

## FORMAT BRIEF PM REPORT

<b>I. Identify the status of the position by the following category:</b>	
CATEGORY 1	Position is soundly established with regard to funding, workload, manpower, economy, motivation, personnel management, and is critically needed.
CATEGORY 2	Position is acceptable as established for continuation of incumbency only; or position is of a temporary nature and will be abolished at some future but definite date.
<b>II. Choose one of the following situations and explain and/or justify:</b>	
<b>a</b>	If the action is to create a new position by <b>establishing a new PD</b>
	<p>(1) Where do the tasks come from? If the tasks are new to the organization, explain the requirements to be supported by these new tasks. If the tasks are moved from other positions or other organizations identify where the tasks come from and explain why these tasks are moved from these positions or organizations to create a new position.</p> <p>(2) Does the projected workload clearly support establishing the position? If so, indicate the workload to support the position.</p> <p>(3) Can the tasks be absorbed by other positions? If not, justify.</p> <p>(4) Are there any positions impacted by this action? If so, identify the impact.</p> <p>(5) Is there any duplication or overlap with other positions? If so, justify the duplication or overlap.</p>
<b>b</b>	If the action is to change a position by <b>revising an existing PD</b>
	<p>(1) What are the major changes? Identify and explain why these major changes are made to the position.</p> <p>(2) If there are any additional tasks, where do the additional tasks come from? Identify and explain why these tasks are moved to the position.</p> <p>(3) Can the additional tasks be absorbed by other positions? If not, justify.</p> <p>(4) If there are any deleted tasks, where do the deleted tasks go? Identify and explain why.</p> <p>(5) Does the workload still clearly support the position after the deletion of the tasks? If so, justify.</p> <p>(6) Are there any positions impacted by this action? If so, identify the impact.</p> <p>(7) Is there any duplication or overlap with other positions? If so, justify the duplication or overlap.</p>

<b>c</b>	If the action is to create a new <b>identical additional (IA) position</b> by taking an IA action on an existing PD.
	<ul style="list-style-type: none"> <li>(1) Where does the additional workload come from? Explain how the workload is increased.</li> <li>(2) Does the projected workload clearly support establishing the position? If so, indicate the workload to support the position.</li> <li>(3) Can the tasks be absorbed by other positions? If not, justify.</li> <li>(4) Are there any positions impacted by this action? If so, identify the impact.</li> <li>(5) Is there any duplication or overlap with other positions? If so, justify the duplication or overlap.</li> </ul>
<b>d</b>	If the action is to make <b>pen and ink changes</b> on an established PD
	<ul style="list-style-type: none"> <li>(1) How are the changes created? Explain.</li> <li>(2) Are there any other positions impacted by the pen and ink changes? If so, identify the impact.</li> </ul>
<b>e</b>	If the action is in relation to <b>a consistency review of an already existing position</b>
	<ul style="list-style-type: none"> <li>(1) Explain the requirements to be supported by the tasks performed by the position.</li> <li>(2) Does the workload clearly support the position? If so, indicate the workload to support the position.</li> <li>(3) Can the tasks be absorbed by other positions? If not, justify.</li> <li>(4) Is there any duplication or overlap with other positions? If so, justify the duplication or overlap.</li> </ul>
<b>III. If the position is a supervisory or foreman position, provide the supervisor/foreman –subordinates ratio and justify the ratio. Explain how the segment supervised or led cannot be merged with another segment without interfering with mission accomplishment.</b>	
<b>IV. Include Signatures of Supervisor/PM Officer/POC with date(s).</b>	