



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR INTELLIGENCE
WASHINGTON DC 20310-1001

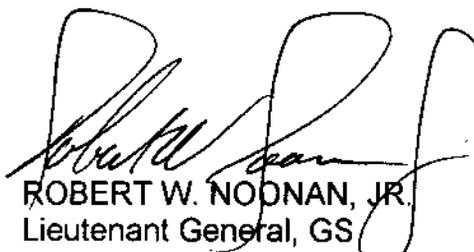
DAMI-CP (690-13)

14 DEC 2001

MEMORANDUM FOR SENIOR INTELLIGENCE OFFICERS

SUBJECT: Ft Huachuca's Procedures for Seeking Civilian Employment and Promotion Consideration

1. Our new civilian human resource management partners at Ft. Huachuca have new procedures for applying for positions. I need your help in getting the word out on where and how to apply.
2. The West Region Civilian Personnel Operations Center (CPOC) uses an inventory based recruitment method that requires submission of only one resume to receive consideration for positions covered by a series of open continuous announcements. Their goal is to establish a robust inventory of candidates for the types of positions they fill so that referral lists can be developed and issued faster in response to management requests.
3. For a time, there will be a combination of individual announcements and open continuous announcements to accommodate immediate needs as the West builds its applicant inventory. However, within approximately 90 days, most individual announcements will be eliminated except those for positions GG-14 and above, as needed for outreach and affirmative action. Application and announcement information is available at the West Region website at www.wcpoc.army.mil, on CPOL at www.cpol.army.mil, or on USAJOBS at <http://www.usajobs.opm.gov/>.
4. The use of open continuous announcements will take some readjustment – if you don't already have a resume in the system by the time the personnel action is being submitted for fill, you are probably too late. To help streamline the application and referral process, the West Region is asking those interested in civilian employment, or reassignment, or promotion to submit a three-page resume and answer 32 supplemental questions in accordance with guidance provided at their website. Everyone should be urged to submit a resume to at least ensure consideration for competitive promotions.



ROBERT W. NOONAN, JR.
Lieutenant General, GS
Deputy Chief of Staff
for Intelligence