



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5002

GARRISON POLICY  
CMD GP - 04

JAN 10 2018

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MEMORANDUM FOR Directors and Office Chiefs of US Army Garrison (USAG) and  
Civilian Personnel Advisory Center (CPAC), Fort Hood, TX 76544

SUBJECT: Garrison Hiring Process and Procedures

1. The purpose of this policy is to ensure a selection and hiring process with high standards of integrity, efficiency, effectiveness and fairness be applied to all positions within the USAG Fort Hood. The goal is to fill civilian employee vacancies no later than 80 days from submission of the Request for Personnel Action (RPA) by the originating organization. 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 re-compete the job.

c. We want to maintain consistent hiring practices, as a rule, compete the job.

3. The goal is to comply with the Office of Personnel Management hiring goal of filling vacancies in 80 calendar days from initiation of the request to hire RPA. The time line goals in calendar days are:

a. Initiation of RPA to receipt in CPAC, 3 days management time.

b. Receipt of RPA to Vacancy Announcement, 7 days HR/CPAC time.

c. Vacancy announcement time, 10 days.

d. Vacancy announcement close to referral, 16 days HR/CPAC time.

e. Referral list with management, 15 days management time.

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f. Referral return to commit, 3 days HR/CPAC time.

g. Commit to EOD, 26 days management time.

4. Listed below are the requirements for hiring all Garrison appropriated fund positions. The 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 ten 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 work sheets with position appropriate criteria for selection processes.

d. An applicant review panel and interview by the selecting official are mandatory in hiring all supervisory and non-supervisory GS-12 and above positions. Review panels will have a minimum of three panel members chosen by the selecting official. Diversity of gender, age, and ethnicity of the panel members is highly encouraged, even if it involves using personnel from outside the immediate hiring directorate or office.

e. A record of the selection process and results is mandatory for all hiring actions requiring a panel. 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 process. 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 Installation Management Command Directorate (IMCOM)- Readiness to receive concurrence/approval before final selection is made. For hiring all garrison GS-13 positions the DGC is the hiring review authority.

5. All hiring actions will address current vacancies and should be within the 100% of the Fiscal Year (FY) funding and specified FY Table of Distribution Allowance structure. All requests will be processed through our Human Resource Management Board

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(HRMB). In order to correct skill set imbalances with our current work force and authorization reductions, the following procedures will be adhered to:

- a. Requests for Hire (RFH) will be for authorized vacancies.
- b. Requests will be within a 100% of specified FY funding level by SAG/MDEP level.
- c. Permanent over strength personnel are reviewed for potential Management Directed Re-assignment (MDR) if resume is on file at CPAC.
- d. Exceptions given will still have to be in accordance with funding capability. Only the HRMB can approve cancellation of an active RPA. Justification will need to be submitted by Directorate via e-mail. The delegated point of contact will send CPAC an e-mail to validate approval.

(1) Contact your servicing CPAC point of contact for hiring actions prior to submitting to HRMB.

(2) Confirm with CPAC that the position description is valid. If updates are needed, complete classification review with CPAC. Classification authority is at the Garrison level for GS-13's and below and will require an accretion checklist, CPAC review and HRMB approval prior to classification by CPAC thru the HRMB process. Once the GC has approved, the RPA must be completed within two pay periods. GS-14 and above, and any standardized position description must go to IMCOM Headquarters (HQ) for consideration/approval. An exception to classification memo must also be forwarded in the above mentioned packet when going to IMCOM HQ.

(3) Strategic Recruitment Discussion (SRD) has been completed.

(4) That CPAC know the intent of the action (example: is this potentially an internal Army hire? This can determine if action can be recruited in 3-5 days versus 2 weeks).

(5) Directors and Office Chiefs have approval to consider all types of hiring authorities that best meet their recruitment needs. Directors and Office Chiefs must also consider minimally qualified candidates from our current on board strength when hiring personnel to fill vacancies. An MDR will be implemented if CPAC attests to the qualification(s). Delegated Examining Unit (DEU) is open to all US citizens. This category of announcement is normally used for hard to fill or specialized vacancies. All vacancies will usually be announced "merit" initially. Should there be no viable candidates at that time, the vacancy may be announced DEU. The DGC can approve exceptions for simultaneous merit and DEU announcements based on hiring market conditions for hard to fill positions.

(6) All recruitments will be completed in AUTONOA.

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6. The HRMB is overseen by the DGC. Weekly manning reviews will be submitted to Manpower by each Directorate to validate manning documentation data (all open RPAs, HRMB actions, on board personnel [authorized and over hires] as shown on the on board strength tab). The N-1 list on SharePoint will no longer be required for Directorate updates, and will be sent out to each Directorate prior to HRMB for review/comment.
7. As determined by the HRMB, both recommended actions and non-recommended actions will be forwarded to the GC for final approval. Work Force Development (WFD) will forward out recommendations from GC once concur/non-concurs have been completed.
8. The WFD will forward all GC approved actions to IMCOM Directorate-Readiness G1 (if required).
9. The WFD will forward all request for hire's (RFH), approved by the RD, to the applicable Director and Office Chief within 2 workdays of receipt.
10. Request for personnel actions will be submitted for all approved RFH's to Resource Management Manpower Office within 3 workdays of approval. All preliminary work with CPAC, i.e. the SRD, should already be completed prior to receipt of RPA's and will be processed by Manpower within 3 workdays upon receipt.
11. Selections must be made and documented within 80 days of the RPA being initiated. Unless proper justification is submitted to the Garrison HRMB as to why the selection cannot be made, the hiring action will then be recommended to be cancelled. All HRMB active actions will be shown on the Manpower Manning document. This will be part of the Directorates manning bimonthly review.
12. The point of contact for this memorandum is Ms. Garcia, Resource Management Officer, at (254) 287-9458 or email: [cassie.l.garcia.civ@mail.mil](mailto:cassie.l.garcia.civ@mail.mil).



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