



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

IMHL-HR

23 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #2-2, Civilian Recruitment and Selection

1. REFERENCES.

- a. DoDI 1400.25, Civilian Personnel Management System
- b. DoDI 1400.25-V315, Employment of Spouses of Active Duty Military
- c. DoDI 1400.25-V1930, Compensation Architecture Pay Policy
- d. DoDI 1400.25-V1950, Staffing and Employment
- e. AR 690-300, Civilian Personnel Employment.
- f. IMCOM Policy Memorandum 690-1, Civilian Recruitment, Relocation, Retention and Enhanced Retention Incentives
- g. IMCOM Policy Memorandum 690-4, Position Classification and Job Grading Authority
- h. IMCOM Strategic Human Capital Plan.
- i. HQ IMCOM OPORD 12020, IMCOM Garrison Civilian On Board Strength Force Reduction and Reshape with FRAGO 9.

2. PURPOSE. To ensure compliance with directives and to assure the hiring process embodies high standards of integrity, efficiency, effectiveness and fairness.

3. APPLICABILITY. This policy applies to all personnel assigned, attached, and applying for positions to U.S. Army Garrison Fort Hunter Liggett (USAG FHL).

4. POLICY. In order to ensure fairness and eliminate the appearance of favoritism in our hiring process, all personnel are responsible to alert the command group of any potential for or appearance of favoritism towards any job applicant. The command recognizes the value of the Veteran and Military Spouse Preference Programs and will continue to support U.S. Armed Forces veteran and spouse applicants who desire priority consideration for competitive service positions. Nothing in this policy is to be

IMHL-HR

SUBJECT: USAG FHL Policy #2-2, Civilian Recruitment and Selection

taken as contrary to the existing preference programs. Recruitment actions will follow the guidelines and procedures stated below for all Civilian personnel.

5. PROCEDURES.

a. Recruitment. Recruitment of all positions will follow competitive recruiting and selection procedures. The primary Area of Consideration (AOC) will be Internal Army (IMCOM), Veteran's Employment Opportunity Act (VEOA), and Interagency Civilian Transition Assistance Program (ICTAP) eligibility. The Directorate of Human Resources (DHR) will track all actions to completion.

b. Requests for Hire. Directors or designated Selecting Officials (SO) will initiate Request for Hire (RFH) packet to include the IMCOM request for hire form, position description, and Security Tool. The hiring packet will be forwarded to the DHR for review and routed for approval. All information requested on the Civilian hiring form must be provided and be specific to the particular vacancy. Supervisors will only submit requests for hire for positions aligned to a valid authorization on the current official Table of Distribution and Allowances (TDA). The RFH packet is then forwarded to RMO for position and funding certification. All requests for hires are forwarded to the Commander, USAG FHL or Parks Reserve Forces Training Area (PRFTA) (depending on the installation involved), for final approval. If a request for hire is not consistent with authorizations on the current FY TDA, the action is forwarded to the FHL Deputy to the Garrison Commander for review and the Garrison Commander, USAG FHL for approval. DHR will track each hiring action to its completion through this process for both installations.

c. Selections.

(1) Final selections, both competitive and non-competitive, will be made by the Directors or Senior Special Staff at USAG FHL or by the Senior Functional Supervisors at PRFTA for those positions reporting directly to the PRFTA Command Group. Selecting Officials (SO) at both installations will use the same forms/worksheets in the process.

(2) For all supervisory and GS09 and above positions, the SO will establish a resume review to rank top applicants for selection using USAG FHL's standardized panel worksheet(s) (Enclosure 1). For all positions, the SO will establish an interview panel and document the interview results and recommendations utilizing the Garrison's standardized panel worksheet(s). All panel members will be of equal grade or higher to the position being hired. All interviews will be conducted using the same medium (e.g. telephonic). To the extent possible, the makeup of the interview panels will reflect diversity factors such as gender, race, and ethnicity. The SO may serve as the chairperson for the panels or delegate this responsibility to a subordinate manager. The

IMHL-HR

SUBJECT: USAG FHL Policy #2-2, Civilian Recruitment and Selection

composition of the panel will consist of a minimum three members and must include one member outside the SO directorate. The SO will contact the applicant's references, recommend for selection, and document reference checks utilizing the USAG FHL standard form for reference checks (Enclosure 2).

(3) Selecting Officials must ensure consistency in hiring for all grades. The Deputy to the Garrison Commander, USAG FHL or PRFTA, will have final review on selections of Division Chiefs and above. After selection, the SO will forward the results of the hiring process panel (resume/Interview Panel Worksheets & Reference Check form) and the name of the selected applicant to DHR. DHR will maintain a copy of all selection files for three years. The SO will annotate the selectee on the referral list with alternates and send referral list back to CPAC for processing. CPAC will notify selected candidate(s) and make offer(s) of employment. SO will not initiate any contact with selected candidate(s) until after CPAC receives notice of acceptance from selected candidate(s).

(4) If an applicant is related to a supervisor in the work area of the applicant's potential job or related to a member of the hiring panel, the command group will be notified before proceeding. A four member command panel will review all applications for USAG FHL positions where there is a risk of the perception of favoritism towards any relative. The panel will consist of a representative from the installation's Command, Legal, and Human Resource Offices respectively. The fourth panel member will be a manager in charge of selection in the same functional area as the prospective applicant.

d. Sponsorship. Sponsorship will be provided IAW AR 600-8-8, the Total Sponsorship Program.

6. PROPONENT. The DHR is the proponent for this policy. POC is the Director of Human Resources at (831) 386-2113.

Encls

1. Standardized Panel Worksheet
2. Standardized Reference Check Worksheet


JAN C. NORRIS
COL, SC
Commanding

DISTRIBUTION

B

STANDARDIZED PANEL WORKSHEET

Panel Member Name:								Date:					
Weight	Applicant Name	Education	Years of Experience	STRENGTH/QUALIFICATION #1	STRENGTH/QUALIFICATION #2	STRENGTH/QUALIFICATION #3	STRENGTH/QUALIFICATION #4	Raw Score	Weighted Score 45 points max	1 st Reference Score 5 points max	2 nd Reference Score 5 points max	Interview Score 45 points max	Total Score
		1	2	1	2	1	2						
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

STANDARDIZED REFERENCE CHECK WORKSHEET

Applicant name: _____ Date: _____

Position applying for: _____

Reference name: _____ Title: _____

Org/Company: _____ Phone #: _____

Relation to applicant: _____

1. What position did the applicant hold in your organization/company?
2. Would you rehire this person?
3. How many years have you worked with the applicant?
4. Overall, how would you rate his/her performance (average, above/below average)?
5. What are his/her strong points?
6. What are his/her weak points?
7. How much supervision does this person require?
8. Does this person follow through with assigned tasks?
9. Please comment briefly on the applicant's:
Ability to supervise others
Quality of work
10. Is there anything you would like to add regarding the applicant's work or job performance?