



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMPO-ZA

FEB 25 2020

MEMORANDUM FOR All Garrison Directors/Managers

SUBJECT: Garrison Policy Memorandum-- #1--Civilian Personnel Hiring Policy

1. The purpose of this policy is to ensure the United States Army Garrison (USAG) Fort Polk selection and hiring process is executed with high standards of integrity, efficiency, effectiveness, and fairness based on a methodology and not subjectivity. Additionally, this policy will ensure that all applicants competing for a government position are fully and fairly considered in all hiring decisions – our selection and hiring procedures must be above reproach. Selecting officials are responsible for adhering to all aspects of this policy.
2. As leaders, hiring is one of the most important tasks we do. It is our responsibility to hire the right person for the right job. Sound hiring affects the organization positively for years to come. Poor hiring decisions can handicap the organization for years into the future. All supervisors in the Garrison are responsible for selecting the best qualified candidates for their organization by adhering to merit system principles (5 U.S.C. 2301).
3. Unless an exception is granted by the Garrison Commander or Deputy Garrison Commander (DGC), all affected positions will be announced for a minimum of five calendar days unless higher level policy dictates otherwise. The goal is to fill civilian employee vacancies no later than 60 days from submission of the Request for Personnel Action (RPA) by the originating organizations.
4. In order to begin the Recruitment Process, an IMCOM Form 13 must be completed and submitted to the Resource Management Office (RMO) Manpower section for review. The Director must request approval of Permanent Change of Station (PCS) incentive on the IMCOM Form 13. Once the form has been received and the position has been validated, the form will be signed by the manpower representative and returned to the Directorate for processing.
5. Relocation, Recruitment or Retention Incentives may be offered for critical or hard to fill positions and must be stated in the Job Announcement. The applicant must request the incentive prior to accepting the final job offer. All incentive requests must be coordinated through the RMO Manpower Office and approved by the Garrison Commander prior to announcing the position. Specific guidance is available within IMCOM Policy Memorandum 690-1.
6. Employment of federal retired annuitants to IMCOM positions at the GS-13 and below levels must be approved by the Garrison Commander IAW IMCOM Procedural Guidance: "Employment of Annuitants in General Schedule Positions at the GS-15 and Below (or Equivalent) levels".

7. Listed below are the requirements for hiring all Garrison General Schedule (GS), Wage Grade (WG), Non-Appropriated Fund (NAF), and Defense Civilian Intelligence Personnel System (DCIPS) employees. The Civilian Personnel Advisory Center (CPAC) will be consulted on hiring of civilian personnel to insure eligibility of candidates, correctness of the position description, and provide technical assistance. The following guidance applies to positions above the GS-11 level:

a. At the GS-11 and above level, the Hiring Process will consist of five components: (1) Establishment of a panel, (2) Development of criteria/matrices, (3) Resume reviews, (4) Interviews, and (5) Reference Checks.

b. The first line supervisor/rater will assemble three to five panel members for positions at the GS-11 and above grade levels. Panel members shall be at the same or higher grade of the position being filled. Hiring officials will make every effort to ensure the panel consists of a diverse representation of the workforce (i.e. diversity in: gender, race, disability, skills, etc.)

c. Selecting officials must use evaluation matrices with position appropriate criteria (found primarily in the position description) for the selection process. The supervisor/rater will establish rating criteria for scoring and a list of interview questions and submit them to the selecting official and EEO for approval prior to initiating the evaluation process.

d. Resumes and scoring matrices will be provided to all panel members. The first line supervisor/rater will tally all scores to identify the top five candidates for interview. If less than five candidates apply for the position, then all candidates will be interviewed. Interviews may be conducted in person, video teleconferencing, or telephonically by the panel. Once completed, the interview scores will be added to the scores of the resume review process. The panel will meet to determine the top three candidates – Selectee, first alternate and second alternate. The first line supervisor/rater will conduct reference checks (with previous supervisors and/or co-workers) to determine current and past performance. If rankings change due to derogatory reference checks, this must be brought to the selecting official's attention for their consideration. Negative reference checks may be used to disqualify a candidate from consideration. The goal is to have the selection process completed within seven calendar days of receiving the resumes from CPAC.

e. A record of the selection process and results is mandatory for all hiring actions. All documentation will be maintained for six years by the selecting official.

f. A by-name selection must be approved by the Garrison Commander before an offer is made. Only hard-to-fill positions will be filled non-competitively.

g. If the selectee requests a negotiated salary, the Director must coordinate with the RMO Manpower section to submit an Advance in Hire Request to the Garrison Commander for approval IAW IMCOM Procedural Guidance: Superior Qualifications and Special Needs Pay-Setting Authority. Only employees applying from outside the federal government will be considered for an Advance in hire. Offers to current government employees will follow existing OPM guidance and policies.

8. Garrison employees referred but not selected for a position will receive a timely, written or in-person notification of non-selection. This will take place after CPAC's official notification to the selectee. This is an excellent opportunity to show that we care for our Garrison workforce/employees and their development.

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9. Directors have approval to consider all types of hiring authorities that best meet their recruitment needs. Directors must also consider minimally qualified candidates from our current on board strength (in an over-hire status) when hiring personnel to fill vacancies. A Management Directed Reassignment (MDR) will be implemented if CPAC attests to their qualification(s).

10. The point of contact for this memorandum is the Deputy to the Garrison Commander at 337-531-1601.

A handwritten signature in black ink, appearing to read "Ryan K. Roseberry". The signature is fluid and cursive, with the first name "Ryan" and last name "Roseberry" clearly distinguishable.

RYAN K. ROSEBERRY
COL, MI
Commanding

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