Hiring Authority*, [FUL Hiring Authority Implementation Guidance](#), and [FUL Hiring Authority - FAQ](#).

Key Takeaways

- HMs and Human Resources (HR) work closely together to determine whether the FUL hiring authority is appropriate for recruitment.
- Field Unit leadership must define what will be considered the vicinity or local commuting area of a field unit and that decision remains primarily final.
- Applicants can apply directly to job opportunity announcements (JOA) on USAJobs, to the HM/local unit who will forward applications to HR, or directly to the HR point of contact (POC) listed on the job announcement. |
- The recommended course of action for applicants is to apply to the USAJobs system to streamline the hiring process and not delay applicant list issuance. If applicants apply directly to HR POC, they still must create a USAJobs account to complete their online profile/application to be considered.
- HMs are encouraged to utilize open/continuous announcements for hard-to-fill positions and/or when there is a large number of vacancies.

Hiring Authority Overview

Roles and Responsibilities

Field Unit Leadership

- Define the vicinity of the field unit by identifying cities, communities, or areas by name. Vicinity is defined as the local commuting area.

Hiring Managers (HM):

- Submit a hiring request in the [HRSD system](#) along with the field unit justification form. Ensure there is a valid position description (PD), or if not, submit a classification request via the [HRSD system](#).
- Review the JOA and coordinate with HR on the requested open/close date (or cutoff dates if an open continuous announcement).
- Share the full copy of the JOA (including required documents, application instructions, and HR contact information) and the USAJobs link with all potential applicants.



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- Perform proactive outreach activities (e.g., posting vacancy on bulletin boards, sharing vacancy within the community and/or at job fairs, working with the [DOI Outreach team](#), social media, local print media, etc.).
- Forward all application submissions to the HR point of contact (POC) listed on the job announcement and include the job announcement number. If hard copy documentation is received from the applicant, the hiring manager/local unit must date-stamp the documentation, scan and email to the HR POC. If emailed, forward to the HR POC email address for review.

Applicants:

- Follow the application instructions and provide required documents to be considered for the position (e.g., 2-page resume, proof of residence, etc.).
- The applicant may apply via:
 - USAJobs posting during the announcement open period;
 - email to the hiring manager/local unit (who in turn will email HR POC) by the closing date (or cutoff date if open/continuous);
 - email to the HR POC listed in the agency contact information during the announcement open period;
 - mail to the HR POC listed in the agency contact information with postmark by the closing date (or cutoff date if open/continuous).
- When applying outside the USAJobs system, applicants must:
 - submit the required documentation by the closing date of the JOA (or cutoff date if open continuous announcement); and
 - respond to the HR office within the USAJobs system within the established timelines to complete their online profile/application to be considered.
 - **Online Application:** Applicants will create a [USAJobs profile](#). The applicant will be asked to fill out the USAJobs online application, including personal details, eligibility, job preferences, and qualifications.
 - **Paper Application:** To comply with the Paperwork Reduction Act (PRA) and protect Personally Identifiable Information (PII), applicants are encouraged to use the USAJobs system. Those unable to do so may request a paper application, requiring disclosure of PII and submission to HR by mail or email. This option could delay hiring and all information must be manually entered into the system.
- Applicants who apply to the HR office will not be permitted to update their USAJobs application after submission nor are they able to receive text message alerts even if they opt-in and are selected.



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HR:

- Consult with the HM on FUL recruitment options (e.g., open/continuous JOA).
- Draft/post the USAJobs JOA.
- Provide a [paper application](#) upon applicant and/or hiring manager request.
- Review applicants for eligibility and qualifications if all applicants applied via USAJobs, upon closing or cutoff date of the JOA.
- When applications are received outside of USAJobs, the HR specialist will promptly [invite the applicant](#) to complete the online profile and complete any required assessments in the USAJobs system with deadline to complete of 2-4 days after the closing date. Once all applications are completed, the HR specialist will review applicants for eligibility and qualifications.
- Issue an applicant referral certificate to the HM for consideration.

FUL Hiring Overview

Steps:

1. HM submits FUL staffing request in the [HRSD system](#) and if applicable, classification request. HR office/specialist assigned based on the HRSD submission.
2. HR Specialist conducts a consultation with the HM and discusses hiring need (e.g., open/continuous JOA).
3. HR drafts JOA.
4. HM reviews and confirms open/close or cut-off dates with HR.
5. HM conducts proactive recruitment efforts (e.g., outreach activities) before the closing or cut-off dates.

Additional Information

- It is important for HR and HM to stay in close contact to ensure recruitment activities are conducted within established timelines as defined in the JOA.
- The recommended course of action for applicants is to apply to the USAJobs system to streamline the hiring process and not delay applicant list issuance.