



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

IMEU-WSB-ZA

16 JUN 09

MEMORANDUM FOR Directors and Special Staff, US Army Garrison Wiesbaden and US Army Garrison Baumholder

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 11, Civilian Personnel Recruitment

1. Purpose: To define and establish the United States Army Garrison (USAG) Wiesbaden Commander's recruitment and selection procedures policy.
2. Applicability: This policy applies to all selecting officials in USAG Wiesbaden garrisons.
3. Policy:
 - a. People constitute the heart of our organization. Fostering an environment of mutual respect, dignity, and fair treatment in order to ensure successful mission accomplishment is my number one priority. I fully support the merit promotion system and am committed to the widest possible competition in filling positions within USAG Wiesbaden garrisons. In support of this goal, I want selecting officials to adhere to the following:

(1) Selecting officials must use competitive recruitment and selection procedures when filling civilian positions. All permanent recruit/fill (AF, NAF or LN) actions must be announced at the full performance level and will be open for a minimum of fifteen calendar days. Establishing developmental or trainee positions, amendments to the time announced and identifying name requests will require my approval or, when delegated, the USAG Wiesbaden Deputy to the Commander.

(2) Ranking panels will be required for NSPS GS-11 equivalent and above positions (NAF and LN equivalent grade, see "Attachment 1" equivalent interchange chart). Selecting officials will interview, either telephonically or in person, at least two applicants from the ranked applicant list generated by the ranking panel. Selecting officials must also ensure references are checked for all applicants who will be interviewed. At a minimum, the selecting official will consult the applicant's present supervisor and at least one other supervisor in the stated work history. The panel and evaluation matrix must be established within one week prior to receipt of the referral list and selection must be made NLT 2 weeks after all the interviews are conducted. A member of the civilian personnel advisory center (CPAC) will serve as a non-voting technical advisor to the selection panel. A ready reference guide on interviewing and selection panel procedures is provided as an attachment (see Attachment 2) to this policy memorandum. Although this guide is not mandatory, it should be considered throughout your hiring process. Ranking panels should, when possible, reflect representative diversity factors such as sex, race,

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and ethnicity. Composition of the panels must include a member of the USAG Wiesbaden staff, usually the program manager for the MDEP from which the position is being funded. The appropriate and respective Equal Employment Opportunity (EEO) Officer will also serve as a non-voting advisor and will be an integral part of this process. He or she must review selection criteria, matrixes, and interview questions.

(3) Approving Officials: For all GS-14 equivalent and above positions, the approving official is the Director, IMCOM, Europe Region. For GS-13 equivalent positions, the approving official is the USAG Wiesbaden Commander. For GS-11 and GS-12 equivalent positions the approving official is the respective tailored garrison commander or the USAG Wiesbaden Deputy to the Commander. Prior to notification of the selected applicant, the approving official must be advised of the selection and a "job offer" may not be made without the express concurrence of the approving official.

b. Non-competitive actions, e.g., reassignments, voluntary changes to lower grade, NAF to APF conversions, etc., for positions at and above the equivalent grade of GS-11, as well as any other exceptions to this policy will require prior approval from me or, when delegated, the USAG Wiesbaden Deputy to the Commander. All NSPS reassignments, regardless of grade, will be approved by the USAG Wiesbaden Deputy to the Commander.

c. NSPS Pay Setting forms for all positions, regardless of grade, will be approved and signed by the Deputy to the Commander, USAG Wiesbaden.

4. This policy memo supersedes all previous policy guidance.

5. Point of contact is the Director of Human Resources, DSN 337-6619.



JEFFREY W. DILL.
COL, IN
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