

**USAREC Regulation 690-6**

**Civilian Personnel**

# **Civilian Personnel Administration**

**Headquarters  
United States Army Recruiting Command  
Fort Knox, Kentucky  
6 May 2019**

**UNCLASSIFIED**

# SUMMARY of CHANGE

USAREC Regulation 690-6  
Civilian Personnel Administration

This certifies current, the revision dated 1 July 2014, and includes the following:

- o Changes the date to 6 May 2019
- o adds section 5 for Records Management Requirements.

**Effective 6 May 2019**

## Civilian Personnel

### Civilian Personnel Administration

For the Commander:

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Chief of Staff

Official:

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Assistant Chief of Staff, CIO/G6

**History.** This certifies current the USAREC Reg 690-6, which is effective 6 May 2019.

**Summary.** This regulation establishes the organization, functions, authorities, and responsibilities for civilian personnel management and administration within the U.S. Army Recruiting Command.

**Applicability.** This regulation is applicable to all U.S. Army Recruiting Command activities employing appropriated fund civilians.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Relation to USAREC Reg 10-1.** This publication establishes policies and procedures regarding Civilian Personnel Administration according to UR 10-1, para 3-19 c(4) Civilian HR Management

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCPER-CPO , 1307 3rd Avenue, Fort Knox, KY 40121-2725.

**Distribution.** This publication is available in electronic media only and is intended for command distribution level B.

\*This regulation is certified current and supersedes USAREC Regulation 690-6, dated 1 July 2014.

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## **Glossary**

## **1. Purpose**

This regulation establishes the organization, functions, authorities, and responsibilities for civilian personnel management and administration within the U.S. Army Recruiting Command (USAREC).

## **2. References**

For related publications, see appendix A.

### **3. Explanation of Abbreviations**

For abbreviations used in this regulation see the glossary.

## **4. Legal basis**

Acts of Congress, Executive Order, Comptroller General decisions and rules and regulations issued by the Office of Personnel Management, Department of Defense (DOD), and Department of the Army (DA) govern the employment of civilians. Higher echelon management and USAREC publications implement these directives.

## **5. Records Management Requirement**

As decreed by AR 25-400-2, the records management (recordkeeping) requirements for all record numbers, associated forms, and reports are included in the Army's Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports associated with AR 25-30 are located in RRS-A at <https://www.arims.army.mil>. (See records management requirements in para 2-12.)

## **6. Objectives**

Civilian personnel administration support provides the workforce necessary to support the Army mission. To meet this objective, designated civilian personnel advisory centers (CPACs) furnish human resources service and assistance to Headquarters, U.S. Army Recruiting Command (HQ USAREC) staff and commanders to obtain, compensate, develop, use, and retain an effective workforce in all organizational units employing civilians.

## **7. Re-delegation of authority policy**

DA policy for Civilian Personnel administration is to re-delegate through command channels to the lowest operating level. The Commanding General (CG) can delegate authority in whole or in part. G1, Civilian Personnel Management Division (CPMD) provides guidance on CG approved delegation levels.

## **8. Responsibilities**

- a. The CG may delegate, to the G1, responsibility to develop, implement, manage, and evaluate USAREC's civilian personnel program, ensuring compliance with regulatory and statutory requirements.
- b. Commanders and HQ USAREC Directorates and ACS' will:
  - (1) Coordinate with the designated CPAC point of contacts on civilian personnel requirements.
  - (2) Provide responses to G1 CPMD for information requests.
  - (3) Establish a climate within the organization conducive to obtaining, developing, using, and retaining an effective civilian workforce and guaranteeing equality of opportunity in the activity.
  - (4) Exercise all delegated authorities in strict compliance with applicable regulatory and statutory requirements and other civilian personnel guidance.
  - (5) Ensure that all military and civilian supervisors of the civilian workforce complete the required DA supervisory training.
  - (6) Ensure all labor obligations are met.
  - (7) Ensure proper approval level for recruitment, relocation, and retention incentives, superior qualification appointments, and reemployed annuitant appointment, and noncompetitive appointments as outlined in paragraph 9.
- c. G1, CPMD, will:
  - (1) Act for the CG in discharging the civilian personnel management responsibilities enumerated in paragraph a.
  - (2) through (5) above. Included in this responsibility is coordination with the Civilian Human Resources Agency on selection of servicing CPACs.
  - (2) Perform civilian personnel administration functions and activities which may not be re-delegated or assigned elsewhere because of legal, regulatory, and administrative limitations or for reasons of economy and efficiency.

## 9. Hiring Actions.

Commanders and HQs Directors and Special Staff will ensure timely submission of Civilian Hire Request (CHR) to G1 CPMD for known vacancies – current or projected.

### 10. Recruitment and Selection.

a. Selecting officials and the servicing CPAC will work as a team to select most feasible recruitment sources for the type of positions being filled, unless contrary to the CPAC's merit promotion and placement plan or any applicable labor management agreement.

b. Selecting officials can use a variety of competitive and noncompetitive recruitment sources to include merit promotion, delegated examining, veterans' appointments, student appointments, etc. Selecting officials will consider affirmative action goals and succession planning when determining recruitment sources. Leaders can advertise positions at the full performance level or as developmental. If a selecting official is filling a vacancy as developmental, he/she will determine which referral list (developmental or full performance) to use to select the best candidate. The CPAC will educate managers on available competitive and noncompetitive recruitment sources.

c. Selection Panels. Selection panels and interviews are mandatory for positions identified below.

(1) Headquarters: Directors and Deputy Directors; Special Staff Section Chief and Deputies; and medical positions, e.g. Medical Officer and Command Psychologists.

(2) Brigade: GS-11 and higher supervisory positions; GS-1740-12 Education Services Specialist (ESS); GS-0343-11 Program Analyst; GS-0101-09 Soldier and Family Assistance Program (SFAP) Manager; GS-0101-09 Family Advocacy Program (FAP) Coordinator, GS-0101-09 Victim Advocate.

(3) Battalion: GS-09 and higher supervisory positions (includes GS-0346-09 Logistics Management Specialist); GS-1740-11 ESS; GS-0101-09 SFAP Manager; GS-0343-11 Program Analyst.

When selection panels are used, they must consist of between three to four members. At least one panel member must be a subject matter expert. Members must be at the grade/rank equal to or higher than the position filled, and the selecting official will not serve as a panel member. The CPAC Staffing point of contact (POC) is responsible for advising on and reviewing job-related criteria and panel instructions prior to use by the panel. The panel will use written, documented job-related criteria to determine and recommend the best qualified candidate(s) to the selecting official. Selecting officials are encouraged to use selection panels for other positions in cases where it is beneficial in the selection process.

d. Exceptions. Exceptions include filling positions based on: employee's statutory or regulatory rights, placements in lieu of or through reduction-in-force, a well-qualified Priority Placement Program registrant, and non-competitive temporary promotions (less than 120 days). The CG will approve all other exceptions. Leaders will submit requests for exceptions other than those identified above, to include selections for noncompetitive appointments, through the chain of command in writing to G-1 CPMD for the CG's approval/disapproval. The package will include the selection justification and all supporting documentation.

e. Interviews. Panel members and/or the selecting official must conduct interviews for all well-qualified candidates for positions listed in 9c. above. During interviews, officials can provide essential information about the position requirements (includes job related criteria) and solicit input to make a distinction among candidates. Panel members and/or selecting officials will use interview questions/topics that are job-related and consistent. The CPAC staffing POC should review these questions and topics to ensure they are appropriate.

f. Merit Systems Principles and Prohibited Personnel Practices. Leaders must make selections based on job related criteria and without regard to political, religious, or labor organization affiliation, marital status, race, color, sex, national origin, non-qualifying disability, or age. It is prohibited to violate veteran's preference by taking or failure to take a personnel action; to employ or advocate a relative; to deceive or obstruct any person with respect to that person's right to compete for employment; influence a person to withdraw from employment for the purpose of improving or injuring the prospects of another person for employment; or grant any preference or advantage not authorized by law or regulation. This ensures compliance with regulatory guidance and merit systems principles pertaining to fair and open competition and to avoid both the practice and appearance of preferential treatment.

g. Affirmative Action Consideration. Even though race, sex, or national origin may not be the sole or deciding factor in the selection process, it is appropriate to consider the need to take affirmative action in making the final selection decision. Leaders must exercise caution to ensure this consideration is not substituted for qualifications. The selecting official should contact the Equal Employment Opportunity (EEO) POCs to discuss affirmative action concerns.

## **11. Classification**

a. Classification authority is delegated to the Chief of Staff (CoS) for all position descriptions (PDs). The Deputy Chief of Staff is delegated classification authority only in the absence of the CoS.

b. Standardized PDs.

(1) G-1 CPMD develops or amends standardized PDs with input from leadership and subject matter experts (SMEs). G-1 CPMD updates standardized PDs when there are modifications to major duties.

(2) Supervisors may make Pen and Ink changes that don't impact the classification (title, series, and grade) to USAREC standardized PDs, but will coordinate such changes with the servicing CPAC.

c. Non-Standardized PDs. The CPAC classification POC will advise and assist managers/supervisors through the classification process. The POC will provide a pre-classification advisory on new or modified non-standardized PDs, and will also advise if changes can be made through pen and ink changes. The pre-classification advisory is an important step to ensure accurate occupational series and grade levels on all PDs forwarded to the CoS for classification.

## **12. Awards**

a. Commanders at least one level above the nominating official will approve monetary performance awards and QSIs, unless the nominating official is the commander and no further approval is required.

b. The immediate supervisor can approve On-the-Spot Cash Awards (up to \$500), but the organization's official responsible for managing awards funding will endorse the award, to ensure funding ceilings are not exceeded.

c. Special Act/Service Awards. The CG delegates approval authority as follows:

(1) CG up to \$10,000

(2) DCG/CoS/Director/BDE Cdr - up to \$3000

(3) BN Cdr - up to \$1500

d. Time off Awards (TOAs). The CG delegates approval authority as follows:

(1) DCG/CoS/Directors/BDE Cdrs - up to 40 hours

(2) BN Cdrs - up to 16 hours

(3) Immediate Supervisor - up to 8 hours

**Appendix A**  
**References**

**Section I**  
**Required Publications**

There are no entries for this section.

**Section II**  
**Related Publication**

**AR 690-200**

General Personnel Provisions.

**Section III Prescribed Forms**

There are no entries for this section.

**Section IV Referenced Forms**

There are no entries for this section.



## **Glossary**

### **Section I Abbreviations**

#### **ACS**

Assistant Chief of Staff

#### **CG**

Commanding General

#### **CPAC**

Civilian Personnel Advisory Center

#### **DA**

Department of the Army

#### **DOD**

Department of Defense

#### **HQ USAREC**

Headquarters, U.S. Army Recruiting Command

#### **USAREC**

U.S. Army Recruiting Command

### **Section II Terms**

There are no entries for this section.

# USAREC

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