

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

*TRADOC Regulation 690-4

22 February 2018

Civilian Personnel

**Recruitment and Selection of Supervisory Historians, Historians, Museum Division Chiefs,
Museum Directors/Supervisory Curators, Curators, Museum Educators, Supervisory
Archivists, and Archivists**

FOR THE COMMANDER:

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History. This publication is a rapid action revision. The portions affected are listed in the summary of change.

Summary. This regulation outlines procedures for recruiting and selecting Career Program (CP) 61 history, museum, and archives professionals in the U.S. Army Training and Doctrine Command (TRADOC). These procedures help assure high quality staffing in the TRADOC Military History and Heritage Program and ensure consistency of purpose in allocation of historical resources in the command.

Applicability. This regulation applies to personnel recruitment in TRADOC of CP 61 General Schedule (GS)-0170 series positions, GS-1015 and 1016 series positions, and GS-1420 and 1421 series positions.

Proponent and exception authority. The proponent for this regulation is the Civilian Human Resources Directorate, Deputy Chief of Staff, G-1/4 (Personnel and Logistics). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. The proponent may delegate this authority in writing to a division chief with the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation

*This regulation supersedes TRADOC Regulation 690-4, dated 17 May 2011.

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by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by TRADOC Civilian Human Resources Directorate, ATBO-C, Fort Eustis, Virginia, 23604-5748.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the TRADOC Civilian Human Resources Directorate, ATBO-C, Fort Eustis, Virginia 23604-5748. Suggested improvements may also be submitted through the Army Ideas for Innovation Program on milSuite at <https://www.milsuite.mil/>.

Distribution. This regulation is available in electronic media only and is published on the TRADOC Administrative Publications homepage at <http://adminpubs.tradoc.army.mil/>.

Summary of Change

TRADOC Regulation 690-4

Recruitment and Selection of Supervisory Historians, Historians, Museum Division Chiefs, Museum Directors/Supervisory Curators, Curators, Museum Educators, Supervisory Archivists, and Archivists

This rapid action revision, dated 22 February 2018-

- o Incorporates Career Program 61 into this regulation (throughout).
- o Adds General Schedule-1420 and 1421 job series to this regulation (throughout).
- o Adds Career Program 61 supervisory positions to this regulation (throughout).
- o Adds providing a writing sample during the interview phase to the selection requirements for all U.S. Army Training and Doctrine Command historian positions (para 3-4).

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Chapter 1 Overview

1-1. Purpose

This regulation establishes standard procedures that must be followed in announcing, rating, and referring all candidates for recruitment and selection of supervisory historians, historians, museum division chiefs, museum directors/supervisory curators, curators, museum educators, supervisory archivists, and archivists at all grade levels in TRADOC. These positions bear primary responsibility for management and operations of the command's Military History and Heritage Program.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

Chapter 2 Responsibilities

2-1. The Deputy Commanding General (DCG)/Chief of Staff (CoS), U.S. Army Training and Doctrine Command (TRADOC)

The DCG/CoS is the regulatory proponent for military history and heritage and the practice of public history throughout TRADOC.

2-2. The TRADOC Chief Historian

The TRADOC Chief Historian will-

a. Act on behalf of the DCG/CoS in recruiting and selecting all supervisory historians, historians, museum division chiefs, museum directors/supervisory curators, curators, museum educators, supervisory archivists, and archivists.

b. Coordinate with the U.S. Army Center of Military History, as needed, to implement the policies and practices in this regulation.

c. Delegate, only in writing, the authority granted in this regulation to commanders/commandants of major subordinate organizations.

Chapter 3 Procedures

3-1. Initial coordination

Commanders, commandants, or their designated management representatives will—immediately after deciding to create a supervisory historian or historian General Schedule (GS)-0170 position;

or a museum division chief, museum director/supervisory curator, curator, or museum educator GS-1015 or 1016 position; or a supervisory archivist or archivist GS-1420 or 1421 position; or upon identifying a vacancy or an impending vacancy in existing positions in any of these same series—coordinate directly with the TRADOC Military History and Heritage Office, ATBO-MH, Fort Eustis, Virginia, 23604-5751. Use the checklist next below at figure 3-1 to assist in this effort.

1. Is this a decision to create a new position? (If no, then go to #2.)
Supervisory Historian or Historian:
___ Does position entail responsibility for history management or operations? (If no, then this regulation does not apply.)
___ Notify TRADOC Military History and Heritage Office.
___ Secure copies of standard position descriptions, if applicable.
___ Review standard position descriptions and modify if necessary, or develop new position description.
___ If modifications are made or if new, secure approval of TRADOC Military History and Heritage Office.
Museum Division Chief, Museum Director/Supervisory Curator, Curator, or Museum Educator:
___ Does position entail responsibility for museum management or operations? (If no, then this regulation does not apply.)
___ Notify TRADOC Military History and Heritage Office.
___ Develop position description as required with help from TRADOC Military History and Heritage Office.
___ Secure TRADOC Military History and Heritage Office approval for position description.
Supervisory Archivist or Archivist:
___ Does position entail responsibility for archives management or operations? (If no, then this regulation does not apply.)
___ Notify TRADOC Military History and Heritage Office.
___ Develop position description as required with help from TRADOC Military History and Heritage Office.
___ Secure TRADOC Military History and Heritage Office approval for position description.
2. Is this a vacancy or impending vacancy? (If no, then go to #3.)
Supervisory Historian, Historian, Museum Division Chief, Museum Director/Supervisory Curator, Curator, Museum Educator, Supervisory Archivist, or Archivist:
___ Does position entail responsibility for history, museum, or archives management or operations? (If no, then this regulation does not apply.)
___ Notify TRADOC Military History and Heritage Office.
___ Review existing position description and modify, if necessary.
___ If modifications are made, secure approval of TRADOC Military History and Heritage Office.

Figure 3-1. Checklist

3. Recruitment.
Supervisory Historian, Historian, Museum Division Chief, Museum Director/Supervisory Curator, Curator, Museum Educator, Supervisory Archivist, or Archivist:
___ Coordinate breadth of recruitment with TRADOC Military History and Heritage Office.
___ Coordinate opening/closing dates with TRADOC Military History and Heritage Office.
___ Coordinate crediting plan with TRADOC Military History and Heritage Office.
___ Transmit copies of vacancy announcement(s) to TRADOC Military History and Heritage Office to arrive before announcement opens.
4. Screening/selection.
Supervisory Historian, Historian, Museum Division Chief, Museum Director/Supervisory Curator, Curator, Museum Educator, Supervisory Archivist, or Archivist:
___ Contact SME provided by TRADOC Military History and Heritage Office.
___ Convene screening panel.
___ Remind selecting official to contact TRADOC Military History and Heritage Office with questions on qualifications.
___ Secure TRADOC Military History and Heritage Office concurrence before contacting proposed selectee.
___ Inform TRADOC Military History and Heritage Office of selectee's decision and reporting date.

Figure 3-1. Checklist, continued

3-2. Position descriptions

Headquarters, TRADOC has issued standard position descriptions for command and branch historians at the GS-12 and the GS-13 levels as TO 34-0 and TO 35-0, respectively. Civilian Personnel Advisory Centers (CPAC) may obtain copies of these position descriptions from the TRADOC Military History and Heritage Office. These position descriptions will be used, and they depict the minimum responsibilities for viable subordinate command or branch history programs. Organizations may change a position description to meet local needs, but all changes of any kind must receive approval from the TRADOC Military History and Heritage Office before being implemented. No TRADOC-approved, standard position descriptions exist for historians in other than command or branch history positions, or for supervisory historian, museum division chief, museum director/supervisory curator, curator, museum educator, supervisory archivist, or archivist positions. In those cases, the online Fully Automated System for Classification (FASCLASS) database may be searched for comparable position descriptions. In all circumstances, however, the TRADOC Military History and Heritage Office must approve all GS-0170, GS-1015 or 1016, or GS-1420 or 1421 position descriptions prior to being implemented. The TRADOC Military History and Heritage Office will assist in developing any such position description when requested to do so.

3-3. Recruiting

The TRADOC Military History and Heritage Office will assist with arrangements for advertising to ensure that qualified history, museum, and archives professionals know about the vacancies and have an opportunity to apply.

3-4. Vacancy announcements

All history, museum, and archives positions will be advertised with the widest possible area of consideration within the Federal government and with concurrent consideration given to nonstatus eligibles, unless the TRADOC Military History and Heritage Office specifically waives this requirement. CPAC will contact the TRADOC Military History and Heritage Office before issuing vacancy announcements for status and nonstatus applicants to coordinate opening and closing dates with recruiting efforts noted in paragraph 3-3. Unless exempted from doing so by the TRADOC Military History and Heritage Office, CPAC will instruct applicants to include a transcript of graduate or professional studies with certification of degree completion, three letters of recommendation attesting to both professional qualifications and competence, and a separate list of publications, papers, exhibitry, collections curated, record groups arranged and described, and presentations as appropriate. Applicants for all TRADOC historian positions, including supervisory ones, will also provide a digitized writing sample, via email, to the selecting official as part of the interview phase leading to final selection. The writing sample will reach the selecting official before the interview so that it can be evaluated for professional quality. Acceptable writing samples include: book, monograph, dissertation, or thesis chapter; journal article; command history chapter; special study; official report; research paper; or other narrative work that includes proof of the use of both primary- and secondary-source materials. CPAC will transmit copies of all vacancy announcements covered by this regulation, including those issued by the U.S. Office of Personnel Management and/or posted to the USAJOBS website for advertisement, to the TRADOC Military History and Heritage Office to ensure arrival prior to recruitment opening dates.

3-5. Screening

CPAC will use at least one subject matter expert (SME) approved by the TRADOC Military History and Heritage Office in rating candidates for history, museum, and archives positions. (This requirement does not relieve organizations from screening, coordination, and associated responsibilities for museum division chiefs, museum directors, and supervisory curators as outlined in AR 870-20, para 3-8.) The TRADOC Military History and Heritage Office will provide the name of a SME to CPAC before the closing date of a vacancy announcement. The TRADOC Military History and Heritage Office developed suggested crediting plans simultaneously with both historian standard position descriptions. Copies of the crediting plans may be obtained from the TRADOC Military History and Heritage Office. Ranking factors and crediting plans for other history, museum, and archives positions must be approved by the TRADOC Military History and Heritage Office, which will assist in developing such factors and plans if requested to do so.

3-6. Selection

The TRADOC Military History and Heritage Office must concur with the selection of any history, museum, or archives professional. CPAC will make offers of employment only after concurrence is obtained. Indicate the top three proposed selectees in order of preference and

then forward the complete package of referrals, preferably by encrypted email, to Commander, TRADOC, ATTN: ATBO-MH, for review. If review by the TRADOC Military History and Heritage Office SME results in a recommendation of nonconcurrency, then the action will be forwarded to the TRADOC DCG/CoS, the regulatory proponent for the program, for final decision; the time necessary to accomplish this level of Headquarters, TRADOC senior review will not be considered as part of the concurrence process. Concurrence also includes all competitive appointments and such non-competitive appointments as reinstatements, priority placements, lateral transfers, reassignments, details, and temporary promotions. CPAC will inform the TRADOC Military History and Heritage Office prior to all noncompetitive placements made under reduction-in-force regulations. Selecting officials will review candidates' applications referred by CPAC, which is time accountable for filling the position. Selecting officials are encouraged to deal directly with the TRADOC Military History and Heritage Office at an early stage in the selection process for assistance with questions concerning qualifications of candidates under consideration. CPAC will notify the TRADOC Military History and Heritage Office of the selectees' decision and reporting date.

Appendix A

References

Section I

Required Publications

Army Regulation 870-5
Military History: Responsibilities, Policies, and Procedures

Army Regulation 870-20
Army Museums, Historical Artifacts, and Art

TRADOC Regulation 870-1
TRADOC Military History and Heritage Program

Section II

Related Publications

Army Regulation 5-17
Army Ideas for Excellence

Section III

Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 1045
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I
Abbreviations

CoS	Chief of Staff
CP	Career Program
CPAC	Civilian Personnel Advisory Center
DCG	Deputy Commanding General
FASCLASS	Fully Automated System for Classification
GS	general schedule
SME	subject matter expert
TRADOC	U.S. Army Training and Doctrine Command

Section II
Terms

This section contains no entries.

Section III
Special Abbreviations and Terms

This section contains no entries.