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 (Cindy Pogue) for action.

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

	What are the major ramifications of not filling the position?
Recruitment strategies	At what level(s) should the position be advertised and filled? Entry Intermediate Full Performance Level 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)? What is the proposed area of consideration for recruiting? Local Commuting Area** Internal (Current Bureau-NIFC Employees Only) Department Wide Bureau Wide Government Wide DEU/All Sources (All Qualified US Citizens)*** Other Special Hiring Auth Total # of Business Days to Recruit:
Submitted by (Name & Number):	
Admin Officer (Signature) if required	
Date of Request	

* 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.