



**DEPARTMENT OF THE ARMY**  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTER, U.S. ARMY GARRISON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

REPLY TO  
ATTENTION OF:

IMSE-GOR-ZA

NOV 15 2011

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 29– Civilian Recruitment

1. The Civilian Personnel Advisory Center (CPAC) will be notified and consulted on hiring of all civilian personnel, regardless of grade or position. Selecting officials are responsible for personally contacting the CPAC for advice on hiring policies and procedures. The enclosed flowchart depicts the civilian personnel hiring process.
2. Ranking and interview panels are mandatory for supervisory positions, positions at the GS-13 and above and for GS-12 positions that are unique, one-of-a-kind positions; e.g., Fire Chief or Deputy Director. A member of 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 ranking and interview panel procedures should be addressed to your servicing CPAC Human Resources (HR) Specialist and are available on the CPAC website.
3. The composition of the ranking and interview panels must reflect diversity factors such as gender, race, and/or ethnicity, and must include a member outside the selecting official's organization. Only the approving official may waive the diversity requirement when circumstances warrant, e.g., unavailability of female, or GS-14, etc. The selecting official will serve as the chairperson for the panels. Interview panels may consist of the same members as the ranking panel. Selection criteria, the evaluation matrix (used to compare/contrast applicant credentials, panel member evaluations, etc.), and interview questions must be reviewed by the Equal Employment Opportunity Office and the approving official before the panel is convened. Comparative matrices are required for all selections.
4. I will review/approve all selections for supervisory positions, GS-13 and above and for GS-12 unique positions prior to notification of selectees by the CPAC. Also, all by-name requests for noncompetitive Veteran Readjustment Appointments and Veterans Employment Opportunity Act appointments will require justification and my approval.
5. The CPAC will conduct a ten percent quality-control audit of hiring records for all selections where a panel was used to ensure management is maintaining records and to determine any training needs for management on the selection and interview process. Selection documentation will be maintained for three years in accordance with AR 25-400-2.

IMSE-GOR-ZA

SUBJECT: Garrison Commander's Policy Memorandum No. 29 – Civilian Recruitment

6. The proponent for this policy is the Civilian Personnel Advisory Center, Fort Gordon, GA.

Encl



ROBERT A. BARKER  
COL, SC  
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 7, Civilian Recruitment, dated 18 March 2010.



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IMSE-GOR-ZA

MEMORANDUM FOR Ms. Sophia Moore, Chief, Nonappropriated Fund Human Resources Office

SUBJECT: Delegation of Position Classification Authority

1. You are hereby delegated authority to classify Nonappropriated Fund positions serviced by your office, to the appropriate pay plan, title, series, and grade. This delegation carries with it the responsibility to assure that all such classifications made by you are in accordance with governing regulations, policies, procedures, Office of Personnel Management position classification standards, Department of Defense and Department of the Army classification guidance, and Civilian Human Resources Agency instructions.
2. This delegation of authority is effective immediately. It will be terminated if you leave your position, if you fail to execute properly, or if warranted by other extenuating circumstances. This memorandum supersedes previous designation of position classification authority.
3. The proponent for this memorandum is the Civilian Personnel Advisory Center, Fort Gordon, Georgia.

  
ROBERT A. BARKER  
COL, SC  
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IMSE-GOR-ZA

MEMORANDUM FOR Federal Employees' Compensation Act (FECA) Review Board

SUBJECT: Recording Secretary Appointment

1. The following individuals are appointed to perform the duties as the Recording Secretary for the installation FECA Review Board:

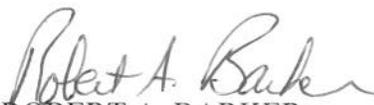
PRIMARY – Lois Rogers

ALTERNATE – Mary Reid

2. Period: Indefinite

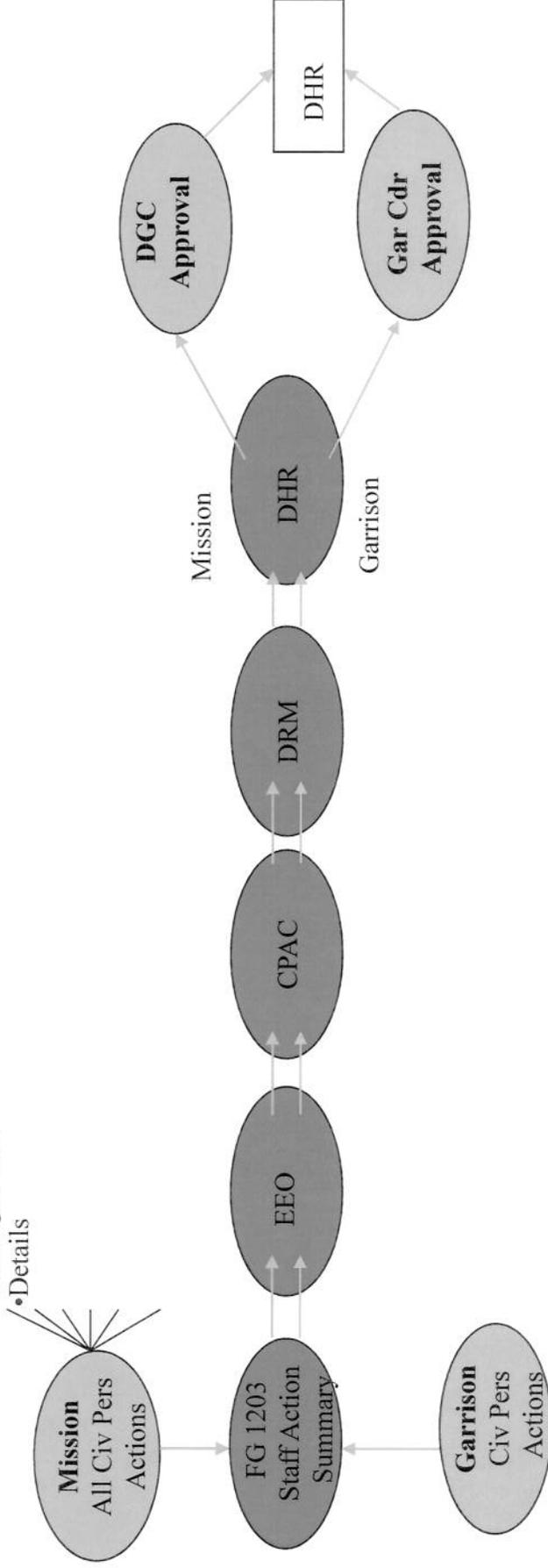
3. In accordance with memorandum, Department of the Army, dated 1 March 2007, subject: Reductions in Civilian Occupational Injuries and Illnesses and Workers' Compensation Program Costs.

4. The POC for further information is the Civilian Personnel Advisory Center, 706-791-3840.

  
ROBERT A. BARKER  
COL, SC  
Commanding

# Civilian Personnel Actions Approval Process

- Promotions (competitive and noncompetitive)
- Establish New Positions
- Establish Temp Positions
- Recruitment vice actions
- Reassignments
- Details



\* Garrison Exceptions: recruitment vice actions, noncompetitive career programs, VRA appointments, NAF positions, details, and reassignments. These actions are processed by the manager directly with SCCPOC.



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MEMORANDUM FOR Ms. Lois Rogers, Civilian Personnel Advisory Center

SUBJECT: Duty Appointment-Installation Compensation Program Administrator

1. Ms. Lois Rogers is hereby appointed as the Installation Compensation Program Administrator for Fort Gordon, Georgia.
2. Period: Indefinite
3. Authority: DOD 1400.25.M, Subchapter 810.
4. The proponent for this appointment is the Civilian Personnel Advisory Center, Fort Gordon, GA.

  
ROBERT A. BARKER  
COL, SC  
Commanding