

NAME OF ACTIVITY \_\_\_\_\_ CPAC \_\_\_\_\_

**1. BACKGROUND: Outline below the conditions or events which are likely to negatively affect on-board strength (i.e., losses or reductions.)**

a. List which positions are in heavy turnover occupations.

b. Describe any Commercial Activities Studies planned or being conducted:

Number of positions being studied:\_\_\_\_\_

Occupations being studied:

Month/FY in which CA decision(s) will be implemented:\_\_\_\_\_

c. Reductions in Force:

Number of positions targeted for abolishment:\_\_\_\_\_

Occupations to be affected:

Month/FY in which RIF effective date(s) will occur:\_\_\_\_\_

d. Transfer(s) of Function (indicate whether ToF is out of or into the activity):

ToF In\_\_\_\_ ToF Out\_\_\_\_

Number of positions involved:\_\_\_\_\_

Occupations to be affected:

Month/FY in which ToF is to be effective:\_\_\_\_\_

e. Planned/anticipated VERA/VSIP windows:

Anticipated number of losses:\_\_\_\_\_

Month/FY in which windows will be open:\_\_\_\_\_

f. List which positions in this organization/activity are considered "hard to fill."

**2. POTENTIAL ADDITIONS:** Outlined potential additions to the organization or Activity. Specifically address:

- a. Any new missions/functions in the next 3-5 years
- b. Any Transfers of Function (ToF) into the activity.
- c. Any major change in emphasis in mission which might impact staffing needs.
- d. Outline which new and/or additional occupational groups and number of positions will be required to support these changes.
- e. Note whether these positions include skills which will be new to the installation.

**3. OTHER FACTORS WHICH MIGHT IMPACT STAFFING WORKLOAD:**

- a. Are significant numbers of vacancies filled through PPP placements? \_\_\_\_\_

If yes, briefly outline occupations and numbers of placements during the last FY.

- b. Identify events not described above, such as seasonal employment, need for extraordinarily fast recruitment (i.e., to support troop deployment).

**4. STAFFING PLAN OF ACTION**

- a. List the number of probable recruitment actions needed to meet mission needs in this FY. In addition to title, series and grade, include specialization(s) and/or specialized knowledges as appropriate. In addition, outline the typical or likely sources of recruitment for the positions identified.

- b. Are there any events which are expected to produce a pool of candidates for anticipated vacancies? For instance, if outsourcing is expected to result in reductions-in-force, will these provide candidates for anticipated vacancies?
- c. Describe the chief barriers to successful recruitment of the occupations in which there are anticipated vacancies. Include the recruitment strategies which might be employed successfully, such as paid advertisement, recruitment bonuses, recruiting below the full-performance level, etc.