



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

DATE

MEMORANDUM FOR 18 WG/CV vvvvvv

FROM: 18 XXX

SUBJECT: Overhire Position Request

1. Request permission for overhire and the creation of the XXXXXXXXXX position, GS-XXXX-XX, for 18 XXX/XXX office for the period of DD MM YYYY – DD MM YYYY.
2. Based on manpower cuts and new program additions/requirements, the XXXXXX flight has been in two manpower studies that began in 20XX. During this time a manpower student was submitted and rejected. On 1 Apr 20XX PACAF abolished all the XXXXXXXXXX positions from the XXXXXXXXXXXXXXXX; however, the duties remained within the section. A second manpower study was initiated about in 20XX, review of the Air Force Manpower Determinant XXXXXX XXXXXXXXXXXX includes a standard for a XXXXXXXXXX position. Results of XXXXXX have not been released.
3. Currently the local XXX Functional rotates the duties to XXXXXXXXXXXXXXXX within the 18WG. We are requesting a temp overhire position to fulfill the duties of a XXXXXXXXXXXXXXXX. Duties of the XXXXXXXXXXXXXXXX include but are not limited to 7 level course allocation, oversight of the XXXXXXXXXXXXXXXX courses, Quarterly Status of XXXXXX to be briefed to the 18 WG/CC or 18 WG/CCC, XXXXXXXXXXXXXXXX Meetings, XXXXXX Visits and XXXXXXXXXXXXXXXX course first and second time failures.
4. If you have any questions about this request, please contact GS-XX, XXXX,XXXX 18 XXX/XXX at 634-XXXX or GS-XX, XXXXX, XXXXX, 18 XXX/XXX, at 634-XXXX.

XXXXXXXX, XXXXXXXXXXXXXXXX  
Commander, 18<sup>th</sup> XXXXXXXXXXXXXXXX Squadron

1st Ind to (Office Symbol of FROM: ), Date Memo was signed, Memorandum SUBJECT  
(1st Ind's) 18 UNIT/OFFICE SYMBOL (who is signing this sign block)

MEMORANDUM FOR (2d Ind Office Symbol)

Recommend approval/disapproval.

FIRST MI. LAST, Rank, USAF  
Duty Title, 18th Their Unit

2d Ind, ALL CAPS (the person's office symbol who is signing this signature block)

MEMORANDUM FOR UNIT/OFFICE SYMBOL FOR FINAL PROCESSING

Approved/disapproved.

FIRST MI. LAST, Rank, USAF  
Duty Title, 18th Their Unit

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(1st Ind's) 18 UNIT/OFFICE SYMBOL (who is signing this sign block)

MEMORANDUM FOR (2d Ind Office Symbol)

Recommend approval/disapproval.

If your document is three or more pages, the page number goes a half inch from the top left of the second page (starting with 2). Then double space to your next "individual."

FIRST MI. LAST, Rank, USAF  
Duty Title, 18th Their Unit

2d Ind, ALL CAPS (the person's office symbol who is signing this signature block)

MEMORANDUM FOR UNIT/OFFICE SYMBOL FOR FINAL PROCESSING

Approved/disapproved.

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Duty Title, 18th Their Unit

