

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-37**

31 MARCH 2011

Personnel

CIVILIAN OVERHIRE PROCEDURES

- REFERENCES:**
- (a) USTRANSCOMPD 36-37, 1 Oct 2009, hereby *cancelled*.
 - (b) Title 5 United States Code, Part III, Subpart D, Chapter 51
 - (c) 5 Code of Federal Regulations, Part 511
 - (d) Air Force (AF) Policy Directive 36-5, *Civilian Personnel Resource Management*
 - (e) AF Instruction 36-502, *Managing Civilian Personnel Resources*

SUMMARY OF REVISIONS: This policy directive has been revised to remove references to the National Security Personnel System (NSPS).

A. PURPOSE: Establishes process and procedure for request and approval to hire a civilian overhire within the command. Overhire is a civilian employee that is not assigned against a valid Joint Table of Distribution (JTD) authorization. Situations that warrant consideration for civilian overhire include, but are not limited to, command-directed new mission, response to critical mission requirements, and early start to manpower resources already programmed.

B. APPLICABILITY: This policy directive applies to all USTRANSCOM organizations.

C. POLICIES AND PROCEDURES:

1. Civilians within the command are a vital component of mission accomplishment. The civilian overhire program is a means to ensure command work requirements are accomplished and to fully execute Operation and Maintenance (O&M) and Transportation Working Capital Fund (TWCF) workyears and civilian pay.

- 2.** The request to fill a civilian position that is required, but exceeds the authorized JTD manpower billets, must be approved by the USTRANSCOM Chief of Staff (TCCS) on a case-by-case basis. The Chief's Action Board (CAB) is responsible for providing oversight, strategy, and recommendations to TCCS regarding civilian overhires.
- 3.** The use of a civilian overhire is normally based on a special project or temporary mission requirement in which a newly-hired civilian is placed on a time-limited appointment. Request for civilian overhires, where no other employee support is available, may be approved contingent upon availability of civilian pay funds and sound management of allocated workyears. Reasons for a civilian overhire should be based on documented mission critical workload, such as command-directed new mission, short-notice mission requirements, and early recruitment for manpower resources already programmed. Availability of funds for civilian pay is a significant limiting factor in the civilian overhire approval process. The availability of funds for a civilian overhire will be verified through USTRANSCOM's Program Analysis and Financial Management Directorate (TCJ8).
- 4.** Approval Authority. TCCS is the final approval authority for requests to employ civilian overhires. Notwithstanding, the Manpower and Personnel Directorate (TCJ1), with TCJ8 coordination, is granted authority to effect the appointment of an overhire during an execution year when corresponding projected end-strength will be gained at the beginning of the next fiscal year.
- 5.** Hiring Appointment Types for Civilian Overhires:

 - 5.1.** Temporary Appointment. Initial appointment is less than 1 year and can be extended for 1 additional year (24 months of total service).
 - 5.2.** Term Appointment. Initial appointment period is for more than 1 year but not more than 4 years (48 months of total service).
 - 5.3.** Permanent Appointment. A Permanent Appointment overhire is not against a valid authorized billet on the JTD, but is recognized by the command as a long-term valid mission requirement. A Permanent Appointment overhire is entitled to the same benefits and entitlements as any other career tenure employee and represents an indefinite financial commitment. This type of overhire will only be used to permit advance recruitment for a pending realignment or adding new programmed authorizations when it is known that a funded authorization is forthcoming on the JTD.
- 6.** Before submitting a request for an overhire, directorates and Command Support Group (CSG) offices are required to pursue all possible internal actions to accomplish the mission. These include, but are not limited to:

 - 6.1.** Aggressively pursue filling authorized vacancies within the directorate or CSG.

- 6.2.** Reprioritize work assignments and reallocate available manpower from within the directorate or CSG.
- 6.3.** Determine if reserve support is an option (refer to USTRANSCOM Instruction 38-2, *USTRANSCOM Reserve Component Support Requirements*).
- 7.** Approval process for a civilian overhire requires a directorate or CSG to prepare a Staff Summary Sheet (SSS), addressing the following:
 - 7.1.** Proposed pay plan, series, and grade level.
 - 7.2.** Duration of overhire appointment (i.e. 1-year, 2-years, etc.).
 - 7.3.** Justification of critical need for an overhire.
 - 7.4.** Alternatives explored and reason other courses of actions were not available to meet mission requirements.
 - 7.5.** Available dollar offsets from another directorate or CSG program (if available).
 - 7.6.** A draft position description (AF Form 1003), completed Air Force Personnel Center Request for Personnel Action Checklist, completed Air Force Manpower Agency position review memo, and comprehensive organizational charts.
 - 7.7.** Request for Personnel Action (RPA), SF-52.
- 8.** SSS must be signed by the Director/CSG Chief and submitted to TCJ1 for coordination through TCJ8 and presentation to the CAB.
 - 8.1.** TCJ1 will present quarterly briefings to the CAB regarding the command's civilian strength and execution of allocated workyears with civilian pay funding being provided by TCJ8. Overhire requests submitted to TCJ1 during the quarter will be presented to the CAB for discussion. Voting members of the CAB will recommend approval or disapproval to TCCS.
 - 8.2.** TCJ1 will maintain civilian overhire SSS requests for future reference.
- 9.** Request to extend the duration of an existing overhire is subject to the conditions specified in paragraphs 7 and 8 above. The request must be submitted 120 days in advance of the original termination date to allow processing before the appointment of the current overhire employee expires. NOTE: Submission will be 180 days if classification is needed.
- 10.** If anytime during the fiscal year it is learned that overhire manning levels will cause an over-execution of the civilian pay budget, action must be taken to contain personnel costs. Actions may include management-directed reassignments of overhire employees

to vacant permanent billets or the early termination of overhire employees serving under a temporary or term appointment.

D. EFFECTIVE DATE AND IMPLEMENTATION: This directive is effective immediately.

MARK D. HARNITCHEK
Vice Admiral, U.S. Navy
Deputy Commander

OPR: TCJ1