CPOC | CHRMA RIF TEAM | CPAC

1

- Register surplus employees for all positions for which qualified for all areas w/in commuting area

- Enter vacancies

- Generate referral lists and fwd to CPAC

30 Days

2 LN TEAM

- Fwd mandatory placement notification to operating official IAW policy
- Cooperate placement with LWC
- Negotiate EOD
- Inform losing CPAC
- Fwd placement to CHRMA RIF Team for final processing
- Return referral lists ASAP to CHRMA RIF Team with appropriate explanation or justification from operating official

30 Days

3
- Finalize placement

- Delete employee from system

7 Days

4

- Issue referral lists during entire advance notice to facilitate placement

- Enter new vacancies instantly & forward system generated referral lists to CPAC

- Release vacancies timely for non-surplus LNs or US FMs, when no surplus LNs are available w/in a reasonable time (2 weeks)

- update system continuously to keep registration and vacancies current & up-to-date at all times

On-Going