



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEM LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-CP

16 MAY 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #24-01, Referral and Selection of Civilians for Senior Positions

1. PURPOSE. To establish a policy for the establishment of senior positions (non-bargaining unit); and the recruitment, referral, and selection of applicants.
2. POLICY/PROCEDURES.
 - a. Establishment or upgrade of positions at or to the GS-13 level or above will be accomplished through a staffing action coordinated with the Directorate of Resource Management (DRM) and the Civilian Personnel Advisory Center (CPAC), for approval by the Chief of Staff.
 - b. Recruitment sources for vacant or new senior positions (GS-13 level and above) will be in keeping with the Commander's intent to find the most qualified person for the job while insuring Fort Leonard Wood's workforce is reflective of our nation's diverse population.
 - c. When recruiting for leader, supervisory, and managerial positions, emphasis will be placed on locating applications with excellent leadership and people skills, as well as managerial abilities. Prior to filling such positions, the job description will be reviewed by a colonel-level commander/director to insure it contains that emphasis and is not written in such a way that unnecessarily precludes certain qualified people from being considered.
 - d. Candidates referred for selection to senior positions will be screened by a panel made up as much as practicable with members at or above the grade of the position being filled, both male and female, military and civilian, minority and non-minority, and including at least one person from outside the organization where the vacancy exists.
 - e. The panel leader will be provided a briefing by the CPAC advisor regarding proper procedures for conducting a panel and will be provided material with which to structure panel interviews and evaluation of applicants. The panel evaluation plan will be reviewed by the CPAC and the Equal Opportunity Program Directorate (EOP) prior to the panel conducting interviews or screening applications. Panel results will also be reviewed by the CPAC and the EOP Directorate before a final list of recommended candidates is sent to the selecting official.

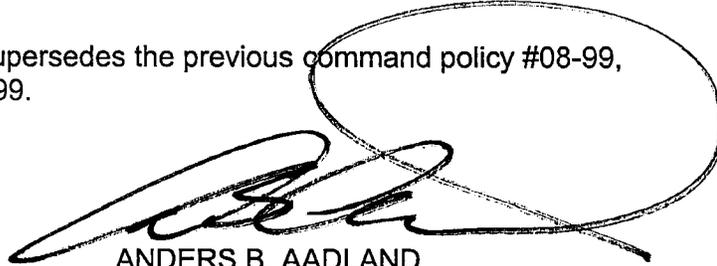
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f. Before making a selection for a senior position, the selecting official will discuss the panel process and results with the first colonel in the supervisory chain.

3. PROPONENT. The proponent for this command policy is the Director, CPAC, 596-0927.

4. SUPERSESSION. This policy supersedes the previous command policy #08-99, subject as above, dated 30 July 1999.

A handwritten signature in black ink, appearing to read 'A. Aadland', is written over a large, hand-drawn oval. The signature is fluid and cursive.

ANDERS B. AADLAND
Major General, USA
Commanding

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All Schools, Brigades, Battalions, Companies,
Detachments, Tenant Units, Directorates,
and Personal Staff Offices