



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
5440 STUDENT DRIVE  
ABERDEEN PROVING GROUND, MD 21005-5200



July 15, 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reassignment Between Civilian Personnel Operations Centers (CPOCs) and Civilian Personnel Advisory Centers (CPACs), Civilian Human Resources Agency (CHRA) Guidance Memorandum 18-04

This memorandum provides guidance on reassignments between CPOCs and CPACs. It supercedes Guidance Memorandum 55-1, Reassignments Between Civilian Personnel Operation Centers (CPOCs).

Regional Directors may approve PCS to support a lateral from the CPOC to a CPAC, within budget constraints. If the reassignment involves a PCS from one region to another, it will be negotiated between the two Regional Directors, and in the best interest of the government. This policy also applies to lateral reassignments from a CPAC to a CPOC. There may also be cases where an individual is accepting a lower graded position in order to change job series. These will be handled in the same manner.

As a general rule, PCS entitlements will not be offered for lateral transfers from one CPOC to another, nor for a lateral transfer between CPACs. Any exceptions to this must be negotiated between Regional Directors in best interest of the government, and outcome reported to Director, CHRA.

Only one PCS may be offered to an employee in a one-year time period.

POC is Chief, Field Resources Office, Comm 410-306-1708 or DSN 458-1708.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

  
Michael L. Vajda  
Director, Civilian Human  
Resources Agency

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