

Civilian Personnel

Civilian Personnel Administration

For the Commander:

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**History.** This UPDATE revises USAREC Reg 690-6 which is effective 30 June 1999.

**Summary.** This regulation establishes the organization, functions, authorities, and responsibilities for civilian personnel management and

administration within the United States Army Recruiting Command.

**Applicability.** This regulation is applicable to all United States Army Recruiting Command activities employing appropriated fund civilians.

**Proponent and exception authority.** The proponent of this regulation is the Civilian Personnel Officer. The proponent has 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.** The proponent agency of this regulation is the Office of the Chief of Staff. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCCS-CPO), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution B plus. Plus equals 1-each servicing CPO (44). This regulation is published in the Recruiting Company Operations and Administration UPDATE.

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**1. Purpose**

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

**2. References**

- a. Related publication. AR 690-200 (General Personnel Provisions), subchapter 254.
- b. Required form. USAREC Fm 993 (CPO/EEO Statistical Report (RCS: RCPER-42)).

**3. Explanation of abbreviations**

- a. ASG — United States Army Recruiting Command Area Support Group
- b. CG — Commanding General
- c. CPAC — civilian personnel advisory center
- d. CPO — civilian personnel office(r)
- e. CPOC — civilian personnel operations center
- f. DA — Department of the Army
- g. DOD — Department of Defense
- h. HQ USAREC — Headquarters, United States Army Recruiting Command
- i. MACOM — major Army command
- j. Rctg Bde — recruiting brigade
- k. Rctg Bn — recruiting battalion
- l. USAREC — United States Army Recruiting Command

**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 work force necessary to support the Army mission. To meet this goal civilian personnel officers (CPO) providing support to USAREC commanders at all levels are charged with furnishing service and assistance necessary to obtain, compensate, develop, use, and retain an effective work force 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 through recruiting brigades (Rctg Bdes) to recruiting battalions (Rctg Bns) and to the United States Army Recruiting Command Area Support Group (ASG). Redelegated authority will be withdrawn, in whole or in part, when it is determined by the Commanding General (CG), USAREC, that it is not being exercised in a responsible, economical, or efficient manner.

**7. Responsibilities**

- a. The CG USAREC will:
  - (1) Redelegate authority for civilian personnel

management and administration through channels to activity 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) Negotiate master servicing agreements with other major Army commands (MACOM) and other servicing commands, or coordinate personnel regionalization alignment as required, to assure provision of quality civilian personnel servicing for all USAREC activities employing civilians.

(4) 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 human resources utilization surveys.

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

(6) 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.

(7) Designate the USAREC CPO to act for him or her in administering command staff program activities.

- b. Rctg Bde commanders, the Commander, ASG, and Rctg Bn commanders will:

\*This regulation supersedes USAREC Regulation 690-6, 25 November 1991.

(1) Designate the CPO of the nearest or most practicable Army civilian personnel advisory center (CPAC) having full program capability to administer all program elements for the recruiting activity. A servicing agreement will be formalized in a supplemental agreement to the master agreement between USAREC and the MACOM with jurisdiction over the servicing CPAC. Servicing arrangements with other than Army activities, those which are inconsistent with the provisions of an existing master agreement, or which change servicing CPO, CPAC, or civilian personnel operations center (CPOC), require the approval of Headquarters, United States Army Recruiting Command (HQ USAREC) CPO.

(2) Provide a point of contact within the Rctg Bde and Rctg Bn to facilitate administrative coordination, statistical, and program status reporting, and information flow as necessary between and among HQ USAREC, Rctg Bdes, Rctg Bns, and servicing CPO, CPAC, or CPOC. Those designated individuals will ensure that USAREC Fm 993 (CPO/EEO Statistical Report (RCS: RCPER-42)) is completed and submitted quarterly to the USAREC CPO within 15 days of the end of the quarter. Those involved in this necessary administrative coordination activity 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 CPO, CPAC, or CPOC.

(3) Establish a climate within the organization conducive to obtaining, developing, using, and retaining an effective civilian work force, 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 United States Office of Personnel Management.

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

(6) Provide full access of the servicing CPO, CPAC, or CPOC and his or her staff in order that a positive management-oriented personnel program can be conducted. Full access will be accorded not only to employees of the activity but also to managers and managerial documents such as manpower documents and tables of distribution and allowances. Commanders will also provide the servicing CPO, CPAC, or CPOC with all necessary command regulations and instructions on a continuing basis.

c. USAREC CPO will:

(1) Act for the CG in discharging the civilian personnel management responsibilities enumerated in a(2) through a(7) above. Included in this responsibility are 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.