



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE VIRGINIA 23801-2102

13 MAY 2015

ATCL-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for the Hiring Process for GS14 and GS15 Positions

1. As leaders of our great civilian workforce, we have the inherent responsibility to attract, train, educate and develop our civilian workforce – those who are able to lead and manage change, think strategically, and represent the Army across organizations. I have seen the intellectual energy that the Combined Arms Support Command (CASCOM) Sustainment Center of Excellence (SCoE) provides to the Army and joint community as we seek to balance current and future requirements. Consistent with the Army Civilian Workforce Transformation (CWT) efforts, that work must continue. We must take actions now to ensure there are high-quality leaders at all levels

2. Definitions:

a. Selecting official – normally first and second line supervisor. Responsible for overseeing individual recruitment process. Works with Civilian Personnel Advisory Center (CPAC) to identify recruitment source, criteria, competencies, and ensures merit system principles are abided by. Oversees entire recruitment process, to include vetting of referred applicants to determine the best candidate.

b. Approval authority – normally senior level management official. Responsible for setting and overseeing overarching program conditions regarding recruitment.

3. It is understood that the recruitment process for federal civilian positions entails (but is not limited to):

a. Ensuring the position description is accurate, the position is authorized for recruitment, and is coordinated with G1 and G8 as appropriate.

b. Coordinating with the CPAC to develop a recruitment package (to include, but not limited to: area of consideration determinations, recruitment questionnaire criteria, etc.).

c. Developing screening criteria, to include identification of screening panel (if used).

d. Developing interview questions (if interviews are conducted); if so, identify interview panel and interview criteria.

e. Recommending selections based on merit and in accordance with Equal Employment Opportunity (EEO) principles.

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4. It is hereby delegated that:

a. Approval authority for hiring processes associated with recruitment for GS15 vacant positions be delegated no lower than the CASCOM Deputy to the Commanding General (DtCG).

b. Approval authority for hiring processes associated with recruitment for GS14 vacant positions be delegated:

(1) No lower than the CASCOM DtCG for Headquarters staff, Capabilities Development and Integration Directorate (CDID), and the G3/5/7 staff.

(2) No lower than the Commandants for the Quartermaster, Transportation, and Ordnance Schools.

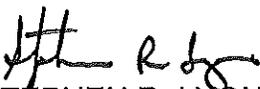
(3) No lower than the President of the Army Logistics University (ALU).

(4) No lower than the Commanding General, Soldier Support Institute (SSI).

(5) No lower than the Director, Defense Ammunition Center (DAC).

5. It is further stated that all selecting officials for GS15 vacancies submit all screening and selection criteria through the G1/4, to the DtCG for vetting. This vetting is required prior to receipt of a referral and again when a selection is being recommended to the DtCG.

6. Point of contact is Mr. Michael Parker, 765-7967, mike.parker4@us.army.mil, CASCOM G1.


STEPHEN R. LYONS
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Commanding

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CF: Civilian Personnel Advisory Center