INSTALLATION MANAGEMENT COMMAND (IMCOM) HIRING REQUEST FORM

For use of this form see IMCOM OPORD 13-077, 182312Z JAN 13, the proponent is G1

Tracking Number:

Unit Identification Code (UIC):

Add Attachment

Section I - Unit information

1. Organization (Garrison/Region/HQ/AEC):

2. Organization (UIC) Functional POC:

3. Organization (UIC) Administrative POC:

Section II - Position information

4. Position Title/Series/Grade:

5. Salary Range:

6. PCS Requested:

7. Number Requested:

8. CPO ID/PD #:

9. Type of Appointment Requested:

10. TDA Paragraph and Line Number:

11. AMSCO: (e.g. 131034AO)

12. Funding Source to be used:

13. MDEP: (e.g. QMIS, QNMG)

14. Vice Name:

15. Recruitment Source:

16. New Position:

17. Vice Has Return Rights:

18. Over-Hire:

18. TDA Used:

Section III - Commander's Justification

22. Commander's Justification: This justification must explain impact if not approved, reason for mission failure or critical skills gap if not approved. Explain how the work is being performed currently, why work cannot be distributed among other staff. If overtime is being used list the total number of hours and duration. In addition, identify funding impact.

Current OBS: Auth: On Board Percentage: Approved Actions: Pending Actions:

Section IV - Certification

23. IOL POC's Signature: With this signature you are certifying that IOL has been reviewed for this request and IOL has been updated to confirm a valid vacancy or a pending loss with the date of departure annotated within IOL.

24. Date Signed:

25. Commander's Signature: With this signature you are certifying that all surplus employees have been reviewed and considered for placement in this position to include modifications of qualifications, re-training and that the currently used FY PBG target and strength has been considered prior to submitting this request.

26. Date Signed:

27. Director's Signature: With this signature you are validating and approving this request.

28. Date Signed: