



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

Reply to
Attention Of:

ATZH-CS

16 January 2004

MEMORANDUM FOR TRADOC Units, Directorates, and Activities

SUBJECT: Civilian Personnel Hiring Policy

1. The purpose of this policy is to ensure a hiring process with high standards of integrity, efficiency, effectiveness, and fairness. To ensure that all applicants competing for a government position are fully and fairly considered in any hiring decision, our hiring procedures must be above reproach. Enclosure 1 (flowchart) depicts the civilian personnel hiring process.
2. The Civilian Personnel Advisory Center (CPAC) will be notified and consulted on hiring of all civilian personnel, regardless of GS grade or position. Selecting officials are responsible for personally contacting the CPAC for advice on hiring policies and procedures. Selection and interview panels are now mandatory in hiring actions for GS-13 and above positions and for GS-12 positions that are unique, one-of-a-kind positions, e.g., Deputy Directors. The CPAC will participate as an advisor to any hiring panel on issues such as panel responsibilities, panel composition, confidentiality of information, proper documentation and maintenance of selection information, and fairness of the process. Guidelines on interviewing and selection panel procedures are located on the CPAC web site, and will be used in hiring actions.
3. The make-up of selection and interview panels must reflect diversity factors such as gender, race, and ethnicity. Only the approving official may waive the diversity requirement when circumstances warrant, e.g., unavailability of female, GS-14, etc. The selecting official will serve as the chairperson for the panels and the composition of the panels must include a member outside the selecting official's organization. Interview panels may consist of the same members as the selection panel. Mandatory selection criteria, the evaluation matrix (used to compare/contrast applicant credentials, panel member evaluations, etc), and interview questions must be reviewed by the approving official and the Equal Employment Opportunity Office before the panel is conducted. Selecting officials must use evaluation matrices for all hiring decisions regardless of GS grade or position.
4. The Position Management Officer (PMO) will review/approve all GS-13 and above/GS-12 unique selections prior to CPAC's notification of the selectee. Also, all noncompetitive Veteran Readjustment Appointments (VRA) will be fully justified and approved by the PMO.

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5. To ensure management is maintaining records and to determine any training needs for management on the selection and interview process, the Fort Gordon CPAC will conduct a quality control audit of hiring records for all selections in which a panel was used. All documentation will be maintained for 3 years IAW Enclosure 2.
6. Refer questions to your servicing CPAC Human Resources (HR) Specialist.

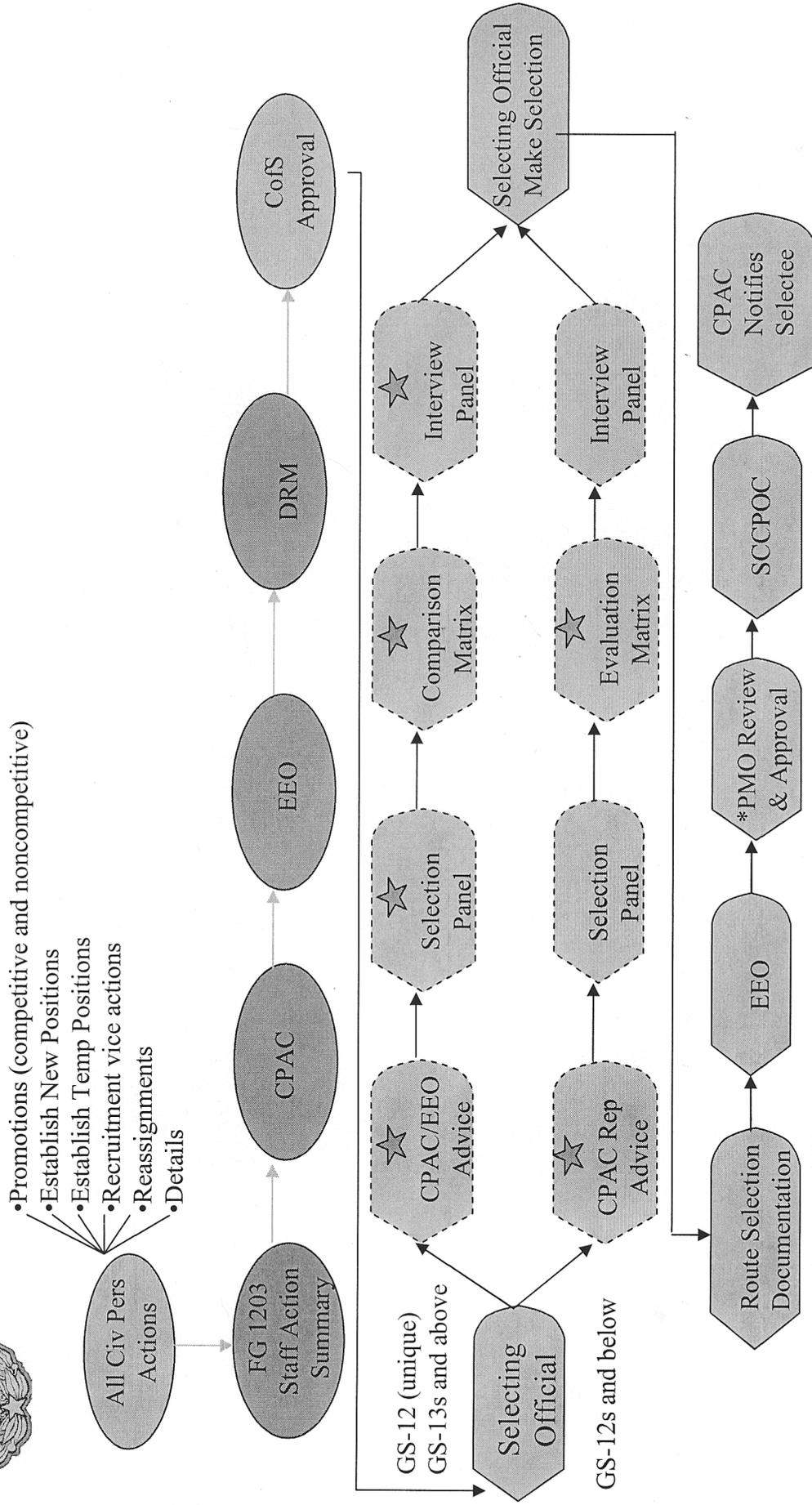
2 Encls



BERNARD E. KULIFAY, JR.
Colonel, GS
Chief of Staff



Civilian Personnel Hiring Process



★ Mandatory requirement

* GS-13 and above/GS-12 unique. Also, all Veteran Readjustment Appointments (VRA) must be fully justified and approved by the PMO.

REQUIREMENTS FOR MAINTAINING SELECTION DOCUMENTATION

DOCUMENTATION	ORG	CPAC	CPOC	MARKS NUMBER AND DISPOSITION FOR ORG, CPOC, AND CPOC FILES
Request for Personnel Action (RPA)	x		x	690-300g - Destroy after 3 years
Task List	x		x	690-300g - Destroy after 3 years
Job Description (for AMRDEC Lab Demo includes Speciality Code)	x		x	690-300g - Destroy after 3 years
Local Priority Lists			x	690-300g - Destroy after 3 years
Job Announcement(s)			x	690-300g - Destroy after 3 years
Request for ACCES Referral	x		x	690-300g - Destroy after 3 years
Selection Criteria (e.g. Evaluation Criteria, Completed Matrix)	x			690-300g - Destroy after 3 years
Referral List(s) (to include reasons for selectio or reasons for non-use)	x		x	690-300g - Destroy after 3 years
Applications			x	690-300g - Destroy after 3 years
Application of the Selected Candidate(s)	x	x		690-300g - Destroy after 3 years
Interview Questions/Results	x	x		690-300g - Destroy after 3 years
Selection Checklist (Completed)	x	x		690-300g - Destroy after 3 years
Panel Process (if Applicable) (to include name, pay plan, series, grade of panel members; individual rating sheets; consensus ratings; notes, etc.	x	x		690-300g - Destroy after 3 years
NonDisclosure Statements	x			690-300g - Destroy after 3 years
Notices of Nonselection	x			690-300g - Destroy after 3 years