

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Selection Policy

1. While further enhancements to the RESUMIX program are pending, I am instituting interim procedures to ensure fairness in the matter in which positions are announced and filled within the Sacramento District. Effective immediately, the following procedures will be followed:

a. All vacancies, both permanent and temporary, will be announced to the entire District, via e-mail.

b. The e-mail announcement will be made no less than seven (7) working days prior to submitting the PERSACTION from the supervisor to the RMO Manpower activity.

c. The announcement will include, at a minimum:

(1) Title, Series, Grade, Organization, Duty Station;

(2) Duties of the position;

(3) Key skills required for the position (skill words), with a disclaimer that “the listed skills are subject to change and may not be the final skills used in finalizing the referral list”;

(4) Sacramento District POC for the vacancy, e.g., the position’s supervisor;

(5) Disclaimer that “this notification does not serve as an open announcement period for the employee to apply for the position.” That is, if the employee’s resume is not already pre-positioned in the West Region CPOC RESUMIX inventory, it may be too late for the employee to be considered;

(6) Disclaimer that “in accordance with established procedures, recruitment is subject to Priority Placement Program.”

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d. Sacramento District employees wishing to be considered for promotion, reassignment, etc. will:

(1) enroll in RESUMIX, through normal RESUMIX procedures accessed at <http://www.wcpoc.army.mil/NewSite/WestCPOCHome.htm> or [http://www.wcpoc.army.mil/EmploymentOpportunities/HowtoApplyThroughResumix/ResumixKit/ResumixJobKitIndex\\_New\\_Jul17.htm](http://www.wcpoc.army.mil/EmploymentOpportunities/HowtoApplyThroughResumix/ResumixKit/ResumixJobKitIndex_New_Jul17.htm)

(2) periodically review RESUMIX record for accuracy in R.O.A.R. accessed at <http://www.wcpoc.army.mil/NewSite/WestCPOCHome.htm> and inform supervisors, CPAC, and CPOC of discrepancies and corrective action needed;

(3) as needed, access “Recruitments in Progress” section of the West Region CPOC web page at <http://www.wcpoc.army.mil/NewSite/WestCPOCHome.htm> for a listing of all current recruit actions within West Region;

(4) indicate personal interest in e-mail vacancy announcements, within five (5) working days, via e-mail, to the vacancy announcement POC;

(5) ensure a method of obtaining information regarding e-mail vacancy announcements during periods of Leave or TDY, e.g., through supervisor or co-worker;

(6) as needed, access R.O.A.R. to determine the status of personal resume with regards to a specific vacancy;

(7) as needed, access RESUMIX inquiry e-mail system at [Resumix-Inq@cpocwcp.hua.army.mil](mailto:Resumix-Inq@cpocwcp.hua.army.mil) to request additional information as to why the CPOC rated resume not qualified or not referred for a specific vacancy.

e. Supervisors will:

(1) ensure that e-mail announcements are made seven working days prior to submitting a PERSACTION;

(2) compile a listing of those expressing e-mail interest in the upcoming vacancy, and add those names to the “Remarks” block of the PERSACTION request prior to releasing the PERSACTION to the RMO Manpower activity;

(3) make selection from the existing selection list, within 10 working days of receipt of the selection list, except for positions requiring Corporate Selection procedures;

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(4) not delay selection action to allow employees to register in RESUMIX, or to amend their registration;

(5) complete the remainder of the required supervisory action in the selection package, to include, at a minimum:

- (a) issuing the non-selection letters;
- (b) annotating the non-availability of listed candidates.

2. While career development is the responsibility of the careerist, managers and supervisors have an important role to play in developing our most important asset, the men and women of the Sacramento District. Your full support and cooperation in this selection process will ensure that our future leadership team reflects our corporate strategy of a talented, productive, and diverse workforce which will enable the Corps to enhance its value to the Army and the Nation.

/S/

MICHAEL J. WALSH  
COL, EN  
Commanding

Distribution:

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