

REQUISITION AND POSITION DESCRIPTION FOR MILITARY POSITIONS											ACTIVE DUTY				
											RESERVE				
1. DLA ACTIVITY				2. FROM ATTN: J-16 DEFENSE LOGISTICS AGENCY 4725 John J. Kingman Road, Room 3516 Ft. Belvoir, VA 22060-6221				3. TO							
4. DLA POSITION NO.		5. GRADE		6. POSITION TITLE											
7. MILITARY SPECIALTY CODE		ARMY			CDPL		NAVY		USAF		USMC				
8. FINANCIAL DISCLOSURE STMT (SF 450) REQ'D?				YES		NO		9. ACADEMIC DEGREE							
10. SECURITY CLEARANCE REQ		a. Level		b. SCI CLNC Req		YES		NO		11. INTERNAL CTRL RESP		YES		NO	
12. PROFESSIONAL MILITARY EDUCATION				SENIOR SERVICE				INTERMEDIATE SERVICE SCHOOL				NONE			
13. ADV DEGREE VALIDATED NO.				14. REQUIRED TO PURSUE TIMELY RESOLUTION AND DISPOSITION OF CONTRACT AUDIT REPORTS							YES		NO		
15. SUMMARY OF DUTIES (Continue on next page, if necessary)															
16. SPECIAL TRAINING REQUIREMENTS (Indicate whether mandatory or desired)															
17. EXPERIENCE (Indicate whether mandatory or desired)															
18. REQUESTOR (Name, Title, Signature, and Date)							19. PLFA COMMANDER/BUSINESS HEAD (Name, Title, Signature, and Date)								
20. INSTRUCTIONS TO THE MILITARY SERVICES (Nominations to be submitted in accordance with DOD Directive 1315.13. Request copy of qualification record and two copies of PCS Orders be furnished to Director, DLA, ATTN: CAHW, 8725 John J. Kingman Road, Room 3516, Ft. Belvoir, VA 22060-6221). THE SERVICING MILITARY PERSONNEL OFFICE FOR THIS BILLET IS:															
21. APPROVED ACQUISITION POSITION				YES		NO		22. APPROVED JOINT DUTY POSITION				YES		NO	
a. Acquisition Position Number				c. Type				a. Joint Duty Position Number							
b. Category				d. Level				b. Critical Joint Duty Position				YES		NO	
23. DLA REQUISITION NUMBER				24. SERVICE PAS/UIC CODE				25. SERVICE POSITION NUMBER							
26. TYPE OF REQUISITION							27. REQUESTED REPORTING MONTH								
28. APPROVING OFFICIAL (Typed Name, Grade, and Signature)															
29. DATE PD VALIDATED BY CAHM (MANPOWER)							30. DATE SUBMITTED TO SERVICE								

CONTINUATION AREA. (Reference block number of continued item(s).)

INSTRUCTIONS

On the top of the form, enter an "X" to indicate whether the request is for active duty or reserve.

BLOCK 1. Enter the complete address of the DLA activity, including ZIP CODE, where the position is located. On the last line, include the Corporate Business Area or PLFA to which the activity belongs.

BLOCK 2. Pre-entered.

BLOCK 3. Leave blank.

BLOCK 4. Leave blank.

BLOCK 5. Enter the current grade for existing positions or the desired grade for new positions (e.g., 03, W3, E7).

BLOCK 6. Enter the duty title of the position.

BLOCK 7. For all positions below the grade of 06, enter one military specialty code for the appropriate service. For all positions grade 06 and above, enter the appropriate military specialty code for each service. For Army command positions, indicate if this is a CDPL position by placing an "X" in the block. For Navy officer positions, enter the 4-digit designator code and the 4-digit NOBC code, separated by a slash (/).

BLOCK 8. Mark block to indicate whether Standard Form (SF) 450, Confidential Financial Disclosure Report, is required.

BLOCK 9. Enter the academic degree requirements or "NONE."

BLOCK 10a. Enter the level of security clearance required or "NONE."

BLOCK 10b. Enter "YES" or "NO" to indicate if SCI CLNC is required.

BLOCK 11. Mark block to indicate whether position has internal control responsibilities.

BLOCK 12. Mark block to indicate professional military education.

BLOCK 13. Leave blank.

BLOCK 14. Mark block to indicate whether position has contract audit responsibilities.

BLOCK 15. Summarize the duties required by the position. This summary should be general in nature unless specific aspects of the position require a detailed explanation to accurately reflect the job requirements. (Continue on back if necessary, do not use a separate continuation sheet.)

BLOCK 16. List special training needs for the position. Include course numbers and indicate if training is mandatory or desired. If no special training is needed, enter "NONE REQUIRED."

BLOCK 17. List past experience required by this position. Indicate if experience is mandatory or desired. If no past experience is required, enter "NONE REQUIRED."

BLOCK 18. Complete with the typed name, title, and signature of the requestor and the date signed.

BLOCK 19. Complete with the typed name, title, and signature of the PLFA Commander, Corporate Business Area Head, or Designated Representative and the date signed.

BLOCKS 20. thru 30. To be completed by the Office of Military Personnel, as required, during processing.