



DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, NORTHWESTERN DIVISION  
PO BOX 2870  
PORTLAND OR 97208-2870

REPLY TO  
ATTENTION OF

CENWD-HR (690)

25 JUN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NWD Policy Memorandum #1-04 - Recruitment and Selection of Regional Support Center (RSC) Positions (RM, IM, CT, PA, LM)

1. Purpose: This policy is established in order to ensure proper shaping of a regional workforce as we transform under USACE 2012.
2. References: This policy exempts Regional Support Center (RSC) positions from the following:
  - a. CENWD-HR memo dated 11 Jun 2001, subject: Northwestern Division (NWD) Corporate Recruitment and Selection Policy
  - b. CENWD-HR memo dated 11 Jun 2001, subject: Northwestern Division Corporate Recruitment and Selection Policy for GS-13 Positions (Permanent and Temporary)
3. Policy: Division-level approval is required for all permanent and temporary actions (competitive or noncompetitive) for all grade levels within RSC organizations at the District level. Approval requests should be submitted via e-mail to the Division Office Functional Proponent (FP) to coordinate the request within the NWD Regional Business Center (RBC).
4. Recruitment and Selection Procedures: Upon obtaining HQNWD approval, the following applies. (See Appendix A for table of responsibilities.)
  - a. District Level Chiefs (GS-14): The Director of Regional Business (RB), NWD will review and approve recruitment plans, chair the Selection Panel, and designate panel membership to include the supervisor, a GS-15 from outside the District with vacancy, and at least one District representative. The Division Commander is the selecting official.
  - b. District Level Chiefs (GS-13 and Below): The Chief, Business Management Division (BMD) or Chief Business Resource Division (BRD), NWD will review and approve recruitment plans and designate panel membership for their respective organizations. The panel chair will be designated in the recruitment plan. The Selection Panel will include at least one District representative. The RB Director is the selecting official.

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c. District Level GS-13 Positions (Non-Chiefs): The HQNWD functional chief will review and approve recruitment plans and will designate a panel member from outside the District with the vacancy. The District Commander will designate the panel chair and the remaining panel members. The District Commander is the selecting official.

d. District Level GS-12 and Below (Non-Chiefs): Districts will determine the selecting official, recruitment plans, appoint the selection panel, and notify the NWD FP of the selection.

5. Submission Requirements: Submit approval requests for all actions to the HQNWD functional proponent via e-mail. Provide pertinent information for the type of action being requested. Be sure to include the position title, series, grade and type of action. See Appendix A for recruitment and selection responsibilities.

6. The POC for these actions is Debra Wagner, Director, Human Resources, NWD. She can be reached via e-mail or at 503/808-3786.

7. This policy will remain in effective until superseded or rescinded.

Encl



WILLIAM T. GRISOLI  
Brigadier General, USA  
Commanding

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DISTRIBUTION (continued)

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## Appendix A

### Recruitment and Selection Responsibilities for District Positions

	Division Functional Proponent (FP) (See para. 3 of policy)	NWD Chief Business Management Division (JM, CT, PA, LM)	NWD Chief Business Resource Division (RM)	NWD Director Regional Business Directorate	District Commander	Division Commander
Chiefs GS-14				Review/approve plans, chair and appoint panel to include a GS-15 outside the Dist, supervisor, and Dist Rep		Selecting Official
Chiefs GS-13 & below		Review and approve plans & appoint panel to include District representative	Review and approve plans & appoint panel to include District representative	Selecting Official		
Non Chief GS-13	Review and approve plans & designate a panel member from outside the District with the vacancy				Designates panel chair and remaining panel members  Selecting Official	
Non-Chief GS-12 & below	Review and approve plans				Districts will determine plans, panel, selecting official & notify FP of selection	