



**DEPARTMENT OF THE ARMY**  
U.S. ARMY CORPS OF ENGINEERS, SOUTHWESTERN DIVISION  
1100 COMMERCE STREET  
DALLAS, TEXAS 75242-1317

CESWD-HR

12 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwestern Division's Delegation of Authority for Corporate Recruitment and Selection at the GS-15 and GS-14 levels

1. Reference ER 690-1-1203, Corporate Recruitment and Selection, 14 October 2010.
2. ER 690-1-1203 promulgates the U.S. Army Corps of Engineers Corporate Recruitment and Selection process and will be used when filling all GS-15 positions and those GS-14 supervisory positions reporting directly to a Commander. This memorandum provides guidance and establishes delegated authorities within the Southwestern Division (SWD). This guidance is applicable to all elements within SWD.
3. The following guidance and delegations are provided:
  - a. The SWD Commander serves as the selecting official for all SWD supervisory GS-15 positions and all GS-14 supervisory positions reporting directly to a Commander.
  - b. Panel Chair responsibilities are hereby re-delegated to the SWD Deputy Division Commander, respective Senior Executive Service (SES) member and District Commander for all subordinate supervisory GS-15 and applicable direct report GS-14 supervisory positions under their purview. Panel chair responsibilities for all GS-15 supervisory positions may not be re-delegated. District Commanders may re-delegate the panel chair responsibility to their District Deputy Commanders for applicable GS-14 supervisory positions.
  - c. Selection panels must consist of at least three employees and should contain a diverse group of individuals to include women and/or minorities from underrepresented groups. Panel members must be Federal employees, (military or civilians within or outside USACE) and be at a level at or above the grade level of the position being filled. Civilian Personnel Advisory Center Human Resource advisors and EEO representatives will serve as non-voting members during the recruitment process up through panel deliberations. When filling GS-15 supervisory positions, an outside SES member (external to SWD) will be appointed to serve on the panel along with the immediate supervisor of the position. When filling GS-14 supervisory positions, the panel will include the immediate supervisor and a supervisory GS-15 from outside the activity (SWDO or District, respectively) of the position being filled.

CESWD-HR

SUBJECT: Southwestern Division's Delegation of Authority for Corporate Recruitment and Selection at the GS-15 and GS-14 levels

d. The recruitment strategy and selection plan, to include all criteria used for recruitment, the panel membership, interview questions and the selection criteria utilized when filling positions subject to the USACE Corporate Recruitment and Selection ER, must be routed through the EEO office for review, and approved by the selecting official. The recruitment strategy and selection plan must be made a part of the recruitment record.

e. Personal interviews will be conducted and all members will participate. Interviews may be conducted in person, by telephone or VTC, etc. Additionally, the USACE leadership assessment tool must be administered and considered when making selections at the GS-15 level. Use of the assessment tool at the GS-14 level is highly encouraged. The use of the USACE Assessment Tool is strongly encouraged when filling temporary positions but not required. When the tool has been excluded, the selection plan will document this exclusion. Individuals selected under these conditions may not be placed into a permanent position without going through the full corporate recruitment and selection competitive process.

f. In all cases, when filling temporary positions the area of consideration must include current USACE employees. The SWD Commander, as the selecting official, may approve exceptions to the corporate recruitment and selection policy when filling vacant temporary position of over one year. Panel chairs may approve exceptions to the corporate recruitment and selection process when filling vacant temporary positions not to exceed one year or less. All exceptions granted will be reflected within the approved selection plan.

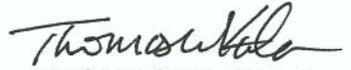
g. Indefinite full-time appointments of reemployed annuitants to permanent positions are subject to the corporate recruitment and selection process.

h. Employees may not be permanently placed into positions at a higher grade or organizational level/echelon without undergoing further competition as prescribed in ER 690-1-1203.

4. Requests for exceptions as noted above not covered within ER 690-1-1203 paragraph 8 will be submitted in writing through the District Commander or SES member via CESWD-HR to the SWD Commander for a decision. Requests not within the SWD Commander's authority will be reviewed for appropriateness. Any request meeting the intent of the referenced regulation will be staffed thru the Director of Human Resources before submission to the USACE Deputy Commanding General for a decision. All exceptions granted must be retained as part of the recruitment strategy and selection plan.

SUBJECT: Southwestern Division's Delegation of Authority for Corporate Recruitment and Selection at the GS-15 and GS-14 levels

5. Ms. Hazel Fernández serves as my point of contact and can be reached at (469) 497-7123/4.

  
THOMAS W. KULA  
Brigadier General, USA  
Commanding

Distribution:  
CESWD-ZB  
CESWD-PD  
CESWD-RB  
SWD DISTRICT COMMANDERS  
SWD CPAC