



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5310.8D
10S1
18 Nov 08

STATION ORDER 5310.8D W/CH 1-2

From: Commanding Officer
To: Distribution List

Subj: POSITION MANAGEMENT

Ref: (a) SECNAVINST 12510.9 (NOTAL)
(b) MCO 12510.2
(c) MCIO 12312.1
(d) MARADMIN 409/09

Encl: (1) Position Management Guidelines for Supervisors
(2) Requirements for Submission of Agenda Item(s) to PMB
(3) Requirements for Submission of Contractor Positions

1. Purpose. To publish instructions and guidelines for the administration of the Position Management Program.

2. Cancellation. StaO 5310.8C.

3. Background. References (a) through (d) contain policies and procedures for establishment and operation of the subject program and direct implementation of position management principles at MCAS Yuma, AZ. The program covers civilian graded and un-graded appropriated fund positions and those military billets in an organizational element comprised of civilian and military work forces performing similar functions.

4. Definition. "Position Management" is defined as the ongoing management action for the structuring of civilian/military positions and organizations in a manner that optimizes economy, productivity, and organizational effectiveness.

5. Objectives. The objectives of the Position Management Program are:

a. To establish a position and billet structure that best serves mission needs by providing optimum balance, maximum retention, and positive motivation of competent personnel.

b. To contribute to the increase of employee productivity and to reflect this increase in a reduced use of manpower and fiscal resources for given missions.

c. To avoid position or billet actions which will unnecessarily increase payroll costs for a given mission, or which will increase the relative proportion of managerial and supervisory employees to total employment or personnel assigned.

d. To avoid maintaining positions or billets on manpower documents that become vacant if their duties can be redistributed, eliminated, or reduced in cost without seriously affecting the accomplishment of essential functions.

e. To recommend studies on the possibilities of improving position or billet structures, and the utilization of competent staff assistance by line management in the analysis of personnel management considerations.

f. To ensure that the duties and responsibilities of positions and billets are clearly delineated and do not conflict with or duplicate the duties of other positions or billets.

g. To recognize position actions that may impact on similar positions in other organizations (e.g., Secretarial, GS-0318; Fund Administrator/Budget Analysts, GS-0560, Administrative Officer, GS0-0301, etc.).

h. To compete regionally all high grade civilian billets , GS-14 or above.

6. Organizational Standards. Because of the inherent differences among department/section missions, no single organizational standard is suitable for general use. A number of alternative standards include the ratio of supervisory to non-supervisory positions, professional/technical to clerical positions, line to support positions, grade distribution, average cost per man-hour and production rates.

a. Basis for Selection. In planning to establish or alter a position/billet structure, it is vital that the interrelationship of the factors of a position/billet, as well as the relationships of position/billets in a total organizational segment, be thoroughly understood. Ordinarily a position/billet structure will be selected which may be expected to accomplish the assigned mission, plus anticipated contingencies, at the lowest payroll cost consistent with the following objectives.

(1) The proportion of managerial and supervisory positions to non-supervisory positions will be kept to a minimum.

(2) The proportion of senior level, journeyman junior technician, and supportive skill positions will be closely related to the frequency of occurrence of tasks at these levels in the organization's normal workload.

(3) The proportion of trainees and interns to the estimated replacement needs for journeyman and seniors will be predicated upon normal retirement patterns, transfer/loss experience, expansion needs if pertinent, availability of trained replacements in the accessible labor market, and training time required for each position.

(4) Work assignments and job to job relationships will be clearly delineated without overlap, conflict, or ambiguity.

(5) Adequate opportunity will be provided for development and progression of a well-defined career ladder for occupations leading to key positions and requiring planned experience at lower levels. Such opportunity need not be in a single organization if all steps are available for rotation among departments and branches.

(6) Jobs will offer enough challenge, variety and responsibility to attract and hold technical and administrative competence with sufficient opportunity to attract capable employees at the normal entry level.

(7) The position/billet structure will reflect a sound use of grade levels, preferably a lowering rather than a raising of average grade used in the activity. The structure selected will be predicated upon grades that can be supported by the work to be accomplished.

b. Vacant Position/Billet Review Requirement. When a position/billet becomes vacant the need for continuing the position/billet will be reviewed by the supervisor. Such a review will include an analysis of alternative position/billet structures that would be possible if the position/billet were utilized differently or eliminated. The position/billet should not be filled if:

(1) It is above the journeyman level and can be performed by another senior position or the supervisor can absorb the senior level tasks.

(2) It is one of several journeyman positions, and its journeyman duties can be performed by the other positions/billets if they are relieved of junior level or technician level duties.

(3) The workload of the organization has reduced in volume by an amount approximately equal to the workload of the position.

(4) The work of the position/billet can be performed by other personnel who have the necessary qualifications without undue detriment to their other work.

c. Exception to Vacancy Review Requirement. Each vacancy in areas where there is frequent turnover need not be reviewed if the operation is controlled by continuing analysis of workload volume and if staffing needs have been set in relation to volume.

7. Position Management Officer. The Position Management Officer is appointed by the Commanding Officer to administer the Position Management Program.

8. Position Management Board. The Position Management Board (PMB) is established to assist in the accomplishment of the Position Management Officer's responsibilities and to integrate other staff expertise in the management program. The Board will meet as required to review recommended changes in the organization, allocation of authorized positions, requests for upgraded positions and manpower Program Objective Memorandum (POM) initiatives or any other appropriate manpower issue. The Board is currently composed as follows:

- a. Position Management Officer - Executive Officer - Chairman
- b. S-1 Officer - Member
- c. Comptroller - Member
- d. Installation and Logistics - Member
- e. Human Resources Officer - Member
- f. Rotating Department Head - Member (a Department Head with no interest to the agenda items will be selected on a rotating basis for each PMB).
- g. Manpower Utilization Officer (Admin Support) Non-voting Member

9. Action

a. S-1 Officer

(1) Assist the Position Management Officer with the Position Management Program according to the references and this Order.

(2) Coordinate with Community Planning Liaison (CP&L) or the Business Performance Office (BPO) and the Human Resource Office to provide necessary staff assistance to department heads in conducting organizational reviews. The services of Human Resource Specialists and other analysts may be utilized, as required.

(3) Coordinate with CP&L or Comptroller/BPO to review current/proposed organization to ensure economical use of manpower resources. Coordinate with CP&L to provide ongoing Commercial Activity (CA) and Defense Regional Inter-service Support (DRIS) studies that could impact on proposed personnel and organizational changes.

(4) Review and approve all proposed actions affecting civilian personnel to ensure that only approved positions are staffed.

(5) Forward all GS-14 and above or National Security Personnel System (NSPS) equivalent position requests to the MCIWEST PMB for approval, per reference (c).

b. Manpower Utilization Officer

(1) Assist the S-1 Officer in administering the program and prepare minutes.

(2) Monitor onboard strength and average grade to identify trends or areas requiring additional study.

(3) Ensure sufficient working papers to meet the documentation requirements of the enclosures.

(4) Coordinate the assignment of rotating department head to the PMB based on availability and no interest or agenda items pending before the PMB.

c. Comptroller

(1) Advise the Position Management Officer of the fiscal impact/ advisability of proposed changes in organization, billet allocation and position descriptions.

(2) Provide advice and staff assistance in the overall conduct of the program.

(3) Conduct any directed Continuous Process Improvement/Lean Six Sigma studies and special projects in support of the PMB.

d. Installation and Logistics Officer

(1) Provide staff assistance and advice in the overall conduct of the program.

(2) Provide expertise on how anticipated growth of facilities impacts manpower requirements.

e. Human Resources Officer

(1) Provide advice and staff assistance to the Position Management Officer and Department Heads.

(2) Ensure position descriptions are current and accurate and that duties are assigned using sound position management principles.

(3) Ensure that positions are classified and recruited according to established standards.

(4) Advise the Position Management Officer and Department Heads of staffing problems that might be alleviated through revised organizational structure or position development.

f. Department Heads

(1) Conduct periodic reviews of department organization to include both military and civilian billets and contracting positions. Enclosure (1) contains questions intended to focus such reviews on critical areas and should be used as the basis for periodic review. Enclosure (2) outlines the requirements for submission to the PMB. Enclosure (3) outlines the submission guidelines for contractor positions.

(2) Prior to filling positions, ascertain the necessity for continuing the position and that those duties are accurately described.

(3) Prior to requesting upgraded positions, critically review the requirement for the proposed duty assignment to see that it represents the most efficient use of resources. Enhancement of position descriptions primarily for the purpose of retaining highly qualified employees is not in keeping with sound position management. Departments requesting an upgrade/redescription of a position should submit requests to the S-1 Officer with a brief explanation of the changes in the position description and provide quantitative data.

(4) Ensure all required positions are consistent with the Strategic Plan.

(5) Rotating Department Heads should provide the Manpower Utilization Officer with availability dates upon request. Also provide advice and recommendations on agenda items pending before the PMB.

10. Information. The Position Management Program provides a methodology which facilitates the identification of effective management techniques. Many of the problems faced by supervisors are tied to weakness of organization and job design. Position Management principles can help reduce bottlenecks, red tape, high employee turnover, improper detailing procedures, recruiting problems, grievances and unmanageable workloads. Position management brings all aspects together so management can make better and timelier decisions. In carrying out their responsibilities, line managers and supervisors should:

a. Utilize budget, planning, management analysis, position classification, industrial engineering, employment and other special staff elements in the development and administration of an effective program.

b. Establish civil service positions and personnel action control procedures to ensure organizations and staff agencies meet necessary requirements for economic and efficient utilization and available manpower.

21 OCT 2009

c. Manage vacancies and review positions to determine whether the duties can be modified, eliminated, or assigned to other civil service positions.

d. Review proposed position classification changes to ensure the necessity for assigning responsibilities at the level or grades proposed.

e. Review proposed organization changes from the standpoint of work design, occupational distribution, grade or level distribution, manpower requirements and costs.

11. Civilian Manpower Requirements. Reference (d), provides guidance on establishing and managing civilian manpower requirements. It also requires commands to submit a Table of Organization (T/O) and Equipment Request (TOECR) to HQMC, TFSD/CD&I for final approval of new positions or billet changes. The changes or updates must be evident on the T/O prior to Human Resource action (position upgrades, recruiting, selection, classification, hiring, funding, and structure).

12. Summary of Revision. This revision incorporates requirements and adds criteria for issues that are presented to the Position Management Board.



M. A. WERTH

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA

BOX 99100

YUMA, ARIZONA 85369-9100

StaO 5310.8D Ch 1

10S1

21 OCT 2009

STATION ORDER 5310.8D Ch 1

From: Commanding Officer

To: Distribution List

Subj: POSITION MANAGEMENT

Encl: (1) Page 4 insert

(2) Page 5 insert

(3) Page 6 insert

(4) Page 7 insert

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. On page 1, add reference "(d) MarAdmin 409/09".

b. On page 1, paragraph 3. Background, change the "(c)" to "(d)".

c. Replace page 4 with enclosure (1).

d. Replace page 5 with enclosure (2).

e. Replace page 6 with enclosure (3)

f. Replace page 7 with enclosure (4).

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


M. A. WERTH

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA

BOX 99100

YUMA, ARIZONA 85369-9100

StaO 5310.8D Ch 2

10S1

15 APR 2010

STATION ORDER 5310.8D Ch 2

From: Commanding Officer

To: Distribution List

Subj: POSITION MANAGEMENT

Encl: (1) Enclosure (3) insert

1. Purpose. To transmit a new page insert and direct pen changes to the basic Order.

2. Action

a. On page 1, add to Encl "(3) Requirements for Submission of Contractor Positions"

b. On page 5 replace paragraph 9 b.(3), to read "Ensure sufficient working papers to meet the documentation requirements of the enclosures."

c. On page 6 replace paragraph 9.f.(1) to read "(1) Conduct periodic reviews of department organization to include both military and civilian billets, and contracting positions. Enclosure (1) contains questions intended to focus such reviews on critical areas and should be used as the basis for periodic review. Enclosure (2) outlines the requirements for submission to the PMB. Enclosure (3) outlines the submission guidelines for contractor positions."

d. Add enclosure (3) insert to the basic order.

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


M. A. WERTH

DISTRIBUTION: A

POSITION MANAGEMENT GUIDELINES FOR SUPERVISORS

1. Avoid overlap in duties and functions, unnecessary positions, or fragmentation of the work processes.

a. Is there duplication of work among positions? Is it necessary? If so, why?

b. Could some of the duties and responsibilities be handled equally well by another section where the duties are more aligned with the mission of that section?

c. Is there work the unit should be doing that is not getting done?

d. Is there work being performed elsewhere that would be better performed in this unit?

2. Align positions so that they are consistent with the organization's current mission and function statement, and staff resources approved in the budget process.

a. Is the organization staffed to an average rather than peak workload?

b. Does the unit have current mission and function statements?

c. Is there work that can be contracted out?

3. Design positions so that they are consistent with the kind and level of work assigned to the organization.

a. Are positions being performed consistent with the grade level assigned? If not, is the classification valid?

b. Is accountability clearly identified in the position descriptions?

c. If applicable, have administrative processes and procedures been simplified?

4. Certify the need for all positions. Utilize each position fully and eliminate work that is no longer essential for mission accomplishment.

a. Are all position descriptions in the unit certified as being correct?

b. Do the employees agree that the duties and responsibilities they are performing are adequately stated in their position descriptions?

c. Is the supervisor continually reviewing work processes and improving ways to accomplish the mission?

d. Are delegations to the lowest practical level?

e. Are high-level duties too thinly spread across several positions? (This is frequently called job dilution.)

5. Certify the need for deputy and assistant positions and the appropriateness of their grade levels.

a. Are the "assistant" and "supervisory" positions at all grade levels in your unit necessary? Why?

b. Are they properly classified?

c. What is the supervisor to employee ratio?

d. Is the span of control appropriate?

e. Would team leader positions be more advantageous?

6. Utilize trainee, apprentice, entry level, and developmental work situations whenever possible. Does the unit contain a balanced mix of positions, e.g., journey level, career ladder, technical support, developmental/trainee positions? This is usually called a "mix of grade" balance.

7. Utilize special appointment authorities to accomplish short-term assignments such as employing part-time, intermittent, and temporary workers whenever possible.

a. Is any of the work of a temporary or project nature?

b. Can physically disadvantaged personnel perform any of the assigned duties and responsibilities?

8. Consider discharge of position management responsibilities as a factor in evaluating the performance of supervisors and managers.

a. Does the supervisor continually review the section's budget, personnel, other resources, and work with the applicable staffs involved in position management?

b. Is work assigned to employees in such a way that ties them to the end product?

c. Is customer service stressed and customer feedback encouraged?

REQUIREMENTS FOR SUBMISSION OF AGENDA ITEM(S) TO PMB

1. Agenda items submitted to the Position Management Board must include all items indicated on Appendix A. The paperwork must be submitted to the S-1 Department within five working days at the beginning of each month. If all items are not enclosed with the Memorandum, the package will be returned to the Department Head and will not be added to the PMB Agenda unless the corrections can be made and returned to the S-1 Department within the five day timeframe. The PMB will normally be held the last week of the month.

2. The completed OF-8 (Appendix B) must include the following:

a. Blocks 2, 3, 4, 5, 15d, 18, 20a and 22 filled in with pertinent information. Signature of the Supervisor in Block 20a is required; however, the signature in Block 20b is optional.

b. Block 21 will not be signed until the Commanding Officer has approved the action. The Department Head will be notified when minutes from the PMB have been approved/disapproved by the Commanding Officer.

3. The request must also include:

a. Accurate Position Description.

b. Evaluation.

c. Quantitative/workload data (Appendix C) that justifies your request.

(1) Number of billets/population served for the work covered.

(2) Major activity metrics or workload data and/or

(3) Any data that supports request.

d. Organizational Chart. If this is a reorganization or change of grade structure, an old organization and proposed organization chart are required.

MEMORANDUM

From: Department Head
To: Position Management Board

SUBJ: REQUEST _____

- Encl: (1) Position Description with Evaluation
(2) Position Description (Old PD #_____)
(3) Organizational Chart (Old)
(4) Organizational Chart (Proposed)
(5) Quantitative Data

1. The memorandum must state what is wanted, e.g. Reclassify/
Create/Request for "Temp", make "Perm to Temp" etc.,
_____ to _____. Enclosures (1) through
(5) are provided for your information.

2. This paragraph must identify the justification as to why the action
should be approved. What has caused this to require this request? Has
Station Order 5310.8D been reviewed to ensure that all position
management questions have been answered? The justification should be so
stated that it could stand alone on its own merit; however, the PMB has
allowed department heads to brief their agenda item.

3. Quantitative data can be addressed in this cover letter and attached
as an enclosure.

4. Department Heads must state in this memorandum whether funding is/is
not available within their labor dollars.

5. Identify the POC and telephone number.

SIGNATURE

POSITION DESCRIPTION (Please Read Instructions on the Back)

2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment					3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location MCAS YUMA AZ		5 Duty Station MCAS YUMA AZ		1. Agency Position No.	
Explanation (Show any Positions replaced) IF A RECLASS FILL IN WITH: REPLACES PD # , TITLE, GRADE, SERIES					7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		6. DPM Certification No.	
					10 Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (GR)		11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12 Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 Critical Sensitive <input type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 Special Sensitive		13. Competitive Level Code	
15 Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade	
a U.S. Office of Personnel Management											Initials	
b Department, Agency or Establishment											Date	
c Second Level Review												
d First Level Review					CLASSIFIED TITLE		GS or W?		SERIES		GR	
e Recommended by Supervisor or Initiating Office												
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment U. S. MARINE CORPS , YUMA AZ					c. Third Subdivision BRANCH							
a First Subdivision DEPARTMENT					d. Fourth Subdivision							
b Second Subdivision DIVISION					e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.												
a Typed Name and Title of Immediate Supervisor SUPERVISOR					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) OPTIONAL							
Signature					Date		Signature		Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position IDENTIFY THE STANDARDS USED WHEN CLASSIFYING A POSITION DESCRIPTION							
Typed Name and Title of Official Taking Action DO NOT COMPLETE UNTIL READY TO GO TO HRO					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature					Date							
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)												
b. Supervisor												
c. Classifier												
24. Remarks												
25. Description of Major Duties and Responsibilities (See Attached)												

Previous Edition Usable

DF 6 (Rev. 1-85) (EG)
U.S. Office of Personnel Management
FPM Chapter 295

MEMORANDUM

From: Comptroller
To: Position Management Board

Subj: WORKLOAD DATA, PAYROLL CUSTOMER SERVICE REPRESENTATIVES

Encl: (1) Employment Changes Report

1. The following major Activities were being conducted by each of the two Payroll Customer Service Representatives (CSRs) during FY99 & 00.

	<u>% Level of Effort</u>
a. PROCESS TIMECARDS	1.04
b. PROCESS NEW HIRES	.15
c. PROVIDE CUSTOMER SERVICE	.45
d. BALANCE LABOR/FA ACCOUNTS & CPPRS EXECUTION	.32
e. OSA	.04

2. The following metric data for each activity is also provided:

	<u>Quantity</u>
a. PROCESS TIMECARDS (bi-monthly)	300+
b. PROCESS NEW HIRES (monthly)	8+
c. PROVIDE CUSTOMER SERVICE (weekly service calls)	125
d. BALANCE LABOR/FA ACCOUNTS & CPPRS EXECUTION	
1 FTE per Pay Period (Labor & CPPRS)	18-24 HRS
1 FTE per Pay Period (Labor & CPPRS/FA)	28-32 HRS

3. The model above displays only the major activities conducted in this section, and of course, is not inclusive all the activities performed by the individuals in the Payroll Customer Service section on a daily basis. Other duties include separation of employees from MCAS Yuma payroll; intra-transfer and ORGID changes of employees; and DFAS liaison problem reporting/errors and special pays. Enclosure (1) is a sample of recent reports indicating MCAS Yuma's Employment Changes. As is evident, there is a considerable amount of employee turnover and payroll issues at MCAS Yuma.

4. Finally, this example does not include a major activity conducted by one of the Payroll Customer Service Representatives that began in late FY00. Recent technological advancements and the ABC/M initiative resulted in the Comptroller Department to begin consolidating the accounting activity within the Financial Operations section. Consequently, financial accounting amongst several small, and one large Fund Administrator (FA) aboard MCAS Yuma (e.g. SJA, PMO, H&HS, Food Service, Chaplain, CP&L, DOSS, and MCCS) was incorporated into Financial Operations. This allowed these FA's to eliminate workload at their sections and redirect services to their program management. Assignment of workload distribution at Financial Operations resulted in all of the MCCS financial accounting and prior year reconciliation work to be assigned to one of the Payroll CSR clerks. Approximately 40% Level of Effort can be assigned to this activity of one of the Payroll CSR clerks.

EMPLOYMENT CHANGE REPORT

PPI# DEPT	DEPT/DIVISION EMPLOYEE NAME	EFFECT DATE	Oct-01		ACCESSIO GRD	SEPARATIO UNG	TEMP APPT TER	OUT OF TEMP	TEMPORARY ACTION		
			From (if Same Department)	To (Position)					DEPT	WITHIN DEPT	
FMD	Schmidt, J.	2-Oct	Welder WG-10	Retirement							
	Merrison, M	21-Oct	Produc Controller GS-8	Supv Emerg Dis GS-6			1				
	Rhodes, J		A/C Equip Mech WG-5306-10	BSD WG-5309-10			1				
	Cook, T	7-Oct	Electronics Tech GS-9	Cont Surv Rep GS-9							
HRO	Carrasco, D.	7-Oct		Student OA GS-3 TP	1				1		
	Hagemann, R.	7-Oct		HRO Manager, GS-12	1						
	Fitch, F.	7-Oct		Para Mngmnt Spec GS-7	1						
S-4	Murek, L.	1-Oct	Supply Tech GS-6	Supply Tech GS-6 BSD			1				
CDE	Timmons, C.	21-Oct	Electronics TechGS-9 (TP)	Elect Mech WG-10 BSD			1		1		
SEC	Jumper, S.	7-Oct	Vice Skipper, M.	Fire Fighter (EMT) GS-6/6	1						
	Castillo, G.	21-Oct	Std Firefighter (PMedic) GS-5	Transfer/Fed Agency			1				
	Morrison, M	21-Oct		Supv Emerg Dis GS-6	1						
BSD	King, F.	9-Oct		Aircft Attend Ldr WL-8		1					
	McKee, C.	9-Oct		Aircft Attend WG-7		1					
	Curry, J.	9-Oct		Aircft Attend WG-7		1					
	Jimenez, E.	31-Oct		Aircft Attend WG-7		1					
	Spencer, S.	28-Oct		Diet Fac Mgr GS-10	1						
	Fitch, D.	29-Oct		Mat Handler WG-6		1					
	Freeman, D.	28-Oct		Mat Handler WG-6		1					
	Willis, J.	21-Oct	Water Trtmt Plnt Op WG-10	Transfer/Fed Agency				1			
	Murek, L.	1-Oct	Supply Tech GS-6	Supply Tech GS-6 BSD	1						
	Timmons, C.	21-Oct	Electronics TechGS-9 (TP)	Elect Mech WG-10 BSD		1					
	Rhodes, J	1-Oct		Bir Plt Eqp Mech WG-10		1					
					7	8	4	3	0	2	0
Pending Seps											
	Miller, D.	2-Nov	Eng Tech	Retirement							
	Griner III, R.	2-Nov	Plant Prop Inventory Clk GS-4	Retirement							
	Cuaron, R.	2-Nov	Electrician WG-10	Retirement							
Pending RPA Recruits											
CPL											
9185			vice Miller, L.	Management Anly GS-11							
CDE											
9145		18-Jul	New Position	Cable Splicer Wkr WG-8							
2750			Vice Spicer, I.	Audio Visual Equ Op GS-3/4							
2751			Vice Charlton, D.	Operator GS-4							
FMD											
			Vice Frazier, T. TP 6 ms	OA Assistant GS-5							
MCCS											
10943			vice Kellum, Y.	Drug Detect Progm Asst							
10933			vice Dodge, R.	Psychology Tech							
			Vice Zamzow, K.	Architact GS-12							
			Vice Goodman, T.	Soc Serv Asst GS-6							
			Vice Kimbrough, A.	Rec Spec (SMP) GS-7							
S-3											
30133			Vice Ercanbrack, C.	ATC Specialist GS-11							
			Vice Wright, S.	ATC Specialist GS-8/11							
SEC											
			Vice Phillips, D.	Fire Fighter GS-8							
			Vice Castillo, G.	Fire Fighter GS-4/6							
20971			Vice Crabtree, M.	Fire Protection Insp. GS-6							
12323			vice Castillo, G	Firefighter Pmedic GS-7							
End Report											

Annex II to
Appendix C to
ENCLOSURE (2)

Requirements for Submission of Contractor Positions

7 5 APR 2010

1. Agenda items involving Contractor positions submitted to the Position Management Board must be submitted to the S-1 Department within five working days at the beginning of each month. The paperwork must include a justification letter (see the example in Appendix A of this Order) and must include the following information:

a. The directive or higher headquarters guidance indicating the requirement or need for the position(s).

b. Justification as to why the action should be approved.

c. Funding data.

d. Provide the scope of the work or project.

e. The length of time the contract and/or the Position will be required.

f. The added value to the department.

g. Impact on other positions within the department.

h. Any data that supports the request.

i. An updated organizational chart that includes all contractor billets.