

Reclamation Manual

Directives and Standards

Determination of Workload Requirements for Temporary Services

Work or Task Required (If requesting a specific individual, you must provide a separate sole source justification):

- This is a new request. Work is anticipated to last 120 workdays or less.
- This is an extension of a previous request. Current number of days worked _____. Work will last an additional _____ workdays (may not exceed 240 workdays total). If you are requesting the same individual/firm, please provide justification below.

Please check all of the following that apply:

- Need is due to absence of employee for emergency, accident, illness, family responsibilities, or jury duty, but not for vacation or other non-critical circumstances.
- Work may not be delayed due to critical need.
- Work/task cannot be completed by current staff; detail; or hiring new permanent, temporary or term staff.
- Work is not supervisory or managerial in nature.
- Contracting out for this work will not displace a Federal employee.
- Contracting out for this work is not being used to circumvent controls on employment levels.

Justification for extension of same individual/firm (Include importance of work being performed, impact of delay or interruption and actions taken to find other solutions) :

Print Name of Technical Representative

Organization Code

Telephone Number

Signature of Technical Representative

Date

Human Resources Review:

- Information above has been verified against human resource records/files.
- Need cannot be met through temporary employment or other employment means.
- Need cannot be met by appointing a surplus or displaced employee under the Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP).

Print Name of Technical Representative

Organization Code

Telephone Number

Signature of Human Resource Representative

Date

Completed form with original signatures must be submitted with the requisition to the servicing acquisition office.