



DEPARTMENT OF THE ARMY
WASHINGTON DC 20310-0300

JUN - 4 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Civilian Hiring Reform Initiative

1. As the Department of the Army transforms, we continue to seek ways to streamline the civilian hiring process. We are sponsoring an initiative that reduces hiring time, ensuring that the best candidates available are quickly referred, selected and committed. Consequently, vacant positions critical to fulfillment of the Army mission are filled with the best talent available, with minimal disruption to work accomplishment.
2. The goal of the hiring reform initiative is to reduce fill time to 80 days or less by shifting from a reactive recruitment model to a proactive model based on strategic planning, forecasting of annual recruitment activity and pre-positioning of recruitment documents. Hiring Officials identify their anticipated recruitment needs via an automated Workforce Planning Tool (WPT) which interfaces directly with their Civilian Human Resource Agency (CHRA) Civilian Personnel Advisory Center (CPAC) advisor. The WPT tracks progress of pre-positioning activities through completion. Additional efficiencies are gained through use of an improved applicant assessment tool (USA Staffing), automated security clearance submission procedures through a Personnel Security Investigation Portal (PSIP) and automated on-boarding tools (USA Staffing On-boarding Manager).
3. A pilot program consisting of diverse organizations throughout the Army was conducted in FY12. Results were impressive, including a reduction in average fill time from 119 days to 79 days. As CHRA continues to streamline its processes to sustain the 80 day goal, we invite and expect all managers that have a role in the hiring process to fully support and participate in the hiring reform initiative as it is deployed in FY13-14.
4. The CHRA point of contact is Raymond Mehling, at 703-545-1104, or email: raymond.e.mehling.civ@mail.mil.

Handwritten signature of John F. Campbell in black ink.

John F. Campbell
General, U.S. Army
Vice Chief of Staff

Handwritten signature of Joseph W. Westphal in black ink.

Joseph W. Westphal
Under Secretary of the Army

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Commander**

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