



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE
UNIT 23103
APO AE 09136-3103

IMEU-HRD-C

16 April 2019

MEMORANDUM FOR All IMCOM-Europe Staff Offices and Garrisons

SUBJECT: IMCOM-Europe Civilian Hiring Policy

1. References.

- a. 5 USC § 2301, Merit System Principles.
- b. AE Regulation 690-70, Recruitment and Staffing for Local National Employees in Germany, 5 April 2011.
- c. IMCOM Policy Memorandum 690-950-2, Installation Management Command Civilian Succession Management, 12 September 2017.

2. This policy supersedes memorandum, IMCOM-Europe, IMEU-HRD-C, Filling Vacancies, 18 May 2016.

3. The IMCOM-Europe prescribed process for hiring is outlined in this policy memorandum. These guidelines will be followed to fill authorized vacancies (i.e. hiring actions, management-directed reassignments, non-competitive reassignments, etc.). This includes permanent and temporary fills of all U.S. vacancies. Host Nation vacancies will be filled in accordance with (IAW) reference 1.b. and local tariff agreements.

4. General Practices

a. The hiring and selection process will be administered based upon Merit System Principles. All decisions regarding the hiring and selection of civilian personnel for IMCOM-Europe positions will be solely based on the applicant's knowledge, skills, and abilities without regard to non-job related factors.

b. At no time will the selecting official nor any other IMCOM-Europe personnel provide any unauthorized hiring/selection information to potential candidates which could help or hinder the employment prospects of any particular employee or applicant.

c. It is illegal to discriminate against a job applicant because of the applicant's age, race, color, religion, sex, marital status, national origin, political affiliation, disability, relationship status, or genetic information. IMCOM-Europe personnel shall not base hiring decisions on stereotypes and assumptions about a person's age, race, color,

religion, sex, marital status, national origin, political affiliation, disability, relationship status, or genetic information.

d. At no time will a selecting official in recommending or selecting candidates for recruitment/placement, show or give preference to any candidate based upon factors not pertinent to the candidate’s qualifications, including personal friendship, kinship, or political affiliations. Relatives of individuals currently employed may be hired only if they will not be working directly for or supervising a relative, or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative.

e. Before selection, references should be checked and it is recommended that current/former supervisors of the potential selectee be contacted. Additionally, the Division/Special Staff Chief must obtain the CoS/DGC’s concurrence if required.

5. Hiring Approval Authority

For Hiring	IMCOM-Europe	Garrisons
All GS-15 hires	IMCOM-Europe Director	Garrison Commander*
GS-13 and GS-14 supervisory positions	IMCOM-Europe Chief of Staff (CoS)	Deputy to the Garrison Commander (DGC)*
GS-12 supervisory positions and below	Division/Special Staff Chief	Directors/Special Staff Chiefs

*Excluding centrally managed positions (i.e. CoS/DGC/DGM)

6. The establishment of new positions or adjustments to the grade structure of existing positions must be coordinated through Human Resources (“HR”) and Resource Management (“RM”) in accordance with IMCOM-Europe policies before being processed.

7. Hiring Procedures for Competitive Hiring Actions:

a. The area of consideration must be appropriate as to include a diverse pool of applicants. Unless otherwise approved by the Director/Garrison Commander, the vacancy announcement must be posted to USAJOBS for a minimum period of five days to ensure an adequate public notice.

b. Selection criteria, to include the resume scoring matrix and interview questions, and the hiring panel should be established prior to receipt of the referral list.

c. Managers have 15 calendar days from receipt of the referral list to appoint a hiring panel to screen and prioritize the referral list and candidate resumes, review applicants prioritized by the hiring panel, convene a selection board, interview, conduct

reference checks, and obtain hiring approval, if required. Any requests for extensions should be staffed thru HR to the hiring authority for decision.

d. Hiring panel members will rank resumes based on pre-established criteria, credentialing plan, or a matrix and the board's recommendations will be provided to the selecting supervisor.

e. Upon rating the first resume, the same selection criteria must be used when assessing the knowledge, skills and abilities of all remaining candidates on the referral list. Additionally, after the first interview has been conducted, you may not add, omit or substitute questions for the remaining candidates.

f. Selecting officials will conduct a selection board to review candidates for all GS-13 and GS-14 positions, as well as supervisory positions at the GS-12 and below level. This board process is recommended, but not required, for non-supervisory positions (GS-12 and below). Management reassignments or noncompetitive reassignments do not require a selection board. Selection panels will be comprised of at least three members, with at least one member from outside the hiring division/branch or special staff section. The members of the selection panel will be of equal or higher equivalent rank to the position, if possible, and be representative of a diverse workforce. A good practice is to have selection criteria and interview questions reviewed by an Equal Employment Opportunity (EEO) representative before they are used. It is also a good practice to have an EEO representative serve as a non-voting panel member during the interview process unless not reasonably available.

g. The IMCOM-Europe Chief of Staff should be included on all panels for DGC positions unless not reasonably available. Panels for all DGM positions should include at least one IMCOM-Europe Division Chief. Additionally, the IMCOM-Europe functional lead should be included on hiring panels for Garrison Director level positions.

h. The manner in which interviews are conducted may be in person, by video teleconference (VTC), or telephonic. The method of interview must be consistent in practice for all candidates. If one candidate is unable to participate in a face-to-face interview (either by VTC or in person) and requests a telephonic interview, then all candidates must be interviewed via telephone, regardless of their location.

8. Non-competitive selections may be made for supervisory and GS-13 and above positions, but they must be approved by the IMCOM-Europe Director or the Garrison Commander, as applicable.

9. After the selection is determined, the hiring official will compile the hiring package to include the resumes and scoring matrix. The hiring official will submit the entire hiring package to the IMCOM-Europe, G1 Civilian Personnel (CIVPER) Branch. The CIVPER branch will maintain the record for a minimum of six years or until the incumbent leaves

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the organization. For those positions, where the board process was not utilized, the hiring official will submit a memorandum signed by the approval authority. The memorandum will contain the position information, TDA paragraph and line number, proposed selectee(s) in rank order (in case the primary choice declines the position), and a statement defining the specific reasons for the selection.

10. Centrally Managed Positions

a. Centrally managed positions will be filled IAW reference 1.c.

b. The IMCOM-Europe ACoS, G1 (Civilian Personnel) will initiate all centrally managed recruitment actions with the servicing Civilian Personnel Advisory Center (CPAC).

c. Tier 1-3 level positions: Garrison Commanders and/or DGC's, along with a diverse hiring panel, will lead the hiring panel in the effort to thoroughly screen the resumes and conduct the first round of interviews. The IMCOM-Europe Director will conduct final interviews.

d. The approval authority for all Tier 1 and 2 level positions is the IMCOM-Europe Director. The IMCOM Deputy Commanding General is the approval authority for Tier 3 and 4 level positions.

11. The point of contact is Ms. Schlie at military 544-1100, civilian 0611-143-544-1100, or e-mail: sheila.a.schlie.civ@mail.mil.

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