**SUPERVISOR’S RATIONALE FOR POSITION ESTABLISH/REVIEW**

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| **POSITION INFORMATION** | | | | | | |
| 1. Organization/Office Symbol | 2. Position Number | | | 3. AFSC | 4. Position Status  New  Occupied  Vacant | |
| 5. Current Job Title/Grade | | | 5a. Proposed Job Title/Grade | | | |
|  | | | | | | |
| **JUSTIFICATION** | | | | | | |
| 6. Which of the following resulted for this request?  Position Establishment  Organization Restructure  AF-Directed/Organization HQ-Directed Mission Change  Other: | | | | | | |
| 7. (IAW AFI 38-101, Chapter 7) Has this request been coordinated with your servicing manpower activity?  Yes  No | | | | | | |
| 8. Is there any major change to the purpose of the position?  Yes  No  If answered Yes, describe how the purpose of the position had changed. | | | | | | |
| 9. Is this a supervisory position?  Yes  No  If answered Yes, please give examples of types of decisions the position is expected to make independently. | | | | | | |
| 10. Is there any major change to the position’s duties and level of responsibility?  Yes  No  If answered Yes, describe permanent changes to duties and responsibilities. | | | | | | |
| 11. Were the responsibility/additional duties described in block 9 previously assigned to any other position?  Yes  No  If answered YES, note below the job title and position number of the position(s) which had the responsibility or additional duties. If it was a military position, state why military responsibilities and duties were transferred to a civilian position. | | | | | | |
| 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. | | | | | | |
| 12. Supervisor’s Signature | | 12a. Title | | | | 12b. Date |

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