MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Educational and Developmental Intervention Services (EDIS) Managers’ Recruitment Guide


2. An Educational and Developmental Intervention Services (EDIS) Managers’ Recruitment Guide is provided to assist EDIS managers in hiring and retaining employees. The guide provides information on how to initiate recruit actions, hiring sources, the application and hiring process and other information on EDIS positions. Information in this guide is provided in question and answers (Q&A’s) format with subject headings for easy reference. The Q&A’s address issues which EDIS managers frequently ask or become involved with during the recruitment process.

3. This guide is designed for use by managers as general information only. Managers with specific, detailed technical questions on individual hiring actions are advised to contact their Civilian Personnel Advisory Center (CPAC) for assistance. Instead of using this managers’ guide as a source of technical information, personnel specialists must refer to the 5 CFR Code of Federal Regulations, Department of Defense, Department of the Army and USAREUR, Civilian Personnel Directorate guidance as references to make technical decisions.

4. Request wide distribution of this guide to EDIS Managers for use in hiring and retention processes.

5. HQUSAREUR/7A POC is Ms. Lou Smith, Policy Management Division, 370-3153.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL

/signed/

TONI B. WAINWRIGHT

as

Director of Civilian Personnel
United States Army, Europe
AEAGA-CE
SUBJECT: Child and Youth Services (CYS) Managers’ Recruitment Guide

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