MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 20, Directorate of Emergency Services (DES) Hiring Policy and Delegation of Authority

1. References:


2. Purpose: To establish garrison policy, procedures, delegations, and responsibilities to improve and increase the efficiency and timeliness of the recruitment, on-boarding and retention of Department of the Army Security Guards (DASG) and Department of the Army Civilian Police Officers (DACP), Firefighters, and Emergency Dispatchers.

3. Applicability: This policy applies to stakeholders and participants in the hiring process at Presidio of Monterey. This specifically applies to the Directorate of Emergency Services (DES), Directorate of Plans, Training, Mobilization, and Security (DPTMS), Directorate of Human Resources (DHR), Resource Management Office (RMO), Civilian Personnel Advisory Center (CPAC) and the California Medical Detachment (CAL MED).

4. Proponent: The proponent for this policy is the Deputy to the Garrison Commander (DGC).

5. Policy: DASG, DACP, Firefighter and Emergency Dispatcher positions are critical to the safety and security of the installation. Maintaining a fully staffed, trained and qualified DASG and DACP workforce is critical to mission success. This policy directs all stakeholders to give priority to hiring, training, and retaining DASG, DACP, Firefighters and Dispatchers.
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a. Stakeholders will expedite and give priority to hiring actions.

b. Stakeholders will use all available tools to recruit, retain and train DASGs, DACPs, Firefighters and Dispatchers including the authorities in references.

c. The garrison goal is recruit and retain 110% of DASG and DACP positions as approved by the Director, IMCOM Training (ID-T) and the IMCOM Commanding General (CG). United States Army Garrison, Presidio of Monterey (USAG POM) will maintain the total on board civilian personnel strength in the garrison at or below the total authorized on the current Table of Distribution and Allowances (TDA) by controlling total hiring. Once the ceiling is reached, CPAC will stop making final job offers and extending Entrance on Duty (EOD) dates until the garrison has a vacancy below the TDA ceiling.

d. Due to the difficulty in hiring and retaining DASG, DACP, Firefighter and Dispatch personnel, the authority to automatically offer a Recruitment or Relocation incentive (one or the other) is delegated to CPAC personnel specialist in conjunction with obtaining a service commitment from the new employee. A 15% incentive will be offered to DASGs and may be offered to DACPs, Firefighters and Dispatchers for a one year service agreement and 20% incentive may be offered with a 2 year service agreement. In limited cases, with my specific separate approval, PCS and an appropriate incentive may be offered. Incentives must be offered and accepted and the service agreement signed prior to the employee EOD.

e. Recruit fill actions for DASGs will be advertised with the statement “A Recruitment or Relocation Incentive will be offered to eligible selectees with a signed service agreement prior to the start of work.”

f. Recruit fill actions for DACPs, Firefighters, and Emergency Dispatchers will be advertised with the statement “A Recruitment or Relocation Incentive may be offered to eligible selectees with a signed service agreement prior to the start of work.”

g. Advance In-Hire authorities may be offered up to General Schedule Grade Step 5 for qualified candidates on a case by case basis with the Garrison Commander’s (GC) approval. However, Advance In-Hire must be requested based on Superior Qualifications or Special Circumstances. The hiring official must complete the attached checklist and obtain GC approval prior to CPAC making the firm job offer. Requests for Advance In-Hire above Step 5 must be approved by ID-T.

h. DASGs will not complete pre-employment checks (urinalysis, initial medical evaluation and security screening) before EOD. These three checks will be conducted under the supervision of POM DES once the employee reports for duty and must be completed within 60 days of the EOD date. The POM DES will schedule these checks with DHR, DPTMS and CAL MED. Newly hired DASGs that do not successfully
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complete these three checks within 60 days of EOD at POM will fail to meet the conditions of employment and may be administratively separated.

   i. The Service Computation Date (SCD) for leave purposes may be established to include prior military service as appropriate.

6. Responsibilities:

   a. DES will:

       (1) Give priority to all hiring and training actions. Notify me immediately if other work will delay working hiring actions or training these critical positions.

       (2) Track all hiring actions from the date the position is vacated to the date the RPA is initiated by CPAC using the DES Recruitment Activity Tracker (Encl 5).

       (3) Standardize the recruitment process including the Strategic Recruiting Discussion and candidate additional Qualification questions.

       (4) Follow the requirements as outlined in reference 1a., policy and procedures for streamlined on-boarding.

       (5) Review status of hiring weekly and report the status to the DGC weekly until 100% of Authorized positions are filled and monthly thereafter.

       (6) Conduct pre-employment inquiries to include, at a minimum, checks with former employers, supervisors and personal references.

       (7) Coordinate urinalysis with DHR, and initial medical evaluation with CAL MED for newly hired DASGs immediately after the established EOD date. Ensure security screening process is completed in accordance with DPTMS requirements.

       (8) Conduct out-processing surveys with every DES employee to gather data on why the individual is leaving, where he/she will be moving and, if another job is involved, what job with what organization and at what pay. Identify any potential losses early and recruit as soon as an employee advises management in writing that they are looking for or have accepted a job.

       (9) Manage and recruit to 110% of TDA Authorized strength plus reimbursable positions.
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(10) Expedite training new hires so that they are available for duty as quickly as possible. Maintain training for existing employees in these positions. Establish a professional development program to encourage DASGs to convert to DACPs.

(11) Contact CPAC for results of Phase I and Phase II medical evaluation (physical).

(12) Collect, maintain and report personnel loss data monthly for these positions.

b. DPTMS will give priority and expedite completing Security checks.

c. DHR will:

(1) Establish and maintain the checklist for my approval of Advance in Hire.

(2) Give priority to and expedite requests.

(3) Give priority to and expedite urinalysis testing for newly hired DASGs.

(4) Give priority to and expedite requests for urinalysis testing for all DACPs, Firefighters and Emergency Dispatchers in the local area as part of the pre-employment check process. CPAC will coordinate dates for urinalysis testing directly with DHR.

(5) Maintain approval records.

d. RMO will expedite RPA processing and ensure approved incentives are paid as requested as either lump sum or included in bi-weekly pay.

e. CPAC will:

(1) Appoint a primary and alternate personnel specialist and give priority to recruiting these positions.

(2) Inform selected DASG applicants who are eligible for a Recruitment or Relocation incentive that an incentive will be offered with a signed Service Agreement prior to EOD and make final offers including the appropriate incentive.

(3) If applicant is a former government employee, review information relating applicant’s former period or periods of service, (i.e. official personnel actions, performance ratings, and disciplinary actions), in employee’s eOPF and CPOL and inform the hiring official of any derogatory information for consideration prior to finalizing the selection.
(4) Ensure recruitments for DASGs include language: "A Recruitment or Relocation Incentive will be offered to eligible selectees with a signed service commitment agreement prior to the start of work."

(5) Ensure recruitments for DACPs, Firefighters and Emergency Dispatchers include the statement: "A Recruitment or Relocation Incentive may be offered to eligible selectees with a signed service agreement prior to the start of work."

(6) Negotiate all incentives on behalf of the command.

(7) Establish SCD for leave purposes to include prior military service as appropriate.

(8) Resources permitting, participate in any job fairs and establish on-the-spot hiring procedure for applicants with 10-point Veteran Preference for these critical positions.

(9) Establish EOD date for DASGs prior to the completion of urinalysis, initial medical evaluation and security check. These previous pre-employment checks will be conducted after the newly hired DASG arrives for duty on POM. CPAC will initiate security check with DPTMS. DES is responsible for scheduling urinalysis and medical appointments for newly hired DASGs.

(10) Provide POM DES with results of urinalysis, Phase I and Phase II medical evaluation (physical), and security screening immediately upon receipt from the responsible agency/activity.

(11) Meet with the GC monthly and discuss recruiting progress and receive prioritization of the garrison personnel action workload.

f. CALMED will:

(1) Provide timely and responsive scheduling and completion of Phase I and II of the initial medical evaluation (physical) for newly hired DASGs. DES will coordinate dates for the initial medical evaluation directly with CAL MED Occupational Health Clinic, who will provide initial medical evaluation results directly to CPAC.

(2) Provide timely and responsive scheduling for Phase I and II of the initial medical evaluation (physical) for DACPs, Firefighters and Emergency Dispatchers in the local area as part of the pre-employment check process. CPAC will coordinate dates for the initial medical screening directly with CAL MED Occupational Health Clinic, who will provide initial medical evaluation results directly to CPAC.
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7. The Point of Contact for this policy is the Director of Human Resources, 831-242-7099.

5 Encls
1. Conditions of Employment
2. Statement of Understanding
3. Advance in Hire Checklist
4. Sample Advanced In-Hire Request Memo
5. DES Recruitment Activity Tracker

Distribution:
Garrison Directors
Civilian Personnel Advisory Center
California Medical Detachment