

Welcome to the Southwestern Division Civilian Personnel Advisory Center (SWD CPAC) New Employee Information portion of our homepage.

Congratulations on your new position! Your position is vital in conducting effective day to day operations, and pivotal to the fruition of long term goals. You are part of a larger team that collectively contributes to the success of the Department of Army and its subsequent agencies. Through the information and links on this page you will find useful information regarding the in processing process, employee benefits, pay and leave benefits. Each section is important to understanding your employment.

While reviewing each section, it is common have questions, want more information, or need clarification on topics. You are encouraged to make a list questions to review with your Supervisor to ensure your comprehend the information.

At the SWD CPAC we look forward to assisting you with the transition into your new position. If you do have additional questions or require further assistance regarding the in processing process please contact Sarah Gutierrez at 817-886-1172, email address is sarah.gutierrez1@us.army.mil. A listing of the CPAC staff is located at <http://www.swf.usace.army.mil/swd-cpac/phone.asp>. You are welcome to contact any member of the staff at any time for any assistance you may require.

We have developed an Employee Handbook which we continually update that provides a wide variety of information relating to your employment. The Handbook will assist you in answering many questions.

As you review the handbook, you may find that you have questions, want more information, or need clarification on some covered topics. Review any questions with your Supervisor to ensure your comprehension of the material or contact a member of the CPAC staff if needed.