



DEPARTMENT OF THE ARMY  
SOUTH PACIFIC DIVISION, U. S. ARMY CORPS OF ENGINEERS  
333 MARKET STREET  
SAN FRANCISCO, CALIFORNIA 94105

2 Jun 2004

REPLY TO  
ATTENTION OF

CESPD-DE (690-300)

MEMORANDUM FOR Commander, Albuquerque District  
Commander, Los Angeles District  
Commander, Sacramento District  
Commander, San Francisco District  
HQ, SPD SES Level Directors

SUBJECT: SPD Standard, Addendum to ER 690-1-1203

1. References:

a. Memorandum, CESPD-DE, 06 May 2002.

b. ER 690-1-1203, 1 Aug 01 (currently under revision),  
subject: Corporate Recruitment & Selection.

2. This standard is an SPD regional addendum to reference b.,  
above.

3. It is important that our selection packages are uniform for  
all selections made throughout the region. This memorandum and  
its attachments outline SPD's standards and procedures for all  
Corporate Recruitment and Selection packages.

4. The organization filling the position is charged with  
ensuring the package contains all required information in the  
format indicated and that it be presented in a tabbed, three-ring  
binder. Panel members must provide sufficient information so  
that the selection recommendation letter can be prepared in the  
required format. The use of matrices to display the various  
phases of panel deliberations is strongly encouraged.

5. The organization filling the position is responsible for  
preparing, compiling, finalizing, and submitting the selection  
package to the HR staff at SPDHQ for review prior to submission  
to the Division Commander for approval. Your CPAC Team Chief and  
servicing CPAC specialist are available to advise you on the  
requirements of these standards.

//s//  
JOSEPH SCHROEDEL  
COL (P), EN  
Commanding

Attachment  
Corporate Selection Binder

