REQUEST TO RECRUIT - R2R - (GS/WG)

Date: _____

From: Org/Dept/POC/Phone #: _____
       (Include All POC INFO)

To: Provost, NPS -- (If Academic Action)

    Chief of Staff, NPS -- (If Command Directorate Action)

Via: (1) Dean/Director _____
I confirm funds are available to support this position under the conditions and during the term of expected employment.

DEAN/DIRECTOR COMMENTS (OPTIONAL):

_____
            Signature & Date

A. POSITION INFORMATION

    New Position (attach justification)   Existing and Vacant   Existing and Filled

Organization Code: _____   Vice Employee: _____   BIN: _____

If funding is requested for this position, list position recommended to unfund:_____

Position Information: **Critical Duties:**

- Type of Appointment _____

- Position Title _____

- PP / Series / Grade _____

- Work Schedule _____   If part-time, hours per pay period:_____

B. JUSTIFICATION TO RECRUIT: (attach separate sheet if needed)

C. ADDITIONAL INFORMATION:

- Approximate date you expect to hire: _____

- Any special start-up requirements/conditions (e.g., space, equipment, travel, workplan, etc.):

-Designated department POC for this Request to Recruit:

D. FUNDING/BUDGET INFORMATION:

What is the expected funding profile?

- What is the expected funding profile?   Direct % _____   Indirect % _____   Reimbursable % _____

- JONS: _____

I confirm funds are available to support this position under the conditions and during the term of expected employment.

Chair/Department Head : _____

_____
Signature & Date

Manpower: **Comments (Optional):**

- BINs: _____

Available   Not Available

Manpower: _____
Signature & Date

HRO's Recommendation:

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Director, HRO

_____
Signature & Date

From: Org/Dept/POC/Phone #: _____

- BIN _____   **Position Title:** _____

PMB Recommendation: Recommend   Not Recommend

Approval Authority:

Provost: Approved   Disapproved   Not Applicable

Chief of
Staff: Approved   Disapproved   Not Applicable

_____
Signature & Date