



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTER, U.S. ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR All Garrison Personnel

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

1. The Civilian Personnel Advisory Center (CPAC) will be consulted prior to the hiring of all civilian personnel, regardless of grade or position, prior to submitting a Request for Personnel Action (RPA). 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. Competitive recruitment procedures, ranking and interview panel are mandatory for:
 - a. Supervisory positions;
 - b. Positions at the GS-13 and above; and
 - c. GS-12 positions that are unique, one-of-a-kind positions: e.g., Fire Chief or Deputy Director.
3. Guidelines on ranking and interview panel procedures, panel responsibilities, panel composition, confidentiality of information, proper documentation and maintenance of selection information, and fairness of the process should be addressed to your servicing CPAC Human Resources (HR) Specialist. 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. The selecting official will serve as the chairperson. The chairperson is responsible for the composition of the ranking and interview panels to include a member outside the selecting official's organization, coordination and convening of the panels, and making selection, within the appropriate standard, as outlined in the Army Standard 80 day fill time. A minimum of one alternate selection will be made for each vacancy. Only the approving official may waive the diversity requirement when circumstances warrant, e.g., unavailability of female, or GS-14, etc. 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 sections prior to notifying CPAC of your selection for the following positions:

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

- a. Supervisory;
- b. GS-13 and above;
- c. GS-12 unique; and

d. All by-name requests for noncompetitive Veterans Recruitment Appointments and Veterans Employment Opportunity Act appointments will require justification and my approval.

5. The Garrison G-1 (DHR) 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.

Encl



SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 29 Civilian Recruitment, 15 Nov 11



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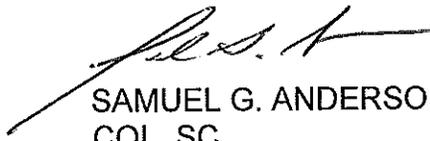
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MEMORANDUM FOR Federal employees' Compensation Act (FECA) Review Board

SUBJECT: Duty Appointment-Installation Compensation Program Administrator

1. Ms. Gabriele Barnett is hereby appointed as the Installation Compensation Program Administrator for Fort Gordon, GA.
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.


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MEMORANDUM FOR Ms. Sophia Moore, Chief, Nonappropriated Fund Human Resource 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 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.


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IMGO-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:

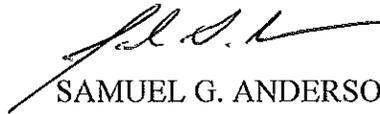
PRIMARY – Gabrielle Barnett

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.


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