

17 TRW OVERHIRE REQUEST WORKSHEET

Definition: Overhire positions are short-term solutions to seasonal, cyclical, or surge workload requirements. Overhires cannot be validated to compensate for unfunded manpower requirements for long periods.

1. Requesting Commander (Rank, Name):	2. Unit:	3. Requesting Group:	4. Date of Request:	5. Requestor DSN:
SYJ				

OVERHIRE DETAILS

6. Is this a new (first-time) request?		(If no, continue to 6a-d, otherwise proceed to 7.)		
6a. When was the position established?		6b. Is the position currently encumbered?		
6c. If encumbered, how long has the member been in place?		6d. Is the extension request to be used in the same capacity?		
7. Current/Proposed Position Title	8. Current/Proposed Office Symbol	9. Pay Plan, Occupational Series, & Grade		

10. Attach a copy of the Standardized Core Personnel Document (SCPD) or Core Personnel Document (CPD). SCPD is preferred along with an Organizational Chart showing where the position will reside.	Click to Add Files	Click to View Files
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11. UMD Position # this request is aligned to (to include unfunded requirement if one exists). If no UMD position number exists, enter N/A:	
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12. Appointment will be:	
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13. What work is being Requested?

14. Is this request directed by MAJCOM or HHQ?	
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14a. If yes, provide the directive, if no, provide justification :

15. What steps were conducted to develop permanent authorization?

16. What validated work will not be completed if overhire continuation is disapproved?

17. Is the new workload permanent?

17a. If yes, explain why:

18. What other positions are on the UMD that perform like or similar functions? Include both military and civilian authorizations; funded and unfunded. Identify if position is: (1) military, civilian (APF/NAF) or contractor, (2) funded or unfunded and (3) filled or vacant.

Position Type	Funding	Vacant?	Position Type	Funding	Vacant?

19. Is this workload temporary/short duration and outside of the current AFMS or UMD authorization capability:

20. Has the mission changed to generate this workload?

20a. If yes, identify the mission change to include who directed the change.

21. Is the workload relative to a special board, working group, panel, or committee?

21a. If yes, identify the board, working group, panel or committee:

22. Is the workload a one-time, (unprogrammed) peak workload where permanent authorizations cannot be redirected (i.e. special tasking from MAJCOM or other higher-level authority?)

23. Does this requirement replace an incumbent who is deployed, on leave (with or without pay status) due to emergency, lengthy illness/injury/maternity/other situations of personal nature beyond management control?	
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23a. If yes, explain:

24. Until when is the overhire need anticipated?:	
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25. Unit Commander/Director (Signature with Date)	
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APPROVALS

26. Manpower & Organization (17 FSS/FSM)
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26a. Authorized/Assigned Numbers:	
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26b. Is this requirement valid?	If no, fill out 26c, otherwise proceed to 26d.
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26c. Justification:

26d. This is a new requirement but a variance has been approved.	26e. This requirement is covered by an existing Air Force Manpower Standard/Determinant.	
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26f. Concur/Non-Concur:	26g. Justification:
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26h. 17 FSS/FSM Signature:	
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27. Financial Management (17 CPTS)

27a. Reviewed/concur?	27b. Comments:
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27c. CPTS Signature:	
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28. Civilian Personnel Office (17 FSS/FSC)
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28a. (Select Compliance Statement)

28b. Civilian Personnel Office Signature:	
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Approval will be made during the quarterly Civilian Resources Corporate Board

29. Overhire action was: (Select Approval)	30. Approver Signature:	
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