



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-HR

30 November 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Humphreys Policy Letter #80, Administration of Garrison US Civilian Personnel Hiring Actions

1. The proponency for this policy letter is the Directorate of Human Resources (DHR).
2. This policy becomes effective immediately and will remain in effect until rescinded or superseded.
3. References:
 - a. IMCOM Pacific Region External SOP, dated 30 July 2012.
 - b. AR 690-12, Chap 1-4(f), EEO and Affirmative Action, 4 March 1988,
 - c. AK Reg 690-335, Chapter 1-4c(2), 1-4e(1)(2), and Chapter 1-5(a), Civilian Personnel Merit Promotion and Placement, 1 February 2010.
 - d. Management Directive 715 (MD-715).
 - e. Public Law 111-84, approved 28 October 2009.
4. Applicability. This policy applies to all Soldiers and Civilians involved in the hiring, promotion and selection of US civilian personnel for positions throughout USAG-Humphreys.
5. Purpose. In accordance with Chapter 1 of Ref a., cited above, specific actions are required in order to recruit, select and assign specific personnel positions (based on recognizable levels of responsibility and civilian grade-of-rank). Accordingly, it becomes necessary to define those exacting roles incumbent upon garrison command and staff to adhere to, with regard to procedural guidance and fulfillment of the expectations and intent of this policy letter.
5. Scope. Selection procedures denoted within this policy letter will be strictly complied with, and no further deviations, delegations or substitutions are authorized.
6. Recruitment Procedures.

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a. Specific. Management has determined that those candidates in the grades GS-11/NAF-04 and above, will be paneled pursuant to an ultimate selection being made. Paneling individuals at lower grades (GS-09/NAF-03 and below) is not required, unless the position being filled is that of a supervisory employee. An EEO Review must be conducted as part of the normal recruitment and nomination process, and a statement to-the-same must be included on the validation memorandum.

b. Panels should include at least three members, each of whom will be of equal or higher grade to the position under review.

c. Primary and alternate candidates for these positions will be interviewed either by the panel or the Hiring Official and reference checks will be obtained for the preferred candidate prior to forwarding a selection recommendation to the approving official.

d. General. Hiring officials will include documentation reflecting results of panel deliberations (Summary Matrix), confirmation that interviews and reference checks were conducted, and a brief rationale for the selection. The Hiring Official will complete the attached validation memorandum (Encl 1), sign it, and submit it thru the Deputy Garrison Commander to the Garrison Commander for validation/approval. Based on the nature of the hiring action, there may be a need to complete either the (A) or (B) version of this memorandum, as formatted.

e. In either case, the memorandum will contain the statement: "An EEO Review has been conducted." Further, the Hiring Official must complete and submit the three other attached forms (Summary Matrix, Crediting Plan and Résumés), as required. There must be a specific cyclical workflow of events to ensure all the required documentation ultimately makes it to CPAC in a timely manner, as follows:

(1) Hiring Official prepares the proper memorandum.

(2) S/he forwards the following documents to EEO:

(a) Selection Memorandum 1A/1B, as appropriate.

(b) Summary Scoring Matrix.

(c) Résumés for top (2 or 3) referred candidates – not for all candidates.

(3) EEO prepares necessary endorsement and returns packet to the hiring official. Referrals forwarded for review will receive a response from EEO within two working days (e.g., if received on Friday, response will be provided by Tuesday).

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(4) Hiring official sends to DGC/GC via either email or under Staff Summary Sheet.

(5) Once validated/approved by the DGC/GC, the Admin Officer will forward the packet to the Hiring Official.

(6) Hiring Official then submits to CPAC Staff Specialist/CPAC Director.

8. In accordance with Public Law 111-84, we are permitted reemployment of CSRS and FERS annuitants on a limited basis with receipt of both annuity and salary, and this provision applies to Department of Defense and other comparable agencies; however, specific guidance should be sought to determine if it is fiscally responsible to select and hire annuitants. Many different situations and end-results exist in recruiting and rehiring annuitant candidates, so it is recommended the Hiring Official contact DHR or CPAC for the most correct course-of-action pursuant to individual recruitment actions.

9. Commanders, managers and supervisors will ensure that selection and recruitment actions are in accordance with this Policy Letter and other applicable guidance.

10. Point of contact is the Director of Human Resources at 753-6736.

4 Encls

1. Validation Memo (A/B)
2. Summary Matrix
3. Crediting Plan
4. Résumés


DARIN S. CONKRIGHT
COL, SF
Commanding

DISTRIBUTION:
A&B



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT # 15228
APO AP 96271-5228

REPLY TO
ATTENTION OF:

IMHM-PL

31 October 2012

MEMORANDUM THRU DGC, USAG Humphreys, Unit #15228, APO AP 96271-5228

FOR Commander, USAG Humphreys, Unit #15228, APO AP 96271-5228

SUBJECT: Validation of Selection for GS-0301-11 (Installation Operations Center Specialist)

1. Request you validate the following individuals for subject position:
 - a. Primary: Mr. XXXXXXXXXXX
 - b. Alternate: Ms. XXXXXXXX
2. I used the following selection process:
 - a. Rating Matrix at Tab A.
 - b. Crediting Plan at Tab B.
 - c. A panel comprised of the following members:
 - (1) Mr. XXXXXXXX, ATO DPTMS
 - (2) Ms. XXXXX, Current Opns Br Chief
 - (3) Mrs. XXXX, Plans Br Chief
3. We paneled a total of five candidates for the position, and top three were interviewed.
4. I selected Mr. XXXXX as the primary based on the résumé submitted, results of the panel evaluation, interview, and discussions with his previous supervisor.
5. An EEO Review of this hiring action was conducted on 15 October 2012.

3 Tabs
A. Rating Matrix
B. Crediting Plan
C. Résumés

IMA G. SUPERVISOR
Director, DPTMS

Enclosure 1(A)



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT # 15228
APO AP 96271-5228

REPLY TO
ATTENTION OF:

IMHM-PL

31 October 2012

MEMORANDUM THRU DGC, USAG Humphreys, Unit #15228, APO AP 96271-5228

FOR Commander, USAG Humphreys, Unit #15228, APO AP 96271-5228

SUBJECT: Validation of Selection for GS-0301-09 (Installation Operations Center Specialist)

1. Request you validate the following individuals for subject position:
 - a. Primary: Mr. XXXXXXXXXXX
 - b. Alternate: Ms. XXXXXXXXXXX
2. I used the following selection process (required if supervisory position):
 - a. Rating Matrix at Tab A.
 - b. Crediting Plan at Tab B.
 - c. Due to the grade level of this position and the fact that it's non-supervisory in-nature, no panel was convened and final determination was made thru direct/telephonic interview means.
3. There were a total of five candidates shortlisted for this position, and the top three candidates were interviewed.
4. I selected Mr. XXXXX as primary based on the résumé submitted, results of the interview, and discussions with his previous supervisor.
5. An EEO Review of this hiring action was conducted on 15 October 2012.

2 Tabs
A. Crediting Plan
B. Résumés

IMA G. SUPERVISOR
Director, DPTMS

Enclosure 1(B)

Please review and Grade/Score all applicants on a 1 to 5 level with 5 being a high on experience as indicated below. Request you consider time frames of experience as a guide to scoring the applicant's resum; Please sign and date the bottom of this form.

1. TECHNICAL AND PRACTICAL EXPERIENCE (GCCS-K, SIPRNET, CENTRIX)
2. TECHNICAL AND LEADERSHIP EDUCATION AND TRAINING (BATTLE STAFF OR JOINT STAFF TRAINING)
3. LEADERSHIP EXPERIENCE (BATTLE CPT, EOC/IOC TEAM LEADER)
4. LEADERSHIP TRAINING (FORMAL LEADERSHIP SCHOOLS/COURSES)
5. ABILITY TO COMMUNICATE (FAMILIARITY W/ OPORDS/FRAGOS, COOP PLAN & EMERGENCY ACTIONS)
6. EXPERIENCE AND KNOWLEDGE INVOLVING PLANS, MDMP, EXERCISES (UFG/Key Resolve)
7. EXPERIENCE AND KNOWLEDGE WITH NON-COMBATANT EVACUATION OPERATIONS (NEO)
8. EXPERIENCE AND KNOWLEDGE INVOLVING Korean Service Corps (KSC)
9. EXPERIENCE AND KNOWLEDGE OF WEB PORTALS, VTCs, AND DV VISITS

GS-0301-12 Installation Operations Center Specialist

Name	Technical Experience	Practical Training	Leadership Experience	Leadership Training	Ability to Communicate	Developing Plans, Exercises & Ops	NEO Operations	Korean Service Corps (KSC)	Web Portals VTCs DV Visits	Total
Ainton Jabb	1	4	3	1	2	4	3	1	3	22
Hiram Yi	1	5	3	5	4	3	0	0	3	24
Dung Krung	5	5	3	4	4	5	0	0	4	30
Ima Candidate	5	5	3	2	5	5	5	3	4	37

Panelled By: *Medice Minnie*
 Signature: *Medice Minnie*
 Date: *1 Oct 12*

Crediting Plan for Installations Operations Center Specialist GS-0301-12

1. **Technical and Practical Experience** – The best candidate will have both direct and practical experience in multiple exercise systems (GCCS-K, SIPRNET, CENTRIX) and an understanding of the USFK mission.

5 points – A Secret clearance and a minimum of 2 years of experience involving C2 exercise systems (GCCS-K, SIPRNET, or CENTRIX).

4 points – A Secret clearance and a minimum of 1 years of experience involving C2 exercise systems (GCCS-K, SIPRNET, or CENTRIX). IOC/EOC experience.

3 points – A Secret clearance and experience involving C2 exercise systems (GCCS-K, SIPRNET, or CENTRIX).

2 points – A Secret clearance and a minimum of 1 year of experience involving C2 exercise systems (GCCS-K, SIPRNET, or CENTRIX).

1 point – A Secret Clearance and some experience working in the IOC/EOC.

2. **Technical and Leadership Education and Training** – The best candidate will have formal education, training, and professional development and performance enhancing job experiences relating to Battalion Level Staff or above related courses such as: Battle Staff Course, Joint Staff, S2/3, Plans & Operations.

5 points – Battle Staff Course qualified or 1 year experience in a Garrison IOC.

4 points – Joint Staff or Division Level Staff or above G-/3 Staff Experience.

3 points – Masters degree, Bachelors degree, or Associate degree and completion of S-2/3 related courses.

2 points - Some College and completion of S-3 related courses.

1 point – S-3 Staff related courses.

3. **Leadership Experience** – The best candidate will have formal leadership experience at different levels leading personnel.

5 points – Served as a IOC/EOC/TOC Battle CPT in a Garrison IOC.

4 points – Served as a IOC/EOC/TOC Battle CPT in a Battalion Level or above position.

3 points – Served as a IOC/EOC/TOC Team Leader.

2 points – Served as a IOC/EOC/TOC Team Member.

1 point – Familiar with IOC/EOC/TOC Operations.

4. **Leadership Training** – The best candidate will have extensive formal leadership training.

5 points – CLS Advance Course or equivalent.

4 points – CLS Intermediate Course or equivalent.

3 points - CLS Basic Course or equivalent.

2 points – Military related advanced resident courses (Basic, Advanced, BNCOC, ANCOG).

1 point – Leadership related courses (Military or Civilian).

5. **Ability to Communicate** – The best candidate will have experience preparing General Officer Level Briefings, memorandums and other forms of written communications, and OPORDs, FRAGOs, Emergency Action & COOP Plans.

5 points – Experience and practical application in preparing OPORDs, FRAGOs, and General Officer Level Briefings. Experience with a variety of Emergency Action and COOP Plans where there was a continuous need to communicate complex information into Military terminology orally and in writing for non functional decision makers at the senior leader level (general officer or equivalent)..

4 points – Same as above, but at the Major or equivalent.

3 points – Same as above, but at less than the Major or equivalent.

2 points – Same as above, at a Staff member level or equivalent.

1 point – Same as above but with material understood by functional personnel at any leadership level.

6. **Experience and Knowledge Involving Developing Plans, MDMP, & Contingency Operations, Exercises (Key Resolve and Ulchi Freedom Guardian (UFG)).**

5 POINTS: The Best candidate will have knowledge, understanding, and participated in Theater Level Exercises (Key Resolve/UFG) as well as AT/FP exercises and real world contingency Operations (Destructive Weather, etc.).

4 POINTS: Participated in Theater Level Exercises (Key Resolve/UFG).

3 POINTS: Previous experience at the GS-11/12 level as an Exercise Planner

2 POINTS: Participated in Theater Level War Plan Exercises

1 POINT: Familiar with Theater Level War Plan or Simulation Exercises.

7. EXPERIENCE AND KNOWLEDGE WITH MILAD or NON-COMBATANT EVACUATION OPERATIONS (NEO).

5 POINTS: The Best Candidate will have a minimum of (2) years experience in NEO Planning Operations.

4 POINTS: A minimum of (1) years experience in NEO Planning Operations.

3 POINTS: Experience in NEO Planning Operations.

2 POINTS: Served as NEO Warden.

1 POINT: Familiar with NEO Operations.

8. EXPERIENCE AND KNOWLEDGE INVOLVING KOREAN SERVICE CORPS (KSC) AND LIFE SUPPORT AREAS (LSA).

5 POINTS: The Best Candidate will have a minimum (1 Year) Direct experience with KSC and Life Support Areas (LSA).

4 POINTS: Direct Experience in some but not all of these areas; KSC and LSA.

3 POINTS: Some experience with KSC and LSA operations.

2 POINTS: Familiar with KSC.

1 POINT: Familiar with LSA.

9. EXPERIENCE AND KNOWLEDGE OF Web Portals, VTCs and DV visits.

5 POINTS: The Best Candidate will have a minimum 1 Year with IOC automation systems; Web portals VTCs and supporting DV Visits.

4 POINTS: (1 Year) with direct experience with IOC automation systems.

3 POINTS: Some experience with IOC automation systems Web Portals & VTCs.

2 POINTS: Familiar with VTCs.

1 POINTS: Familiar with Web portals.

IMA CANDIDATE
4748 Fox River Road
Huntsville, AL 35801-4748
(256) 555-1234
ima.candidate.civ@mail.mil

EXPERIENCE SUMMARY:

Business Continuity/CBRNE/emergency management/disaster planning field. Well versed in emergency management practices and policy. Sales representative for hospital-based emergency decontamination systems and associated equipment. Excellent trainer of small and large groups. Subject matter expert in development and implementation of emergency management programs, plans, and procedures. Well-versed in developing and executing emergency management exercises and operations. Experienced in Emergency Management Center operations, to include crisis management and consequence management of all hazards. Excellent briefer and presenter of information in person with and without the use of media. Experienced leader, with extensive experience conducting classroom and field training. Knowledgeable in federal statutes governing emergency management.

TECHNICAL SKILLS:

Experienced emergency management professional. Skilled writer and developer of emergency management disciplines, procedures and plans. Knowledgeable in the National Strategy for homeland security and the National Response Framework at local, state and federal levels. Proficient in Chemical, Biological, Radiological, Nuclear (CBRN) response planning. Competent and experienced developer of comprehensive emergency operations strategy. National Incident Management System (NIMS) compliant, familiar with automated incident management systems (WebEOC, EMAssist). Proficient in preparing and delivering complex material to senior level management. Familiar with physical security requirements. Familiar with employee accountability / identification systems. Highly skilled and proficient in problem solving and alternative analysis. Skilled Emergency Operations Center operations manager.

EMPLOYMENT HISTORY:

ManTech, Inc. Senior Continuity of Operations (COOP) Specialist Senior continuity planner for major government agency. Develop continuity of operations (COOP) plans. Write continuity of operations plans. Assist 5 planners. Assist in developing of Tests, Training and Exercises for COOP planners, management and the general population. Perform Business Impact Analysis. Perform Essential Function analysis. Perform Risk Assessment. Perform Business Process analysis.

QinetiQ, N.A. Apr 2007 – May 2009

Senior Emergency Management Specialist/Continuity of Operations Planner - Missile Defense Agency Senior manager in Emergency Operations Center for a major government agency. Maintain connectivity with subordinate and higher organizations.

Maintain operational awareness of events affecting agency. Developer of NIMS compliant emergency response plans and procedures for safety of population in large federal government agency facilities. Trained employees on disaster preparedness and response. Familiar with coordinating emergency plans with installation and local municipality first responders. Excellent researcher of federal, state and local regulations, laws and guidance on emergency exits, security, safe areas, evacuation, emergency training requirements, and employee accountability. Lead planner for Continuity planning of the agency. Coordinate planning effort, develop agency continuity plans, prepare senior leader briefing papers, provided courses of action decision briefs, develop Continuity policy and plans, interface with other continuity, security, anti-terrorism and emergency planners, and senior officials regularly on emergency management and Continuity. Develop and manage tabletop, functional, and full scale exercises. Developed avian flu plan for the agency. Familiar with Federal Continuity Directives 1 and 2, as well as Army Regulation 300-5.

Battelle Memorial Institute Jul 2004-Apr 2007

Chemical, Biological, Radiological, and Nuclear Analyst. Analysis of terrorist Chemical, Biological, Radiological, and Nuclear (CBRN) threat, developer of emergency management exercises and drills development, and capability based assessments. Participated in numerous local, divisional, and national level emergency preparedness / response exercises. Analyzed emergency operations plans of several governmental agencies. Evaluator of large municipal fire department in large scale emergency exercise in Washington, DC. Evaluator of South Carolina COBRA (Weapons of Mass Destruction) team. Developer of WMD response team standard operating procedures. Participated in joint capabilities analysis. Developed exercise scenarios utilizing biological threats.

TVI Corporation Aug 2001-Jul 2004

Territory Sales Manager for manufacturer of decontamination shelters, tactical shelters, command posts and associated accessories. Trained local, state and federal emergency response teams in proper methods of weapons of mass destruction decontamination, set up and operation of decontamination lines. Met with purchasing officials, presenting product demonstration and equipment familiarization. Closed sale with decision makers. Made up purchase order and coordinated it through purchasing system. Developed training manuals for use of customers in operation of equipment. Managed six state sales territories (Texas, Louisiana, Mississippi, Alabama, Georgia, and Florida) responsible for coordinating marketing, developing contacts and scheduling demonstrations and seminars. Coordinated marketing efforts with partner distribution firms. Managed customer lists, contacts and follow-up to sales calls. Typical sale was approximately \$30,000. Responded to Hurricane Katrina as a sub-contractor in 2005, supplying responders with showers and emergency housing accommodations.

Battelle Memorial Institute Feb 1999-Aug 2001

WMD Trainer/Combat Developer, US Army Chemical School. Managed Operational Requirement Documents through vetting process for operational WMD surveillance system. Managed team developing shelter-based mobile analytical laboratory for the

national level Weapons of Mass Destruction Civil Support Teams (WMD CST). Developed lanes training scenarios for WMD CST teams, to include evaluation criteria. Evaluated teams on execution of decontamination. Instructed Civil Support Teams on use of analytical instrumentation. Evaluated teams on down range sampling protocols for contaminated environments.

Innovative Emergency Management, Inc. Feb 1997-Oct 1998

Emergency Response Planner for Chemical Weapons storage and destruction facility during the construction phase. Developed emergency/disaster plans and procedures, developed evacuation routes, planned for emergency actions. Presented training of emergency procedures to employee workforce. Developed emergency response exercises, to include evacuation of 600 construction workers from chemical weapons facility construction site. Developed Emergency Operations Plan. Developed Occupant Emergency Plans (OEPs) for multiple facilities; subjects included terrorism, workplace violence, disgruntled employee, tornado safety, fire safety, etc. Trained employees in OEP procedures for all hazard preparedness.

Alabama Emergency Management Agency Sep 1996-Feb 1997

Special Projects. Developed emergency management information process for the state emergency operations center. Worked on state flood plain management plan. Led tiger team in development of information flow in state emergency operations center.

Atlanta Committee for the Olympic Games May 1996-Sep 1996

Venue Security Manager. Organized security for multi-story facility, guarding million's in gold, silver and collectibles. Supervised official peace officers for the security force. Trained security force. Deployed security assets in support of Olympic security effort. Responded to Main Emergency Operations Center following the Olympic Park bombing. Also appointed as Technical Security Manager (security communications manager). Trained employees on use of communication equipment. Responsible for allocation of the Olympic committee's communication devices.

Etowah County Emergency Management Agency May 1994-May 1996

Deputy Director/Chemical Stockpile Program (CSEPP) Planner, Madison County.

Developed county emergency management plans and procedures. Trained volunteers on Emergency Operations Center operations. Coordinated efforts with fire, EMS, and police agencies county-wide. Functioned as the Emergency Operations Center Operations Officer in real world operations and exercises. Responsible for all actions in EOC. Planner for municipality in support of the Chemical Stockpile Emergency Preparedness Program (CSEPP). Developed county CSEPP program, to include response plans and phases. Developed emergency evacuation routes for civilians in county of over 140,000. Developed sheltering in place plans for schools and hazard zones in the county. Represented the mayor and county commission in meetings with state and federal officials. Coordinated county CSEPP plans with local, state and federal agencies. Familiar with FEMIS, ALOHA and CAMEO.

TRAINING: (includes National Incident Management System (NIMS) and Continuity of Operations). Also includes IS 300, IS 400, IS 700 and IS 800.

US Army Officer Candidate School
US Army Counter-terrorism on Military Posts and Installations Course
US Army Chemical Officer's Basic Course
US Army Chemical Officer's Advanced Course
US Army Company Commanders Course
US Army Field Artillery Officer's Basic Course
US Army Field Artillery Specialist's Course
US Army Combined Arms Services Staff School
US Army Nuclear and Chemical Weapons Targeting Course
FEMA IS: Emergency Operations Center Operations and Management
FEMA IS: Emergency Program Manager: An Orientation to the Position
FEMA IS: EOC Management and Operations
FEMA IS: Introduction to Civilian Emergency Response Teams
FEMA IS: Introduction to Continuity of Operations
FEMA IS: Continuity of Operations Awareness Course
FEMA IS: Introduction to the Incident Command System
FEMA IS: Introduction to the Incident Command System
FEMA IS: Introduction to National Framework
FEMA IS: National Incident Management System
FEMA IS: Decision-Making and Problem Solving
FEMA IS: Intermediate ICS
FEMA IS: Advanced ICS
DOE: WMD Response Training
DOE: Introduction to Training and Drills
DOE: Operations Overview of Consequence Management
Alabama EMA: Hazardous Chemicals Awareness (CSEPP)
National Weather Service: Severe Weather Storm Spotters Certification
Microsoft Word Level 2
Microsoft Project

EDUCATION: 3 years college: Midwestern State University

SECURITY CLEARANCE:

Current – DOD Top Secret. Final: 2009

HONORS/AWARDS:

Key Contributor Award: Battelle Memorial Institute 1999
Meritorious Employee Salary Increase 2008
PROFESSIONAL ASSOCIATIONS/AFFILIATIONS:
Midwestern State University Alumni Association
United States Army Reserve (Retired)