



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

3 SEP 2013

IMDA-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #28,
Administration of Garrison US Civilian Personnel Hiring Actions

1. References.

- a. 5 CFR Parts 315 and 335 Subpart A, Promotion & Internal Placement.
- b. OPM Qualification Standards Handbook for General Schedule Positions and for Federal Wage Grade positions, 10 Nov 98.
- c. The Defense Acquisition Workforce Improvement Act (DASWIA), Nov 90, DoDI 5000.66 and DoD Manual 5000.52, 12 Jan 05.
- d. DoD Manual 1400.20-1-M, DoD Program of Stability of Civilian Employment, 26 Sep 09.
- e. AR 690-12, Chap 1-4, EEO and Affirmative Action, 4 March 1988.
- f. AR 690-300, Civilian Personnel Employment, Chapter 335, 12 Aug 94
- g. AR 2500-400-2, The Army Records and Information Management System (ARIMS) 02 Oct 07.

2. Purpose. To define and establish the USAG Daegu Commander's recruitment and selection procedures. Compliance will ensure a selection and hiring process with high standards of integrity, efficiency, effectiveness and. Selecting officials are responsible for adhering to, and enforcing, all aspects of this policy.

3. Applicability. This policy applies to all personnel involved in the hiring, promotion and selection of US (APF) personnel throughout USAG Daegu. Director level positions are centrally managed by HQs IMCOM and follow IMCOM procedures.

4. Recruitment Procedures. People constitute the heart of our organization. Fostering an environment of mutual respect, dignity and fair treatment in order to ensure successful mission accomplishment is my number one priority. I fully support the merit promotion system and am committed to the widest possible competition in filling positions within USAG Daegu. In support of this goal, I expect selecting officials to understand that the Equal Employment Opportunity (EEO) Officer is an integral part of this process and I expect all garrison personnel involved in the hiring process to adhere to the following:

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(1) Selecting officials must use competitive recruitment and selection procedures when filling civilian positions. All permanent recruit/fill actions must be announced at the full performance level and will be open for a minimum of 14 calendar days. Establishing developmental or trainee positions, amendments to the time announced and/or identifying name requests will require prior approval by me or the Deputy to the Garrison Commander (DGC).

(2) The selecting official is normally the supervisor of the position being recruited. The director/special staff officer may designate a more senior selecting official within their organization if they choose.

(3) Positions in the grade of GS-11 and above are required to be paneled. Panels are not required for positions graded lower than GS-11 unless the position is a supervisory position. Panels consist of at least three (3) panel members, each of whom will be of equal or higher grade to the position under review. Panels should, whenever possible, reflect representative diversity factors such as gender, race and ethnicity. Only one (1) panel member can be from the same directorate, division, branch and/or section as the position under review. Additionally, the selecting official cannot be a panel member.

(4) Selecting officials will interview, either telephonically or in person, at least two (2) candidates from the ranked list after the panel review. Selecting officials must also ensure that references are checked for all applicants who will be interviewed. An example reference script is provided (Encl 1) and may be used as a guide when contacting references.

(5) Selecting officials will determine the selectee and at least one alternate and complete a selection memorandum (Encl 2) and submit it to the Directorate of Human Resources (DHR) for further action. At this point the selecting official may make a selection in USA Staffing (USAS) in order to meet the two week suspense, however, the servicing Civilian Personnel Advisory Center (CPAC) must not make any offers to the selectee until DHR authorizes them to do so. The selection packet will include the following documents:

- (a) Staff Summary Sheet (IMDA Form 20-E) (Encl 3)
- (b) Selection memorandum (Encl 2)
- (c) Referral List
- (d) Crediting Plan (consolidated and individual panel members') with total scores.
- (e) Confirmation that interviews and reference checks were conducted.
- (f) Resumes of selectees.
- (g) Vacancy Announcement.
- (h) *EEO memorandum (included after DHR does initial review of the packet).

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(6) In order to ensure quality control the following cyclic workflow of events will take place once a selecting official prepares the selection packet:

(a) Packet is submitted to DHR for review to ensure compliance with above procedures, accuracy of sentence structure within the selection memorandum and staff summary sheet, verification of overseas waivers or extensions and to confirm that any current IMCOM guidance policies have been followed.

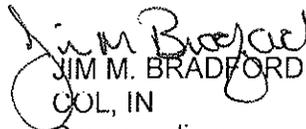
(b) DHR will then forward the selection packet along with the recruit folder that is maintained in DHR to EEO for review. EEO will conduct their review and include a memorandum as part of the selection packet. Packet is returned to DHR.

(c) DHR forwards the selection packet to the Command Group for review through the DGC to the Garrison Commander. Once the packet is finalized it is returned to the DHR.

(d) If approved, DHR will update the "Selection Notes" tab in USA Staffing (USAS) using the selection justification cited in the selection memorandum as well as upload a copy of the EEO memo in the "Case File Documents" and contact both the selecting official and CPAC to inform them that the action has been complete. A copy will be provided to the selection official and the original will be maintained at DHR for two (2) years.

5. The point of contact for this memorandum is the Director of Human Resources at 768-6922.

3 Encls
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JIM M. BRADFORD
COL, IN
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