



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

IMEU-MWR

16 April 2019

MEMORANDUM FOR All IMCOM-Europe Garrisons

SUBJECT: IMCOM-Europe Hiring Policy for Nonappropriated Fund Positions

1. References:

- a. DOD Instruction 1400.25, volume 1401, General Information Concerning Nonappropriated Fund (NAF) Personnel Policy.
- b. DOD Instruction 1400.25, volume 1403, Nonappropriated Fund (NAF) Employment.
- c. DOD Instruction 1400.25, volume 1417, Civilian Transition Program (CTP) for Nonappropriated Fund (NAF) Employees Affected by Workforce Reductions.
- d. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.
- e. AR 215-3, Nonappropriated Funds Instrumentalities Personnel Policy.

2. The IMCOM-Europe prescribed process for filling nonappropriated fund (NAF) positions is outlined in this memorandum. The policy in this memorandum applies to temporary and permanent full time, seasonal, and flexible U.S. positions. Hiring officials must use the referenced instructions and regulations as well as policy issued by HQ IMCOM when filling U.S. NAF vacancies. Local national vacancies will be filled according to the governing laws and regulations of the host country.

3. General.

a. NAF staffing actions will be administered in accordance with merit system principles. The merit system principles are the fundamental precepts that guide the conduct of the NAF human resources management (AR 215-3, para 1-5).

b. Vacancy announcements will be open for at least 5 workdays and to a minimum area of consideration installation-wide. The area of consideration may be expanded when the announcement fails to produce sufficient eligible candidates. Paid advertising in newspapers, professional journals, and other forms of communication such as radio, television, or the World Wide Web may be used when authorized in advance, in writing, by the NAFI manager with the vacancy. References 1.b. and 1.e. provide instructions about job announcement flexibilities that may be used. Job fairs are an excellent recruitment tool that should be used to the greatest extent possible.

c. At no time will the selecting official or any other IMCOM-Europe person—

(1) Provide unauthorized hiring or selection information to potential candidates that could help or hinder the employment prospects of any particular employee or applicant.

(2) Show or give preference to any candidate based on 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.

4. Selection Approval Authority.

a. Garrison level

For Hiring	Approval Authority
NF-05 supervisory	Garrison Commander
NF-04 and NF-03 supervisory	NF-05/04 Director
NF-04 and NF-03 non-supervisory	Division Chiefs
NF-02 and NF-01, NA, NL, NS, and CY positions	Program Managers

b. Directorate level

For Hiring	Approval Authority
IMCOM-Europe G9	IMCOM-Europe Director
NF-05 supervisory	IMCOM-Europe Chief of Staff
NF-05 non-supervisory	IMCOM-Europe G9
NF-04 and NF-03 supervisory	IMCOM-Europe Branch Chief
NF-04 and NF-03 non-supervisory	IMCOM-Europe Branch Chief

5. Hiring Procedures.

a. Selection criteria, to include the résumés scoring matrix and interview questions, and the hiring board should be established before the referral list is received. A good practice is to have selection criteria and interview questions reviewed by an equal employment opportunity (EEO) representative before they are used. This will help to ensure that the selecting authority has time to make the final selection within 15 calendar days after the date the referral list is issued.

b. Selecting officials will conduct a selection board to review candidates for all NF-04 and NF-05 positions, as well as supervisory positions at the NF-03 level. This board process is recommended but not required for non-supervisory positions at NF-03 and below.

(1) Selection boards will be comprised of at least three voting members with at least one member from outside the hiring division, branch, or staff section. The members of the selection panel will be of equal or higher grade than the position being filled if possible, and be representative of a diverse workforce. An EEO representative will serve as a nonvoting panel member.

(2) Board members will rank résumés based on established criteria, credentialing plan, or a matrix. The board's recommendations will be provided to the selecting official. The board will use the same criteria and interview questions for all candidates.

(3) The manner in which interviews are conducted may be in person, by video teleconference (VTC), or telephonic. To avoid discrimination, 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.

c. Before a selection is made, reference checks must be made by the selection board or supervisor. It is recommended that current and former supervisors of the potential selectee be contacted.

d. Noncompetitive selections at the NF-05 supervisory and NF-04 and NF-03 supervisory levels may be made only when all criteria in the referenced instructions and regulations are met and approved by the garrison commander or Directorate Chief of Staff. An Equal Employment Opportunity (EEO) representative will provide advisory review and guidance prior to noncompetitive selections.

6. IMCOM-Europe G9 will file and maintain hiring packages as a system of records in accordance with Army Regulation 25-400-2.

7. The point of contact is Mr. Cox at military 544-9445, civilian 0611-143-544-9445, or e-mail: marcus.a.cox8.civ@mail.mil.

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