



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

GARRISON POLICY
CMD GP - 03

IMWE-HOD-ZA

MAR 12 2010

MEMORANDUM FOR All Garrison Directors/Managers

SUBJECT: Civilian Personnel Hiring Policy for Senior/Supervisory Positions

1. The purpose of this policy is to ensure a selection and hiring process with high standards of integrity, efficiency, effectiveness, and fairness to be applied to senior/supervisory positions within the US Army Garrison (USAG) Fort Hood. Selecting officials are responsible for adhering to all aspects of this policy.
2. As leaders, hiring is one of the most important tasks we do. It is our responsibility to hire the right person for the right job. Sound hiring affects the organization positively for years to come. Poor hiring decisions can potentially handicap the organization for years. Sound hiring practices build up an organization and can be effectively used to develop the organization from within.
 - a. We want to develop our workforce from within to prepare them to accept greater responsibilities.
 - b. If the right person for the job is not available - then recompute the job.
 - c. We want to maintain consistent hiring practices - as a rule, compete the job.
3. Listed below are the requirements for hiring all Garrison GS-13 and above positions, GS-11 and above supervisory positions, and any equivalent NSPS pay band positions. The Civilian Personnel Advisory Center (CPAC) will be consulted on hiring of civilian personnel to insure eligibility of candidates, correctness of the position description, and provide technical assistance.
 - a. Unless an exception is granted by the Garrison Commander (GC) or Deputy to the Garrison Commander (DGC), all affected positions will be announced for a minimum of fourteen calendar days.
 - b. The selecting official is normally the supervisor of the position being recruited. The directors/support office chiefs may designate a more senior selecting official within their organization if they choose.

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SUBJECT: Civilian Personnel Hiring Policy

c. Selecting officials must use evaluation matrices with position appropriate criteria for selection processes. An example is provided at enclosure 2; however, the selecting official can adjust the categories and weights to apply to the specifics of each position.

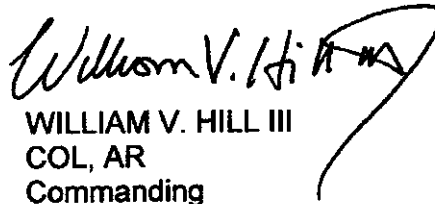
d. An applicant review panel and interview by the selecting official are mandatory in hiring these positions. Review panels will have a minimum of three panel members chosen by the selecting official.

e. A record of the selection process and results is mandatory for all of these hiring actions. All documentation will be maintained for two years by the selecting official. The selecting official will submit a nomination packet to the appropriate hiring review authority with a cover memorandum summarizing the selection process, panel participants, and results of the evaluation matrices (see enclosure 1). Upon concurrence with the selection process and results by the review authority, the selecting official is then authorized to finalize the selection.

f. For GS-14 and above positions, the GC is the review authority. The garrison will coordinate with the IMCOM-W Region Headquarters to receive concurrence/approval before final selection is made. For hiring all Garrison GS-13 and above positions, GS-11 and above supervisory positions, and any equivalent NSPS pay band positions, the DGC is the hiring review authority.

4. Point of contact for this policy is Mr. Patrick Neky, Executive Administrative Supervisor at 287-6995.

Enclosures


WILLIAM V. HILL III
COL, AR
Commanding



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**DEPARTMENT OF THE ARMY
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HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002**

IMWE-HOD-ZA

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison, Ft Hood, TX

SUBJECT: Selection Results for Position Title (Vice- whomever is being replace if applicable)

1. Directorate of (name of ISD/ISO) conducted a selection review panel (distributive) from 25 June to 1 July 2009 for the (position title) position, WTF09491175, GS-0301-12 position in (division/branch name) at Ft Hood, Texas.
2. The board consisted of (number of) panel members. The board consisted of:

names & duty title
Mr. XYZ, Chief Ops
Ms. ABC, Branch Chief
3. The board considered 11 candidates based on the CPOC List provided 26 June 2009. (describe process used for selection) The results of the board are attached (Encl 1). This depicts the scoring of the individual panel members (Encl 2).
4. Based on the recommendation of the panel, and my personal evaluation, I have selected (the name) as the best qualified selection as the (position title).

Encis
as

Selection Official Name
Job Title

ENCLOSURE 1

**Ranking for Plans Specialist
GS-0301-12**

Duties:

1. Plans, manages, and executes the strategic planning integration functions for the garrison. Serves as advisor to the garrison command group and staff on the integration of near, mid, and long term programs and the installation strategic plan. Incumbent is fully responsible for ensuring all garrison plans and programs are coordinated into an integrated and cohesive strategic plan. Extensive effort is required to ensure facilities, training, equipment, and personnel are properly assessed to meet the long-term goals of the garrison. Provides input for prioritization and allocation of resources to the Installation Planning Board and the Garrison Commander. Evaluates initiatives and must be familiar with new and modified legislation. Completes coordination with applicable directorates to ensure that the garrison command group and staff have sufficient information to generate the vision for the future. Conducts annual reviews of the installation strategic plan. Consolidates environmental scan data generated by internal and external agencies and studies utilizing advanced quantitative and qualitative analysis methods/techniques. Trains and assists directors with internal strategic planning. Coordinates all strategic planning activities. Manages the feedback process, develops garrison timetables and milestones, prepares briefings and correspondence and distributes command policy and guidance on the strategic planning process. Compiles, publishes, distributes, and oversees a comprehensive analysis for each future program to prevent a duplicate use of resources. 45%

2. Assists with the implementation and management of IMA enterprise level information technology business solutions. In concert with both internal and external experts, develops procedures and policies to direct the connection of the IMA enterprise business management solution to the garrison offices/ business areas, such as Activity Based Costing, Activity Based Management, Common Levels of Support, Geographic Information System and other IMA business systems. Coordinates and presents programmatic status and decisions to the Garrison Commander and the Installation Planning Board. Ensures the approved business management system is incorporated into the installation strategic plan. Maintains currency on changing enterprise solutions by attending information technology seminars and conferences. Conducts frequent plan updates. 35%

3. Directs, conducts, and oversees the completion of detailed studies in response to Garrison Commander initiatives. Studies are typically characterized by commander visibility, with significant importance to higher headquarters and staff. Tasks are unique in nature requiring the development of stand alone processes and techniques to formulate decisions or policy. Employs advanced management principles, data compilation, and the development of recommendations to affect current sources, infrastructure, and future requirements. 20%

Required Skills:

**Strategic Planning
Plans and Operations
Program Management**

Desired Skills:

**Operational Effectiveness
Program Development and Implementation
Operational Efficiency**

1. Garrison Plans Specialist Specific Knowledge Areas. If the applicant documents evidence of proficiency in the following areas, a maximum of 3 pts can be scored for each area – award points based on described level of knowledge. (20 pts)

5 points – demonstrates extensive background in knowledge area

3 point – indicates some background in knowledge area

0 points – does not mention or indicate any knowledge of specific area

- a) Integration of long term goals and objectives in support of a plan. (5 pts)**
- b) Detailed knowledge of garrison goals and objectives, the sequence and timing of critical program events and milestones, and methods of evaluating the worth of program accomplishment. (5 pts)**
- c) Knowledge of garrison command structure and functional relationships with higher headquarters, programs, and key agencies that impact or influence garrison programs. (5 pts)**
- d) Familiarity with Army Military Decision Making Process, Field Manual 5–0, Army Planning and Orders Production, or older FM 101-5.(5 pts)**

2. IMCOM business planning and measurement systems. Indicates familiarity with: (10 pts – one point per specific program):

- a) Common Levels of Service (CLS)**
- b) Service Support Programs (SSP)**
- c) Installation Status Report (ISR)**
- d) Army Community of Excellence (ACOE)**
- e) Army Stationing and Installation Plan (ASIP)**
- f) Installation Planning Board (IPB)**
- g) Knowledge of Interactive Customer Evaluation (ICE) system**
- h) Standard Garrison Operations (SGO)**
- i) Activity Based Costing**
- j) Activity Based Management**

3. Plans Experience. (Max Points - 5)

5 or more years in a planning position 5 pts

More than 1 less than 5 years of experience 3 pts

**4. Organizational Experience as a planner (Credit highest level only)
(Max Points - 5):**

a) Large IMCOM garrison (Ft Hood, Ft Bragg, etc.), major (general officer) headquarters or equivalent experience in private industry, state or local government 5 pts

b) Medium IMCOM garrison (Ft Campbell, Ft Riley, etc.) brigade-level or equivalent headquarters or business 3 pts

c) Non-IMCOM organization or equivalent 1 pt

5. Training (Credit highest level only) (Max Points - 5)

a) CES/Advanced Course, Command and General Staff Officer Course, USASMC or equivalent training 5 pts

b) CES/Intermediate/Manager Development Course, Captains Career Course, ANCOC, CAS3, or equivalent training 3 pts

c) CES Basic Course, Basic Officer Leader Course, BNCOC or equivalent training 1pts

**6. Education. (Credit highest level only) (Max Points - 5)
Must have completed degree to receive credit.**

a) Master's degree or equivalent 5

b) Bachelor's degree 3

c) Associates degree 1

Maximum Total Points - 50

