



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
NORTHEAST REGION
HEADQUARTERS, U.S. ARMY GARRISON, FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMNE-APH-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Statement on Recruitment for Civilian Vacancies – Policy Memorandum #16

1. Applicability. This policy applies to all Fort A.P. Hill Civilian Employees.
2. Proponent. Directorate of Human Resources (DHR).
3. References.
 - a. Merit System Principles, 5 USC Sec. 2301.
 - b. Department of the Army's Manager's/Human Resources Specialist's Operating Procedures for Civilian Recruitment and Selection Process.
 - c. US Army Installation Management Agency Policy Memorandum #25, Civilian Recruitment and Relocation Bonuses and Retention Allowances.
 - d. US Army Installation Management Agency Policy Memorandum #32, Permanent Change of Station (PCS).
 - e. NETCALL Bulletin No. 13, IMCOM Guidelines for Recruitment, Relocation, and Retention Incentive Requests.
 - f. Civilian Personnel Online/PERMISS.
4. Policy. This policy outlines the recruitment process for civilian vacancies.
 - a. When recruiting for a vacancy with no changes to the grade/title of position (revisions may be made to the duties), Manager will notify DHR, via e-mail, and provide the Gatekeeper Checklist.
 - b. When recruiting for a newly created position, or changing/restructuring a current vacancy, complete Request for Civilian Personnel Hire form (Enclosure 1). Once form is completed, send to the Resource Management Office (RMO) for funding verification. If funding is available, RMO will forward to Command for approval. Once approved, this form will be returned to

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RMO where the position will be annotated on the TDA. RMO will forward to DHR with approval to process the request. DHR will then request Manager to complete the Gatekeeper Checklist (Enclosure 2) and forward electronically to DHR.

c. Guidance for filling out the Gatekeeper Checklist.

(1) Only one Gatekeeper Checklist should be forwarded for “like” positions. Example, if you have 4 Police Officer, GS-06, vacancies, note the number of vacancies on your e-mail to DHR and who the positions are vice, and attach one Gatekeeper Checklist. If the positions are similar, but with different Position Description numbers, a separate Gatekeeper Checklist will need to be completed for each.

(2) Paragraph and line numbers can be found on the Monthly Strength Report, which is available from RMO and provided to Directors via e-mail on a monthly basis.

(3) Clearance level, key/essential status, and drug testing requirements are outlined in the Position Description.

(4) Supervisor is normally the Selecting Official unless otherwise directed by DGC or Director.

(5) When choosing Term or Temporary, please input the Not-To-Exceed (NTE) date. Also, please state in the “Comments” section if the position is subject to extension.

(6) Vacancies will be open for at least 14 calendar days. **NOTE:** Some career program vacancies are required to be open longer.

(7) Under normal circumstances, Permanent Change of Station (PCS) costs will be offered for permanent Division Chief-level positions (GS-12/equivalent and above). All others must be approved by the Deputy Garrison Commander (DGC). Directors will coordinate with RMO to ensure funds are budgeted prior to recruit action being initiated. PCS costs will not be authorized for term or temporary positions.

(8) Physical requirements (lifting, wearing of protective equipment, etc.) are outlined in the Position Description.

(9) Shift work is a work schedule other than Monday – Friday encompassing core hours of 0900-1500. If shift work is required, please note work schedule, i.e., 24 on/24 off; 9-hour rotating shifts, etc., under “Comments.”

(10) Special licenses/certifications may include a valid driver's license, college degree, and/or required certifications.

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(11) Most term and permanent position will be announced with the possibility of TDY at 5% annually. If the position requires this to be increased, provide annual percentage.

(12) If the vacant position is covered under the National Security Personnel System (NSPS), please state the salary range within the pay band, to be advertised on the vacancy announcement.

(13) Please include any additional information, such as "Directorate is currently undergoing A-76 study," or "Include Lautenberg Amendment," under "Comments."

d. DHR will have five business days to complete the Request for Personnel Action (RPA) once the approved Request for Civilian Personnel Hire (if required) and completed Gatekeeper Checklist is received. Once the RPA is received and processed at the CPAC level, our CPAC representative will contact the Selecting Official for a Standard Review Process (SRP). At this time CPAC will go over the information on the RPA and Gatekeeper Checklist with you to ensure correctness and advise of any changes that may need to be made. CPAC should provide the Selecting Official with a draft copy of the proposed vacancy announcement before it is posted to the www.

e. Referral Lists and Hiring Practices.

(1) Generally, a referral list of applicants should be received by the Selecting Official within nine business days of the closing date of the announcement.

(2) Once received, the Selecting Official will send out a "bcc" e-mail to all applicants advising that they have been referred for the subject position and inquiring if they are still interested in consideration (Enclosure 3).

(3) Coordinate a panel of 3-5 individuals of at least equivalent rank/position to the vacancy being recruited for, with at least one panel member being from a different Directorate. Remove all personally identifiable information from each resume and assign each a number. Prepare evaluation sheets that rank-order and weight skills necessary for an individual to succeed in the vacant position (Enclosure 4).

(4) If in-person and/or telephone interviews are desired, follow steps above to evaluate resumes. Then assemble the panel and develop a list of questions to further understand the individual's knowledge and skills. Visit the following links from CPOL/PERMISS for more information on interviews and "What not to ask."

(a) <http://cpol.army.mil/library/permis/674.html>

(b) <http://cpol.army.mil/library/permis/6743.html>

IMNE-APH-HR

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(5) Upon completion, the Selecting Official will make primary selection and alternate(s) and return referral list to CPAC for job offer(s) to be made. **NOTE:** If the Deputy Garrison Commander serves as Rater (TAPES), Senior Rater (TAPES), Rating Official, (NSPS), or Higher Level Reviewer (NSPS) for the recruited position, Selecting Official will brief primary and alternate selectees to the Deputy Garrison Commander prior to forwarding names to CPAC.

(6) After an Entrance On Duty (EOD) date has been established, the Selecting Official will send a letter of non-selection to the other candidates who expressed interest in consideration for the position (Enclosure 5). The Selecting Official will make contact with Selectee and assign a sponsor from their Directorate who will provide information to the Selectee about Fort A.P. Hill and the surrounding area to assist with his/her transition.

f. Travel Orders/Permanent Change of Station (PCS). If PCS is authorized, once an EOD date is established by CPAC, DHR will coordinate with CPAC to obtain the Transportation Agreement from the incumbent and forward it to RMO. RMO will then coordinate with the incumbent to obtain any additional information required to prepare PCS Orders for the incoming employee.

g. Recruitment/Relocation Incentives. Recruitment/Relocation Incentives may only be offered after being requested through the Deputy Garrison Commander and approved by the IMCOM Region Director in accordance with references c and e. If offered to the incumbent, DHR will coordinate with CPAC to provide the Recruitment/Relocation Incentive Service Agreement to RMO. Once the conditions of the agreement are met, RMO will forward signed Recruitment/Relocation Incentive Service Agreement to DHR requesting DHR to prepare an RPA for payment. DHR will prepare an RPA and forward RPA and the Agreement to CPAC for CPAC Director's signature and processing.

5. Point of Contact. Debra M. Moore, Garrison Director of Human Resources, at (804) 633-8326.

5 Enclosures

1. Request for Civilian Personnel Hire
2. Gatekeeper Checklist
3. Sample e-mail to all applicants
4. Sample resume evaluation sheet
5. Sample letter to non-selectees

JOHN W. HAEFNER

LTC, EN
Commanding

DISTRIBUTION:

A

REQUEST FOR CIVILIAN PERSONNEL HIRE (Version 12 May 09)

Garrison: Fort A.P. Hill, VA Garrison Tracking Number: FAPH
Garrison SGO functional proponent & functional POC (name & phone):
Susie Q. Director, (804) 633-1234

TDA PARA/LN: 31 / 107 Over-hire (no)

GS/WG Position Title, Series, Grade & PD # (Base Pay plus Locality Pay): n/a

NSPS Position Title, PD#, Pay Schedule/Series/Band, Legacy GS Grade, and Recruitment Pay Lane (Base Pay plus LMS): Supervisory Police Officer, PD# ABC123, YN-0083-01, Legacy GS-11, \$57521 - \$74772

Is position IAW SGO? (Yes)

Is this a "vice" action?: (Yes) If 'yes', name and section of former employee: Vice: JONES

Actual assigned Organization & Duty Location: FAPH DES

Will incumbent be detailed or under OPCON to another organization? (No) (If 'yes' name & location of organization)

Total # of like positions in organization (encumbered and unencumbered): 7

Total # of like positions encumbered: 6

Total # of positions requested by this action: 1

Sub Activity Group (SAG): 131

In Spend Plan? (Yes) If 'no' explain how position will be funded

Type of Appt: Perm X; Temp; Term

Type of Recruitment: Internal; External X; Both

Commander's Justification: This is position directly relates to life, health and safety and must be filled for the successful accomplishment of the mission. Position is essential for police services, public safety, force protection and physical security. Position is required for disaster sustainment and law and order operations. Incumbent provides life, health, and safety functions supporting the Installation Strategic Plan. Additionally, the incumbent manages patrol operations, National Criminal Information Center (NCIC) and high-liability training and fleet management.

Request approval to recruit from sources External to DA: Yes. Position sensitivity and visibility require that all qualified candidates are able to apply ensuring a referral list with breadth and depth.

Impact if not approved: This position directly impacts life, health, and safety and leaving it unencumbered results in the Senior Commander and Garrison Commander assuming unnecessary risk.

JOHN W. HAEFNER
LTC, EN
Commanding

(Circle One) Approved / Disapproved Date: _____

Comment: _____

Gatekeeper Checklist	Directorate:	
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(PLEASE HIGHLIGHT YOUR ANSWERS IN YELLOW AND FORWARD FORM TO DHR ELECTRONICALLY)

Position Title:					
Grade/Series:				PD #	
Paragraph & Line No.					
Any changes to this PD?		Yes	No	(If so, please attached revised PD)	
Clearance Level:		Background Check	Secret	Top Secret	
Is this position Mission Essential?		Yes	No		
Is this position subject to random drug testing?		Yes	No		
Does this position require access to firearms and/or ammunition?		Yes	No		
Name, Title, Payband/Series/Grade of Supervisor:					
Selecting Official: (Name, phone no., fax no., and e-mail address)					
Type of position:		Permanent	Term NTE	Temporary NTE	
Would you like CPAC to search for Army Wounded Warriors to fill this position?		Yes	No		
Please highlight which recruitment sources you would like to open this up to:					
Open to All Sources		Current Fed Empl Only		Current DoD Only	
VRA		VEOA		NAF Interchange Agreement	
Is this an obligated position?		Yes	No		
Is this an Inclement Weather Essential position?		Yes	No		
Is PCS authorized?		Yes	No		
Is a pre-appointment physical required?		Yes	No		
Any unusual physical requirements associated w/this position?		Yes	No		
If so, please explain:					
Is shift work required?		Yes	No		
Any special licenses or certifications?		Yes	No		
If so, please list:					
Percentage of time to be spent TDY?					
Is a uniform required?		Yes	No		
Is this position covered by NSPS?		Yes	No		
Please provide pay range to go on vacancy announcement:					
Comments:					

Email Inquiry to Determine Interest

The screenshot shows an Outlook email window titled "Supervisory Police". The ribbon includes "Message", "Insert", "Options", "Format Text", "Add-Ins", and "Adobe PDF". The "Options" tab is active, showing "Show Bcc" and "Show From" buttons. The email header is as follows:

From... steve.collins@us.army.mil
To... steve.collins@us.army.mil
Cc...
Bcc... joe.smith@yahoo.com; susie.jones@aol.com; john.harper@hotmail.com; peter.griffin@us.army.mil
Subject: Supervisory Police Officer, YN-01, Vacancy Announcement NCABC123456

Callouts in the image point to the "From" and "To" fields with the text "Selecting Official (FROM and TO lines)" and to the "Bcc" field with the text "Email addresses from ALL applicants on the referral list (BCC line)".

This message has not been sent.

Your name has been referred to me for consideration for the subject vacancy located at Fort A.P. Hill, VA.

PCS costs (are/are not) available for this position.

Please reply to me via email NLT (7 calendar days from date of email) to let me know if you are still interested in further consideration for this position.

This email is not an offer of employment.

v/r,
Steve Collins
Chief of Police
Fort A.P. Hill, VA
Tel: (804) 633-1234

Position Title: Supervisory Police Officer
Grade: YN-0083-01
Duty Location: Fort A.P. Hill Police Station
1st Line Supervisor: Fort A.P. Hill Chief of Police, YN-0083-01
2nd Line Supervisor: Fort A.P. Hill Director of Emergency Services, YC-0083-02

Skill Score Development:

For each skill, apply the appropriate "Skill Rating" number from the chart below. Multiply that number by the corresponding weight to determine the "Skill Score". Add each "Skill Score" to determine the candidates overall "TOTAL SCORE" at the far right.

Candidate #	Skill Score Development:															
	Proficiency in Police Operations	x Weight	Skill Score	Proficiency with MS Office Applications	x Weight	Skill Score	Preparing/ Reviewing Police Reports	x Weight	Skill Score	Oral/Written Communication	x Weight	Skill Score	Recent Civilian Education in Criminal Justice	x Weight	Skill Score	TOTAL SCORE
1		x3			x3			x2			x2			x1		
2		x3			x3			x2			x2			x1		
3		x3			x3			x2			x2			x1		
4		x3			x3			x2			x2			x1		
5		x3			x3			x2			x2			x1		
6		x3			x3			x2			x2			x1		
7		x3			x3			x2			x2			x1		
8		x3			x3			x2			x2			x1		
9		x3			x3			x2			x2			x1		
10		x3			x3			x2			x2			x1		
11		x3			x3			x2			x2			x1		
12		x3			x3			x2			x2			x1		
13		x3			x3			x2			x2			x1		
14		x3			x3			x2			x2			x1		
15		x3			x3			x2			x2			x1		
16		x3			x3			x2			x2			x1		
17		x3			x3			x2			x2			x1		
18		x3			x3			x2			x2			x1		
19		x3			x3			x2			x2			x1		
20		x3			x3			x2			x2			x1		
21		x3			x3			x2			x2			x1		

Sample Evaluation Sheet

Skill Rating	Skill Level
1	Possesses NO education/experience necessary for this position
2	Possesses BELOW-AVERAGE education/experience necessary for this position
3	Possesses AVERAGE education/experience necessary for this position
4	Possesses ABOVE-AVERAGE education/experience necessary for this position
5	Possesses SUPERIOR education/experience necessary for this position

Enclosure 4

 Evaluator (print)

 Evaluator (sign)

 Date



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REPLY TO
ATTENTION OF

July 22, 2009

Chief of Police

Mr. Joe Smith
123 Main Street
Bowling Green, Virginia 22427

Dear Mr. Smith:

Thank you for your interest in the position of Supervisory Police Officer, YN-1, Vacancy Announcement NCABC123456 with duty at Fort A.P. Hill, VA.

The skills and experience highlighted in your resume are indeed impressive. After careful consideration however, we've decided to go with another candidate whose skills and experience better match our needs at this time.

I encourage you to continue reviewing Fort A.P. Hill's vacant positions by searching www.cpol.army.mil.

Sincerely,

Steven X. Collins
Chief of Police

Enclosure 5