

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

CIVILIAN PERSONNEL  
BULLETIN NO. 01-03

6 January 2003

AMENDMENT TO CPB 21-02

GENERAL NOTICE OF U.S. ARMY GARRISON REDUCTION IN FORCE

1. The purpose of this bulletin is to amend Civilian Personnel Bulletin (CPB) 21-02, dated 3 September 2002, "General Notice of U.S. Army Garrison Reduction in Force". This amendment is required due to the final contract award to AECOM with a contract start date of 15 June 2003. All portions of CPB 21-02 are unchanged with the exception of the following revised dates:

- a. 31 December 2002 - Cutoff date for receipt of performance appraisals in the CPAC
- b. 21 January 2003 - Cutoff date for receipt of OPF updates in the CPAC
- c. 31 March 2003 - Issuance of RIF notices
- d. 14 June 2003 - Effective date of RIF

2. Employees are encouraged to review the contents of Civilian Personnel Bulletin 12-02, dated 20 May 2002, "Reduction in Force Informational Bulletin for Garrison Appropriated Fund Employees" regarding review of Official Personnel Records (OPFs), updates to OPFs and performance appraisal cutoff date for RIF.

**//ORIGINAL SIGNED//**

DONALD R. MALLETT  
Director of Civilian Personnel  
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