

UNITED STATES ARMY GARRISON - REDSTONE
Redstone Arsenal, Alabama 35898-5000

GARRISON SOP

20 DEC 2018

**USAG-Redstone Hiring and Selection
Standard Operating Procedure (SOP)**

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1. **PURPOSE:** The purpose of this Standard Operating Procedure (SOP) is to establish the USAG-Redstone Arsenal Hiring and Selection Procedures.

2. **SCOPE:**

a. All selecting officials must ensure all legal, regulatory, and collective bargaining requirements are met. They must also consider the directorate-wide implications prior to pursuing any non-competitive promotions based on gradual assumptions of duties or changes in mission requirements that warrant job upgrades. The Garrison Commander (or his/her designee) must personally approve non-competitive permanent promotions prior to submitting for processing.

b. Selection for promotion and advancement will be based on merit system principles in selecting the best-qualified candidates when filling positions where specifically authorized by law and regulation, through fair and open competition. A crediting plan will be used to document all selections under competitive merit promotion or career referral procedures. The Garrison goal is to assure each applicant receives an equal opportunity for promotion or advancement.

c. Current Priority Placement Program (PPP) and other priority eligible candidates must be cleared on most personnel actions prior to filling them. When positions are filled from merit promotion announcements, the best qualified individuals will be referred as determined by an established Joint Qualification Panel, normally Civilian Human Resources Agency (CHRA) Redstone in order of category rating.

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d. Employees who have competed under merit promotion procedures for higher graded positions which are filled as competitive temporary or developmental basis may be permanently promoted to the target grade of the positions without further competition. This occurs only when the announcements makes this clear to all applicants.

e. In accordance with 5 CFR 335, management has the right to select or not select from any available recruitment sources. This includes the Resume automated lists and other appropriate sources of recruitment. The selecting official will use a crediting plan, consider all referred candidates and provide job related reasons why the selectee is the best candidate for the position. If the selectee declines, a second selection should be made from the referral list. If there are five or more referred candidates, reasons must be provided and reviewed by the Directorate of Human Resources (DHR) prior to requesting a second merit promotion referral list for the same Request for Personnel Action (RPA). Final selections must be reviewed and approved by at least one level higher than the selecting official.

3. THE FOLLOWING GUIDANCE IS APPLICABLE TO DETAILS, TEMPORARY PROMOTIONS, AND CERTAIN REASSIGNMENTS:

a. Special Consideration: The PPP and other appropriate priority candidates must be considered prior to effecting these actions. Paragraphs (4) and (5) do not apply to reorganizations, canceled and established actions, placements required to resolve discipline, medical, or performance issues, or Management Directed Reassignment (MDR) as approved by the Garrison Commander.

b. Temporary Assignment to higher graded positions: For details of employees to higher graded position descriptions and temporary promotions for 120 days or less, management may either request by name, canvas for interest, or use competitive merit promotion procedures. For assignments that will last more than 120 days, competitive merit promotion procedures must be used and a RPA is required.

c. Temporary Promotions: Any noncompetitive temporary promotion made for a period of 120 days or less, the exception may be used for sequential promotions to the same position provided they do not total more than 120 days. Extensions to the initial noncompetitive temporary promotion may also be processed as an exception provided they do not total more than 120 days. Use of this promotion exception may not exceed a total of 120 days for the same position within a 1-year time period. The 1-year time period begins with the effective date of the first action and a RPA is required.

d. Details to Same Grade Positions: For details of employees to position descriptions at the same grade, management may request by name, canvas for interest, or use competitive merit promotion procedures. Details to same grade position for more than 30 days will require a RPA and may not exceed one year (in increments of 120 days). Details can be extended for an additional year, priority will be considered to

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Garrison employees first. Assignment to a "Set of Duties" due to medical or workers compensation restrictions are excluded from this requirement.

e. Details to Unclassified "Set of Duties:" Details to a "Set of Duties" will only be used for special requirements in order to accomplish mission and must be approved by the Director or Higher Level Reviewer. Details to sets of duties for more than 30 days require a RPA (in increments of 120 days) and may not exceed one year. For actions that will be more than one year, competitive merit promotion procedures must be used.

f. Reassignments: Management will canvas for interest prior to effecting management noncompetitive reassignments to positions which would enhance employees' qualifications. This will include assignments for non-supervisory to supervisory position assignments or positions in different competitive levels. Reassignments may also be voluntary, management directed, or an employee may be reassigned to restructured positions.

g. Developmental Assignment Program (DAP): provides multifunctional training and assignments that strengthen the experience of employees in preparation of broader responsibilities to develop well-rounded employees, and to improve organizational communication. The diverse assignment range offers employees opportunities in different functional areas, geographic locations, or organizational levels, and assignments may last three to six months.

4. PROCEDURES FOR CANVASSING FOR INTEREST:

a. Management will advise employees about the opportunity for temporary promotion, detail, or reassignment, and allow employees a minimum of seven work days after being notified to inform management of their interest and to provide any information they would like management to consider in making such appointments. The minimum area for canvassing employees will be the Garrison Directorate where the position is located. Once a selection is made, management will maintain documentation on the candidates considered in accordance with (IAW) Army Regulation 25-400-2, and the Army Records Information Management System (ARIMS).

b. In order to ensure mission accomplishment, managers may detail for no more than 30 calendar days while the canvas for interest is being conducted. This detail should be done in writing.

c. All time spent in previous details and temporary promotions during the year preceding the effective date of the action being proposed will count in determining the time limits. Accumulative time cannot exceed two years.

5. COMPETITIVE SELECTIONS (PERMANENT AND TEMPORARY):

a. Screening Panel:

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(1). Every position, GS-07 and above will require a "Screening Panel" review. The selecting official selects, but the screening panel rates and ranks based on the crediting plan. The selection process will include – crediting plan, interview questions, and the vacancy announcement. Due to the large number of positions below the GS-07 level, the Directorate of Operations will panel all bargaining unit positions.

(2). The selecting official will select the screening panel members.

(3). Screening panels must include a minimum of three members at the same or higher permanent grade of the position being filled and knowledgeable of the position responsibilities. The composition of the panel should include at least a minority, a female, and one non-minority. The female cannot represent both the minority and the female at the same time. Bargaining unit positions require notification of the American Federation of Government Employees (AFGE).

(4). After the screening panel has rated and ranked the applicants, the selecting official will interview the top candidate(s) based on significant break line.

(5). Panel members are under a nondisclosure agreement and understand the information on rating/ranking is to be considered for official use only (FOUO).

b. Interviews: Interviews will be conducted for grades GS-07 and above. All interview questions must be prior approved by the Director of the organization, Deputy Garrison Commander (DGC), or the Garrison Commander. Interview questions must be reviewed by the DHR and the Equal Employment Office (EEO), to ensure validity. GS-14 and above will be handled according to the Installation Management Command-Sustainment (IMCOM-Sustainment) requirements at that time.

c. Selection:

(1). The selecting official has the authority to select for GS-12 positions and below. For GS-13 positions and above the selection must be approved by the DGC or the Garrison Commander. For GS-14 and above positions, selections will be approved by the IMCOM-Sustainment.

(2). The selection of candidates for garrison positions that report directly to the Garrison Commander and Deputy requires the involvement of all levels of leadership (IMCOM-Sustainment and/or Headquarters).

(3). The IMCOM-Sustainment Director is the selection approval authority for all IMCOM-Sustainment Garrison Positions that are a direct report to either the Garrison Commander or the DGC.

(4). Employment of Annuitants in positions GS-15 and below (or equivalent) must be approved by the IMCOM-Sustainment Director.

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(5). The IMCOM Deputy Commanding General is the selection approval authority for the DGC position.

(6). The selecting official must have approved interview questions and crediting plan, by the Director, DGC and/or Garrison Commander prior to the referral list being issued.

(7). The crediting plan must be developed, pre-approved by the reviewer, signed by the selecting official and reviewer prior to the RPA being generated. See template for example of crediting plan.



Copy of Matrix for
recent grad.xlsx

(8). The EEO office will be notified of the selections prior to the selection being returned to CHRA-Redstone. Selections will not be made until EEO reviews/concurs with the selection process package.

(9). Upon request, selecting officials are required to debrief non-selected candidates. This will include sharing the selection criteria (skills and merit factors where they fell short) plus the scores given to the selectee and the concerned applicant. Names of other non-selected candidates and their scores are not releasable.

6. RESPONSIBILITIES:

a. Reviewer (Director, Garrison Commander/DGC, EEO, and DHR): Approve, the crediting plan to be used in the selection process prior to receiving the referral list.

b. Selecting Officials:

(1) For an initial fill of a vacant position prepare IMCOM FORM 13 or equivalent based on Department of Army, DOD, and IMCOM hiring guidance.

(2) Route the request through the Directorate of Human Resources, then through the Resource Management Office, for processing the hiring action.

(3) The Garrison Human Resources Management Board (GHRMB) is comprised of all functional directorates within the USAG-Redstone and special staff.

(4) Upon approval by the GHRMB the request is forwarded to the DGC or Garrison Commander for approval/disapproval.

(5) If approved, DHR and the Resource Management Office will receive a copy of the approval and the request is forwarded to the Directorates and to higher Headquarters.

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(6) Develop a Crediting Plan.

(5) Establish six to ten tasks when announcing a Civilian position for local recruitment procedures. Review skills to identify and weigh required and desired skills when announcing a Civilian position.

(6) Select "screening panel" members prior to receiving the referral list. Ensure that a union member is invited for all non-supervisory positions.

(7) Ensure resumes are made available to the "screening panel" with names (and other identifying information) sanitized or blackened out and names are replaced with a letter and/or number.

(8) Develop interview questions and weight value questions; EEO will review questions.

(9) Interview.

(10) Make selection.

(11) Notify Selection to EEO and DHR of the proposed selection.

(12) Send selection to CHRA-Redstone.

(13) Debrief non-selected candidates if requested.

(14) Maintain selection documentation for two years IAW regulatory ARIMS-AR 25-400-2 guidance.

c. Screening Panel Members: will rate and rank applicants based on criteria (i.e., crediting plan, resumes, etc.) provided by the selecting officials, United States Code 5, Chapter 23 and United States Code 5 of Federal Regulations, Chapter 335.

7. MAINTENANCE INSTRUCTIONS:

a. Posted to the Garrison Directive web page and remains in effect until superseded, rescinded, or cancelled.

8. REFERENCES:

a. 5 Code of Federal Regulations (CFR), Part 335, Promotion and Internal Placement.

b. Title 5, United States Codes (USC) 2301, 2302, Merit System Principles and Prohibited Personnel Practices.

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- c. Army Regulation 690-950, Career Program Management.
- d. DOD Priority Placement Program Operations Manual.
- e. All applicable negotiated labor agreements.
- f. Installation Management Command Regulation 350-1, IMCOM Training and Leader Development
- g. Garrison Policy No. 690-11
- h. Redstone Arsenal Regulation 690-1



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Commanding