



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

AFZX-CG

11 Jun 25

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 7 -Civilian Recruitment Policy and Procedures

1. References.

- a. Title 5, United States Code (USC), Part III, Subpart A, Chapter 23, 2301 Merit System Principles
- b. Title 5, United States Code, Part III, Subpart A, Chapter 23, 2302 Prohibited Personnel Practices
- c. Army Regulation (AR) 690-300, Employment
- d. Office of Personnel Management (OPM) Standards and Guidelines
- e. United States Forces Command (FORSCOM) Commanding General Policy Memo 12, Civilian Personnel Hiring

2. Purpose. This policy addresses civilian hiring practices based on merit to ensure standardized, fair, and impartial hiring practices for all applicants. All employees and applicants should receive fair and equitable treatment in all aspects of the employment cycle regarding their privacy and constitutional rights and without regard to race, color, religion, national origin, sex, marital status, age, disability, or genetics.

3. Scope. This policy applies to all civilian appropriated fund positions throughout JRTC and Fort Polk under the United States Army Forces Command (FORSCOM). The objective is to recruit, select, and develop a strong, talented, professional civilian workforce that will ensure the continued success of the command's evolving mission. This policy does not supersede the USC, OPM, DoD, Army, and FORSCOM employment policies, rules and regulations.

4. Policy.

- a. Selection Panel: A selection panel will be used for all recruitment actions in the grades of GG/GS/WS/WL/WG 12-15 (or equivalent) supervisory positions. A selection panel is not required for non-supervisory positions in grades 13 and below.

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When a selection panel is not used, the selecting official will conduct interviews without the use of a panel.

(1) For positions in grades 14-15, the selecting official may not serve as a panel member during the selection panel process. For all other supervisory positions in grades 13 and below, the selecting official may serve as a panel member during the selection panel process when OPM rules apply.

(2) When a selection panel is used, the selecting official will:

(a) Develop a scoring matrix for resume reviews and interview questions related to the duties of the position. The Staff Judge Advocate (SJA), Equal Employment Opportunity (EEO) Officer, and Human Resources Representatives may be consulted during the development process, if needed.

(b) Coordinate a panel to review resumes, interview candidates, and provide a recommendation to the Hiring Official. Panel members must be at the same or higher grade level (or military equivalent) than the position being filled. A best hiring practice is to ensure a selection panel of at least three panel members who represent various backgrounds / perspectives and are both internal and external to the organization (i.e., staff section, directorate, or command as applicable).

(c) In accordance with (IAW) AR 25-400-2, Army Records Management Program, retain scoring matrix, panel notes, reference checks, and other written materials associated with the hiring action for a period of three years from the date of the selection panel.

b. The hiring and selection process approval authority for positions in grades 14-15 is the selecting official and the JRTC and Fort Polk Deputy Commanding Officer/Chief of Staff (DCO/CofS) or the Acting DCO/CofS if the position is vacant.

c. The hiring and selection process for grades 13 and below does not require the DCO/CofS's approval; selecting officials will ensure the hiring process is in accordance with (IAW) command policy and employment rules and regulations.

d. Selecting officials for all grades retain the authority to elect selecting official representatives, as appropriate, to conduct selection panels and determine the best qualified candidate for all appropriated fund positions.

e. Upon a selection, the selecting official will complete and provide a selection memorandum to the assigned Human Resources (HR) Specialist at the Civilian Human Resources Agency (CHRA) as required.

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f. Supervisors, selecting officials, or other persons engaged in the recruitment process of civilian employees will not inquire (orally or in writing) or seek information from job applicants regarding criminal history information prior to providing a conditional offer of employment.

g. Noncompetitive hiring actions for positions in grades 13 and below do not require selection panels or interviews (i.e., 30 percent or more Disabled Veterans, Veterans Recruitment Appointment (VRA), Schedule A Individuals with Disabilities, etc.). Selecting officials will provide the applicant's supporting documentation required to fill the vacancy.

h. To reduce overall time to hire, selecting officials may:

(1) Submit changes to position descriptions for vacant positions prior to submitting a hiring action.

(2) Request deferment for required physicals and drug tests at the discretion of the selecting official. Upon a selecting official's deferment request, selectees have 60 days from their Entrance On Duty (EOD) date to complete a required physical or drug test to retain employment in the position. A deferment permits a selecting official to onboard a selectee in advance in lieu of waiting for a physical or drug test prior to onboarding.

5. Responsibilities.

a. Hiring the right person for the right job with the right skill is a team effort. The primary stakeholders in the hiring process include the selecting official, the JRTC G-8 Manpower Division, CHRA, applicants, and selectees. Each stakeholder is essential to filling a vacancy based on merit with minimum Time to Hire (T2H) in the overall hiring process.

b. The JRTC and Fort Polk DCO/CofS, subordinate commanders and their deputies (COL or GG/GS-15 equivalent), and selecting officials are responsible for ensuring recruitment actions in all grades adhere to this policy and all applicable civilian HR recruitment laws, rules, and regulations. Ensure all recruitment actions are justified based on merit, the unit's mission, and goals of the organization.

c. CHRA serves as the consultant for statutory laws, regulations, policies, and rules mandated by the USC, OPM, DoD, and DA for all civilian human resources (HR) recruitment actions.

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d. The JRTC and Fort Polk ACoS, G-8 serves as the liaison and consultant for budget, manpower authorizations, recruitment, and all aspects of the civilian employment cycle.

e. Selecting officials are key stakeholders in the decision-making process, and responsible for executing the procedures outlined in this policy to ensure fair and impartial recruitment actions necessary to acquire, develop, employ, and retain a strong, sustainable, and high caliber civilian workforce.

6. Process.

a. Upon receipt of the referral list, the selecting official will gather and prepare all the required documents and coordinate a selection panel if required per paragraph 4a.

b. For recruitments in grades 14-15, the selecting official will provide a memorandum to the DCO/CofS outlining the process for the selection. The memorandum will describe the proposed recruitment plan, selection process, board composition, and selection criteria. The hiring manager will begin the hiring process after the DCO/CofS endorses the proposed plan.

c. Upon selection of a candidate for positions in grades 14-15, the JRTC and Fort Polk Commanding General (CG) will be briefed for their approval of the selection process and adherence to hiring policies. Upon the CG's approval of the selection process, the hiring manager will notify CHRA of the selection and provide approval for CHRA to extend the job offer.

7. This policy remains in effect until superseded or rescinded in writing.

8. The point of contact for this policy is the Chief of Manpower and Equipment Division, Mark D. Duffy, at 337-531-9567 or via email at mark.d.duffy.civ@army.mil.



JASON A. CURL
Brigadier General, US Army
Commanding

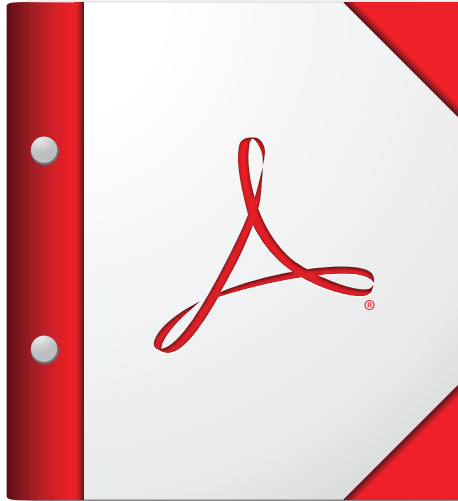
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1. FORSCOM Policy
2. OPM Interview Guide
3. Sample Scoring Matrix
4. Sample Interview Matrix
5. Sample Selection Memo



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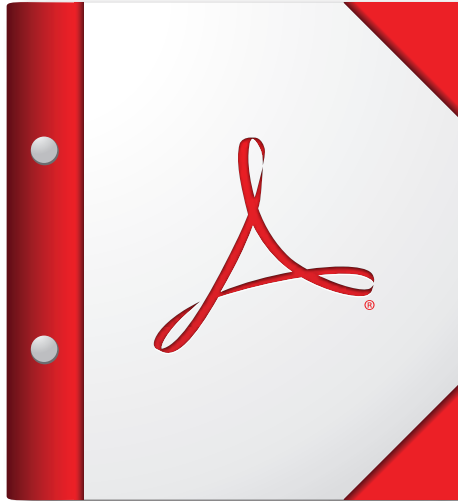
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6661 WARRIOR TRAIL BUILDING 350
FORT POLK, LOUISIANA 71459-5314

AFZX-GS

11 June 2025

MEMORANDUM FOR Civilian Human Resources Agency (CHRA)

SUBJECT: Selection Memorandum for RPA XXXXXX, GS-XXXX-XX, Duty Title

1. Per RPA XXXXXX,, Mr. First Last Name is selected as the best qualified applicant for the GS-XXXX-XX, Duty Title position.

a. The panel consisted of (3) selecting officials: List Selecting Officials, PP-Series-Grade, and Duty Titles.

b. Based on our panel's analysis of the (10) referred applicants, (5) applicants were interviewed; and the panel selected the top (4) candidates based on their level of knowledge, skills, and abilities in XXXXX.

(1) Primary: XXXXX

(2) Alternate 1: XXXX

(3) Alternate 2: XXXX

(4) Alternate 3: XXXX

2. As a XXXXX, Mr. XXXX is the best qualified candidate based on his extensive XXXXX background and in-depth knowledge, skills, and abilities in comprehensive XXXXX. His record reflects the essential level of knowledge, skills, and experience to meet the demands and requirements of our organization. His resume and interview clearly demonstrate his XXXXX knowledge and skills in XXXXX, and his ability necessary to manage and complete those tasks to enable a high degree of readiness for Soldiers and their families.

3. Alternate 1 Selectee, XXXXX, is a qualified candidate based on his knowledge, skills, and experience in XXXXX. His resume and interview demonstrate the necessary requisites to meet the demands and requirements of XXXXX in our organization.

4. Alternate 2 Selectee, XXXXX, is a qualified candidate based on his knowledge, skills, and experience in XXXXX. His resume and interview demonstrate the necessary requisites to meet the demands and requirements of XXXXX in our organization.

AFZX-GT

SUBJECT: Selection Memorandum for RPA XXXXXX, GS-XXXX-XX, Duty Title

5. Alternate 3 Selectee, XXXXX, is a qualified candidate based on his knowledge, skills, and experience in XXXXX. His resume and interview demonstrate the necessary requisites to meet the demands and requirements of XXXXX in our organization.

6. The point of contact for this memorandum is the undersigned at 337-531-XXXX or via email at XXXXX.civ@army.mil.

FIRST LAST NAME

Duty Title of Hiring Manager



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HEADQUARTERS JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL BUILDING 350
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11 June 2025

MEMORANDUM FOR Civilian Human Resources Agency (CHRA)

SUBJECT: Selection Memorandum for RPA XXXXXX, GS-XXXX-XX, Duty Title

1. Per RPA XXXXXX,, Mr. First Last Name is selected as the best qualified applicant for the GS-XXXX-XX, Duty Title position.

a. The panel consisted of (3) selecting officials: List Selecting Officials, PP-Series-Grade, and Duty Titles.

b. Based on our panel's analysis of the (10) referred applicants, (5) applicants were interviewed; and the panel selected the top (4) candidates based on their level of knowledge, skills, and abilities in XXXXX.

(1) Primary: XXXXX

(2) Alternate 1: XXXX

(3) Alternate 2: XXXX

(4) Alternate 3: XXXX

2. As a XXXXX, Mr. XXXX is the best qualified candidate based on his extensive XXXXX background and in-depth knowledge, skills, and abilities in comprehensive XXXXX. His record reflects the essential level of knowledge, skills, and experience to meet the demands and requirements of our organization. His resume and interview clearly demonstrate his XXXXX knowledge and skills in XXXXX, and his ability necessary to manage and complete those tasks to enable a high degree of readiness for Soldiers and their families.

3. Alternate 1 Selectee, XXXXX, is a qualified candidate based on his knowledge, skills, and experience in XXXXX. His resume and interview demonstrate the necessary requisites to meet the demands and requirements of XXXXX in our organization.

4. Alternate 2 Selectee, XXXXX, is a qualified candidate based on his knowledge, skills, and experience in XXXXX. His resume and interview demonstrate the necessary requisites to meet the demands and requirements of XXXXX in our organization.

AFZX-GT

SUBJECT: Selection Memorandum for RPA XXXXXX, GS-XXXX-XX, Duty Title

5. Alternate 3 Selectee, XXXXX, is a qualified candidate based on his knowledge, skills, and experience in XXXXX. His resume and interview demonstrate the necessary requisites to meet the demands and requirements of XXXXX in our organization.

6. The point of contact for this memorandum is the undersigned at 337-531-XXXX or via email at XXXXX.civ@army.mil.

FIRST LAST NAME

Duty Title of Hiring Manager