**SUPERVISOR’S RATIONALE FOR POSITION REVIEW/UPGRADE/NEW**

<table>
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<tr>
<th>1. ORGANIZATION/POSITION NUMBER</th>
<th>2. SF-52/USFJ 11 REQUEST NUMBER</th>
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<tr>
<th>3a. CURRENT CLASSIFICATION (include AFSC Grade/Skill level)</th>
<th>3b. PROPOSED CLASSIFICATION (include AFSC/Grade/Skill Level)</th>
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4. INCUMBENT

5. **POSITION INFORMATION**

   a. List and briefly describe each additional duty/responsibility resulting in this request for review/upgrade.

   b. Were the duties/responsibilities listed under question 5a previously assigned to any other position for which you are responsible?

   □ YES  □ NO

   If yes, which position numbers contained those duties and responsibilities? (List position numbers for U.S. NAF, IHA or MLC positions) If military, state why military duties were transferred to a civilian position.

   c. If no, explain if these duties/responsibilities are a natural outgrowth of the incumbent’s own position, if they are the result of a new program or project, or if they are the result of a new emphasis on an existing program or project. Specifically, how did these duties/responsibilities originate?

6. Explain any additional situations/circumstances that have affected this request for review/upgrade.

**SUPERVISOR’S SIGNATURE**

**ORGANIZATION/ OFFICE SYMBOL**

**DATE**

In order to ensure timely processing of this request for review/upgrade, please submit a completed copy of this form with an updated organization chart and copies of subordinate position descriptions, if applicable.