

SUPERVISOR'S RATIONALE FOR POSITION ESTABLISH/REVIEW/UPGRADE		
1. ORGANIZATION/POSITION NUMBER		2. USFJ 11EJ REQUEST NUMBER.
3a. CURRENT CLASSIFICATION (include AFSC Grade/Skill level)	3b. PROPOSED CLASSIFICATION (include AFSC/Grade/Skill Level)	
4. INCUMBENT		
5. POSITION INFORMATION		
a. List and briefly describe each additional duty/responsibility resulting in this request for position establish/review/upgrade.		
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 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.		
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 position establish/review/upgrade.		
SUPERVISOR'S SIGNATURE	ORGANIZATION/ OFFICE SYMBOL	DATE

Note: Once the classification decision has been rendered and the task list has been signed by the classifier, no further review actions will take place for a period of two years, unless required by a higher headquarters directed mission change or reorganization.