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SUPERVISOR'S RATIONALE FOR POSITION ESTABLISH/REVIEW/UPGRADE		
ORGANIZATION/POSITION NUMBER 18 FSS/XXXX		2. USFJ 11EJ REQUEST NUMBER. FSS-11-XX
3a. CURRENT CLASSIFICATION (include AFSC Grade/Skill level)  New Position	3b. PROPOSED CLASSIFICATION (include AFSC/Grade/Skill Level)  Administrative Specialist, IHA-0292/ BWT 1-4/LD-2	
4. INCUMBENT None		
5. <b>POSITION INFORMATION</b>		
a. List and briefly describe each additional duty/responsibility resulting in this request for position establish/review/upgrade. Conducting Annual Non-appropriated Fund (NAF) Assets inventories for the squadron, serving as the liaison between LRS Equipment Accountability Office and FSS Equipment Custodians, training and licensing of 3M military vehicle operators, issuing licenses for all NAF vehicle operators (approximately 500), changing and rotating tires on all NAF vehicles (approximately 200) and assisting with the translation of material for the recently started HAZCOM program. Because of the additional duties mentioned above, the individual that will be selected for this position will have to file assorted forms and paperwork, type and translate (English to Japanese) forms and correspondences, check documents for accuracy, route packages and forms for signatures to several activities on the base, assist with property inventories when required and contact activities and local vendors off base.		
b. Were the duties/responsibilities listed under question 5a previously assigned to any other position for which you are responsible?  <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="checkbox"/> YES</div><div style="text-align: center;"><input checked="" type="checkbox"/> NO</div></div>		
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. N/A		
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? These duties are due to the expansion of operations to the Logistics section and a change in operating procedures from other entities on the base. The licensing of all NAF vehicle operators was due to a change in operating procedures by LRS that was directed by MAJCOM. The conducting of Annual NAF Assets inventories was due to a change in internal operational procedures. The changing and rotating of tires is a new program to save the squadron NAF dollars that were being expensed to vendors off base which is getting expensive due to the low dollar to yen exchange rate. The 3M vehicle training is a requirement that was recently brought to our attention to ensure the military personnel in the squadron are properly trained on vehicles and forklifts so they ready if they are deployed. The HAZCOM program is a new requirement that came about because of an expansion in maintaining our NAF vehicle fleet.		
6. Explain any additional situations/circumstances that have affected this request for position establish/review/upgrade. Due to the above mentioned additional responsibilities and expansion of operations/programs, we have not been able to get reports and correspondences out in a timely manner. We continue to fall further behind each day. With looming near future expansions in operations, it is important to get additional help now to ensure the additional workload can be taken care of in a timely manner. Furthermore, it would be more cost effective have an additional employee that has great typing and clerical skills rather than paying the current employee's overtime.		
SUPERVISOR'S SIGNATURE	ORGANIZATION/ OFFICE SYMBOL	DATE

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

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