



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY CYBER CENTER OF EXCELLENCE
AND FORT GORDON
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ATZH-DC

2 May 2014

MEMORANDUM FOR USA Cyber Center of Excellence (Cyber CoE) Personnel

SUBJECT: USA Cyber CoE Civilian Personnel Hiring Policy

1. Reference, FRAGO 28 to OPORD 11-004, TRADOC Campaign Plan (TCP) 11-12, 30 Aug 11
2. The procedures for filling a vacancy in the Cyber CoE are as follows:
 - a. Consult with Civilian Personnel Advisory Center (CPAC) for advice. The Personnel Advisory Center participates as an advisor and works with a designated representative from the beginning of the process to the end. The entire process will take a maximum of 80 days. (See Enclosure 1)
 - b. The Deputy to the Commanding General (DtCG) will serve as the Position Management Officer (PMO). The duties of the PMO are to determine the continued need for the position, review requirements, and to provide guidance and supervision to the hiring process. The Selecting Official (SO) is usually the person who serves as the rater of the vacant position. The Approving Authority (AO) is the O6 level or civilian equivalent in the chain of command. For a checklist of the hiring process, see Enclosure 2.
 - c. Resume skills ranking matrix and interview panels are mandatory for GS15 positions. The rater, in coordination with the DtCG, will complete the hiring action. The DtCG will serve as both the SO and the AO.
 - d. Resume skills ranking matrix and interview panels are also mandatory for GS13, GS14, and all supervisory positions. The SO will usually be the rater of the position being hired, and the AO will be the O6, civilian equivalent, or higher in the chain of command.
 - e. Resume skills ranking matrix is mandatory for non-supervisory GS12 and below positions, but interview panels are optional. The SO will usually be the rater of the position being hired. The AO will be the O6, civilian equivalent or higher in the chain of command.

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3. The composition of the ranking and interview panels must reflect diversity factors such as gender, race, and ethnicity. Only the AO may waive the diversity requirement when circumstances warrant, e.g., non availability of female, GS-14, etc. The SO will serve as the chairperson for the panels. The composition of the panels will consist of a minimum of three members and must include at least one member outside the SO's must ensure adherence of merit, fairness and equitably, integrity, and efficiency in the hiring process for all grades. PCS costs will be determined by the PMO when requested by the SO.
4. IAW the reference cited in paragraph one, if the selectee is a non-TRADOC employee, then the example memorandum at Enclosure 3 should be completed and routed to the Cyber CoE ACoS G1 for review and transmission to TRADOC prior to submitting the selection to CPAC. Upon receipt of TRADOC's response, the ACoS G1 or designated representative will forward the response to the SO who will coordinate with CPAC for notification of the selectee or to review alternate selections.
5. See FG Form 1203 at Enclosure 4 for the proper procedures to staff and process a personnel action.
6. To ensure compliance of a hiring action completion within the 80 day period from the submission of the initial Request for Personnel Actions (RPA) establishing the position, personnel will complete all possible actions necessary prior to submission. These actions include reviewing position descriptions, selecting panels, developing screening and interview question and the developing the ranking matrix. The FG Form 1203 must also be approved by the PMO prior to submitting the RPS
7. Management has the authority to execute management directed reassignments in compliance with all regulatory laws and policies. These reassignments must be approved by the PMO. The positions concerned must be of equal grade. In addition, the personnel being reassigned must be fully qualified for the position into which they are being placed.
8. This memorandum is effective immediately and supersedes the previous memorandum, Civilian Personnel Hiring Policy, date 25 April 2012.
9. The proponent for this policy is the Cyber CoE G1, (706) 791-8031.

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