



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1417

AMIM-LVG-ZA (100)

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #8, Garrison Hiring Policy

1. REFERENCES:

- a. HQ AMC, AMPE-F memorandum (Command Policy Memorandum 600-19 – Improving Civilian Hiring), 16 Nov 20.
- b. HQ IMCOM, AMIM-HRC-S memorandum (Command Policy #27 – Improving Civilian Hiring), 1 Feb 21.
- c. HQ IMCOM, IMHR-C memorandum (Policy Memorandum 690-950-2 IMCOM Civilian Succession Management), 12 Sep 17.
- d. IMCOM Directorate – Training, AMIM-TRN-HR (Memorandum, SUBJECT: IMCOM Directorate - Training Policy # 12 – Improving Civilian Hiring), dated 16 Apr 21.
- e. Title 5 United States Code, Chapter 23, Merit Systems Principles.

2. PURPOSE. To establish Fort Leavenworth Garrison policy and procedures to ensure recruitment, selection and development of the best qualified candidates, while complying with merit principles, and Office of Personnel Management, Department of Defense, and Department of Army regulations and guidance.

3. APPLICABILITY. This memorandum applies to all Fort Leavenworth Garrison positions.

4. POLICY.

- a. Selection approval authority for garrison positions is as follows:

ID-T Garrison Positions	Approval Authority
ID-T (Tier 1 & 2) DGCs	ID-T Director
Management and Control Offices, Directorates, and Installation Support Offices leadership positions, and all other GS15 (or equivalent) positions	ID-T Director
GS14 and GS13 (or equivalent) positions not mentioned above	Garrison Commander (GC) or DGC (when designated in writing)
GS12 and below (or equivalent) positions	Supervisor of Selecting Official (SO)

5. PROCEDURES.

a. Standard permission to fill vacancies must be coordinated through the Directorate of Human Resources (DHR) and the Directorate of Resources Management (DRM). All requested hiring actions will be reviewed during weekly Garrison Civilian Personnel Boards to ensure current garrison hiring strategies and timelines are met. If request meets hiring strategies, panel members (Deputy to the Garrison Commander and all Garrison Directors) chaired by the Deputy to the Garrison Commander, determine if the hiring action is approved for staffing or depending on the appropriate approval authority, forwarded to ID-T for approval to proceed to hire. The position must be authorized by the TDA unless permission has been granted for an overhire.

b. Once the approval has been granted (either by the Garrison Commander, Deputy to the Garrison Commander, or Director as appropriate, the Garrison Civilian Personnel Board, IMCOM Directorate-Training, or the IMCOM Commanding General, depending on the current IMCOM policy), the Directorate of Human Resources will coordinate with the Civilian Personnel Advisory Center (CPAC) to begin the hiring process, ensuring strict adherence to the timelines found in CPM 600-19 and the Civilian Hiring Process for Garrison Positions found at enclosure 1.

c. All selections for supervisory positions regardless of grade will be completed using a selection panel. The selecting official will organize the selection panel. The Selection Panel should consist of a minimum of 3 or 5 panel members (civilian or military). Civilian panel members must be of equal or higher grade than the position being filled. Panel membership will include the necessary technical/functional expertise to adequately evaluate candidate qualifications and will reflect diversity to the maximum extent possible. The panel must include one panel member from outside the organization for the position being filled. Any exception to the selection panel requirement must be granted by the Garrison Commander. Selections for all other positions are not required to use a selection panel, but can be if desired by the selecting official.

d. Once a non-disclosure agreement has been signed, the resumes provided by CPAC will be made available to the panel members for their review. The selecting official will provide the panel the screening and ranking criteria which includes important criteria and experience factors that are directly related to the key duties of the position and do not violate Equal Employment Opportunity principles. The screening and ranking criteria must be directly related to the competencies advertised on the announcement, the approved job analysis and occupational questionnaire. The panel will determine whether or not interviews will be conducted, and if so, the number of candidates to interview.

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e. Interviews should be conducted either in person, by video conference, or by phone as circumstances permit. To ensure fair and equitable consideration, questions used during the interview should pertain to the position being filled and should in no case bring forward any reference to age, gender, race, religion, living arrangements, or any other non-merit factor.

f. The selecting official will conduct a minimum of two Professional/Supervisory reference checks for all selections and alternate selections returned to CPAC. Selecting official must ask for references directly from the applicant if not listed on the resume. Applicant resumes which state "do not contact" their supervisor, must be contacted for supervisory references.

g. To the maximum extent possible, the selecting official will complete the panels and make final selections within the timeline dictated by CPAC. Any requests for extension beyond 30 calendar days must be approved by the Director. .

h. The selecting official will not announce the selection until CPAC has made the offer to the selectee and the selectee has accepted the position.

i. Internal candidates who are interviewed, but not selected for a vacancy will be provided written feedback within a reasonable time period from the hiring official following the selected candidate's acceptance of a final offer.

j. Any request for a non-competitive appointment must be approved by the Garrison Commander (requests are submitted through the DHR). This may include reinstatement, Veterans Recruitment Appointment (VRA) or any other non-competitive hiring authority.

k. Advancements will be accomplished through competition in accordance with the standard practices (including merit principles) established by OPM. Personnel desiring promotion to the next higher grade may compete for vacancies when announced. The Fort Leavenworth Garrison Command will only use accretion of duties rarely and when coordinated with CPAC and approved by the Garrison Commander.

l. The selection official's merit based reason for selection must be provided to CPAC through USA Selection Manager or via email prior to a tentative job offer.

m. Direct Hire Authorities (DHA) in support of COVID-19 and/or other hard to fill positions may be utilized to increase the workforce until the expiration of the respective DHA.

6. All selecting officials are required to attend the DGC-led hiring-focused training session annually.

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7. EFFECTIVE DATE. This policy is effective immediately and will remain in effect until rescinded or updated. This policy supersedes all previous versions on this subject.

8. PROPONENCY. The proponent for this policy is the Director of Human Resources at (913) 684-1697, DSN 552-1697.

Encl

JOHN G. MISENHEIMER JR.
COL, AG
Commanding