DEPARTMENT OF THE ARMY
SOUTHWESTERN DIVISION, CORPS OF ENGINEERS
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DALLAS, TEXAS 75242-1317

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CESWD-HR

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MEMORANDUM FOR All Southwestern Division (SWD) Personnel

SUBJECT: Southwestern Division Commander's Policy Letter #10, Selection and Notification

1. References.

a. Memorandum, HQUSACE, CEHR-E, 10 November 2008, subject: Extending Tentative Job Offers.

b. ER 690-1-1230, Corporate Recruitment and Selection, 14 October 2010.

2. Purpose. To implement the Southwestern Division policy for candidate selection and notification of non-selection for vacant positions in the Southwestern Division (SWD) and to provide guidance to selecting officials when extending tentative job offers.

3. Applicability. This policy applies to all SWD managers, supervisors or selecting officials responsible for filling vacancies. Selecting officials are required to seek guidance and advice from the Civilian Personnel Advisory Center (CPAC) throughout the recruitment process.

4. Exclusions. This policy does not cover positions subject to reference b, the HQ USACE Corporate Recruitment and Selection Policy or to positions being filled for Overseas Contingency Operations (OCO). Also excluded are selections announced under the Delegation Examining Unit (DEU) process, the Direct Hire Authority (DHA), or the Acquisition Expedited Hiring (EHA) Authority.

5. Policy.

a. A selection panel will be used for all positions filled internally or externally via a competitive announcement at the GS-12 level and above. The immediate supervisor will be responsible for convening the selection panel. The panel members must be at the same or higher grade as that of the vacancy being filled and be knowledgeable of the requirements of the position. Normally, a panel will consist of three to five members, and when possible, include a member from outside the district or office where the position is being located. The purpose of the panel is to reach consensus on the best qualified candidate(s) and provide a recommendation to the next level supervisor for review and approval. The panel chair is responsible for developing the screening criteria to be used by the panel and routing through the Equal

*This memorandum supersedes Division Commander's Policy Memorandum #10, dated 8 September 2010.

Employment Opportunity Office (EEO) for review. Panel Chairs and selecting officials are to coordinate with the CPAC throughout the recruitment and selection process and are to include EEO Specialists in panel deliberations. Selecting officials will make efforts to consult with the EEO advisors to determine if any opportunity exists for increasing the participation rate of qualified women, minorities, and individuals with disabilities and targeted disabilities.

b. Supervisors may temporarily back-fill vacancies by detail or temporary assignment when gapping the position has an adverse impact on the mission. Care must be taken to prevent selected employees from having an unfair advantage (perceived or otherwise) over other individuals who were not granted an opportunity to serve in the same temporary capacity. Every effort will be made to offer the developmental assignment to all interested qualified personnel, via rotational assignments when temporarily back-filling vacancies.

c. This policy does not preclude the non-competitive fill of positions as allowed under the SWD Merit Promotion Plan, or other laws or regulations that permit non-competitive actions.

d. In an effort to improve and streamline the recruitment process, selecting officials may verbally extend tentative job offers to candidates. Within SWD, authority to extend tentative job offers is delegated to the SWD Deputy Commander, Senior Executive Service (SES) Directors, and District Commanders. It may be further delegated to selecting officials within the District/Division Office. This practice is optional and subject to written delegation. When used, selecting officials are to seek guidance and advice from the CPAC prior to extending any tentative job offers. All tentative verbal offers must be followed-up with a written tentative offer to ensure the candidate is fully aware that the tentative offer is not a firm commitment of employment. The selecting official will advise the CPAC of all tentative offers made. The responsibility for making the final and firm offer of employment remains the sole responsibility of the CPAC. A job offer is not firm until all the pre-employment requirements are met and the CPAC HR Specialist notifies the candidate of the final official offer of employment.

e. When extending tentative offers of employment, selecting officials must use the enclosed template at Appendix A (attached), to ensure full understanding of the conditions of the tentative offer.

f. Selecting officials that interview candidates for vacant positions within SWD should notify unsuccessful interviewees that they were not selected for the vacancy. Notification may be accomplished verbally or via a non-selection memorandum. A sample memo is enclosed at Appendix B (attached). The non-selection memo should be issued within a reasonable period of time (3-5 days) after the HR Specialist confirms completion of the selection process, to include contacting the selectee with the firm and final offer and acceptance of such.

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g. Selecting officials will notify the SWD Headquarters or District workforce of a candidate's selection once the non-select letters have been issued to individuals non-selected for the position. The workforce notification should include information regarding the selectee, the position he/she was selected for, and the expected reporting time frame. A sample notification memorandum is at Appendix C (attached).

6. Exceptions to this policy may be approved by the SWD SES Directors or the Deputy Division Commander for vacancies at the SWD Headquarters and by the respective District Deputy Commanders.

7. Questions concerning the recruitment process or when filling positions are to be directed to the CPAC for assistance. My point of contact for this policy memorandum is Ms. Hazel Fernández at (469) 487-7123/4.

Thomas Kula

THOMAS W. KULA
Brigadier General, USA
Commanding

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1. Appendix A – Tentative Job Offer
2. Appendix B – Sample Non-Selection Letter
3. Appendix C – Sample Selection Announcement

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

Appendix A – Tentative Job Offer

Office Symbol

MEMORANDUM FOR_____

SUBJECT: TENTATIVE JOB OFFER

1. I am extremely pleased to inform you that you have been ***tentatively*** selected for the position of _____ with the _____, U.S. Army Corps of Engineers, Southwestern Division, located at _____. The USACE mission is to provide vital public engineering services in peace and war to strengthen our Nation's security, energize the economy, and reduce risks from disasters. We are pleased that you will be joining our Team of great professionals!

2. We look forward to having you join our ranks in the very near future. A Human Resources Specialist from the Southwestern Division Civilian Personnel Advisory Center will be in touch with you shortly to obtain additional information needed to finalize your selection and verify your eligibility for this position. They will be making the firm and final offer of employment. Until then, please do not take any irrevocable actions such as resigning your current position, selling your home or possessions, etc., prior to receiving the official job offer from the Southwestern Civilian Personnel Advisory Center.

3. Should you have any questions, please feel free to contact me at _____.

_____

Selecting Official

CF: Southwestern Civilian Personnel Advisory Center

APPENDIX B – Sample Non-Selection Letter

Office Symbol

Mr. John Doe
123 Tree Street
Brooklyn, TX 71252

Dear Mr. Doe:

Thank you for applying to the Supervisory Civil Engineer, GS-0810-13 vacancy located at the U. S. Army Corps of Engineers' Southwestern Division Office. Only a few individuals were selected for an interview from a long list of applicants that competed for this position - You should be very proud. The high quality of the candidates made our selection very difficult; unfortunately, you were not selected for this vacancy.

I appreciate your interest in working at the Southwestern Division and I encourage you to apply for any future vacancies that interest you.

I wish you much success in your future career plans.

Sincerely,

_____

Selecting Official

APPENDIX C – Sample Selection Notification Announcement

I am pleased to announce the selection of Ms. Jane Smith for the position of Supervisory Program Manager, GS-0340-13 located at the _____Branch, in the _____ District. It is anticipated that Ms. Smith will be joining our staff in _____ 2012.

Jane Smith brings with her an abundance of supervisory experience and her technical expertise in the field of _____ is exceptional. She has served in various capacities, to include working for the Department of Navy as a Mechanical Engineer for NAVFAC, as a Program Manager in the _____ District and as the _____ Chief at the Mississippi Valley Division. In addition, Ms. Smith served a six month assignment in Iraq as the GRS Program Manager.

Please join me in welcoming Ms. Jane Smith to our _____ District Team!

_____

Selecting Official