

MLC PERSONNEL WORK ORDER		1. DATE OF REQUEST	2. REQUEST NO.	
3. TO: <i>(Name of LMO)</i>		4. FROM: <i>(Name and Address of Organization)</i>		
5. REFER APPLICANTS TO <i>(Name, Title, Phone No.)</i>		6. JOB NO., JOB TITLE, BWT, GRADE, BASE PAY & LAD		
7. NUMBER REQUIRED	8. AGE LIMIT	9. SEX	10. TYPE OF EMPLOYMENT	
11. WORK SCHEDULE		12. FUNDS ARE AVAILABLE		
13. JOB DESCRIPTION				
14. QUALIFICATION				
15. GENERAL COMMENT			16. CLEARANCE	
			INITIALS	DATE
17. REQUESTED BY <i>(Typed Name & Grade)</i>	18. SIGNATURE	19. PHONE NO.		
17a. REQUESTED BY <i>(Typed Name & Grade)</i>	18a. SIGNATURE	19a. PHONE NO.		
20. APPROVED BY <i>(Typed Name & Grade of COR)</i>	21. SIGNATURE	22. DATE		

INSTRUCTIONS FOR PREPARATION OF
MLC PERSONNEL WORK ORDER

1. Reference: Chapter 1.

2. General

a. The request will be prepared by the requiring organization officer and forwarded to the appropriate Contracting Officer's Representative (COR). The number of copies of the form to be prepared and distributed will be determined at the local level. The COR will sign all copies, retain one copy and forward the original and any additional copies, if required, to the appropriate Labor Management Officer (LMO). One or more personnel to be employed for the same job title may be requisitioned on a single request form provided all other factors are the same.

b. In the event that there is insufficient space in any of the numbered blocks of the form, additional information may be entered on separate sheets with reference to the appropriate block numbers.

3. Entries in numbered blocks (self-explanatory blocks omitted):

a. Block 2: Enter organization request number, e.g., USAPAJ - 1.

b. Block 5: Enter the name, location (such as Bldg No.) and telephone number of the person to whom applicants should report.

c. Block 6: Self-explanatory for non-supervisory positions. Since supervisory positions do not have job numbers, indicate the job number of position supervised in parenthesis; e.g., (Job No. 42) Supervisory Clerk, BWT #1, Grade 4.

d. Block 9: Enter "F" for female, "M" for male, or "E" if either sex is acceptable.

e. Block 10: Enter "Daily", "Limited Term", "Seasonal", "Special Term", "Trial Period", or "Permanent" as applicable.

f. Block 11: Enter days to be worked, hours per day (showing rest or sleeping hours), and designated rest days. For example: 0800 to 1700 hours, Monday through Friday, lunch period 1200 to 1300 hours. For daily employees specify time and date(s) required.

g. Block 13: Enter supervision received and other job controls as well as a concise description of the major duties and responsibilities of the job.

h. Block 14: Enter the qualification factors pertinent to the job, such as knowledge, skills and abilities actually used for the job, including the minimum education and experience required, and language allowance percentage attainable.

i. Block 15: Enter any comments considered pertinent to this request for personnel. For example, if this is a name request for personnel, enter statement "This is a name request for personnel" and specify the name(s) and address(es) of the person(s) to be referred; show unit and location of assignment.

j. Block 16: For use by Personnel Officer for internal check.