

# NETC Manpower (N1) Position Validation Form

The position information in the below table, as it relates to the Activity Manpower Document (AMD) must be validated by NETC N1 prior to submitting an RPA to NETC HRO for processing. Only those RPAs for the below personnel actions that require a Billet Identification Number (BIN) in the notepad, require completion of this form.

Mark the appropriate action below requiring BIN validation:

- Recruit/Fill
- Non-Competitive Promotions/Promotions NTE
- Reassignments/Reassignments NTE
- Realignments
- Conversions
- Change to Lower Grades

Position Title	
Position (PD) Number	
Pay Plan, Series and Grade, to include line of progression	
DCPDS (Table 30) UIC/AMD UIC (list both)	
Organizational Code	
Employee Name (if applicable)	
BIN for position per AMD	
Duty Location and Duty Station Code	
Whether or not the position is of a continuing nature or is temporary	
If the position is temporary, identify the NTE date	
Center Commanding Officer (CO) Remarks	
Center CO has validated that ES/FTE and funds are available across the FYDP for this personnel action	
NETC N1 Remarks	
NETC N1	

This form *does not replace* the standard position build data outlined in the RPA Submission Guide, page 3.

This form must be attached to RPAs submitted for Recruit/Fill, including Merit Promotion, Delegated Examining, Management Identification of Candidates and Name Requests, *in addition* to the DON Recruit/Fill Request Form.

***If the above information is not provided with the RPAs for these specific actions, the RPAs will be returned to the originator.***