

## PTAC's Personnel Detail

Provide the following for each position listed in online document 4, PTAC's Personnel Form. Ensure consistency (name, title, location, City, etc.) with the online document.

1. Title of the position.	
2. Name of incumbent/occupant if filled.	
3. Name of employer.	
4. Indicate whether the position is an employee of the recipient, a subrecipient, or a 3rd party contributor. If an employee of the recipient, indicate main or satellite office.	
5. Provide the physical location of the position (include complete address).	
6. Indicate whether position is existing or new. A position that was not included in the budget submitted for the previous program year is considered new.	
7. Indicate whether the position is currently "filled" or is "vacant".	
8. If currently vacant, indicate the date the position was last occupied. If the position has never been occupied, indicate "never been occupied".	
9. Provide the title of the immediate supervisor of the position.	
10. If applicable, is the position located on or off campus?	
11. Show the number of hours per week that this position is employed by the organization in 2 above.	
12. As a percentage of the total hours in 10 above, show the percent of time working on the PTAP.	
13. Does this employee also work for other PTACs, if so, which ones?	
14. For positions working less than 100% of the time on the PTAP, identify the other program(s) within the employer's organization that the position contributes to.	
15. For positions working less than 100% on the PTAP, provide a full description of duties and responsibilities and a description of how the position will contribute to the mission of the PTAP.	