



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY NUMBER #2

SUBJECT: Recruitment and Selection

1. REFERENCE:

- a. 5 U.S.C. 5753; 5 CFR Part 575, subpart A & B.
- b. Section 2301, Title 5, United States Code.
- c. Office of Personnel Management, 5 CFR Parts 530 and 575, RIN: 3206-AK81, Recruitment, Relocation and Retention Policy, dated 13 May 2005.
- d. IMCOM Policy Memorandum 690-900, Delegation of IMCOM Civilian Hiring Authority, dated 10 June 2014.
- e. IMCOM Atlantic Region Memorandum, Subject: Central Region Delegation of Policy Memorandum 690-900, Delegation of Installation Management Command (IMCOM) Civilian Hiring Authority, dated 16 June 2014.
- f. OPERATIONS ORDER 13-077, 12 January 2013, subject: U.S. Army Installation Management Command (IMCOM) Civilian On Board Strength (OBS) Force Reduction and Reshape.
- g. OPERATIONS ORDER 14-047, 23 February 2014, subject: FY15 IMCOM Online Manpower and Force Analysis Application for Manning Document and Reporting Process.
- h. U.S. Army Garrison West Point Policy Memorandum #21 Protecting Personally Identifiable Information (PII) and PII Breach Notification Policy, dated 11 July 2016.

2. APPLICABILITY: This policy applies to all United States Army Garrison West Point (USAG WP) employees.

3. PURPOSE: To provide guidance to USAG WP activities on the recruitment and selection process. The merit system helps supervisors and managers build and maintain a diverse and high-quality workforce.

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4. POLICY: It is critical that we apply merit-related principles in our hiring process. To accomplish this, the following procedures must be adhered to:

a. All recruitment actions must have an approved Civilian Hire Request that has been coordinated through the Resource Management Office, Manpower & Agreements Division to the Garrison Commander for signature.

b. The Civilian Personnel Advisory Center (CPAC) will be consulted with on all Civilian personnel hiring actions regardless of the grade or position. It is the Selecting Official's responsibility to contact the CPAC for advice on hiring policies and procedures.

c. The Selecting Official should review the position description (PD) and update if necessary, before an actual recruitment RPA is initiated.

d. Ranking and interview panels are mandatory for all GS-11 and above and Non-Appropriated Fund/Wage Grade (NAF/WG) equivalent positions.

(1) The composition of the ranking and interview panels should reflect diversity factors such as: gender, race, and/or ethnicity and must include a member outside the Selecting Official's organization.

(2) Panel members must be the same or higher grade than the positions being filled. The Selecting Official will serve as the chairperson for the panel.

(3) Selection for all GS-11s and above and NAF/WG equivalent positions require the Deputy of the Garrison Commander and/or the Garrison Commander's approval prior to sending selection to CPAC for job offer.

e. All hiring actions below the GS-11/NAF/WG equivalent positions require Activity Director's approval and cannot be delegated further.

f. Selecting Official must obtain a copy of the organization's workforce demographics from the Equal Employment Opportunity Office.

g. Directors must ensure that the selection criteria and evaluation matrix are in place before the panel is convened.

h. A Recruitment and Selection Checklist has been enclosed to ensure all policy criteria is in place prior to the Recruitment and Selection for the Civilian Hiring Request and Selection.

4. Any personal information contained in a system of record shall be protected so that the security and confidentiality of the information shall be preserved. The privacy of an individual is a personal and fundamental right that will be respected and protected.

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a. Appropriate administrative, technical and physical safeguards will be maintained to ensure the security and confidentiality of PII current and former Civilian, Military and Contractor personnel and to protect against any compromise, which could result in substantial harm, embarrassment, inconvenience or unfairness to any individual whom information is stored or transferred in both hard copy and electronic form.

b. For this policy PII will be referred to as a breach. A breach incident occurs when it is suspected or confirmed that PII is lost, stolen, or otherwise made available to individuals without a duty-related official need to know.

c. Selecting directorate will maintain a copy of the selection packet on file for three years in accordance with Army Regulation 25-400-2, Army Records Information Management System, dated 2 October 2007. Dispose of PII records IAW AR 25-400-2, the Army Records Information Management System, by any method that prevents inadvertent compromise, such as shredding using an approved shredder, burning, melting, chemical decomposition, pulping, pulverizing, or mutilation. PII must be unrecognizable and beyond reconstruction.

5. Recruitment and selection of the Deputy to the Garrison Commander and all Director level positions (equivalent to GS-13/14) must include a member of the Region staff on the panel.

6. A copy of the Selection Packet is enclosed.

7. PROPONENT: Point of contact for this policy is the Director of Human Resources, at (845) 938-8458.

4 Encls


ANDREW S. HANSON
COL, SF
Commanding

**SELECTION CRITERIA
for
Office Technician
GS-0333-03**

1. **Knowledge of Office Administration.** This element includes knowledge of a broad range of office administration duties. These areas include preparing correspondence, maintaining calendars and suspense logs, typing skills, reception duties, answering phones, customer service, and general staffing actions.

Superior Level: Experience must show detailed experience of all above functions.

MAXIMUM POINTS ALLOWED: 8 TO 10 POINTS

Highly Acceptable Level: Experience must show detailed experience of at least six of the above functions.

MAXIMUM POINTS ALLOWED: 6 TO 7 POINTS

Acceptable Level: Experience must show detailed experience of at least four of the above functions.

MAXIMUM POINTS ALLOWED: 4 TO 5 POINTS

Barely Acceptable Level: Experience must show detailed experience of at least three of the above functions.

MAXIMUM POINTS ALLOWED: 1 TO 3 POINTS

2. **Knowledge of Computers.** This element includes knowledge of basic computer operations for hardware and software care.

Superior Level: Has served as an office Information Management Officer (IMO) for at least four years or has at least an Associates degree in computers.

MAXIMUM POINTS ALLOWED: 4 TO 5 POINTS

Highly Acceptable Level. Has at least two years as an office IMO.

MAXIMUM POINTS ALLOWED: 2 TO 3 POINTS

Acceptable Level: Has demonstrated knowledge in computer software.

MAXIMUM POINTS ALLOWED: 1 TO 2 POINTS

3. **Knowledge of Microsoft Office.** This element includes experience in using the various components of Microsoft Office: Word, Excel, PowerPoint, Access and Outlook.

Superior Level: At least five years experience with Word and at least two years of the other software.

MAXIMUM POINTS ALLOWED: 5 POINTS

Highly Acceptable Level. Has at least five years of experience with Word and at least one year of the other software.

MAXIMUM POINTS ALLOWED: 4 POINTS

Acceptable Level: Has at least three years of experience with Word and at least one year of the other software.

MAXIMUM POINTS ALLOWED: 3 POINTS

Barely Acceptable Level: Has at least two years experience with Word and at least one year of the other software.

MAXIMUM POINTS ALLOWED: 1 TO 2 POINTS

4. **Experience in using IMPAC system.** This element includes the experience in using a government IMPAC card.

Superior Level: At least two to four years of experience as an IMPAC cardholder.

MAXIMUM POINTS ALLOWED: 4 TO 5 POINTS

High Acceptable Level: At least one to two years of experience as an IMPAC cardholder. **MAXIMUM POINTS ALLOWED: 2 TO 3 POINTS**

Barely Acceptable Level: At least one year of experience as an IMPAC cardholder.

MAXIMUM POINTS ALLOWED: 1 TO 2 POINTS

5. **Education:**

Associate Degree: 2 POINTS

Bachelors Degree: 4 POINTS

6. **Overall Assessment:**

Outstanding: 5 POINTS

Very Good: 3 POINTS

Good: 1 POINT



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WEST POINT, NY 10996

IMNE-MIL

(date)

MEMORANDUM THRU Director

FOR U.S. Army Garrison West Point, ATTN: Deputy to the Garrison Commander, 681 Hardee Place, West Point, NY 10996

SUBJECT: Approval of Selection for GS-0800-11, Security Specialist

1. Request approval of the selected below to be the Security Specialist, Directorate of Plans, Training, Mobilization and Security (DPTMS).

Selectee:

1st Alternate:

2nd Alternate:

3rd Alternate:

2. The following supports the selection process used:

- a. Referral List from Civilian Personnel Advisory Center (Encl 1).
- b. Selection Criteria (Encl 2).
- c. Summary Matrix of Panel Ratings and Individual Panel Member Ratings (Encl 3).
- d. Demographics Report from Equal Employment Opportunity Office (Encl 4).
- e. A selection panel was composed of the following members:
 - (1) Ms. Jane Smith, GS-13, Security Specialist.
 - (2) Mr. Michael Jones, GS-12, Security Specialist.
 - (3) Mr. Douglas Davis, GS-11, DPTMS.

f. Based on the panel results and interviews conducted by the panel, ??? was selected for the position. Her past experience working as a Command Security Manager, ability to handle problem areas and overall knowledge of security operations showed her to be the best of the provided applicants.

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g. The process throughout was fair, unbiased and applied with rigor. The job offer will be tendered through personnel channels.

3. Point of contact is the undersigned, (845)-XXXX.

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JOHN E. SMITH
Chief, Plans and Security