



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09154-0401

AMIM-SGG-ZA (690)

9 September 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Stuttgart, Civilian Personnel Hiring Policy for Appropriated Fund (APF) Employees (Stuttgart Command Memo 2024-039)

**1. References:**

- a. IMCOM-Europe Command Policy Letter #16, Civilian HR Delegation Authorities Matrix and Issuance of Civilian and Military Awards
- b. IMCOM Command Policy #27 - Improving Civilian Hiring
- c. AE Regulation 690-300.335.1 (Merit Promotion and Placement)
- d. AE Regulation 690-70 (Recruitment and Staffing for Local National Employees in Germany)
- e. IMCOM-Europe Civilian Hiring Policy, AMIM-EUR-HR (690-300g)
- f. USAG Stuttgart Command Policy, Referral Incentive Award Program
- g. U.S. Office of Personnel Management (Official Website) [Recruitment Incentives \(opm.gov\)](https://www.opm.gov)

**2. Purpose:** The purpose of this policy is to ensure the United States Army Garrison (USAG) Stuttgart's selection and hiring process is executed with high standards of integrity, efficiency, transparency, 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 without regard to race and ethnicity, gender and sexual identity, religious or political convictions, disability status, if any, and age. All Selecting officials assigned to USAG Stuttgart are responsible for adhering to all aspects of this policy.

**3. Applicability:** All APF personnel to include Department of the Army Civilian (DAC) and LN employees assigned to USAG Stuttgart.

**4. Hiring Approval Authorities:** The Garrison Commander (GC) is delegated the authority to approve selections for GS-12, GS-13 and GS-14 level positions except for Centrally Managed positions (Deputy Garrison Manager). Directors/Special Staff Chiefs

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are delegated the authority to approve selections for positions at the GS-11 level and below.

5. **Succession Planning:** Succession planning should ideally start 12 months prior and not later than 9 months from the expected loss. The Deputy Garrison Commander (DGC) approves overlap more than 30 business days. Selecting officials must use appropriate recruitment and selection procedures when filling civilian positions. Developmental, trainee positions, amendments to the time announced, and other exceptions, require a statement on the IMCOM-Europe Hiring Request Form 13. [https://tradocfcoeccafcoepfwprod.blob.core.usgovcloudapi.net/usag/dhr/forms/IMCOM\\_Form\\_13.pdf](https://tradocfcoeccafcoepfwprod.blob.core.usgovcloudapi.net/usag/dhr/forms/IMCOM_Form_13.pdf)

6. **Preference:** Preference in hiring applies to permanent and temporary positions in the competitive and excepted services of the executive branch. Preference does not apply to positions in the Senior Executive Service or to executive branch positions for which Senate confirmation is required. Family members with veterans' preference as defined in section 2108 of title 5, United States Code (U.S.C.) (Reference (e)), or with military spouse preference as defined in section 1784 of title 10, U.S.C. (Reference (f)), shall be given preference ahead of family members without veterans' preference or military spouse preference.

## 7. Hiring Process Initiation

a. The hiring manager validates the need against the workforce. The 'Staffing and Recruiting Plans element' is performed by the hiring manager and may take one business day to complete. This element requires the hiring manager to review:

- (1) The workforce, succession, and staff acquisition plans.
- (2) The recruitment plan to identify the resources and sources for recruitment.
- (3) The skills gap in the organization to understand what is required.

b. 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.

c. The 'Confirm the Job Analysis and Assessment Strategy element' is performed by the hiring manager and the Civilian Human Resources Service Center (CHRSC). It takes five business days to complete. During this period, the hiring manager and CHRSC will confirm the job analysis, identify and use an assessment tool, and choose a

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ranking method. In this element, the hiring manager and CHRSC must confirm the job analysis.

d. The Review of the Position Description element is performed by the hiring manager and CHRSC. This element takes one business day to complete and during this time, the hiring manager and CHRSC must review the position description for currency and accuracy of the duties of the occupation.

e. 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 DGC, and then returned to the Directorate for processing.

f. The hiring manager generates the Request for Personnel Action (RPA) to fill the Job/AutoNOA Recruit-Fill Request for the vacancy. The hiring manager will submit the recruit/fill request using AutoNOA, then attach the position description and Form 13 with the request. The hiring manager will next forward the recruit/fill ticket to RMO for approval. If using a Direct Hiring Authority (DHA), the hiring manager will also include the applicant's resume and other supporting documents based upon the DHA.

## **8. Position Announcement**

a. CHRSC performs the 'Create and Post a Job Vacancy Announcement' including 'Identifying Career Patterns.' It takes two business days to complete. During this time, CHRSC will identify the required items for a job vacancy announcement, optional items, security requirements, career patterns for the applicants, and the length of time needed for the process.

(1) Unless an exception is granted by the Garrison Commander (GC) or the DGC, all affected positions will be announced for a minimum of five calendar days, unless higher command guidance dictates otherwise.

**(2) The goal is to continually reduce the time to hire.**

(3) During the period of the job vacancy announcement, employees who recommend an applicant, submit their recommendation to their supervisor who in turn endorses and forwards to DHR. The recommendation will be logged at DHR. In the event of the recommended applicant being hired, the recommender will be eligible for a cash award to be paid out when the recommended applicant arrives on their EOD to begin their position with the Garrison. If the recommended applicant remains employed

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by the Garrison for six months, the recommender will receive an additional cash award dated six months from the applicant's EOD. See reference f.

b. CHRSC performs the 'Close the Job Vacancy Announcement element.' CHRSC takes one business day to complete this element. The job vacancy announcement is automatically removed from USAJOBS at midnight of the closing date.

c. CHRSC completes the 'Evaluate Applications element.' This process takes 15 business days to complete. During this timeframe, the CHRSC representative evaluates, rates, and ranks the applications received and notifies the applicants of the results of their qualification review.

## **9. Hiring Certification**

a. The 'Issue Certificate to the Hiring Manager and Notify Eligibles element' is performed by CHRSC.

b. The Hiring Manager will convene a hiring panel to review and rate applications and interviews, as well as perform reference checks.

(1) The Hiring Manager selects panel members and stipulates resume review criteria, interview questions, and scoring matrices prior to receiving the referral list.

(2) 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 generate a list of interview questions to submit to the selecting official.

(3) If Severely Handicapped Applicants (SHA) are on a Local National referral list, the SHA representative must be invited to the interviews.

(4) It is a good business practice to invite one of the Equal Employment Opportunity (EEO) Officers to participate in the hiring panel as a non-voting member.

c. Selections must be made no later than 15 business days after the referral list has been given to the hiring manager. When notifying CHRSC in writing about an extension, courtesy copy the DHR, the XO, and DGC.

## **10. Hiring Action**

a. A selection panel is required for all GS-11/HN C-07 and higher positions, and for all supervisory positions.

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b. For Non-Competitive hard-to-fill positions, the request memorandum will be routed to the DGC for review. If interviews are held, the selecting officials will strive to interview five candidates, but if circumstances dictate, a minimum of three applicants will be interviewed. If there are less than three applicants on the list, proceed with one or two applicants to interview. **Interviews will all proceed with a common platform (i.e., face-to-face, MS Teams, or telephonically) for all candidates.**

c. A record of the selection process and subsequent results are submitted to CHRSC for all hiring actions in USA Staffing. All documentation will be maintained for six years by the selecting official.

#### 11. Tentative Job Offer (TJO)

a. All tentative job offers will be extended by a CHRSC onboarding specialist during the TJO phase. Managers will maintain continuous communication with the selectee throughout the onboarding process to ensure timely and successful onboarding of the applicant.

b. 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. Offers to current government employees will follow existing OPM guidance and policies.

c. For Records Keeping, selecting officials will return all outstanding hiring documentation with the certification to CHRSC, to include position descriptions, recruitment documents, interview questions, panel membership, and rating matrices.

d. The Security Office initiates investigations at the appropriate level for the position to be filled. CHRSC refers the selectee's documents to start the suitability clearance.

e. Medical requirements for positions are captured in selectee's Position Description, pre-employment physical exams may be deferred (not to exceed one year) until after a selected individual has onboarded. Deferral for physical exams must be approved by the Garrison Commander or Deputy Garrison Commander.

f. Directors will appoint sponsors for newly hired within their Directorates once an EOD is established. The sponsor must be in the same or higher grade.

#### 12. Final Job Offer (FJO)

a. The 'Official Offer and Acceptance element' is performed by CHRSC. The selectee accepts or declines the final job offer and, if applicable, makes the necessary arrangements with his/her current employer.

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b. The Entrance on Duty (EOD) element takes 14 business days to complete. This time period allows the selectee to return the necessary onboarding documents to CHRSC.

c. The Garrison fully supports and commits to fair competition in filling positions within USAG Stuttgart. In support of this goal, USAG Stuttgart will adhere to the merit system principles.

13. The point of contact this policy is the Directorate of Human Resources, (AMIM-SGH), DSN: (314) 596-3807, or E-mail: USAG.STUTTGART.ASD@army.mil.

G. KIRK ALEXANDER  
COL, FA  
Commanding

DISTRIBUTION:  
Hiring Managers Assigned to USAG Stuttgart