

RAR-100 Create New Position(s) Request

This worksheet is used for the creation of new positions which will be posted for bid or offered through recruitment. Current District practices are followed for authorizations prior to submission to HRSSC.

Submission instructions:

For Bargaining Positions to be posted in the automated process submit to: "HRSSC JBM (your Area name)"

For all other positions being created submit request to: "HRSSC OM (Area name)"

The OM-450 is used for newly authorized EAS positions

District Name:

Submitter Name:

Phone #

Submitting Installation Name:

Submitting Cost Center #

Submission Date

Complete the appropriate sections below.

	Request #1	Request #2	Request #3
* Number of New Positions			
* Craft (required if craft positions)			
* <u>Position Title</u>			
* <u>Position Occupation Code</u>			
Position LDC			
* Org. Unit Name			
* Org. Unit Number			
* Cost Center Number (Fin#)			
* EE-Group-Sub-Group (Des/Act)			
Section Name			
Route(s) Number			
* List Required Scheme/Skills and or Qualifications			
* Work Schedule			
* Non-Scheduled Days			
For Offices with no email access, send hard copy to HRSSC, Organization Management, PO Box 970600, Greensboro, NC 27497-0600	Comments	Comments	Comments

PC Complement Committee Authorization

Follow current District practices for Authorization.

DCC Member Name

Title

DCC Member Phone Number

Email Address

* Denotes required information. Missing information may cause process delay or return of worksheet.