

FA Position Management Committee Request

BLM JUSTIFICATION TO FILL A POSITION

(Items on the right to be completed by requester)

Provide this justification form via e-mail to the HR Officer and HR Staffing Supervisor

Instructions: Only complete Part A for positions not requiring PMC approval – For positions requiring PMC approval, attached a written justification

Part A

<p>Position Title/ Series/Grade (FPL):</p> <p>Recruitment Location(s)*:</p>	<p>_____</p> <p><i>(e.g., Management Program Analyst, GS-0343-12)</i></p> <p>_____</p> <p><i>Enter city & state where position(s) will be located if remote option desired indicate location negotiable</i></p>
<p>Organization:</p> <p>Contact Information:</p>	<p>Organizational Code: _____ <i>(e.g., FA-220)</i></p> <p>Supervisor Name and Phone Number: _____</p>
<p>Position Information:</p>	<p><input type="checkbox"/> Permanent <input type="checkbox"/> Career-Seasonal</p> <p><input type="checkbox"/> Temp Promo/Detail NTE <i>(days/mo/yr)</i> _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Non-Competitive <input type="checkbox"/> Competitive</p> <p><input type="checkbox"/> TERM Appt NTE <i>(mo/yr)</i> _____ <i>(Terms can be up to 4 years or up to 10 years for STEM positions)</i></p> <p><input type="checkbox"/> Temporary Seasonal (1039 hrs) <input type="checkbox"/> Temporary Appt. NTE 1 Year</p> <p><input type="checkbox"/> Intern NTE <i>(mo/yr)</i> _____ <input type="checkbox"/> Career/Indef. Intern <input type="checkbox"/> Recent Grad. PMF</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <hr/> <p>Vice Position (last name): _____</p> <p>Total # of Positions to fill: _____</p> <p>Is the position on approved Base or Optimal Table of Organization (TO)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>**If position is not on approved TO, please see Part B below.</i></p> <p><u>Moving Costs Authorized</u> <i>(Complete P-93 form, Department Relocation Expense Worksheet):</i></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>*Please reference the BLM PMC Charter for more information on PCS Requirements.</i></p>
<p>Budget Review</p>	<p><i>Budget review required prior to filling <u>any</u> position, to include those on the approved TO, details and temporary promotions. Route P-2 to budget to review and provide their comments</i></p>
<p>Position Description (PD) information:</p>	<p><input type="checkbox"/> Current position description exists: PD# _____</p> <p><input type="checkbox"/> Position description needs to be classified/revised and/or reclassified.</p>

Submitted by:	Name and phone number: _____ Division Chief concurrence/signature: _____ <i>(Reminder – Division Chief to inform AD/DAD when filling approved positions at the GS-12 level and above prior to submitting to HR for recruitment)</i>
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Part B (only needed when PMC Approval is required)

PMC Request:	In addition to completing Part A above , please attach a written justification for PMC members to review, containing all applicable supporting documentation to include: <ul style="list-style-type: none"> • Position management issues. • Ramifications of not filling position. • Funding source. 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.
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The below area is for PMC use only

Position Management Committee Decision

Date of Decision: _____

- Position Approved
- Position Rejected
- Position on Hold
- Proposal approved with the following stipulations:

Comments: