

REQUEST FOR ESTABLISHING A HIGH-LEVEL CIVILIAN POSITION

From: (Requestor's Name, Title and Organization)

To: Position Management Board

Via: PERS-08

Organization Location (Department/Division/Branch)

Proposed Position Title and Grade:

Rational for establishing New or Revised Position:

- New functions or responsibilities (explain and state authority in remarks).
- Organization change (attach before and after charts).
- Addition of supervisory duties (state in remarks why necessary and what is supervisory ratio).
- Other (specify in remarks, e.g. reestablishment for recruiting, amendment, application of new standard, etc.).

Remarks:

APPLICATION OF POSITION MANAGEMENT STANDARDS

Source of Duties and Responsibilities:

Impact on Military and Civilian Interface, if any. (Ensure clear justification for full-time Deputy or "Assistant to" position.)

Source of FTE for Position:

Certification Funds are Available & Source of Funding for Position:

Commanding Officer or Designee:	Signature:	Date:
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Position Management Board Action

Recommendation:

Approved. Disapproved.

Comments:

Chairperson, Position Management Board:	Signature:	Date:
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Deputy Chief of Naval Personnel Action

Approved. Disapproved.

Comments:

Deputy Chief of Naval Personnel:	Signature:	Date:
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- Submit this request (original) along with:**
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| (1) Memo prioritizing multiple submission, | (4) Original copy of written classification advisory |
| (2) Original of proposed position description (including OF 8) | (5) Manpower listing |
| (3) Organizational chart and functional statements | (6) Current PD (upgrade actions only) |