

Army Regulation 10–89

Organization and Functions

**U.S. Army
Civilian
Personnel
Evaluation
and Analysis
Office**

**Headquarters
Department of the Army
Washington, DC
8 September 2022**

UNCLASSIFIED

SUMMARY of CHANGE

AR 10–89

U.S. Army Civilian Personnel Evaluation and Analysis Office

This major revision, dated 8 September 2022—

- o Changes the title from U.S. Army Civilian Personnel Evaluation Agency to U.S. Army Civilian Personnel Evaluation and Analysis Office, in accordance with Army General Orders 2022–08 (cover).
- o Removes field office geographical responsibilities (formerly table 1).
- o Assigns responsibility to perform strategic assessments and publish results of such assessments of the Army’s Civilian Human Resources Program (para 1–4).
- o Sets forth the mission of the U.S. Army Civilian Personnel Evaluation and Analysis Office as identified in Army General Orders 2022–08 (para 2–1).
- o Describes the principal functions of the U.S. Civilian Personnel Evaluation and Analysis Office, to include how the office performs assessments of the Army Civilian enterprise in the areas of knowledge management, information technology, quantitative analysis, and related areas involving strategic assessment and evaluations (para 2–2).
- o Adds an internal control evaluation (app B).


Organization and Functions

U.S. Army Civilian Personnel Evaluation and Analysis Office

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation prescribes the mission, functions, and command and staff relationships with higher and collateral headquarters and agencies of the U.S. Army Civilian Personnel Evaluation and Analysis Office.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to appropriated fund organizations with the exception of the Defense Civilian

Intelligence Personnel System and has limited applicability to non-appropriated fund organizations.

Proponent and exception authority.

The proponent of this regulation is the Assistant Secretary of the Army (Manpower and Reserve Affairs). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency, or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process.

This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Assistant Secretary of the Army (Manpower and Reserve Affairs), usarmy.pentagon.hqda-as-a-mra.mbx.dasa-civilian-personnel@army.mil.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-as-a-mra.mbx.dasa-civilian-personnel@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation describes the duties, responsibilities, missions, functions, and relationships of the U.S. Army Civilian Personnel Evaluation and Analysis Office (CPEA) established by Army General Orders 2022–08. It also prescribes the responsibilities of all Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), and other Army organizations that have Department of the Army Civilians. The objective of this regulation is to ensure that the duties described herein meet the Army’s oversight responsibility by assessing program effectiveness, efficiency, and compliance.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

a. Assistant Secretary of the Army (Manpower & Reserve Affairs). On behalf of the ASA (M&RA), the Chief, CPEA will—

(1) Perform strategic assessments of the Army’s Civilian Human Resources (CHR) Program and publish the results of these assessments and any other related information for use by the Army.

(2) Develop, conduct, and publish reviews, surveys, evaluations, and special studies of CHR program management practices and provide review and decision on regulatory cases generated by these efforts. Irreconcilable conflicts must be elevated for decision to the ASA (M&RA) or designated representative.

(3) Recommend and monitor corrective actions for assessed commands, organizations, and activities.

(4) Coordinate and cooperate with other external and internal organizations to include the Office of Personnel Management (OPM), the Government Accountability Office, the Army Audit Agency, and the Army Inspector General in the evaluation and assessment of CHR practices.

(5) Recommend, to the Deputy Assistant Secretary of the Army for Civilian Personnel (DASA (CP)) and the ASA (M&RA), proposed CHR policy changes based on assessments, analyses, surveys, evaluations, and special review findings.

(6) Assist, in conjunction with the Deputy Chief of Staff (DCS), G–2, in the formulation of policy and procedures for Army Defense Civilian Intelligence Personnel System program evaluation activities.

(7) Provide knowledge management, information technology, and information systems support to the DASA (CP) in compliance with AR 25–1 and other applicable Army publications and guidance.

b. Commanders of Army commands, Army service component commands, and direct reporting units. Commanders of ACOMs, ASCCs, DRUs, and other organization/activity senior leaders will—

(1) Support external evaluations conducted under the direction of the DASA (CP) and direct and implement corrective actions, as appropriate, on CPEA evaluations.

(2) Recommend higher echelon policy and program improvements.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2

Mission, Functions, and Command and Staff Relationships

2–1. Mission

The mission of the CPEA is to conduct Armywide strategic assessments of CHR program management by using evaluations, quantitative analysis, surveys, and special reviews. The purpose of these assessments is to meet oversight responsibility by assessing program effectiveness, efficiency, and compliance against the established standards. These actions are carried out throughout the Army in both the continental United States and outside the continental United States.

2–2. Functions

Principal functions of the CPEA include:

a. Conduct program management evaluations. A program management evaluation (PME) is an assessment of a CHR program to determine its overall effectiveness and efficiency in meeting organizational objectives and goals. CPEA conducts PMEs to ensure compliance with Title 5 of the United States Code (5 USC), as well as OPM, DoD, and Army policies, regulations, and guidelines. PMEs are conducted to determine the root causes of issues, identify successes, and to make recommendations for improvement. CPEA uses evaluation, audit, and compliance processes, as appropriate, to conduct a PME. The principal objectives of a PME are:

- (1) Determine the effectiveness with which commands adhere to laws, rules, and regulations regarding CHR programs.
- (2) Inform Army leadership on the effectiveness of CHR management implemented throughout the Army by providing constructive information on the status of the overall command and organizational level CHR program.
- (3) Assess effectiveness and consistency of the application of CHR policies and procedures throughout the Army.
- (4) Assess adherence to guidance provided by Headquarters, Department of the Army, ACOMs, ASCCs, and DRUs to their subordinate elements.

b. Conduct strategic analyses, evaluations, and assessments. CHR strategic analyses, evaluations, and assessments vary in complexity from simple reviews to rigorous study efforts and may involve a range of analytic and operations research techniques and capabilities to provide quantitative and qualitative perspectives of the Army CHR enterprise. These efforts are grouped into three broad categories:

- (1) *Special studies, analyses, and forecasts.* Ad hoc projects and information requests for CHR data, analyses, forecasts, or statistics from the ASA (M&RA); DCS, G–1; or other Army senior leaders that provide an understanding of a particular aspect of the CHR enterprise.
- (2) *Recurring analyses.* Summary reports pertaining to the CHR enterprise that occur at regular and recurring intervals.
- (3) *Command analyses.* Analytic, forecasting, and assessment support provided to ACOMs, ASCCs, DRUs, and other Army agencies to assist them in understanding their CHR program.

c. General. Provide knowledge management, information technology, and information systems support to enable the primary mission and functions of CPEA, including:

- (1) Supporting and maintaining strategic applications as directed by the ASA (M&RA).
- (2) Developing and maintaining assigned websites and/or portal sites.
- (3) Supporting business processes, providing information retrieval, and reporting to ACOMs, ASCCs, and DRUs.
- (4) Establishing, maintaining, and improving CHR knowledge management and information sharing.

2–3. Command and staff relationships

a. CPEA is assigned to the DASA (CP).

b. As directed by the DASA (CP), CPEA supports specific activities and information requirements for the DASA (CP) and the Director, Civilian Human Resources Agency. This support includes subject matter expertise, analysis, evaluations, and other requirements relating to the core functions of CPEA.

Appendix A

References

Section I

Required Publications

AR 25–1

Army Information Technology (Cited in para 1–4a(7).)

Army General Orders 2022 –08

Reassignment of The Civilian Personnel Evaluation and Analysis Office (Cited in para 1–1.)

Section II

Related Publications

Unless otherwise indicated, Department of the Army publications are available on the Army Publishing Directorate website <https://armypubs.army.mil>.

AR 1–201

Army Inspection Policy

AR 11–2

Managers' Internal Control Program

AR 20–1

Inspector General Activities and Procedures

AR 25–30

Army Publishing Program

AR 25–50

Preparing and Managing Correspondence

AR 36–2

Audit Services in the Department of the Army

AR 690–200

General Personnel Provisions

ATP 6–01.1

Techniques for Effective Knowledge Management

DA Pam 25–403

Guide to Recordkeeping in the Army

FM 6–0

Commander and Staff Organization and Operations

5 USC

Government Organization and Employees (available at <https://uscode.house.gov/>.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, Department of the Army (DA) forms are available on the Army Publishing Directorate website <https://armypubs.army.mil>.

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is personnel management for the mission of the CPEA.

B–2. Purpose

The purpose of this evaluation is to assist DASA (CP) in evaluating the key internal controls listed. It is not intended to cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

- a.* Is the authority assigning the organization designated by the Secretary of the Army to execute the tasks assigned in this regulation current?
- b.* Are current rules and directives from the organization overseeing the federal civil service, and any specific laws relating to Army Civilians, being followed?
- c.* Are current rules and directives from DoD as they relate to Department of the Army Civilians being followed?
- d.* Are the policies prescribed in AR 1–201, as they pertain to CPEA programs, being followed?
- e.* Are the policies prescribed in AR 20–1, as they pertain to CPEA programs, being followed?
- f.* Are the policies prescribed in AR 36–2, as they pertain to CPEA programs, being followed?
- g.* Are CPEA programs in agreement with any evaluation parts in the AR 690 series of regulations, if such entries are in place?
- h.* Is this regulation reviewed at least once every 3 years and updated as necessary?

B–5. Supersession

Not applicable.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the DASA (CP) via email to usarmy.pentagon.hqda-asa-mra.mbx.dasa-civilian-personnel@army.mil

Glossary

Section I

Abbreviations

ACOM

Army command

AR

Army regulation

ARIMS

Army Records Information Management System

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

CHR

civilian human resources

CPEA

U.S. Army Civilian Personnel Evaluation and Analysis Office

DA Form

Department of the Army form

DASA (CP)

Deputy Assistant Secretary of the Army for Civilian Personnel

DCS

Deputy Chief of Staff

DoD

Department of Defense

DRU

direct reporting unit

OPM

Office of Personnel Management

PME

program management evaluation

USC

United States Code

Section II

Terms

This section contains no entries.

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