

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-1047

\*TRADOC Regulation 690-4

17 May 2011

Civilian Personnel

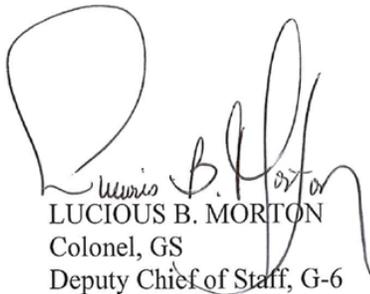
**RECRUITMENT AND SELECTION OF HISTORIANS AND MUSEUM DIVISION  
CHIEFS, MUSEUM DIRECTORS, AND SUPERVISORY CURATORS**

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FOR THE COMMANDER:

OFFICIAL:

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**History.** This publication is a rapid action to this regulation. The portions affected are listed in the summary of change.

**Summary.** This regulation outlines procedures for recruiting and selecting historians and museum curators. The procedures help assure high quality staffing in the U.S. Army Training and Doctrine Command (TRADOC) Military History Program and ensure consistency of purpose in allocation of historical resources in the command.

**Applicability.** This regulation applies to all recruitment in TRADOC of historian GS-0170 series positions and museum division chief, museum director, and supervisory curator GS-1015 series positions.

**Proponent and exception authority.** The proponent for this regulation is the Civilian Human Resources Directorate, Deputy Chief of Staff for Personnel and Logistics, G-1/4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

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\*This regulation supersedes TRADOC Regulation 690-4, dated 10 August 1999.

**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 Monroe, Virginia, 23651-1048.

**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 Monroe, Virginia, 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program Proposal).

**Distribution.** This regulation is available in electronic media only and is published on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/regndx.htm>.

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## Summary of Change

### TRADOC Regulation 690-4

#### Recruitment and Selection of Historians and Museum Division Chiefs, Museum Directors, and Supervisory Curators

This rapid action revision, dated 17 May 2011-

- o For recruitment purposes, adds museum division chiefs (and their associated multi-museum divisions) to the overall structure of Army museums formally operating within the U.S. Army Training and Doctrine Command Military History Program.
- o Updates senior command terminology throughout.
- o Updates organizational name titles and references throughout.

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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 historian GS-0170 positions and for museum division chief, museum director, and supervisory curator GS-1015 positions at all grade levels in the U.S. Army Training and Doctrine Command (TRADOC). Museum division chiefs, museum directors, and supervisory curators are those positions in each museum division or museum that bear primary responsibility for museum management and operations.

### **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.

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## **Chapter 2 Responsibilities**

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

The DCG/CoS is the TRADOC proponent for military history.

### **2-2. The TRADOC Chief Historian**

The TRADOC Chief Historian will-

- a. Act on behalf of the DCG/CoS in recruiting and selecting all historians and museum division chiefs, museum directors, and supervisory curators.
- b. Delegate, only in writing, the authority granted by this regulation to commanders/commandants of major subordinate organizations.

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## **Chapter 3 Procedures**

### **3-1. Initial coordination**

Commanders, commandants, or their designated management representatives will, immediately after deciding to create a historian GS-0170 position or a museum division chief, museum director, or supervisory curator GS-1015 position or upon identifying a vacancy or an impending vacancy in existing positions, coordinate directly with the TRADOC Military History Office, ATBO-MH, Fort Monroe, Virginia, 23651-1047. 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, go to #2.)

Historian:       \_\_\_ Notify TRADOC Military History Office.  
                   \_\_\_ Secure copies of standard position descriptions, if applicable.  
                   \_\_\_ Review standard position descriptions and modify if necessary, or create new position description.  
                   \_\_\_ If modifications made or if new, secure approval of TRADOC Military History Office.

Museum Division Chief, Museum Director, or Supervisory Curator:

\_\_\_ Does position bear primary responsibility for museum management? (If no, then this regulation does not apply.)  
 \_\_\_ Notify TRADOC Military History Office.  
 \_\_\_ Develop position description as required with help from TRADOC Military History Office.  
 \_\_\_ Secure TRADOC Military History Office approval for position description.

2. Is this a vacancy or impending vacancy? (If no, go to #3.)

Historian and Museum Division Chief, Museum Director, or Supervisory Curator:

\_\_\_ If supervisory curator, is position responsible for museum management? (If no, then this regulation does not apply.)  
 \_\_\_ Notify TRADOC Military History Office.  
 \_\_\_ Review existing position description and modify, if necessary.  
 \_\_\_ If modifications made, secure approval of TRADOC Military History Office.

3. Recruitment.

Historian and Museum Division Chief, Museum Director, or Supervisory Curator:

\_\_\_ Coordinate breadth of recruitment with TRADOC Military History Office.  
 \_\_\_ Coordinate opening/closing dates with TRADOC Military History Office.  
 \_\_\_ Coordinate crediting plan with TRADOC Military History Office.  
 \_\_\_ Transmit copies of vacancy announcement(s) to TRADOC Military History Office to arrive before announcement opens.

4. Screening/selection.

Historian and Museum Division Chief, Museum Director, or Supervisory Curator:

\_\_\_ Contact SME provided by TRADOC Military History Office.  
 \_\_\_ Convene screening panel.  
 \_\_\_ Remind selecting official to contact TRADOC Military History Office with questions on qualifications.  
 \_\_\_ Secure HQ TRADOC concurrence before contacting proposed selectee.  
 \_\_\_ Inform TRADOC Military History Office of selectee's decision and reporting date.

**Figure 3-1. Checklist**

### **3-2. Position descriptions**

Headquarters, TRADOC has issued standard position descriptions for command and branch historians at the GS-12 and GS-13 levels as TO 34-0 and TO 35-0, respectively. Civilian Personnel Advisory Center (CPAC) may obtain copies of these position descriptions from the TRADOC Military History 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 Office before being implemented.

No standard position descriptions exist for historians in other than command or branch history positions or for museum division chief, museum director, or supervisory curator positions.

However, the TRADOC Military History Office must approve all GS-0170 historian and GS-1015 museum division chief, museum director, or supervisory curator position descriptions prior to being implemented. The TRADOC Military History Office will assist in developing any such position descriptions if requested to do so.

### **3-3. Recruiting**

The TRADOC Military History Office will assist with arrangements for advertising to ensure that qualified historians and museum professionals know about the vacancies and have an opportunity to apply. The TRADOC Military History Office will maintain a register of qualified historians and museum professionals who can be notified when vacancies occur.

### **3-4. Vacancy announcements**

All historian positions and museum division chief, museum director, and supervisory curator 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 Office specifically waives this requirement. CPAC will contact the TRADOC Military History Office before issuing vacancy announcements for status or 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 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, and presentations as appropriate. CPAC will transmit copies of all vacancy announcements, including those issued by the U.S. Office of Personnel Management, to the TRADOC Military History 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 Office in rating candidates for historian positions and museum division chief, museum director, and supervisory curator positions. (This requirement does not relieve organizations from screening responsibilities for museum division chiefs, museum directors, and supervisory curators as outlined in AR 870-20, para 3-8c.) The TRADOC Military History Office will provide the name of an SME to CPAC before the closing date of a vacancy announcement. Headquarters, TRADOC developed suggested crediting plans simultaneously with standard position descriptions. Copies of the crediting plans may be obtained from the TRADOC Military History Office. Ranking factors and crediting plans for other historian positions and museum

division chief, museum director, and supervisory curator positions must be approved by the TRADOC Military History Office, which will assist in developing such factors and plans if requested to do so.

### **3-6. Selection**

Headquarters, TRADOC must concur with the selection of any historian or museum division chief, museum director, and supervisory curator. 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 to Commander, TRADOC, ATTN: ATBO-MH, for review. If review by the staff proponent results in a recommendation of nonconcurrence, the action will be forwarded to the TRADOC DCG/CoS 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 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 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 Office of the selectee's decision and reporting date.

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## **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 Program

### **Section II Related Publications**

This section contains no entries.

### **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
CPAC	Civilian Personnel Advisory Center
DCG	Deputy Commanding General
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.

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