

REQUEST FOR CHANGE OF AUTOMATED ADMINISTRATIVE ORDERS

PRIVACY ACT STATEMENT

AUTHORITY: TITLE 10 U.S.C. 8013.

PURPOSE: To collect data for routine use in publishing orders authorizing OHANG personnel to perform active/inactive duty periods or travel.

ROUTINE USES: Collection of data from members or supervisors for input into IAOS System.

DISCLOSURE: Disclosure of SSAN is voluntary, however, member not disclosing SSAN may not get published orders. Disclosure of information on this form to persons not involved in the order publishing process is unauthorized without written consent of the individual.

TYPE OF TRAINING/DUTY

- ANNUAL TRAINING
 MPA (R-SERIES)
 AGR TDY
 IADT TDY
 ACTIVE DUTY TDY
 SPECIAL TRAINING
 SCHOOL TRAINING
 TECHNICIAN TDY
 NATO ORDER
 COMPOSED TEXT

PERSONNEL DATA

| SSAN | NAME | ORDER NUMBER | ORDER DATE |
|------|------|--------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- AMEND
 RESCIND
 REVOKE
 REVOKE IN PART

AS READS:

IS AMENDED TO READ:

AMEND TO INCLUDE DELETE:

Unit of Assignment _____ Date _____ POC _____

APPROVING OFFICIAL
 Typed or Printed Name, Grade, and Title

APPROVING OFFICIAL SIGNATURE
 (Signer authorized publication, justifies special authorization, and approves additional claims.)

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).