## Personnel Actions - Military

**Civilian Hiring Actions**

 1-16. Non-Attorney civilian hires.

* *The hiring process*. The first step in hiring is to get a copy of the Position Description (PD) and review it with your leadership to ensure the position meets the needs (and perhaps the future needs) of the position. Caution should be taken in exposing information in those discussions that may be detrimental to the morale of the office or an individual. For example, just because an existing person is “filling” that role because it is vacant, does not entitlement them to it. The hiring process is a neutral process designed to select the BEST individual for a position. Board members should not consider many factors IAW Army EEO policies, such as how long does a person plan to be in a position (even though it would be nice to have that information), or as recognition of work in a previous position.
* *The Position Description*. If the SJA agrees that the existing position will satisfy the requirements of the job, then skip the rest of this paragraph. If not and ONLY minor “pen and ink” changes are needed, then you will not have to have the PD vetted through OTJAG. If however, that is the case, and your changes are substantial, coordinate with your local HR to ensure that the PD is vetted through OTJAG prior to the announcement being made available to the public. *FASCLASS* can assist you in locating current PD’s to develop the one you need for the office.

* *Making the Announcement*. Once you have a PD that the SJA has signed off on and that HR has received approval from OTJAG for, coordinate with your HR to submit an RPA, or a Request for Personnel Action. This will initiate the announcement on USA Jobs. Pay close attention to the Knowledge, Skills, and Abilities (KSA’s) listed on the announcement as this will be a standard to compare applicants to. Ensure you keep track of when the closed date for the announcement is, because you cannot do anything until that date passes. Once it does, coordinate with your leadership to see how many applicants are available, and the method to “cut” your list down to the number of applicants to interview. This is fairly arbitrary process within the OSJA, subject to any existing laws, regulations, or additional guidance by HR.
* *The Board and Selecting Official*. During this process, you and the DSJA will identify and notify board members of when interviews will occur. Careful consideration should be taken towards in-house interviewees who are currently supervised by a board member. It may be appropriate to select a “neutral” Judge Advocate or appropriate official from another OSJA on the installation to serve as a board member. The Selecting Official is normally the SJA, who is not also a board member, and acts on the recommendation of the board.
* *Interviewing*. After the list of applicants to be interviewed is complied, notify HR. Make a packet of each interviewee’s résumé and additional documents for them to review prior to them showing up for conducting interviews. Work with your DSJA to write scripted questions that the board will ask each interviewee. Some interviews will be telephonic, so you will have to coordinate with the interviewees to identify which way they will interview.
* *Completing the process*. After interviews are complete, the board will meet to determine who the top five candidates are, with an order of preference on a memorandum IAW AR 25-50. That list is then presented to the SJA for selection on DA Form 2600. Route that document to HR along with any other documents they need to process the hiring action. Once HR completes their processes, for example, a background check, they will notify OTJAG of the intent to make an offer to hire to the selected person. After they get approval, an offer to hire is made and the individual is given a start date, almost always at the start of a pay period.