



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

26 DEC 2012

IMHD-ZA

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 and only applies to those pay grades for which the hiring authority is at the Garrison Commander (GC) level. To ensure that all applicants competing for a government position are fully and fairly considered in any hiring decision, our selection and hiring procedures must be above reproach. Enclosure 1, Changes to Employee Hiring Process PowerPoint, depicts the new civilian personnel hiring process. Selecting officials are responsible for adhering to all aspects of this policy.

2. Listed below are the requirements for hiring all Garrison GS-13 and above positions, GS-11 and above Supervisory positions, and NSPS pay band equivalent 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 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.

c. Selecting officials must use evaluation matrices with position appropriate criteria for selection processes. An example is provided at enclosure 2; however, 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 2 years by the selecting official. The

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selecting official will submit a nomination packet to the appropriate hiring approval authority with a cover memorandum summarizing the selection process, panel participants, and results of the evaluation matrices (see enclosure 1).

f. For GS-14 and above positions, the GC is the selecting official. The garrison will coordinate with the IMCOM-Central Region Headquarters to receive concurrence/approval before final selection is made. For all GS-11 through GS-13 supervisor positions, the DGC is the hiring approving authority.

3. Point of contact for this policy is, Executive Officer at (254) 287-6995.

Enclosures



MATTHEW G. ELLEDGE
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Commanding