Position Management Committee Proposal Form

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| --- |
| Date of Proposal: |
|  |
| Position Title | Pay Plan  | Occ. Code (Series) | Grade Level | Organizational Code |
|  |  |  |  |  |
|  |
| The position is: [ ]  New [ ]  Existing  | Is there a current PD?[ ]  Yes [ ]  No  | Is classification required? [ ]  Yes [ ]  No |
|  |
| Describe Action Requested: |
| Justification: (Provide background and justification describing need for proposed action) |
| What are the major ramifications of not taking proposed action? |
| How are FTEs affected?  |
| Projected Effective Date of Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| For Recruitment Actions: Advertise: [ ]  Merit Promotion [ ]  DEU [ ]  Detail/Temporary Promotion [ ]  Open period: days |
|  |
| Submitted by: (Supervisor’s Name) |  | Division Chief: |  |
| For PMC Use |
| Approved for: (check all that apply)[ ]  Accretion of Duties Promotion[ ]  Classification/Reclassification [ ]  Recruitment [ ]  Fill | Proposal: [ ]  Denied[ ]  Placed on hold |  Moving expenses: [ ]  Authorized[ ]  Not Authorized  |
| Notes: |

12/2008

**Department of the Interior**

**Relocation Expense Worksheet**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to determine whether relocation expenses will be paid for an employee or outside candidate selected to fill the above-referenced position would be in the government's interests, I considered the factors checked below:

\_\_\_\_\_ (1) the quality and quantity of available candidates in the local commuting area;

\_\_\_\_\_ (2) the diversity of the local candidate pool;

\_\_\_\_\_ (3) time constraints for filling the position;

\_\_\_\_\_ (4) alternative considerations for meeting the human resource needs, such as details, training, automation, etc.;

\_\_\_\_\_ (5) the availability of funds for payment of relocation expenses;

\_\_\_\_\_ (6) the existence of direct hire authority for the position;

\_\_\_\_\_ (7) the need to provide incentives to prospective candidates due to labor shortages, working conditions, or other factors;

\_\_\_\_\_ (8) the possibility of offering other financial incentives such as a relocation bonus,

recruitment bonus, advance pay, etc.

\_\_\_\_\_ (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on my consideration of the above factors, I have concluded that it

 \_\_\_\_\_ is \_\_\_\_\_ is not

in the government's interest to pay relocation expenses. Any vacancy announcement or other

solicitation for this position will be consistent with this determination.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Management Official's Signature/Date

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