



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
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ATZH-DC

27 December 2011

MEMORANDUM FOR TRADOC Units, Directorates, and Activities

SUBJECT: Civilian Personnel Hiring Policy

1. This policy letter ensures that the Signal Center of Excellence has a hiring process with high standards of integrity, efficiency, effectiveness, and fairness.
2. The Civilian Personnel Advisory Center (CPAC) will be notified and consulted on hiring of all civilian personnel, regardless of grade or position. Selecting officials are responsible for personally contacting the CPAC for advice on hiring policies and procedures. The CPAC will participate as an advisor to any hiring panel on issues such as panel responsibilities, panel composition, confidentiality of information, proper documentation and maintenance of selection information, and fairness of the process. Additional information on ranking and interview panel procedures can be located at the website: <http://www.gordon.army.mil/cpac/jobs.htm>.
3. The procedures below will be used: For all civilian hiring actions, the Deputy to the Commanding General will serve as the Position Management Officer (PMO) and the Human Resources authority. (See Memorandum TRADOC, 1 June 2011, subject: Delegation of Civilian Human Resources (CHR) Authorities.) The duties and functions are to ensure that the requested action is still required by the Signal Center of Excellence or if there are required organizational changes to be made. Note: All vacancies, GS13 and above will be authorized Permanent Change of Station allowances. (For a detailed view of the entire hiring process, see the enclosed matrix.)
 - a. For GS15 positions, ranking and interview panels are mandatory. The rater of the GS15, in coordination with the Deputy to the Commanding General, will complete the hiring action staffing package (see paragraph four). Once approved by the Chief of Staff, the Deputy to the Commanding General will serve as both the Selecting Official and the Approving Authority.
 - b. For GS13 and GS14 and all supervisory GS12 positions, ranking and interview panels are mandatory. Depending on the organizational location of the position being hired, the 15th Signal Brigade Commander, O6-level Director, or the Chief of Staff will serve as the Selecting Official and therefore responsible for the staff action package. The Chief of Staff will be the Regimental Noncommissioned Officer Academy's Selecting Official. Once a selection has been made, it will be approved by the Deputy to the Commanding General.

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c. For nonsupervisory GS12 positions and below, ranking and interview panels are optional. The selecting official will be the rater of the position being hired. The approving official will be the 15th Signal Brigade Commander, the O6-level Director, or the Chief of Staff depending on the organizational location of the position.

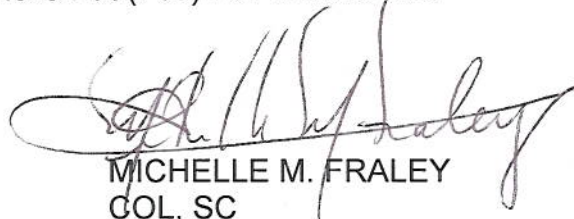
4. The staffing package that will be used for each hiring action includes: establishing the criteria for the ranking panel; developing the questions for the interview panel; Equal Employment Opportunity Office (EEO) review; G8 verification of adequate funding; and G1 review. All packages are reviewed and approved by the Chief of Staff to ensure adequate staffing prior to PMO final review and approval.

5. The make-up of the ranking and interview panels must reflect diversity factors such as gender, race, and ethnicity. Only the approving official may waive the diversity requirement when circumstances warrant, e.g., nonavailability of female, GS-14, etc. The selecting official will serve as the chairperson for the panels and the composition of the panels will consist of a minimum of three members and must include at least one member outside the selecting official's organization. Interview panels may consist of the same members as the ranking panel. Selection criteria, the evaluation matrix (used to compare/contrast applicant credentials, panel member evaluations, etc.), and interview questions must be reviewed by the EEO and the approving official before the panel is conducted. Selecting officials must ensure consistency in hiring for all grades.

6. Management has the authority to execute management directed reassignments in compliance with all regulatory laws and requirements. These must be approved by the PMO/CHR. The positions concerned must be of equal grade. In addition, the personnel being reassigned must be fully qualified for the position into which they are being placed.

7. Sponsorship will be provided IAW AR 600-8-8, the Total Army Sponsorship Program.

8. The proponent for this policy is the G1 at (706) 791-0139/8162.



MICHELLE M. FRALEY
COL, SC
Acting Deputy to the Commanding General

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Signal Center of Excellence Civilian Hiring Process

