

DEPARTMENT OF THE ARMY
Headquarters, Joint Readiness Training Center and Fort Polk
Fort Polk, Louisiana 71459-6650

CIVILIAN PERSONNEL
BULLETIN NO. 12-02

20 May 2002

Reduction In Force Informational Notice
For
Garrison Appropriated Fund Employees

1. The purpose of this bulletin is to notify Garrison employees of new procedures for the review of Official Personnel Folders (OPFs), submission of updates for OPFs, and a change in the cutoff date for performance appraisals for reduction in force (RIF) purposes.

2. **REVIEW OF OFFICIAL PERSONNEL FOLDER (OPF)**. In the past, the procedure was simple; you called the personnel office and made an appointment to review your OPF. However, with regionalization and automation, we find it necessary to create a more efficient and timely method to review documents contained in your Official Personnel Folder (OPF). Since the OPF is now maintained at the Civilian Personnel Operations Center (CPOC), Redstone Arsenal, Alabama, and Notifications of Personnel Action (SF-50s) are located in the Department of the Army's SF-50 Database, the following procedures will apply for review of your official record:

a. If you were hired in the Department of Army **after March 29, 1998**, you will review copies of SF-50s provided to you by your supervisor. Your supervisor can assist you in obtaining copies from the SF-50 History Database, if necessary.

b. If you were hired in the Department of Army **prior to March 29, 1998**, you must review your SF-50s from the copy of your OPF furnished to you prior to regionalization. Your supervisor can assist you in obtaining copies from the SF-50 History Database of actions effective on or after March 29, 1998, if necessary.

c. Requests to the CPOC for an employee's OPF will occur only in extenuating circumstances.

3. **EMPLOYEE UPDATE (S) TO OPF**. Resumes will be submitted as updates and will be accepted in the CPAC for 10 workdays following the date of a Civilian Personnel Bulletin, which announces an official reduction in force. As a reminder, if you are updating your current position, your supervisor must review, sign and date the update prior to forwarding it to the CPAC. These updates will not become an official part of your OPF, but

will be placed among the temporary documents on the left side of your folder, or maintained in the reduction in force files.

4. **PERFORMANCE APPRAISAL CUTOFF DATE FOR RIF**. Previously, the cutoff date for receipt of performance appraisals used in RIF was 10 days prior to the issuance of RIF notices. However, because RIF processes are no longer performed manually, but processed through AUTORIF, the cutoff date is changed to 90 days prior to issuance of RIF notices.

5. A Civilian Personnel Bulletin providing comprehensive information regarding reduction in force procedures and placement and transition assistance will be published at the time of an official announcement of a reduction in force. You may also obtain additional reduction in force information by visiting the CPAC web site at www.jrtc-polk.army.mil/cpac/workforce_transition.htm

//ORIGINAL SIGNED//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

DISTRIBUTION:
One each Garrison Employee