

SUPERVISORY JUSTIFICATION FOR POSITION UPGRADE

Organization / Unit:

Date:

Individuals name:

Current PD Number & Title (Individuals name as applicable):

Proposed PD Number & Title (if known):

Current Classification / Proposed Classification (i.e. GS-0303-6 / GS-0303-7):

Position Information:

(Describe each additional duty/responsibility resulting in this request)

How did these duties/responsibilities originate?

Supervisor's Signature / Phone Number: