



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

17 DEC 2015

IMYN-HR

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-24

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Administration of Garrison 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 This policy becomes effective immediately and will remain in effect until rescinded or superseded.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. Army Regulations (AR) 690-12, Chap 1-4(f), EEO and Affirmative Action, 4 March 1988.
- b. AR 215-3, Non-Appropriated Fund (NAF) Personnel, 29 August 2003.
- c. Management Directive 715 (MD-715), Effective 1 October 2003.
- d. Public Law 111-84, approved 28 October 2009.
- e. Army in Korea (AK) Regulations 690-335, Chapter 1-4c(2), 1-4e(1)(2), and Chapter 1-5(a), Civilian Personnel Merit Promotion and Placement, 1 February 2010.
- f. IMCOM Pacific Region External SOP, 17 October 2013.

4. **Applicability:** This policy applies to all USAG-Y personnel involved in the hiring, promotion and selection of civilian personnel (U.S. and Korean, APF and NAF) for positions belonging to USAG-Y.

5. **Purpose:** To define the procedures to be used in hiring civilian personnel within USAG-Y.

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6. **Scope:** This policy outlines the procedures for hiring Garrison personnel. To deviate from the procedure requires the approval by the Deputy to the Garrison Commander (DGC).

7. **Recruitment Procedures:**

a. Request for Hire (RFH)

(1) Directorate identifies a date that a position will become vacant and forwards a completed RFH to DHR.

(2) DHR reviews the RFH and forward it to Directorate of Resource Management (DRM) to the DGC for review, and the Garrison Commander (GC) for approval.

(3) For NAF positions graded NAF4 or equivalent or above, the GC is the approval authority to recruit. For NAF positions graded NAF3 or equivalent or below, approval authority resides with the Directorate of Family Morale and Welfare Recreation.

b. Request for Personnel Action (RPA)

(1) Once RFH is approved, the Directorate is responsible to contact with the Area II Civilian Personnel Advisory Center (CPAC) to conduct a Strategic Recruiting Discussion (SRD). As a preliminary to the SRD, the Directorate current and that the conditions of employment (security clearance, special job conditions, etc.) meet the job requirements.

(2) When SRD is complete, CPAC will contact DHR to initiate an RPA for the position.

(3) Once RPA is initiated, Directorate will develop a crediting plan based upon the Position Description (PD) and conditions of employment. Directorate will then identify and notify panel members.

c. Paneling and Interviewing Process

(1) Upon receipt of the referral list and resumes, the Director is responsible for paneling resumes using the crediting plan.

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(2) Panels include at least three (3) members, each of whom is of equal or higher grade to the selection that will be made. The "break point" method will be used in determining those candidates for further exploration and interviewing. Consideration should be given to panel composition to include, when possible, a minority ethnic group and a female panel member.

(3) Candidates selected for interviews will all be interviewed using the same method. If one is interviewed by telephone, then all will be interviewed by telephone. When conducting an interview, selecting officials will use a pre-determined set of relevant questions related to the position, using the PD and the conditions of employment when developing the interview questions. If a candidate declines to be interviewed, this will be documented and may be grounds for no further hiring consideration.

d. Reference check selecting officials may contact the candidate's Supervisor and references. These will be documented as part of the selection process. The purpose of these checks is to ensure that the candidate will be suitable for the position that is being filled.

e. Selection

(1) Selecting officials will nominate a Selectee and Alternate Selectees based upon the results of the selection process. The selecting official will consider the results of the panel, interviews, Supervisor/reference checks, then based upon merit principles, will select the best qualified candidate.

(2) If a candidate is overseas, then the selecting official will observe the five (5) years overseas policy guidelines when making a selection.

f. Hiring Book

(1) For GS9s/NAF4s or equivalent and above, the selecting official will document the selection process in the form of a "Hiring Book"

(2) Hiring book is submitted to the DGC for review and the GC for approval. The hiring book will be tabbed and will include the following:

(3) RFH signed by CG IMCOM or the Garrison Commander that approved The position for hiring.

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- (4) PD for the position.
  - (5) Job announcement published by CPAC.
  - (6) Referral list received from CPAC.
  - (7) Crediting Plan used to evaluate resumes.
  - (8) Roll up matrix of scores from applying the crediting plan to the resumes by all panel members, and the individual panel member roll ups.
  - (9) Interview questions used to conduct interviews with each candidate, and the results of those interviews.
  - (10) The resumes for the selectee and alternate selectees.
  - (11) A memo of transmittal routed through the EEO Officer, through the DHR to the DGC for approval. The memo will identify the selectee, alternates and panel members. It will discuss the hiring process used and the rationale whereby the selection has been made. The selection will be based upon merit principles.
  - (12) The DGC will review the hiring book and approve the selection, return it for additional work, or disapprove the selection. If the selection is approved, then the Hiring Book will be returned to the selecting official for him/her to make the entry into the appropriate automated system.
  - (13) If the selectee is outside of those that have been approved by the IMCOM CG for hiring (e.g., IMCOM CG approved "internal IMCOM" to be hired, but the selectee is outside of IMCOM), then once the DGC approves the selection, the DHR will prepare the necessary e-mail with supporting documentation for the GC to submit to IMCOM Pacific to obtain approval of the selection.
8. For positions GS8/KGS8/NF3 or equivalent and below, Directors will follow similar procedures to those outlined above. Approval of these selections will be by the Directorate Chief.
9. Hiring books and approvals will be retained in digital format for three (3) years.

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10. Point of Contact is the Director of Human Resources at DSN 738-5017.



MARIA P. EOFF  
COL, LG  
Commanding

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USAG-Yongsan Directors  
Area II CPAC Director  
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