CIVILIAN PERSONNEL BULLETIN

UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK   10996

AUTONOA RECRUIT FILL TOOL

1. Effective immediately supervisors and/or administrative staff initiating Requests for Personnel Actions (RPAs) for Appropriated Fund recruitment actions **are required to use** the Department of the Army AutoNOA program. Defense Civilian Personnel Data System (DCPDS) will no longer be used to initiate the request to fill vacant positions. The AutoNOA website generates a web ticket for the request. The web ticket is reviewed by the Authorizer, Resource Manager, and CPAC prior to the creation of the RPA. Hiring officials can track the status of their web tickets through a dashboard feature on the AutoNOA website. AutoNOA will generate the RPA after all of the necessary review and authorization steps have been completed and the data has been validated by the CPAC.

2. Instructions on how to use this tool are available at the AutoNOA website:

   https://autonoa.army.mil/

   Select 'Recruit Fill' from the "RPA" drop down menu. New users should view the instructional materials and training video posted on the AutoNOA Recruit Fill website.

3. RPAs initiated prior to 23 October 2016 **will not be returned.**

4. For more information about using AutoNOA to initiate requests for recruit actions, please contact your servicing HR Specialist or contact the CPAC at 845-938-3943.

CAROL L. MCQUINN
Director, Civilian Personnel Advisory Center