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

☐ Recruit	☐ Pay Adj to P/T (Eff)
☐ Recruit (Temp)	☐ Pay Adj to F/T (Eff)
☐ LWOP (NTE)	☐ Extend Temp Appt (NTE)
☐ Extend LWOP(NTE)	☐ Realignment
☐ Return to Duty (Eff)	☐ Change to Lower Grade (Eff)
☐ Detail (NTE)	☐ Resign (Eff)
☐ Extend Detail (Eff)	☐ Expiration of Detail (Eff)
☐ Reassignment	☐ Temp Promotion (NTE)
☐ Name Change	☐ Other:
☐ Conversion To	

Action Requested: New or Revised Position #

☐ Establish	☐ Establish/Abolish	☐ Establish IA
☐ Establish/Recruit	☐ Amendment PD-JD	☐ Rewrite PD-JD
☐ Establish/Recruit (Temp)	☐ Establish/Reassign	☐ 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 NETPDTCINST 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:	☐ APPROVAL	☐ DISAPPROVAL
PM OFFICER SIGNATURE		DATE: _____

NETPDTC 12510/1 (REV. 06/02)

RESET

EMAIL TO: