

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND Fort Polk
FORT POLK, LOUISIANA 71459-5341

CIVILIAN PERSONNEL
BULLETIN No. 01-04

2 January 2004

PERSONNEL ADMINISTRATIVE PROCEDURES UNDER RESUMIX

For

MANAGERS AND SUPERVISORS

1. The purpose of this bulletin is to advise Managers and Supervisors of personnel administrative procedures in place to ensure the timely and efficient processing of recruitment actions under Resumix on 2 January 2004.
2. Your support of the Command's initiatives to streamline personnel processes that will align our installation recruitment processes with other Army installations is solicited and appreciated. The procedures are simplified so that neither you, nor the personnel community will be unduly burdened.
3. The personnel administrative procedures governing recruitment actions are as follows:
 - a. Managers/Supervisors are asked to consult with their servicing Human Resources Specialist at the CPAC:
 - (1) prior to submission of a Request for Personnel Action (RPA), through RPA Direct, to allow for consideration of recruitment sources, skills assessment, under representation, etc.
 - (2) when the CPOC provides a listing of job skills for the position to assist in identifying the required/desired skills that are job related and will produce a list of quality applicants.
 - (3) upon receipt of the draft announcement from the Civilian Personnel Operations Center (CPOC) to ensure that any necessary changes are made to the announcement within the specified three-day time frame, at which time, it is automatically posted to Civilian Personnel On Line (CPOL).

(4) when assistance is required at any time in the recruitment process.

b. When creating and submitting the RPA, Managers/ Supervisors are asked to:

(1) follow all processes outlined for RPA Direct.

(2) provide your AKO addresses in gatekeeper in order to receive the referral list, along with the selection page.

(3) provide the names and e-mail addresses of individuals you would like to receive a copy of the draft announcement for review (CPAC automatically receives a copy) and copies of the referral.

b. When referral is received from the CPOC, Managers/ Supervisors are asked to:

(1) follow all instructions provided with the referral list.

(2) make selections within allotted time.

(3) request a written extension to the CPOC and copy the CPAC, prior to the expiration date, if selection cannot be made prior to the expiration date of the referral.

(4) notify the CPAC immediately when emergency situations arise that preclude selecting officials from completing the selection process.

(5) return referral via referral instructions and copy the EEO, CPAC and any other official designated in the chain of command in your organization.

4. The Human Resource Specialists in the CPAC stand available to assist at any phase of the recruitment process and may be reached at 531-4020.

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DONALD R. MALLET

Director of Civilian Personnel
Advisory Center