



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-ZA

22 DEC. 2016.

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 25

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Administration of Garrison Civilian Personnel Hiring Actions

1. The Proponent for this policy letter is Directorate of Human Resources (DHR).
2. This policy becomes effective immediately and remains in effect until rescinded or superseded.
3. **REFERENCES:**
 - a. Army Regulation (AR) 215-3, Non-Appropriated Fund (NAF) Personnel, 16 September 2015.
 - b. AR 690-12, Chap 1-4(f), EEO and Affirmative Action, 4 March 1988.
 - c. Management Directive 715 (MD-715), Effective 1 October 2003.
 - d. Public Law 111-84, approved 28 October 2009.
 - e. Army in Korea (AK) Regulations 690-335, Chapter 1-4c(2), 1-4e(1)(2), and Chapter 1-5(a), Civilian Personnel Merit Promotion and Placement, 1 February 2010.
 - f. IMCOM Pacific Region External SOP, 17 October 2013.
4. **APPLICABILITY:** This policy applies to all USAG-Y personnel involved in the hiring, promotion, and selection of civilian personnel (U.S. and Korean, APF and NAF) for positions belonging to USAG-Y.
5. **PURPOSE:** To define procedures used in hiring civilian personnel within USAG-Y.
6. **SCOPE:** This policy outlines the procedures for hiring Garrison personnel. To deviate from procedure requires the approval by the Deputy to the Garrison Commander (DGC).

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7. RECRUITMENT PROCEDURES:

a. Request for Hire (RFH)

(1) Directorate identifies a date a position is vacant and forwards a complete RFH to DHR.

(2) DHR reviews RFH and forward it to Directorate of Resource Management (DRM) to DGC review and Garrison Commander (GC) for approval.

(3) For NAF positions graded NAF-4 or equivalent or above, GC is the approval authority to recruit. For NAF positions graded NAF-3 or equivalent or below, approval authority resides with Directorate of Family, Morale and Welfare Recreation.

b. Request for Personnel Action (RPA)

(1) Approve RFH, Directorates are responsible to contact Area II Civilian Personnel Advisory Center (CPAC) to conduct a Strategic Recruiting Discussion (SRD). As a preliminary to the SRD, Directorate makes sure the position description (PD) is current conditions of employment (security clearance, special job conditions, etc.) meets job requirements, and is in accordance with transformation plans and timeliness.

(2) When SRD is complete, CPAC will contact DHR to initiate a RPA.

(3) Once RPA initiated, Directorate will develop a crediting plan based upon the PD and conditions of employment. Directorate will then identify and notify panel members.

c. Paneling and Interviewing Process

(1) Upon receipt of the referral list and resumes, Director is responsible for paneling resumes using the crediting plan for each Directorate at USAG-Y.

(2) Panels include at least three (3) members, each of whom is of equal or higher grade to the selection made and a subject matter expert (SME). The "break point" method is determining candidates for further exploration and interviewing. Consideration given to panel composition include, when possible, a minority ethnic group, and a female panel member. The selection official will ensure that the panel is independent and any members with prior relationship with a candidate should be remove to ensure fairness.

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(3) Directorates will use the same interview method for each candidate considered. If one interviews by telephone, then all interview by telephone. When conducting an interview, selecting officials will use a pre-determined set of relevant questions related to the position using the PD and conditions of employment when developing the interview questions. If the candidate declines to interview, document the declination is and he/she is no longer eligible for further consideration.

d. Reference check: Selecting officials may contact the candidate's supervisor, reference, and document as part of the selection process. Reference checks are to ensure the candidate is suitable for the position hired.

e. Selection

(1) Selecting officials will nominate a primary and alternate selectee based upon the selection process results. The selecting official will consider the resume, interviews, and supervisor/reference checks results, then based upon merit principles, will select the best qualified candidate.

(2) If a candidate is overseas, the selecting official will observe the five (5) years overseas policy guidelines before making a selection.

f. Hiring Book

(1) For GS-09s/KGS-09s/NAF-4s or equivalent and above, the selecting official will create a "Hiring Book" to document the selection process.

(2) Submit Hiring Book to the DGC for review and GC for approval. The Hiring Book tabs include the following:

(a) RFH signed by CG IMCOM or Garrison Commander approving the position for hiring.

(b) PD.

(c) Job announcement published by CPAC.

(d) Referral list received from CPAC.

(e) Crediting Plan used to evaluate resumes.

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(f) Resume and interview total matrix scores by the panel members based on the crediting plan and interview questions.

(g) Interview questions used to conduct interviews with each candidate, notes, and results.

(h) The resumes for primary and alternate selectee.

(i) OF 41, routing transmittal through EEO Officer, DHR, and DGC for approval. The memo will identify the selectee, alternates, and panel members, discuss the hiring process used, and rationale whereby the selection is made.

(3) Merit principles apply in selection process.

(4) DGC reviews the hiring book and approves the selection, return it for additional work, or disapprove the selection. If approved, return the Hiring Book to DHR for the selecting official to make the final selection USA Manager.

(5) If the selectee is outside of those approved by IMCOM CG for hiring (e.g., IMCOM CG approved "internal IMCOM" to be hired, but the selectee is outside of IMCOM), then once the DGC approves the selection, DHR prepares the e-mail with supporting documentation for GC to submit to IMCOM Pacific to obtain approval of the selection.

8. For positions GS-08/KGS-08/NF-3 or equivalent and below, Directors will follow similar procedures to those outlined above. Approval of these selections will be by the Directorate Chief.

9. Hiring officials will maintain hiring documents and approvals in hardcopy and digital format for three (3) years.

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10. Point of Contact is Director of Human Resources at DSN 738-5017.



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