## **F&A Position Management Committee Request BLM JUSTIFICATION TO FILL A POSITION**

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

Provide this justification form via e-mail to the HR Staffing Supervisor (Ryan Wilkins).

Part A (complete for positions on existing approved TO)

Position Title/	
Series/Grade (FPL):	(e.g. Management Program Analyst, GS-0343-12)
Recruitment Location(s)*:	
(,,	(e.g. Boise, Idaho)
Organization:	Organizational Code: (e.g. FA-220) Supervisor Name and Phone Number:
Position information	Permanent Career-Seasonal
	☐ Temporary Promo/Detail NTE (days/mos/yrs) ☐ Non-Competitive ☐ Competitive
	☐ TERM APPT NTE (mos/yrs) ☐ Temporary Seasonal ☐ Temporary Appt. NTE
	☐ Intern NTE (mos/yr) ☐ Career/Indef. Intern ☐ Recent Grad. ☐ PMF
	☐ Full-time ☐ Part-time
	Vice position (last name):
	Total # of Positions to fill:
	Is the position on approved Table of Organization (TO)?   Yes   No
	** If position is not on approved TO, please see <b>Part B</b> below.
	Box number on TO:
	Moving Costs Authorized (Complete P-93 form, Department Relocation Expense Worksheet):  Yes No
	*Please reference the BLM PMC Charter for more information on PCS requirements.
Position Description	☐ Current position description exists: PD#
(PD) information:	Position description needs to be classified/revised and/or reclassified
Submitted by:	
	Name and phone number
	Division Chief concurrence? Yes No
Date of Request:	
For HR use only:	
Date received:	HR POC:

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Part B (only needed for actual PMC Approval process)

☐ Proposal approved with the following stipulations:

Ture B (only necucu for actual 1 1/12 ripproval process)	
PMC Request:	In addition to completing <b>Part A above</b> , please attach a written justification for PMC members to review, containing all applicable supporting documentation to include:
	<ul> <li>Position management issues;</li> <li>Ramifications of not filling position;</li> <li>Funding source;</li> </ul>
	Please refer to the PMC charter for required requests to be approved by PMC. Examples include, but are not limited to: restructuring or modifying existing organizations, filling positions as a double fill, changes in grade, recruiting and filling detail/temporary promotion positions NOT on the approved Table of Organization for more than 120 days, etc.
Position Manag	gement Committee Decision Date of Decision:
☐ Positi	on Approved
Positi	on Rejected

Comments:

Position on Hold

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