DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202

IMAH-HRD-C

JUL 2 7 2006

MEMORANDUM FOR US ALL Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #33, Recruitment and Selection Policy

1. References:

a. 5 USC, Section 3302, Competitive Service; Rules.

b. 5 CFR Part 300, Employment. (General).

c. AR 690-300, Civilian Personnel Employment, 15 October 1979.

d. AR 690-950, Civilian Personnel Career Management, 31 December 2001.

e. DA PAM 690-950, Civilian Personnel Career Program Referral Registration and Administration, 15 February 2002.

f. AR 215-3, Nonappropriated Funds Personnel Policy, 29 August 2003.

g. Memorandum, ASA(M&RA), 10 March 1997, subject: Senior Civilian Affirmative Outreach and Recruitment Policy (GS-15).

h. HQ, IMA Policy #2, Equal Employment Opportunity/Equal Opportunity, June 27, 2006.

i. Memorandum, ASA(M&RA), 8 January 2003, subject: Transition From Army Civilian Career Evaluation System (ACESS) to Resumix.

2. PURPOSE. The purpose of this memorandum is to establish the US Army Installation Management Agency (IMA) recruitment and selection policy for all GS-13 through GS-15 positions. This policy will also emphasize IMA's commitment to comply with Army equal employment, career program, and Senior Civilian Affirmative Outreach and Recruitment requirements in the above references.

3. APPLICABILITY. This policy applies to all GS-13 through GS-15 and nonappropriated fund (NAF) equivalent positions at HQIMA, region offices, and garrisons. This memorandum supersedes IMA policy memorandum #33, January 3, 2006.

4. POLICY.

a. IMA leadership will review and approve senior civilian recruitment strategies and selections from a broad perspective. The objective is to recruit, select and develop an innovative, highly capable, professional work force with diverse attributes and talents that will exemplify the competencies required to support the IMA Strategic Plan and meet mission requirements. Significant involvement by IMA senior level leaders reinforces our core values and the importance of selecting high caliber people for key executive leadership positions.

b. Selecting officials will use competitive recruitment and selection procedures when filling civilian positions covered by this policy, unless the IMA Director or Deputy Director grants an exception, and will follow the guidance in references 1d, 1e, and 1f when such positions are subject to Army career programs. Exceptions to this policy are discussed in the enclosed guidelines.

c. When filling positions subject to Army career programs, selecting officials will comply with specific career program recruitment and selection requirements in references 1d, 1e, and 1f. When such positions are also covered by this policy, selecting officials will coordinate with the appropriate IMA career program manager at the next higher level (i.e., region or headquarters), prior to submission of requirements in references 1d, 1e, and 1f. For positions subject to the Civilian Executive Development Assignment Program (CEDAP), Region Directors and Garrison Commanders will consider, but are not obligated to select, eligible CEDAP members.

5. APPROVING OFFICIALS. The IMA Director or Deputy Director retains selection approval authority for GS-15 positions throughout the Agency and GS-14 supervisory positions at HQIMA. Region Directors have selection approval authority at Region Headquarters for GS-14 positions and below, and NAF equivalent positions. Garrison Commanders, subject to the Region Director's discretion, may approve positions up to and including GS-14. Garrison Commanders may not further delegate selection authority for GS-14 positions.

6. PROCEDURES. See attached procedural guidance.

7. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is the Chief, Staffing Section, at commercial (703) 602-3320, DSN 332-3320.

Encl

JOHN A. MACDONALD
Brigadier General, USA
Director

PROCEDURAL GUIDELINES FOR IMPLEMENTATION OF
IMA RECRUITMENT AND SELECTION POLICY MEMO # 33

1. PROCEDURES. Selecting officials will, in coordination with their human resources representative, determine the appropriate area of consideration and open window period to ensure the candidate pool consists of diverse and, well-qualified applicants. The minimum area of consideration is Army wide. Federal-wide may be used when considering VEOA candidates. When positions are subject to mandatory career program referral procedures, supervisors are required to consult with the appropriate IMA career program manager, who will consult with the respective Army functional chief (FC) or functional chief representative (FCR) listed in table 1-1 of AR 690-950, which is available online at http://www.usapa.army.mil/pdffiles/r690_950.pdf. The Civilian Executive Development Assignment Program (CEDAP) will be considered by selecting and approving officials. Registered CEDAP candidates will be considered for vacancies covered under CEDAP.

a. When using competitive procedures, selecting officials will ensure development of criteria to evaluate candidates referred by the servicing Civilian Personnel Operations Center (CPOC). This should be done in consultation with HR and EEO advisors. Garrison Commanders will provide HQIMA, Workforce Development (WFD) a copy of the position vacancy announcement for CEDAP positions within 2 days of the opening date of the announcement. WFD will post CEDAP position vacancy announcements on the IMA HR WFD website. Garrison Commanders will contact HQIMA, WFD to obtain and review the registration list of eligible CEDAP members for CEDAP vacant positions. Candidates selected for positions covered under CEDAP must sign a CEDAP mobility agreement.

b. Panels, discussions with former supervisors and interviews are optional. Useful information on interviewing questions and documentation is available on the Army CPOL web site http://cpol.army.mil/permiss/index.html under "Staffing", Candidate Referral and Selection.

c. Garrison Commanders will inform Principal Deputy Director, IMA (Career Field 29 Functional Representative) and HQIMA, WFD through their Regions of CEDAP selections. Signed mobility agreements will be forwarded to HQIMA, WFD as soon as possible after a selection is made, but not later than 10 days following the effective date of the personnel action assigning the employee into the CEDAP position.

d. The selection process will be completed and request for approval forwarded to the approving official with a goal of 90 days of receipt of the referral list.

2. DOCUMENTATION.

a. The selecting official will forward a request for approval of the selection to the approving official. The request will include the name of the selectee and one or more

alternates, in order of selection (in case the first/subsequent choices are not approved or decline the job offer). The request should include the rationale for the selection.

b. Selecting officials will maintain all documents used to support the selection. Documents will be maintained for a period of at least 2 years from the date of final decision/approval of the action.

3. EXCEPTIONS.

a. Approving officials may grant exceptions to this policy, thereby permitting selecting officials to fill permanent positions non-competitively as allowed by statute, regulations and policies. Selecting officials may submit requests for exceptions, on a case-by-case basis, through their chain of command to the appropriate approving official, after consulting with their servicing civilian HR and EEO staff. Requests should include a brief explanation of why the proposal is prudent. Specifically, how the placement will enhance development of an executive work force with diverse attributes and talents, which exemplify the competencies required to support the IMA Strategic Plan and meet mission requirements.

b. Selecting officials may approve filling a position on a non-competitive basis for up to 120 days as an exception to this policy. Extensions of temporary actions beyond 120 days require approval from the appropriate approving officials.

c. IMA employees who were selected to formal developmental programs (e.g., Defense Leadership and Management Program, Senior Service Schools) may be given assignments to covered positions as an exception to this policy. Such assignments must be consistent with Army policy and their approved Individual Development Plans.

d. IMA employees may be placed in lieu of reduction-in-force as an exception to this policy, subject to mandatory placement requirements under the Department of Defense Priority Placement Program or equivalent program.

e. Placement actions directed by an appropriate authority, such as an arbitrator, administrative judge with the Equal Employment Opportunity Commission, or Merit Systems Protection Board, or a Federal court judge, will be made as exceptions to this policy.