

USAREC Regulation 690-6

Civilian Personnel

Civilian Personnel Administra- tion

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, Kentucky 40121-2725
11 May 2010**

UNCLASSIFIED

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Effective 31 May 2010

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Civilian Personnel Administration

For the Commander:

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Colonel, GS
Chief of Staff

Official:

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Assistant Chief of Staff, G6

History. This publishes a revised USAREC Reg 690-6, which is effective 31 May 2010.

Summary. This regulation establishes the organization, functions, authorities, and responsibilities for civilian personnel man-

agement and administration within the U.S. Army Recruiting Command.

Applicability. This regulation is applicable to all U.S. Army Recruiting Command activities employing appropriated fund civilians.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Army management control process. This regulation contains management control provisions in accordance with

AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCPER-CPM, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution level B.

*This regulation supersedes USAREC Regulation 690-6, dated 4 November 2009.

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Glossary

1. Purpose

This regulation establishes the organization, functions, authorities, and responsibilities for civilian personnel management and administration within the U.S. Army Recruiting Command (USAREC).

2. References

For related publications see appendix A.

3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Legal basis

The employment of civilians is governed by acts of Congress, Executive Order, Comptroller General decisions, and rules and regulations issued by the Office of Personnel Management, Department of Defense (DOD), and Department of the Army (DA). Higher echelon management and USAREC publications implement these directives.

5. Objectives

The basic objective of civilian personnel administration is to provide the workforce necessary to support the Army mission. To meet this goal, human resources officers at designated civilian personnel advisory centers (CPACs) are charged with furnishing human resources service and assistance to Headquarters, U.S. Army Recruiting Command (HQ USAREC) staff and commanders to obtain, compensate, develop, use, and retain an effective workforce in all organizational units employing civilians.

6. Redelegation of authority policy

It is DA policy that authority for civilian personnel administration will be redelegated through command channels to the lowest operating level which is consistent with economical and efficient administration. Within USAREC, the authority is hereby redelegated to HQ USAREC assistant chiefs of staff (ACS') and through brigades to battalions. Redelegated authority will be withdrawn, in whole or in part, when the Commanding General (CG), USAREC, determines that it is not being exercised in a responsible, economical, or efficient manner. While civilian personnel administration has been redelegated, certain pay-setting actions and pay incentives to recruit and retain the civilian workforce, monetary and honorary awards, and civilian hire actions must be approved by the USAREC Command Group. HQ USAREC, G1, Civilian Personnel Management Division, provides guidance for authority levels.

7. Responsibilities

a. The CG, USAREC, will:

(1) Redelegate authority for certain civilian personnel management and administration through channels to HQ USAREC ACS' and commanders.

(2) Implement a civilian personnel management program which, within the framework of DA policies, programs, regulations, procedures, and guides, will govern civilian personnel management and guarantee equality of opportunity at lower command levels.

(3) Assure coordination of the civilian personnel program with decisions and actions in other program areas to ensure adequate and effective civilian personnel program and services. Provide for evaluation of personnel program activities commandwide through reports analysis, on-site assistance visits, and/or human resources utilization surveys.

(4) Maintain effective relations with DA, other DOD components, Government, and nongovernment groups to support Army programs and to assure consideration of command interest in policy and program development.

(5) Within the framework of Army-wide civilian personnel programs and policies and consistent with delegations of authority for civilian personnel administration, initiate, develop, and manage commandwide programs which will assure consistent technical interpretation of policy and uniform implementation at all echelons.

(6) Designate the USAREC, G1, Chief of Civilian Personnel Management Division, to act for him or her in administering command staff program activities.

b. HQ USAREC ACS' and commanders will:

(1) Coordinate with the designated CPAC which has full program capability to administer all program elements for the organization.

(2) Ensure the designated point of contact within the G-staff, brigades, and battalions provides administrative

coordination, statistical and program status reporting, and information flow as necessary with USAREC, G1, Civilian Personnel Management Division, and servicing CPAC. Those involved in these necessary administrative activities will not, however, improperly exercise authority which belongs to individual supervisors, and will not provide the technical advisory services which are the responsibility of the servicing CPAC.

(3) Establish a climate within the organization conducive to obtaining, developing, using, and retaining an effective civilian workforce and guaranteeing equality of opportunity in the activity.

(4) Exercise all delegated authorities in strict compliance with applicable laws, policies, regulations, standards, decisions, or other requirements which may be prescribed by the President, Congress, DOD, DA, USAREC, or outside control agencies such as the Office of Personnel Management.

(5) Forward, through channels, recommendations and requests to satisfy command-unique workforce management needs as identified locally which cannot be arranged by servicing installations, whatever the reason.

(6) Ensure full access of the servicing CPAC to organizational staff in order that a positive management-oriented personnel program can be conducted. Full access will be accorded to employees, managers, and managerial documents such as manpower documents and tables of distribution and allowances. Commanders will also continually provide the servicing CPAC with all necessary command regulations and instructions.

(7) Ensure that all military and civilian supervisors of the civilian workforce complete the required DA supervisory training.

c. USAREC, G1, Civilian Personnel Management Division, will:

(1) Act for the CG in discharging the civilian personnel management responsibilities enumerated in a(2) through a(5) above. Included in this responsibility are coordinating with the Civilian Human Resources Agency on selection of servicing CPACs, establishment of measures to ensure program implementation, evaluation of results, reporting of program progress, and development of guidance and recommended corrective actions of program changes as appropriate.

(2) Perform for USAREC functions and activities which may not be redelegated or assigned elsewhere because of legal, regulatory, and administrative limitations or for reasons of economy and efficiency.

Appendix A
References

Section I
Required Publications

There are no entries for this section.

Section II
Related Publication

AR 690-200
General Personnel Provisions.

Section III
Prescribed Forms

There are no entries for this section.

Section IV
Referenced Forms

There are no entries for this section.

Glossary

Section I Abbreviations

ACS

assistant chief of staff

CG

Commanding General

CPAC

civilian personnel advisory center

DA

Department of the Army

DOD

Department of Defense

HQ USAREC

Headquarters, U.S. Army Recruiting Command

USAREC

U.S. Army Recruiting Command

Section II

Terms

There are no entries for this section.

USAREC

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