

NSTC OPERATING PROCEDURE
FOR
THE ANALYSIS AND CONSIDERATION OF STAFFING REQUIREMENTS

An NSTC Personnel Management Committee (PMC) is established to meet once each month.

The PMC will consist of the primary Leadership Team (LT) members (principals only - no actings). A representative from the National Human Resources Management Center may be invited to attend in order to share relevant information and assist in some of the deliberations. The NSTC Budget Officer may also attend as required.

The PMC will meet according to a pre-arranged schedule (generally following the 3rd LT staff meeting of each month).

The NSTC Director will chair each PMC. If the Director is not available to attend a scheduled PMC, the meeting will be rescheduled as close as possible to the original date.

The need for a PMC during a particular month will be confirmed one week in advance at the close of the preceding week's LT meeting. It will be cancelled for the month if no actions are identified.

The Division or Staff Chief requesting approval of a staffing action will be responsible for documenting the requirement using the attached format and providing an email copy of this documentation to all LT members no later than the Tuesday (COB) prior to the scheduled PMC meeting. This individual will also be responsible for discussion of the proposal at the PMC meeting (assisted by Branch Chief if desired).

The NSTC Director will seek consensus decisions after discussion within the PMC. However, the Center Director will have the final decision authority.

NSTC Position Management Staffing Proposal

Requester

| | | |
|-------|--------------|-------------------|
| Name: | Office Code: | Telephone Number: |
|-------|--------------|-------------------|

Position

| | | | |
|-------------------------------------|--|---|--------------------------|
| Title | | | |
| Series | | Type of Appointment (check one): | |
| Initial Recruit Grade | | Permanent Full Time | <input type="checkbox"/> |
| Full Performance Level | | Permanent Part Time | <input type="checkbox"/> |
| Hours Per Week | | Career Seasonal - Short Term | <input type="checkbox"/> |
| Date to be On-Board | | Intern | <input type="checkbox"/> |
| FAIR Classification (I or C) | | SCEP | <input type="checkbox"/> |
| New, or Vice... | | STEP | <input type="checkbox"/> |

Funding

| | |
|---|--|
| Move Cost: | |
| Estimated Cost | |
| Source of Funding (Office and Subactivity) | |
| Labor Cost: | |
| Estimated 1st Year Labor or Contracting Cost | |
| Estimated Recurring Annual Labor or Contracting Cost | |
| Source of Funding (Office and Subactivity) | |

| | |
|----------------------------------|--------------------------|
| Term | <input type="checkbox"/> |
| Temporary NTE | <input type="checkbox"/> |
| Stay-in-School | <input type="checkbox"/> |
| Schedule A (NTE 1039 Hrs) | <input type="checkbox"/> |
| Other (specify) | <input type="checkbox"/> |

Area of Consideration

| | |
|-----------------------------|--------------------------|
| Local Commuting Area | <input type="checkbox"/> |
| All Sources | <input type="checkbox"/> |
| Governmentwide | <input type="checkbox"/> |
| Departmentwide | <input type="checkbox"/> |
| Bureauwide | <input type="checkbox"/> |
| Other (specify) | <input type="checkbox"/> |

Record of PMC Decision: [Date:]

Position Management Considerations

1. How does this position contribute to the accomplishment of NSTC goals and missions?
2. Describe the primary duties and responsibilities. Include identification of clients/customers, report results of any consultation with program managers and key state program leads.
3. Describe and assess the projected workloads for this position. Identify historical, short and long-term projections, and priority assignments.
4. What are the consequences of not filling this position?
5. What positions did you consider restructuring to avoid filling this position? What are the reasons for not restructuring?
6. Can the work, or a portion of the work, be contracted? If no, explain why. If yes, what portion, and what is the estimated cost?
7. If this function is classified as “Commercial” according to FAIR Act criteria, has a competitive sourcing study been performed? If yes, what was the result? If no, are there plans to perform a study? Are there plans to directly convert this position to a contract position in the future?
8. What rationale was used in determining the initial recruit grade and the full performance level?
9. Describe the budgetary impacts of filling this position. Assess the funding stability, relate to national priorities and strategic budget goals/themes, and identify reimbursement opportunities.
10. If this proposal is to establish a supervisory position, could the duties be performed just as effectively as a “lead” position? If not, why not?
11. What recruitment strategies and sources will be used to locate diverse candidates?