

## Position Management Request

### JUSTIFICATION TO FILL A POSITION

*(Items on the right to be completed by the Requester)*

*Provide this justification by e-mail to the Human Resources Staffing Supervisor (Ashanti Sloan) for action.*

<b>Position Title/ Series/Grade (FPL): Recruitment Location(s)*:</b>	
<b>Organization:</b>	ORG CODE: _____ SUPERVISOR: _____
<b>Position and funding</b>	<input type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> <b>Career-Seasonal</b> <input type="checkbox"/> <b>Temporary</b> <input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>TERM, NTE mos/yrs</b> _____ <input type="checkbox"/> <b>Temp Prom/Detail, NTE days/mos/yrs</b> _____ <input type="checkbox"/> <b>Student NTE mos</b> _____ <input type="checkbox"/> <b>Student Indef</b> <input type="checkbox"/> <b>Student (Recent Graduate)</b> <b>Will this position be virtual?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> <b>How are FTEs affected?</b> <input type="checkbox"/> New Position <input type="checkbox"/> Vice position _____ (name) <input type="checkbox"/> Other (i.e., no net gain/internal) _____ Is the position on approved Table of Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No Total # of Positions to fill: _____ Total # of Work Months Planned: _____ Funding Explanation: _____ _____ _____ <hr/> <b><u>Moving Costs Authorized</u></b> (Complete Department Relocation Expense Worksheet): <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position description</b>	<input type="checkbox"/> Current position description exists.    PD# _____ <input type="checkbox"/> Position description needs to be classified/revise and/or reclassified
<b>Position management issues</b>	<b>Justification:</b>

	<p><b><i>What are the major ramifications of not filling the position?</i></b></p>
<p><b><i>Recruitment strategies</i></b></p>	<p><b><i>At what level(s) should the position be advertised and filled?</i></b></p> <p><input type="checkbox"/> Entry    <input type="checkbox"/> Intermediate    <input type="checkbox"/> Full Performance Level</p> <p><i>What recruiting level makes the most sense in terms of available candidates, diversity initiatives and staffing patterns, and return on investment (i.e., salary and relocation costs)?</i></p> <p><b><i>What is the proposed area of consideration for recruiting?</i></b></p> <p><input type="checkbox"/> Local Commuting Area**    <input type="checkbox"/> Internal (Current Bureau-NIFC Employees Only)</p> <p><input type="checkbox"/> Department Wide    <input type="checkbox"/> Bureau Wide    <input type="checkbox"/> Government Wide</p> <p><input type="checkbox"/> DEU/All Sources (All Qualified US Citizens)***    <input type="checkbox"/> Other Special Hiring Auth</p> <p><b>Total # of Business Days to Recruit:</b> _____</p>
<p><b><i>Submitted by (Name &amp; Number):</i></b></p>	
<p><b><i>Admin Officer (Signature) if required</i></b></p>	
<p><b><i>Date of Request</i></b></p>	

\* If a selection is made, offers of employment must be made for the location advertised only.

\*\* Term positions may only be recruited through DEU; positions should not be recruited concurrently as DEU term and Merit perm.

\*\*\*DEU recruitments may not be local commuting area.