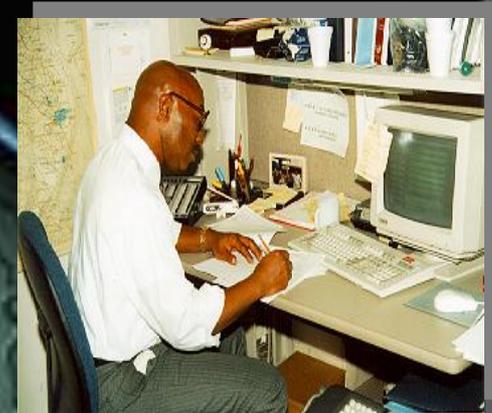
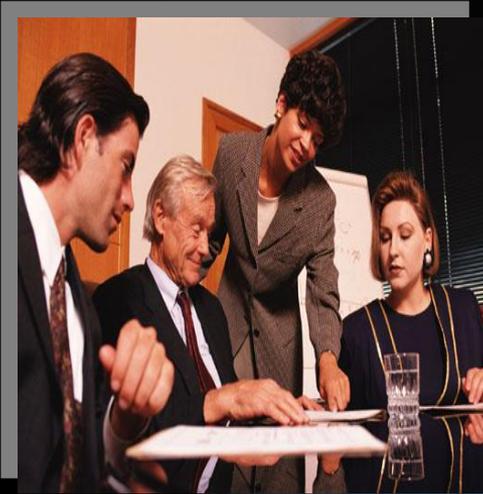


Our Mission, Vision, Values, Functions, And Guiding Principles Make Up Our Corporate Core.





CPAC SUPPORTING MISSION

**Provide Commanders and Managers
the Advisory Assistance And Services
Necessary to Obtain, Compensate, Develop,
Utilize, and Retain An Effective Workforce of
Highly Qualified Civilians Needed to Meet the Mission.**



CPAC VISION

A Technically Competent, Confident, High Performance Team of Civilian Human Resource Professionals That Is Strategic in Its Approach, and Committed to Providing Products and Services That Are Attentive to the Needs of Customers, Responsive to Their Request, Timely In Their Delivery, Courteous When Direct Dealings Are Necessitated, and Always of the Highest Quality.

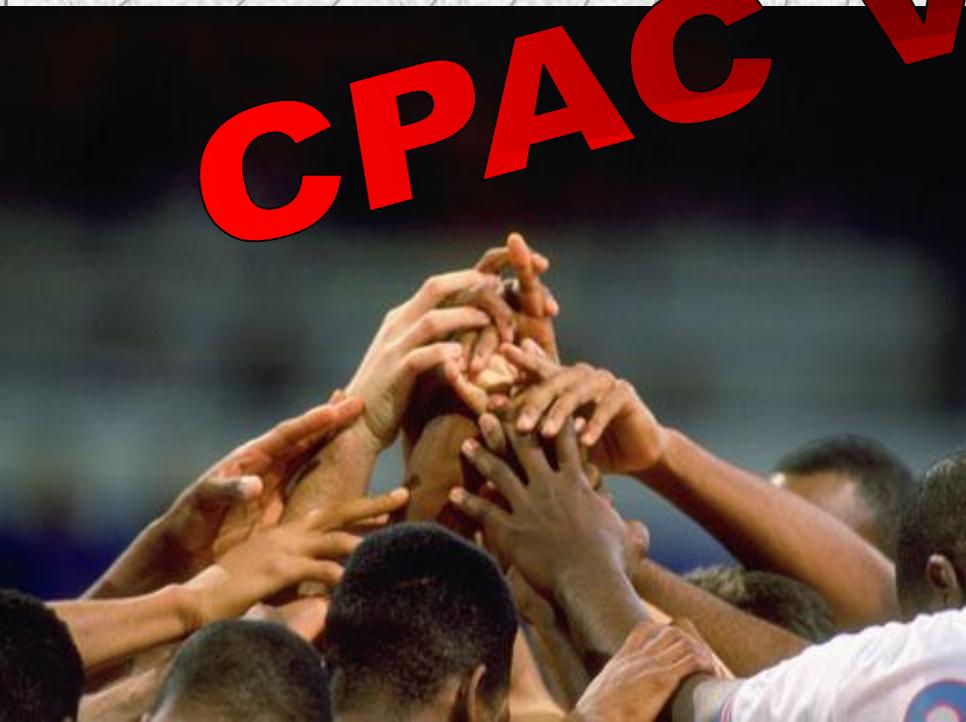
The Team Understands:

- 
- * **People** Are Our Business.
 - * **Quality Service** Is Our Pride
 - * **Effective Partnership** Is Our Delivery Mechanism
 - * **Exceeding** Customer Expectations Is Our Aim.
 - * **Adding Value** Is Our Constant Focus.
 - * **Helping Leaders** Meet The Mission Is Our Ultimate Goal.
 - * **Becoming The Army's Best** is Our Continuing Quest.

The Army and JRTC and Fort Polk Values Apply to the Total Installation and Help Define Our Character. While We Adopt Them All, We Highlight the Following Because They Are Intrinsicly Linked to Our Vision.



CPAC VALUES



- **Competence**
- **Commitment**
- **Teamwork**
- **Respect/Dignity**
- **Pride**
- **Trust**
- **Loyalty**
- **Integrity**

CPAC GUIDING PRINCIPLES

- **We Do the Right Thing, the Right Way, for the Right Reasons, in a Timely Manner. That Is, We Do What We Know to Do Without Being Told and What We Say We Are Going to Do, When We Say We Are Going to Do It, and Do It Right the First Time.**
- **The Processing of Command Actions, Pay Actions, PERSACTIONS, and Labor Management Employee Relations Actions Will Receive the Highest of Priorities.**
- **All of Our Work Will Be in Compliance With Applicable Laws, Rules, and Regulations, And Will Be Autographed With Quality.**
- **We Will Work Together As a Team.**
- **We Will Carry Our Fair Share of the Load.**
- **We Will Be Accountable and Accept Responsibility for Actions.**
- **We Will Work to Resolve Customer Concerns and Complaints at the Lowest Level.**
- **We Will Dispose of Attitudes That Do Not Facilitate Teamwork or Work Accomplishment.**

FUNCTIONS

- **Serves As the Commander's Representative on All Matters Relating to Civilian Personnel Management.**
- **Advises On, Develop, and Sustain Programs and Services Designed to Acquire, Maintain and Organize a Competent, Motivated, and Effective Workforce Paid From Appropriated Funds.**
- **Develops and Administers a Comprehensive Civilian Personnel Management Program As Prescribed by Statute and Regulation for Employees Paid From Non-Appropriated Funds.**
- **LABOR RELATIONS** (e.g., General Labor Relations Advice and Assistance, Advice and Assistance on Contract Negotiations, Third Party Disputes, Partnership Agreements and Efforts, Changes in Working Conditions, Impact and Implementation Bargaining).
- **MANAGEMENT EMPLOYEE RELATIONS** (e.g., advice and assistance on performance management, awards, discipline, hours of duty, leave administration, and wellness programs).

FUNCTIONS **continued**

- **BENEFITS and ENTITLEMENTS ADMINISTRATION** (e.g., Advice and Assistance on Pay, Retirement, Death Claims; FECA Administration and Investigation; and for Outside the United States Only, Foreign Allowances and Entitlements).
- **TRAINING** (e.g., Advice and Assistance on Tools and Sources for Training The Workforce; Providing New Employee Orientation and Automated Personnel Systems Training to Supervisors).
- **WORKFORCE PLANNING** (e.g., Advice and Assistance on Recruitment Strategies, Selection Process, Reduction-In-Force, Base Realignment Process, And Closure, Efficiency Studies, Outplacement Assistance Programs, and Position Management).
- **COMMUNICATIONS** (e.g., Advice and Assistance From Explanatory Bulletins And Emails).

CPOCs/CPACs

RELATIONSHIPS AND FUNCTIONS

CPAC

Reports to Commander

- **General Advice and Assistance**
- **Labor Management Negotiations**
- **Disciplinary Actions**
- **Employee Benefits**
- **Recruitment Strategies**
- **Position Management**

**To return to the
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Back button in your Browser.**

Thank You

