



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013

January 5, 2004

REPLY TO
ATTENTION OF

ATWC-CPO

WELCOME TO CARLISLE BARRACKS

I would like to take this opportunity to extend a hearty welcome to you and your family to Carlisle Barracks, home of one of the Army's most productive civilian work force!

The Carlisle Barracks civilian work force is relatively small. There are approximately 600 federal civil service positions covering the War College, the Garrison, and Dunham Army Health Clinic. Additionally, there are approximately 45 Nonappropriated Fund (NAF) positions in the Garrison. We are always interested in talking with Army family members to discuss current and projected opportunities. Historically, our most frequent needs are for support personnel, especially for experienced employees to serve as Office Automation and Administrative Assistants, on both a full-time and part-time basis. Some positions are filled on a temporary basis, most are filled on a permanent basis. Professional, administrative and technical positions may also be available, but with limited frequency. If any of your family members presently hold a civil service position, it is especially important that they contact us **prior** to leaving that position. Current employment conditions may be important in making a decision whether to relinquish that position at that time.

As a matter of general interest, the Department of Army has many programs to help family members continue civil service careers. Your family members may wish to contact the nearest Civilian Personnel Advisory Center (CPAC) prior to departing your current station to explore these programs.

If your family members do not have current civil service status or reinstatement eligibility, the process to acquire a civil service rating and gain initial entry into civil service jobs is more complex. We will be pleased to discuss these procedures after you arrive. Interested family members may want to explore that process now by contacting the CPAC at the nearest Army installation. It is also recommended that family members consult the Army website www.cpol.army.mil/ner or the OPM website www.usajobs.opm.gov for information about current employment opportunities. Alternative job opportunities that do not require civil service status may also be available, either with NAF activities or the Carlisle Barracks exchange.

In an effort to keep the Carlisle Barracks community informed we have developed a Home Page on the Installation intranet system where you can find a current listing of all open job announcements. At the Carlisle Barracks CPAC in Building 46, you will find job information for the surrounding local and federal community. You are most welcome to visit us Monday thru Friday 0830-1600.

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If you have any recommendations on how we can better serve you, contact me at my e-mail address: Gerald.Silverberg@carlisle.army.mil.

Sincerely,

Gerry Silverberg
Civilian Personnel Officer