98TH AREA SUPPORT GROUP

"TEAM OF TEAMS"

COMMANDER'S POLICY

POLICY NUMBER: 6	**DATE:** 21 July 2004
SUBJECT: Recruitment of Civilian Employees	

1. **PURPOSE:** This establishes procedures concerning personnel actions for positions GS-11 level or above.

2. **SCOPE:** This policy applies to all the 98th ASG personnel.

3. **POLICY:**

a. Hiring actions for U.S. civilian employees grade GS-11 or LN Employees C-7 and above will be approved by the 98th ASG Commander/Executive Officer prior to final action. This includes all appointments, reassignments, promotions, changes to lower grade, and details for more than 30 days. The proposed action will be forwarded through command channels to the ASG Commander prior to submission to the servicing Civilian Personnel Assistant Center (CPAC) for action.

b. Vacant positions in the 98th ASG at the GS-11 level or above will be recruited from a wide area of consideration and will include candidates from both inside and outside the current Federal workforce. As a minimum, the area of consideration should include all current Army employees and recruitment from outside sources such as the Office of Personnel Management's Bulletin 40 and Veterans Readjustment Appointment eligibles.

4. The point of contact is the ASG HRO at 350-1430.

5. This policy memo supersedes 98th ASG Policy Memo 6, dtd 30 January 2003.

"Team of Teams!"

RUSSEL D. SANTALA
Colonel, AD
Commanding