



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-CST-HR

14 September 2009

MEMORANDUM FOR USAG FHL Soldiers and Civilians

SUBJECT: FHL Policy #16, USAG Recruitment and Selection Procedures

1. REFERENCE.

a. Memorandum, IMAH-HR-C, 2 Jan 2006, subject: US Army Installation Management Agency Policy Memorandum #33, Recruitment and Selection Policy.

b. Memorandum, IMAH-HRD-C, 01 Mar 05, subject: Southwest Regional Office (SWRO) Installation Management Agency (IMA Guidance Memorandum #6 (Revised) - SWRO Recruitment Shaping.

c. DOD Civilian Personnel Man 1404.12, 12 Jan 1989, Employment of Spouses of Active Duty Military Members Stations Worldwide.

d. DOD 1400.25, SC 1950, Staffing and Employment.

e. HQ, IMCOM Executive Director e-mail Subject: HQ IMCOM Implementing Instructions for NSPS, Release #4.

f. DOD 1400.25-M SC 1930.

g. AR 690-300, 1 Jun 1987, Civilian Personnel Employment.

2. PURPOSE. The purpose of this memorandum is to supplement the references above in an effort to ensure compliance with IMCOM guidance and to assure that at every level the recruitment and selection process is fair and follows established Human Resources best practices. The USAG is entering a critical point in its history and its human capital is the key to its future success. With limited resources and the exorbitant turnover costs as measured in dollars, time, and knowledge, the selection of each candidate must follow proven human resources techniques in order to maximize the commands return on investment.

3. POLICY. Recruit/Fill actions will follow the guidelines and procedures stated below for all Civilian personnel.

4. APPLICABILITY. This policy will cover the overall guidance of civilian personnel recruitment and selection procedures throughout the USAG. For auditing purposes, documentation related to recruitment and selection actions, to include referral lists, resumes, score sheets, pay setting forms and approval documents will be maintained at the Directorate of Human Resources for two years.

IMWE-CST-HR

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5. PROCEDURES.

a. Recruitment. In accordance with 1c., all GS13 and supervisory pay band 2 positions and above that reports directly to the Commander or Deputy Commander will follow competitive recruitment and selections procedures. The area of consideration will include both internal and external candidates to ensure the widest applicant pool and encompass the categories listed in 1c.

(1) Before beginning the recruitment process, directors will contact Resource Management to determine the correct paragraph and line number and funding allocated for the position. After request has been approved by Resource Management, the request will be forwarded to HR for processing. HR will forward the request to the command for final approval before submitting the action.

(2) The USAG HR Office will follow the tracking of action until announced and referral list has been sent to the selecting official.

(3) Per reference 1b., a lump-sum recruitment and relocation bonus of up to 25 percent of basic pay may be added to an employee newly appointed or a current employee who must relocate to a position in a different commuting area when, in the absence of the bonus, it would be difficult to fill the position with a highly qualified employee. The IMCOM-West Director is the approval authority for recruitment or relocation bonus requests.

(4) The IMCOM policy to pay PCS costs for positions at the GS-13 and above grade levels, Federal Wage System equivalent positions, and all NF-5 Non-appropriated fund positions, remains unchanged. For NSPS positions, PCS must be offered for all supervisory Pay Band 2 and Pay Band 3 positions. The IMCOM-West Region Director can approve exceptions for Garrison positions. PCS is encouraged for positions below these levels consistent with Career Program requirements, availability of candidates, and other circumstances, subject to availability of funds.

b. Selection.

(1) WG, WL, and GS 05-08 and pay band 1 position:

(a) Selections, both competitive and non-competitive, will be made by the director.

(b) If a competitive recruitment action is taken, the hiring official will review the resumes and select two to three applicants for a telephonic interview. Interviews should follow structure and scored questionnaires. Though not required for WG, GS 05-08 and pay band 1 positions, it is highly recommended that a second person take part in the interview process that can provide the selecting official with an unbiased opinion. For NSPS positions, CPAC will request an SF 50 from the top two candidates, and the selecting official will submit the supportive narrative justification of selection to HR to expedite the pay setting process. HR will be responsible for creating the pay setting form. Hiring officials will not contact the candidate until CPAC has made an offer in order to minimize any miscommunication with candidate.

(c) Approving officials may develop their own internal candidate selection procedures within IMCOM hiring guidelines and EEO safe practices.

IMWE-CST-HR

SUBJECT: FHL Policy #16, USAG Recruitment and Selection Procedures

(2) WS, GS09 - GS13 non-director, pay band 2 positions and Police and Fire Chiefs:

(a) Selections, both competitive and non-competitive, will be made by a director and approved by the Deputy Garrison Commander. Approval of non-competitive reassignments are authorized for positions up through GS 11 equivalent and will be requested and processed through the HR to the Deputy Garrison Commander. Selecting official will include a NSPS Salary Determination worksheet, with clear justification to include a Resumix resume, SF 50, and any other documents required for special considerations.

(b) If a competitive recruitment action is taken, an interview panel will be required. The panel will consist of three staff members of the same or higher grade as the position being filled to serve on an interview panel. At a minimum, one of the panel members must be from another directorate. The selecting official will not be a panel member however will be authorized to participate during the interview process. The hiring official will select 3-4 candidates for the interviews, forward the position description and their resumes to the other panel members and schedule the interviews. Using prepared, scored questions, all panel members will take part in the interview. For NSPS positions, HR or CPAC will request an SF 50 from the top two candidates. After the selection has been made the interview packet, consisting of the completed scorecards, candidate names, resumes, and decision will be submitted to HR for record.

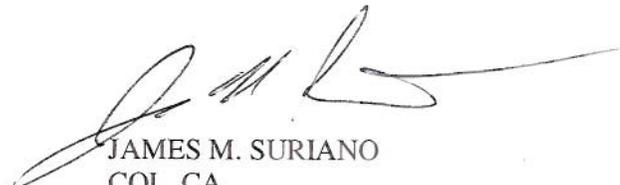
(c) At a minimum, the hiring official will communicate telephonically or by email, with at least two references listed on the resume or provided by the applicant during the interview.

(d) The hiring official will forward the results of the interview and the name of the selected applicant through the HR for processing who will forward to the DGC for approval.

(e) The hiring official will forward the results of the interview and the name of the selected applicant through the HR for processing who will forward to the DGC for approval.

(f) Wage/GS Selection: Staff coordination approval and routing sheet (SCARS) with a clear, quantifiable explanation for the applicants' selection in Remarks section, SF 50 if applicable, and Resumix resume.

6. PROPONENT. The Directorate of Human Resources is the proponent for this policy. POC is Civilian Personnel Actions Office at (831) 386-2608.



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Commanding