



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-ZA

22 July 2015

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #6, Garrison Hiring Policy

1. REFERENCES.

- a. Title 5 United States Code, Chapter 23, Merit Systems Principles.
- b. CAC & Fort Leavenworth Merit Promotion and Placement Plan.

2. PURPOSE. To establish Fort Leavenworth Garrison policy and procedures to ensure recruitment, selection and development of the best qualified candidates, while complying with merit principles, and Office of Personnel Management, Department of Defense, and Department of Army regulations and guidance.

3. APPLICABILITY. This memorandum applies to all Fort Leavenworth Garrison Appropriated Fund positions.

4. PROCEDURES.

a. Requests for permission to fill a vacancy must be coordinated through the Directorate of Human Resources (DHR). The position must be authorized by the TDA in effect at the time unless permission has been granted for an overhire.

b. Once the approval has been granted (either by the Garrison Commander, the Region Director or IMCOM Commanding General, depending on the current IMCOM policy), the Directorate of Human Resources will coordinate with the Civilian Personnel Advisory Center (CPAC) to begin the hiring process.

c. All selections for positions at or above GS-09/WG-10 and all supervisory positions regardless of grade will be completed using a selection panel. The selecting official will organize the selection panel. The Selection Panel should consist of 3-5 panel members (civilian or military). All panel members must sign a nondisclosure agreement. Panel members must be of equal or higher grade than the position being filled. Panel membership will include the necessary technical/functional expertise to adequately evaluate candidate qualifications and will reflect diversity to the maximum extent possible. Any exception to the selection panel requirement must be granted by the Garrison Commander. (Selections for all other positions are not required to use a selection panel, but can if desired by the selection official).

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d. The resumes provided by the CPAC will be made available to the panel members for their review. The selecting official will provide the panel the screening and ranking criteria which includes important criteria and experience factors. The panel will determine whether or not interviews will be conducted, and if so, the number of candidates to interview.

e. Interviews should be conducted either in person, by video, or by phone as circumstances permit. To ensure fair and equitable consideration, questions used during the interview should pertain to the position being filled and should in no case bring forward any reference to age, gender, race, religion, living arrangements, or any other non-merit factor.

f. To the maximum extent possible, the selecting official will complete the panels and make final selections within fifteen (15) calendar days from receipt of referral. Any requests for extension beyond 30 calendar days must be approved by the Garrison Commander.

g. All selections, to include an alternate selection, must be approved by the Garrison Commander (coordinated through the DHR) prior to the selection being returned to the CPAC. Upon approval, the DHR will coordinate with CPAC to process the approval and offer.

h. The selecting official will not announce the selection until the CPAC has made the offer to the selectee and the selectee has accepted the position.

i. Any request for a non-competitive appointment must be approved by the Garrison Commander (requests are submitted through the DHR). This may include reinstatement, Veterans Recruitment Appointment (VRA) or any other non-competitive hiring authority.

j. Advancements will be accomplished through competition in accordance with the standard practices (including merit principles) established by OPM. Personnel desiring promotion to the next higher grade may compete for vacancies when announced. The Fort Leavenworth Garrison Command will not use accretion of duties as a routine method for promotion.

5. This policy will be effective immediately.

6. POC for this policy is the Director of Human Resources, 684-1697.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Commanding