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**Manpower and Organization**

**TEMPORARY OVERHIRE REQUEST PROCESS**

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This Fighter Wing Instruction implements AFI 38-208, *Programming USAF Manpower*, and provides information specific to the implementation of AFI 38-201, *Determining Manpower Requirements*. It establishes procedures for requesting U.S. civilian and local national temporary overhires and applies to all units assigned to the 35th Fighter Wing on Misawa Air Base.

**1. MANAGEMENT COMMITTEE**

1.1. Temporary work requirements or requirements that are not recognized by the major command (MAJCOM) may be priorities at the wing level. The Civilian Employment and Cost Management Committee (CECMC) is a wing corporate board chartered to ensure civilian resources are used most efficiently and effectively AFI 36-502, *Managing Civilian Personnel*. The board is comprised of a chairperson, voting members and advisors. Meetings are convened at the discretion of the chairperson and hosted by the civilian personnel office, 35 MSS/DPC. The 35 FW/CV is the chairperson and the voting members are the group commanders.

**2. FUNDING**

2.1. Funding for validated overhire requirements is created locally through “lapse” rates. When civilian positions are vacant (i.e., retirement, firings, unfilled vacancies), “lapse” funds are used to support these requirements. The validation and prioritization of requirements is critical in this process. Wing manpower and organization (MOF), the comptroller squadron (CPTS), and civilian personnel (DPC) are the advisors.

**3. VALIDATION**

3.1. Validation of overhire requirements is accomplished each August for the following fiscal year by 35 MSS/MOF. Requirements are also validated when the temporary requirement expires. Originator

must submit their overhire request to MOF at least 120 days in advance of the CECMC meeting to validate the requirement. [Attachment 1](#), [Attachment 2](#), and [Attachment 3](#) show the temporary overhire request process, manpower workload operational audit guidance, and memorandum format. DPC needs a minimum of 100 days notice before the meeting.

#### 4. OVERHIRES

4.1. Normally, overhires may only be approved for the following purposes.

4.2. Seasonal Workloads. For performance of seasonal workloads exceeding allocated manpower requirements and impairing direct mission accomplishment. Examples of such workloads are AFROTC summer camp, snow removal, grass cutting, etc. Such workloads are programmable because of the nature of the work involved and requests should be processed as far in advance as possible.

4.3. Emergency Workloads. For accomplishment of emergency workloads which are beyond the control of the local commander/functional manager. Examples of such workloads are fire damage, storm damage, etc. Peak workloads that were accounted for during development of manpower standards for a given functional area are not considered as emergency workloads for purposes of overhire. Overhire process timelines will be modified to accommodate emergencies.

4.4. Extended Requirements. Overhire requirements that exceed 12 months should be submitted as potential manpower variances in accordance with AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) – Process*, Chapter 12, through 35 MSS/MOF. The overhire process is not intended to serve as a permanent funding source for valid, unfunded requirements. Units should work with their major command functional representatives to resolve permanent funding issues.

4.5. Level of Service. Level of service is intangible benefits for work performed beyond what is earned by manpower standard and cannot be validated. Level of service workload will only be quantified by wing MOF and approval will be based on what the wing can actually afford to fund via “lapse rate” percentage. Organizations should clearly state whether or not their request is for a level of service.

#### 5. ORIGINATOR.

5.1. The originator, normally the squadron commander or designated representative, of a request for a temporary civilian employee will:

5.2. Ensure there is a valid requirement for the temporary employee, limited to 120 days of work before requirement must be revalidated. Work can only be done in a valid position for a period of two years only (initial approval with one year extension granted by CECMC).

5.3. Explore other alternatives to satisfy the workload prior to submitting their request.

5.4. Submit an IN TURN memorandum (35 MSS/MOF, 35 CPTS/CC and 35 MSS/DPC), containing the information requested in [Attachment 3](#) and a completed SF 52, Request for Personnel Action (US civilian employees) or a completed USFJ Form 11, MLC Personnel Action Request (local national employees), to 35 MSS/MOF at least 60 work days (preferably 120 days) prior to the requested effective date of the overhire. PLEASE CALL Civilian Personnel (DPC), Manpower and Organization Office (MOF), and Comptroller Squadron (CPTS) BEFORE SUBMITTING YOUR MEMO. This is

recommended to ensure the most up-to-date information is included before your request enters the process.

5.5. Requests for extending an overhire should also be submitted at least 60 days (preferably 120 days) before the current overhire incumbent terminates.

5.6. Ensure (if the request is approved) the overhire employee is used as justified and terminated on the "Not To Exceed Date" unless the overhire can be released sooner. The originator should work very closely with the servicing DPC to ensure hiring and termination actions are accomplished to ensure mission requirements are fully supported.

5.7. If contract services are performed for the function, overhire workload may not include work already contracted.

## **6. MANPOWER AND ORGANIZATION FLIGHT (35 MSS/MOF).**

6.1. The 35 MSS/MOF office will verify the workloads are valid. Valid work is defined in AFI 38-201 as work directed by the major command or above. Locally generated workload is not defined as valid, but will still be quantified so an acceptable level of service may be determined. **Attachment 2** is an example of an operational audit. Work activity is broken down into tasks which are measured in terms of frequency of accomplishment and per accomplishment times to provide a monthly man-hour total. MOF will also make sure proposed workload is not already included in the work center's manpower standard. MOF will then forward the request to 35 CPTS/CC.

## **7. COMPTROLLER SQUADRON (35 CPTS/CC).**

7.1. The primary role of the CPTS in the overhire process is to validate cost estimates for requested positions. All benefits and incidental costs are included in the estimate. Overtime costs are not included, but are monitored to ensure they are not excessive. CC forwards request to 35 MSS/DPC.

## **8. CIVILIAN PERSONNEL FLIGHT (35 MSS/DPC)**

8.1. The primary role of DPC is to analyze the potential impact of overhire requests on work center personnel to include workload distribution, supervisory ratios, and organizational efficiency. Civilian personnel forwards request to either the group commander or to the CV (if request is from a wing staff agency). After this coordination, civilian personnel prepares request for consideration by the voting members of the CECMC.

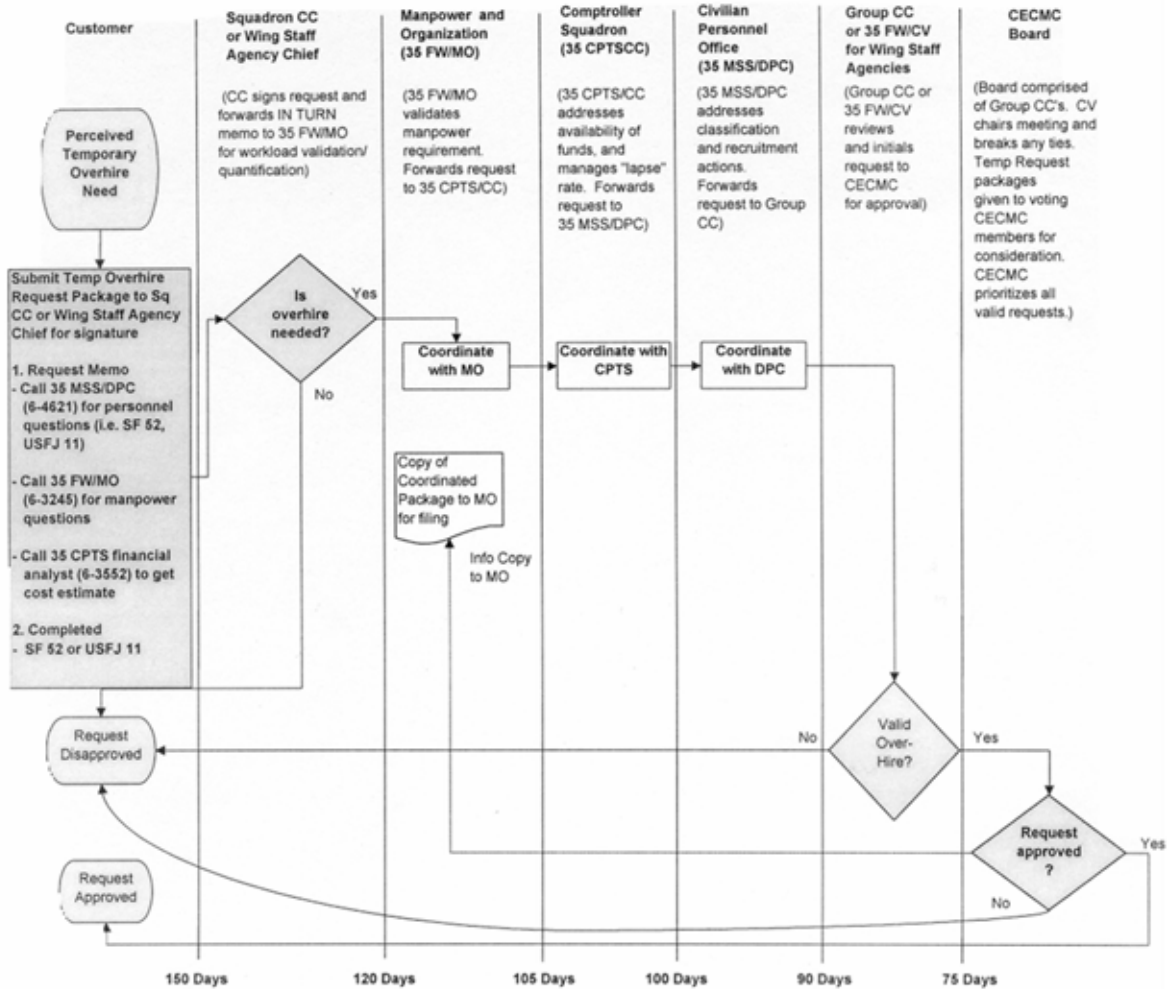
## **9. CECMC**

9.1. The CECMC will consider the validity of the requirement, cost, personnel implications, and organizational/wing needs to determine the priority of the overhire request. Final approval authority rests with CECMC chairperson, 35 FW/CV.

LOYD S. UTTERBACK, Brigadier General, USAF  
Commander

Attachment 1

TEMPORARY OVERHIRE PROCESS



**TIPS:**

1. **\*\*\*Work Must be Outside of regular ("Core") duties defined by manpower standards.\*\*\*  
Examples: Snow Removal, Grass Cutting, Fire Damage Clean-up, Storm Damage Clean-up.**
2. Overhires are only for seasonal workloads impacting direct mission accomplishment or emergency workloads.
3. Limited to 120 days of work. Then must be revalidated. Two years is maximum.
4. Submit requests to Manpower and Organization office at least 120 days before worker is needed.
5. Look for alternative ways to satisfy workload prior to request (In-house resources).
6. Overhires are only for requested workload and are terminated on the "Not to Exceed Date".
7. Overhire workload may not encompass in part or whole any work already contracted.

**Attachment 2**

**OPERATIONAL AUDIT GUIDANCE**

Work that is not part of a manpower standard will be quantified using an AF Form 1040, Operational Audit (OA), in accordance with AFMAN 38-208 Volume 2, Chapter 9. Work activity is broken into processes/sub-process, then quantified according to the frequency (FREQ) and per accomplishment time (PAT) of the related tasks.

Attachment 3

TEMPORARY OVERHIRE REQUEST MEMORANDUM FORMAT

MEMORANDUM FOR 35 MSS/MOF Date  
 35 CPTS/CC  
 35 MSS/DPC  
 35 GROUP/CC (FW/CV if request is from Wing Staff  
 Agency)  
 35 MSS/DPC (For CECMC preparation)

FROM: UNIT

SUBJECT: Request for Civilian Temporary Overhire

1. Position title.
2. The workload for this overhire ( is / is not ) covered by an Air Force manpower standard. An operational audit of the workload is attached for 35 MSS/MOF to validate.
3. State the PEC, FAC, and title of the work center where the overhire will be utilized.
4. Period of overhire (start and "not-to-exceed" dates).
5. Total number of personnel assigned to the work center. List by Officer (OFF), Enlisted (ENL), US Civilian (USC) and Local National (LN).
6. Total number of unit personnel authorized and assigned in the same AFSC as the requested overhire.
7. List of overhires currently on board in the unit.

Position						Not to Exceed
<u>Title</u>	<u>Number</u>	<u>Grade</u>	<u>FAC</u>	<u>AFSC</u>	<u>Start Date</u>	<u>Date</u>

8. Estimated overhire cost.
9. Justification. Include directive, circumstance, or backlog which supports the requirement for a temporary overhire.

I AM THE COMMANDER, Major, USAF  
 COMMANDER'S SIGNATURE