



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

FEB 28 2020

MEMORANDUM FOR Military and Department of the Army Civilian Employees  
Assigned to the Joint Readiness Training Center (JRTC) and Fort Polk

SUBJECT: Civilian Personnel Hiring Policy

1. This policy ensures that the JRTC and Fort Polk has a hiring process with high standards of integrity, efficiency, effectiveness, and fairness.
2. Applicability: This policy applies to all JRTC and Fort Polk Mission Support Personnel and Operations Group.
3. The selecting official is generally the supervisor of the position being filled and is responsible for initiating the recruitment action within 10 days of the position being vacated and ensuring a fair and equitable hiring process. The Civilian Personnel Advisory Center (CPAC) will be consulted on all civilian personnel hiring actions, regardless of grade or position.
4. The Chief of Staff (CoS) will serve as the Position Management Officer (PMO) and ensure the requested action is required by the JRTC or if there are required organizational changes to be made. Recruitments for director and deputy positions, GS13 and above, may be authorized permanent change of station (PCS) allowances or a relocation incentive for highly qualified candidates. A Recruitment and Relocation Incentive Service Agreement is required when PCS or relocation is authorized. The procedures below will be used for all civilian hiring actions.
  - a. For GS13 and GS14 positions, ranking and interview panels are mandatory. Mission staff selections will be approved by the CoS and tenant unit selections will be approved by the brigade commander.
  - b. For supervisory GS12 positions, ranking and interview panels are mandatory. The CoS or brigade commander will serve as the approving official.
5. The selecting official is responsible for the staff action package and organizing the interview panel. The selecting official will select panel members who have received training on employment laws and interviewing techniques.

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a. Interview panels for all GS14, GS13, and supervisory GS12 positions will consist of a minimum of three members and must include at least one member outside of the selecting official's directorate. The use of internal interview panels is authorized for nonsupervisory positions, GS12 and below. All interview panels must reflect diversity factors such as gender, race, and ethnicity. Only the approving official may waive the diversity requirement when circumstances warrant, e.g., non-availability of female, GS13, etc.

b. Interview panels may consist of the same members as the ranking panel. The selection criteria, evaluation matrix (used to compare/contrast applicant credentials, panel member evaluations, etc.), and interview questions must be reviewed by the approving official before the panel is conducted.

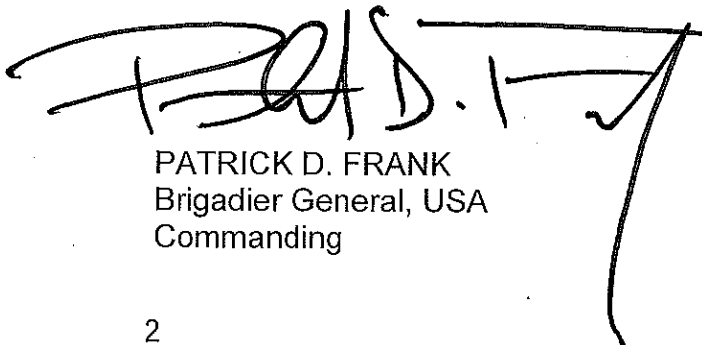
c. The selecting official will serve as the chairperson for the panel, facilitate the interview process, review and complete reference checks, make selections based on panel recommendations, and justify the selection to the approving official. The selecting official will fully document the recruitment process and properly file and retain recruitment documents.

6. The staff action package for each hiring action must include: the criteria for the ranking panel, interview questions, the job announcement, and G8 verification of adequate funding. All staff selections for supervisory GS12 positions and GS13 and above must be submitted to the Secretary of the General Staff (SGS) for approval by the CoS before a job offer is extended.

7. Management has the authority to execute management directed reassignments in compliance with all regulatory laws and requirements. Reassignments must be approved by the PMO. The positions concerned must be of equal grade and the employee must be fully qualified for the position into which they are being reassigned.

8. The proponent for this policy is the Office of the Secretary of the General Staff at (337) 531-1718.

9. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK  
Brigadier General, USA  
Commanding