

POSITION MANAGEMENT (PM) AND ANALYSIS SHEET

FROM: Code		DATE:	
"IAW CNET Director, CIVPERSPROG e:mail of 1Mar02, Subj: POLICY ON CIVILIAN HIRING CONTROLS, I have considered the spirit and intent of the President's initiative to flatten hierarchies and reduce high-level managerial positions in filling this position." (GS-12s and above)			
VIA: Department Head			
Manpower N831			
TO: PM Officer N8			
Current Position		Proposed Position #	
Title/Series/Grade		Title/Series/Grade	
Department		Department	
Division		Division	
Branch		Branch	
Section		Section	
Action Requested: (Check Appropriate Block) Existing Position			
<input type="checkbox"/> Recruit		<input type="checkbox"/> Pay Adj to P/T (Eff)	
<input type="checkbox"/> Recruit (Temp)		<input type="checkbox"/> Pay Adj to F/T (Eff)	
<input type="checkbox"/> LWOP (NTE)		<input type="checkbox"/> Extend Temp Appt (NTE)	
<input type="checkbox"/> Extend LWOP (NTE)		<input type="checkbox"/> Realignment	
<input type="checkbox"/> Return to Duty (Eff)		<input type="checkbox"/> Change to Lower Grade (Eff)	
<input type="checkbox"/> Detail (NTE)		<input type="checkbox"/> Resign (Eff)	
<input type="checkbox"/> Extend Detail (Eff)		<input type="checkbox"/> Expiration of Detail (Eff)	
<input type="checkbox"/> Reassignment		<input type="checkbox"/> Temp Promotion (NTE)	
<input type="checkbox"/> Name Change		<input type="checkbox"/> Other:	
<input type="checkbox"/> Conversion To			
Action Requested: New or Revised Position #			
<input type="checkbox"/> Establish	<input type="checkbox"/> Establish/Abolish	<input type="checkbox"/> Establish IA	
<input type="checkbox"/> Establish/Recruit	<input type="checkbox"/> Amendment PD-JD	<input type="checkbox"/> Rewrite PD-JD	
<input type="checkbox"/> Establish/Recruit (Temp)	<input type="checkbox"/> Establish/Reassign	<input type="checkbox"/> Promote (Accretion)**	
# If other than existing position, proposed new or revised positions must include PM justification as outlined below ** Must provide answers to questions outlined in enclosure (4)			
Position Management Justification for Revised or New Position Actions			
On an attached document, the supervisor will answer the questions listed below. Enclosure (2), paragraph 4 of NETPDTINST 12510.1, clarifies the PM analysis criteria. All personnel request will be in compliance with the guidance contained in this instruction.			
1. What is the rationale for establishing the new/revised position?			
2. What changes have occurred to necessitate revisions to the existing position or establishment of a new position?			
3. Where did the new duties and responsibilities originate?			
4. Provide current and proposed organizational charts if organizational changes are to occur.			
5. What will be the costing/funding impact?			
6. What is the impact on military and civilian interface, if any?			
7. Identify any exceptions to enclosure (1) of this instruction.			
POSITION MANAGEMENT OFFICER:		<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
PM OFFICER SIGNATURE _____			DATE: _____