

**DEPARTMENT OF THE ARMY
UNITED STATE ARMY GARRISON VICENZA
UNIT 31401, BOX 92
APO AE 09630**

IMEU-VIC-MWC

20 November 2009

STANDING OPERATING PROCEDURE (SOP)

SUBJECT: Background Checks for Child, Youth & School Services (CYSS) Personnel

1. **REFERENCE:** AR 608-10, Child Development Services, 15 July 1997.
2. **PURPOSE:** To establish procedures to standardize the filing and tracking of CYSS employees' background checks.
3. **APPLICABILITY:** This SOP applies to all CYSS employees, caregivers, FCC providers and summer hires.
4. **RESPONSIBILITIES:** The CYSS Administrative Assistant is the central point of contact responsible for the tracking and follow-up of all CYSS employees' background checks.
5. **GENERAL:** In order for the CYSS Administrative Assistant to keep correct and updated records of the filing of all CYSS employees' background checks, on a weekly basis each manager will e-mail the CYSS Administrative Assistant an updated roster of the employees they supervise with the current status of each individual's background checks (i.e., do they have a record on file that the employee's background checks are complete and the employee is cleared for work).
6. **PROCEDURES:**
 - a. The CYSS Administrative Assistant will contact the Civilian Personnel Office on a monthly basis to request background check clearance forms for all CYSS employee whose managers have indicated on their weekly reports that no background check record is on file within their facilities.
 - b. CYSS employees and caregivers may start trainings and observations in the CYSS activity rooms before their pre-employment background checks have been completed only while under the direct line-of-sight supervision (LOSS) of another employee whose background checks have been completed.

IMEU-VIC-MWC

SUBJECT: Background Checks for Child, Youth & School Services (CYSS) Personnel

c. FCC providers' (and their spouse's) background checks must be complete before their home may be certified and opened for the care of children. Requests for background checks for FCC providers must be resubmitted annually. The FCC administrative assistant will keep a log of all the background check requests submitted for FCC providers and will follow-up and keep track of them until they are returned as completed. In the event of a problem or an unusual delay, the FCC Administrative Assistant will ask for assistance from the CYSS Administrative Assistant.

A handwritten signature in black ink, appearing to read "Eric Weisel". The signature is fluid and cursive, with a large loop at the end.

ERIC WEISEL
Coordinator, Child, Youth & School
Services



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014-0200

IMEU-HRD-C

6 December 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: IMCOM-Europe Recruitment and Selection Guidance

This memorandum expires in 2 years.

1. This memorandum supersedes memorandum, HQ IMA-EURO, IMEU-HRD-C, 31 July 2006, subject: IMA-EURO Recruitment and Selection Guidance.
2. References:
 - a. AE Regulation 690-300.335.1, Merit Promotion and Placement.
 - b. Memorandum, IMAH-HRD-C, 27 July 2006, subject: US Army Installation Management Agency Policy Memorandum #33, Recruitment and Selection Policy (available at <http://www.ima.army.mil/sites/hr/policymemos/33%20Recruitment%20and%20Selection%20Policy.pdf>).
3. This memorandum provides guidance on recruitment and selection for civilian positions (including noncompetitive selections) and delegates certain approval authority to garrison commanders, the IMCOM-Europe Chief of Staff, and IMCOM-Europe division chiefs. The guidance in this memorandum applies to all GS/GG-12 through GS/GG-15 positions and to equivalent nonappropriated fund (NAF) positions.
4. Selection approval authority is delegated as follows:
 - a. Garrison commanders have the authority to approve selections at their garrisons for the following non-career field (CF) 29 positions:
 - (1) Supervisory and nonsupervisory GS/GG-12 and GS/GG-13 and NAF equivalents.
 - (2) Nonsupervisory GS/GG-14 and NAF equivalents.
 - (3) Noncompetitive actions when hiring for GS/GG-12 and GS/GG-13 and NAF equivalents.
 - b. The Chief of Staff, IMCOM-Europe, has the authority to approve selections at IMCOM-Europe headquarters for the following non-CF 29 positions:
 - (1) Supervisory and nonsupervisory GS/GG-13 and NAF equivalents.

This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/>.

IMEU-HRD-C

SUBJECT: IMCOM-Europe Recruitment and Selection Guidance

(2) Nonsupervisory GS/GG-14 and NAF equivalents.

(3) Noncompetitive actions when hiring for GS/GG-13 and NAF equivalents.

c. IMCOM-Europe division chiefs have the authority to approve selections in their divisions for non-CF 29 positions that are GS/GG-12, NAF equivalents, and below (including noncompetitive selections). Selections made by an acting division chief must be reviewed by the Director, IMCOM-Europe, before a job commitment is made.

5. Positions at the GS/GG-13 through GS/GG-15 level and NAF equivalents will normally be filled using competitive procedures. The area of consideration must be broad enough to ensure diversity and the availability of high-quality candidates. In establishing recruitment sources, the nature and level of the position must be taken into account. The minimum area of consideration will be Armywide for these senior-level positions.

6. Selection panels will be used to review applications for positions at the GS/GG-13 through GS/GG-15 level and NAF equivalents in garrisons and at IMCOM-Europe headquarters. Panels will have three members, one of whom will be an IMCOM-Europe headquarters functional representative. Panel members may be civilian or military personnel, but must be the same or equivalent grade or one grade higher than the position being filled. The selecting official will not serve on the panel.

a. Panel members will be provided a copy of résumés, the position description, selection criteria, selection matrix, and panel-member instructions (encls 1 and 2). Normally, the panel will recommend the top three to five candidates to the selecting official. The number of candidates referred must be based on where there is a meaningful break in the scores.

b. The selecting official will interview the top candidates and obtain references from current and previous supervisors. Panel members are not required to participate in the interview process.

c. Selections for supervisory GS/GG-14, NAF-equivalent, and all CF 29 positions (regardless of grade) require the approval of the Director, IMCOM-Europe. The memorandum requesting approval (encl 3) must be sent by e-mail to civapproval@ima-e.army.mil with the following information:

(1) The number of employees on the referral list.

(2) The number of employee résumés reviewed.

(3) The names and current duty locations of the top candidates recommended by the panel.

IMEU-HRD-C

SUBJECT: IMCOM-Europe Recruitment and Selection Guidance

(4) The name of the selectee and first and second alternate, in order of selection.

(5) The reasons for the selection.

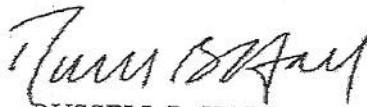
d. Requests for GS/GG-15 and NAF-equivalent positions must be sent through the Director, IMCOM-Europe, to the Director, IMCOM, for approval. Approvals requiring Director, IMCOM, approval must be sent by e-mail to IMCOM-Europe at civapproval@ima-e.army.mil. The approval request must include the information listed in c(1) through (5) above. After review by the Director, IMCOM-Europe, the selection information will be forwarded by e-mail to HQ IMCOM for approval.

e. Selecting officials will maintain all documents used to support the selection for at least 2 years after the date of final decision or approval of the action. The Director, Human Resources Division, IMCOM-Europe, will be responsible for maintaining these files.

f. Approval requests must include tour-extension requests for GS and GG employees who will have fewer than 12 months remaining on their overseas tour. A tour extension must be approved before the selection will be approved.

7. POC is Ms. Patzak, DSN 370-7560 or e-mail: catherine.patzak@ima-e.army.mil.

3 Encls



RUSSELL B. HALL
Director

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Guidance for Panel Members

1. Confidentiality. Panel proceedings are confidential. Do not discuss the selection or share the documentation with anyone except panel members. Doing so may invalidate the hiring process.

2. Panel Membership.

- a. Three panel members (one must be an IMCOM-Europe headquarters functional representative).
- b. One civilian personnel advisory center human resources adviser (nonvoting member).
- c. One equal employment opportunity adviser (nonvoting member).

3. Panel Proceedings.

- a. Each voting member will receive documentation by e-mail.
- b. Each panel member will be provided a copy of each applicant's résumé.
- c. Each panel member will receive an evaluation matrix.
- d. Panel members must evaluate the applicants' qualifications according to the criteria in the matrix.
- e. Panel members must score each applicant's résumé individually. The following applies:
 - (1) Equivalent experience is creditable at all levels.
 - (2) Experience must be equivalent to the current or next lower grade (for example, the applicant for a GS-15 position must have experience at the GS-14 level).
 - (3) Deviations from the scoring pattern are prohibited. For example, credit will not be given for education below the lowest level of education shown on the matrix.
 - (4) When points are given for experience directly related to duties in the position description, a brief written justification for awarding those points must be provided.
 - (5) All scoring documentation must be returned to the selecting official.
- f. Each panel member must annotate the completed scoring matrix with his or her name, date it, and provide it to the POC by the suspense date.

4. Contacts. The functional subject-matter expert, human resources adviser, and equal employment opportunity adviser will be available to answer questions in their areas of expertise.

SAMPLE E-MAIL MESSAGE TO PANEL MEMBERS

Dear All:

1. You have been selected to participate as a panel member for the _____ selection. Panel evaluation is an IMCOM-Europe requirement for positions at this grade level.
2. As a panel member, your job is to determine and recommend the best applicants to be interviewed for the position. There are _____ individuals who have been referred for this position. Their names have been listed alphabetically on the scoring matrix. Review the attached résumés and rate each one based on the attached selection criteria. I am also including the _____ position description and a copy of the Guidance for Panel Members instructions.
3. Please complete the scoring matrix and return all the documentation before _____. If you have questions or need more time to complete the process, you can contact me at _____.

SIGNATURE BLOCK

MEMORANDUM FOR Director, IMCOM-Europe

SUBJECT: Request for Approval-Selection of _____

1. Reference memorandum, IMAH-HRD-C, 27 July 2006, subject: US Army Installation Management Agency Policy Memorandum #33, Recruitment and Selection Policy (encl).
2. This memorandum provides the results of the recruitment and selection process for the subject position. It also requests your approval of this selection.
3. According to IMCOM-Europe guidance, competitive recruitment and selection procedures were used to identify the top candidates for this position. The following information is provided to support this selection:
 - a. The number of employees on the referral list:
 - b. The number of employee résumés paneled:
 - c. The names of the top candidates recommended by the panel and their current duty location:
 - d. The name of the selectee and first and second alternates, in order of selection:
First choice: _____ Second choice: _____
Third choice: _____
 - e. The reasons for the selection:
4. Each panel member evaluated each résumé and assigned scores based on established criteria. Panel members were provided a copy of the position description, selection criteria, a scoring matrix, and the *Guidance for Panel Members*, which explained the confidentiality and procedures of the process.
5. The candidates were interviewed and former supervisors were contacted.
6. The POC is _____, DSN xxx-xxxx or e-mail: xxxxxxxx@ima-e.army.mil.

Encl

SIGNATURE BLOCK

Encl 3



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-MWD

MAR 18 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child and Youth Services (CYS) Recruitment and Retention Initiatives

1. Reference Military Child Care Act 1989, Public Law 101-189
2. The Installation Management Agency, Europe Region (IMA-E) is committed to supporting new hiring initiatives to ensure adequate compensation for child and youth program assistants. Staff shortages and turnover introduce instability and threatens the quality of our programs. Employee compensation must be competitive with local competitors to ensure highly skilled, qualified applicants for our positions.
3. I direct commanders to immediately establish the following practices and benefits for child and youth program assistants:
 - a. Raise the salary of new locally hired care givers such that it compares with other local recruitment competitors as stated in enclosure 1.
 - b. Meet CYS metrics for CYPA staffing to ensure no more than 25% flex employees in all programs. Establish ongoing system to monitor personnel reassignment, staff composition, hourly wages and turnover of personnel to monitor compliance with Child and Youth Personnel Pay Program (CYPPP). Proper implementation of the CYPPP enables installations to cross level child and youth resources (funding and personnel), leading to efficiencies and program improvement (i.e., lower staff turnover, comparable staff training, pay equity for CYS staff, spouse employment, etc.).
 - c. Encourage all departing employees to complete the exit survey (enclosure 2) within one week of their departure from CYS. Ensure sufficient copies are available in your Centers and the Human Resources Office.
 - d. Implement and sustain an employee recognition program in CYS, to include payment of recruitment bonuses and retention allowances for all eligible employees.
 - e. Review management orientation to ensure staff scheduling, funding, budgeting, personnel practices, and leadership training are provided in accordance with CYS managers IDP. Tools available include the Army CYPPP Information Booklet, CDC Director's Handbook, CYS Supervisor's Handbook, Mentoring Guide, LEAD Course, Space Census Guidance, MWR Academy/TADE-E Training, Productivity, Cost Management and Accountability and ACTEDS-related courses.

IMEU-MWD

SUBJECT: Child and Youth Services (CYS) Recruitment and Retention Initiatives

f. Maximize recruitment and selection of Local National (LN) employees in order to maintain continuity and stability in the CYS programs. It is noted that a local national contract has been developed for temporary appointments and provides the flexibility for appointments to be limited to two years with the ability for three extensions within the two year period.

g. Evaluate the impact of these initiatives on your current workforce. Use the available compensation tools to ensure financial parity is achieved to the extent allowable across the entire CYS workforce.

4. POC: Ms. Bonet; DSN 370-6686, email: sonia.bonet@ima-c.army.mil



RUSSELL B. HALL
Director

2 Incls

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- COMMANDER, 6TH AREA SUPPORT GROUP, CMR 423, APO AE 09107
- COMMANDER, 22ND AREA SUPPORT GROUP, UNIT 31401, APO AE 09630
- COMMANDER, 26TH AREA SUPPORT GROUP, UNIT 29237, APO AE 09102
- COMMANDER, 80TH AREA SUPPORT GROUP, UNIT 21419, APO AE 09708
- COMMANDER, 98TH AREA SUPPORT GROUP, UNIT 26622, APO AE 09244
- COMMANDER, 100TH AREA SUPPORT GROUP, UNIT 28130, APO AE 09114
- COMMANDER, 104TH AREA SUPPORT GROUP, UNIT 20193, APO AE 09165

Enclosure 1 - CYS Staff Entry Level Pay Band Increase

Program Assistants		Current Pay Bands	New Minimum	Maximum
Entry Skill Level (CYPA 2)	CC 1	\$8.63 - \$12.24	\$9.25	\$12.24
Intermediate Skill Level (CYPA 3)		\$9.41 - \$12.24	\$10.26	\$12.24
Full Performance Level (TARGET) (CYPA 4)	CC2	\$10.57 - \$15.37	\$11.32	\$15.37
Leader Level (CYPA 5)		\$11.82 - \$15.37	\$12.66	\$15.37
Technician (CYPA 5)		\$11.82 - \$15.37	\$12.66	\$15.37

Flexibility in paybanding is directly linked to training, acquired skill levels, and past experience.