**BUREAU OF INDIAN AFFAIRS**

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**CHECKLIST FOR FIRE REHIRE NOT-TO-EXCEED 1040 HOURS**

Region or Agency Name:

Title, Series, Grade:

Name of Former Employee:

Former Position No.:

FPPS SF-52 for Rehire of Former Employee:

Yes No Position Description (Re-use Same SPD with the Same BIA Position Number)

Yes No Updated Resumé

Yes No Updated OF-306, Declaration for Federal Employment

Yes No Form BIA-4432, Verification of Indian Preference for Employment

Yes No Updated Form GSA 3607 (Required for DOI Standard PD# DOI104 and higher)

Yes No Wildland Firefighter Medical Exam/Certification Completed in CASonline?

Yes No **Is an onsite drug test collector available?** If yes, provide name\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If YES, HR will notify the onsite collector when to administer a drug test. Collector will send the chain-of-custody (COC) form to HR for data entry into e-Drug Test System. If NO, HR will initiate a drug test with a DOI contracted facility nearest to the address of a rehire.

Charge the **Background Investigation** to this account:

**REQUESTING OFFICE CONTACT INFORMATION:**

Name:       Title:

Phone number:

Date:

**FOLLOW LOCAL PROTOCOL TO SEND THIS COMPLETE PACKAGE TO YOUR SERVICING HR CLASSIFICATION OFFICE:**

Center for Jobs & Compensation Design Center for Jobs & Compensation Design

Office of Human Capital Management Office of Human Capital Management

P.O. Box 1487 1011 Indian School Road NW, Suite 163

Anadarko, OK 73005 Albuquerque, NM 87104-2303

Phone: (405) 247-1660 Phone: (505) 563-5194

FEDEX Address:

1 Mile North on Highway 281

Anadarko, OK 73005

Note: A list of the servicing HR contacts is available at: <http://inside.bia.gov/Org/AS-IA/OHCM/EList/index.htm>