



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
Unit 29623 BOX 50
APO AE 09005-9623

AMIM-WBG-ZA (690)

5 October 2023

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedure for U.S. Army Garrison Wiesbaden, Civilian Personnel Recruitment Standards for General Schedule (GS), Non-Appropriated Fund (NAF), and Host Nation (HN) employees

1. References.

- a. IMCOM-Europe Command Policy Letter # 16, Civilian HR Delegation Authorities Matrix and Issuance of Civilian and Military Awards, DTD 23 January 2023
- b. IMCOM Command Policy #27 –Improving Civilian Hiring, DTD 17 March 2022
- c. AE Regulation 690-300.335.1, Merit Promotion and Placement, 23 June 2010
- d. AE Regulation 690-70, Recruitment and Staffing for Local National Employees in Germany, DTD 13 July 2022
- e. IMCOM-Europe Civilian Hiring Policy, DTD 16 April 2019
- f. AR 215-3, Non-Appropriated Funds (NAF) Personnel Policy, DTD 29 August 2019

2. Purpose and Intent. The purpose of this procedure is to provide guidance on the recruitment and selection for civilian positions (including non-competitive selections).

3. Applicability. This policy applies to everyone involved in the hiring and recruiting process for USAG Wiesbaden.

4. People are the Army's priority, and they are the heart of the organization. Fostering an environment of mutual respect, dignity, and fair treatment in order to ensure successful mission accomplishment is essential. The Garrison fully supports the merit promotion system and commits to fair competition in filling positions within USAG Wiesbaden. In support of this goal, USAG Wiesbaden will adhere to the following:

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a. For every Hiring Request, IMCOM Form 13 will be submitted to the Workforce Development Division (WFD) at Directorate of Human Resource (DHR). Ensure all Position Duties (PD) are reviewed before submitting the Hiring Request. If applicable, please include the Job Analysis and Strategic Recruitment Discussion as well. Form 13 will be digitally signed throughout the process to finalization.

b. The Form 13 must attain approval from the Directorate of Resource Management (RMO), the Deputy Garrison Commander (DGC), and the Garrison Commander. Once the Form 13 is approved, Directorate's Admin Officer or Workforce Development will create an AUTONOA ticket.

c. Succession planning should start as soon as possible. The DGC will approve overlap in excess of 30 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 will need to be stated on the hiring request Form 13.

d. The authority for position classification, pay determination and authenticating personnel actions of Family and Morale, Welfare, and Recreation (Family and MWR) Non-appropriated Funds Employees (US) at the NF-04 grade and below is hereby granted to the Programs Director, Family and MWR. The authority for NF-05 grade positions requires the approval of the Deputy to the Garrison Commander or Garrison Commander.

e. For NAF positions all eRPAs processed in the Defense Civilian Personnel Data System (DCPDS) or Automated Nature of Action (AutoNOA) application must be routed through the Financial Management Division, Management Analyst for review, authorization and logging. The Management Analyst will review the eRPA to ensure it is correctly filled out and contains all required supplementary documents. Availability of funds will also be verified and, when applicable, each action will be validated against the manning document for availability of the position, authorized grade and type. If the eRPA is complete, the Management Analyst will forward it to the Programs Director, NAF Support Chief or FMD Chief for review and approval. Upon approval, the action is routed to the Civilian Personnel Advisory Center (CPAC) for processing.

f. If a NAF position is encumbered and an overlap is required in excess of 14 days, a justification must be submitted through the Division Chief to either the Programs Director, NAF Support Chief or FMD Chief for approval. The approved justification will be attached to the eRPA when submitted.

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- g. The selection panel members should be identified. Resume review criteria, interview questions, and scoring matrixes should be finalized before the hiring manager receives the referral list to reduce time to hire.
- h. A selection panel is required for all GS11/HN C-07/NF4, higher positions, and for all supervisory positions.
- i. Panels should reflect the diversity of our workforce. The appropriate and respective Equal Employment Opportunity (EEO) Officer can serve as a non-voting advisor for all GS11/NAF4 and above positions and can be an integral part of this process. He or she must review the selection criteria, matrixes, and interview questions.
- j. If interviews are conducted, the selecting officials will interview at least three applicants. For any reason that there are less than three applicants on the list, ensure that one or two applicants are interviewed. Interviews must be all conducted with the same platform, i.e. face-to-face, MS Teams, or telephonically.
- k. Selecting officials must ensure references are checked for all applicants who will be interviewed. For HN vacancies, please request testimonies as a reference check.
- l. All GS12/HN C-7a/NAF5 equivalent position selections, must be approved by the Deputy to the Garrison Commander before sending the selection memo to Civilian Personnel Advisory Center (CPAC).
- m. Upon selection, the DGC and GC wants to ensure they have full visibility for the following positions before selection: Directorate-Level Supervisory, Staff reporting directly to the DGC, Housing Div Chief, Army Family Action Plan Coordinator, Child Youth Service Coordinator, and Civilian Misconduct Personnel.
- n. Non-Competitive selection, the request memorandum will be routed to the Deputy to the Garrison Commander prior to approval by the Garrison Commander.
- o. Selections must be made no later than 15 days after the referral list has been given to the hiring manager. When you notify CPAC about an extension, please courtesy copy the Workforce Development Division.
- p. When Severely Handicapped Applicants (SHE) are on a Host Nation referral list, the SHE representative must be invited to the interviews.

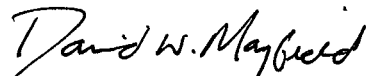
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q. All job offers will be offered by CPAC personnel. Hiring Manager's may reach out to the selectee after the Tentative Job Offer is made.

6. Records Keeping. Selecting officials will maintain all hiring documentation, to include but not limited to position descriptions, recruitment documents, interview questions, and notes (digital or handwritten) taken by panel members regarding resume reviews or interviews, panel membership, evaluation criteria, and selection justification, for three (3) years.

7. The point of contact and proponent for this policy is the Directorate of Human Resources (AMIM-WBH), Workforce Development Division (AMIM-WBH-W), Workforce Development Program Manager, Thomas Schulze, Building 1023E, Room 281, DSN 548-1304, Commercial: 0611-143-548-1304, or email: thomas.schulze4.ln@army.mil.


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Commanding