

CHANGE REQUEST FORM

(See Reverse for Instructions)

SUBMITTING SQUADRON

1. TITLE OF REQUEST		2. TYPE OF CHANGE <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PRIORITY <input type="checkbox"/> ROUTINE	
3. POC (Rank/Name)	4. SQUADRON/OFFICE SYMBOL	5. PHONE (Voice/FAX)	
6. DATE SUBMITTED (YYYYMMDD)	7. ORP DATE AND NUMBER	8. TASK/SUB-TASK(S) AFFECTED	
9. LIST PROGRAM(S) AND/OR POSITIONS AFFECTED		10. SIMULATION DEVICE CHANGE REQUIRED (Check One) (If yes, enter PROB/Service request number below.) <input type="checkbox"/> YES <input type="checkbox"/> NO	

11. DESCRIPTION/SUMMARY OF REQUEST (Continue on reverse if necessary)

12. LIST ALL ATTACHMENTS

50 OSS

13. DATE RECEIVED (YYYYMMDD)	14. RECEIVED BY	15. TRACKING NUMBER
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534 TRS

16. DATE RECEIVED (YYYYMMDD)	17. RECEIVED BY	18. <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
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ASSIGNED POC(S)

19. PROGRAM/POSITION	20. RANK/NAME	21. PHONE

22. COMMENTS

23. PROJECTED IMPLEMENTATION DATE/CLASS NUMBER	24. PROJECTED SIMULATION IMPLEMENTATION DATE(If applicable)
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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).

INSTRUCTIONS FOR COMPLETING 50 SW FORM 41, CHANGE REQUEST FORM

COMPLETED BY SUBMITTING SQUADRON

1. ENTER THE TITLE OF THE NEW/CHANGED PROCEDURE OR DOCUMENTATION.
 2. PLACE AN "X" IN THE BOX INDICATING THE URGENCY OF THE CHANGE.
 3. ENTER THE RANK AND NAME OF THE SQUADRON POC FOR THE CHANGE.
 4. ENTER THE SQUADRON AND OFFICE SYMBOL OF THE POC.
 5. ENTER THE VOICE AND FAX DUTY PHONE NUMBER FOR THE POC.
 6. ENTER THE DATE THE CHANGE REQUEST IS SUBMITTED TO 50 OSS.
 7. ENTER THE ORP DATE AND ORP NUMBER CORRESPONDING TO THE CHANGE.
 8. ENTER ALL TASK/SUB-TASK NUMBERS, FROM THE 50 SW JOB PERFORMANCE REQUIREMENTS LIST, WHICH ARE AFFECTED BY THE CHANGE.
 9. ENTER ALL PROGRAMS, (MILSTAR, DSCS III, DSP, ETC.), AND/OR POSITIONS (SSO, CMDR/CCH, SVO, PSO, ETC.) AFFECTED BY THE CHANGE.
 10. CHECK YES OR NO TO INDICATE WHETHER OR NOT THE CHANGE BEING SUBMITTED WILL REQUIRE A SIMULATION DEVICE/CTE CHANGE.
 11. BRIEFLY DESCRIBE/SUMMARIZE THE CHANGES MADE TO PROCEDURES, EQUIPMENT OR DOCUMENTATION.
- 11A. DESCRIPTION/SUMMARY OF REQUEST (CONTINUATION).
12. ENTER ALL ATTACHMENTS OR SUPPORTING DOCUMENTATION PERTAINING TO THE CHANGE.

COMPLETED BY 50 OSS

13. ENTER THE DATE THE CHANGE REQUEST IS RECEIVED FROM THE SQUADRON
14. ENTER THE RANK AND NAME OF THE INDIVIDUAL RECEIVING THE CHANGE REQUEST FROM THE SQUADRON.
15. ENTER THE 50 OSS CHANGE REQUEST TRACKING NUMBER.

COMPLETED BY 534 TRS

16. ENTER THE DATE THE CHANGE REQUEST IS RECEIVED FROM 50 OSS.
17. ENTER THE RANK AND NAME OF THE INDIVIDUAL RECEIVING THE CHANGE REQUEST FROM 50 OSS.
18. ENTER CONCURRENCE/NON-CONCURRENCE WITH IMPLEMENTING THE CHANGE AS PROPOSED, (I.E. TYPE OF CHANGE, SIM DEVICE CHANGES REQUIRED, ETC.).
19. ENTER THE PROGRAM NAME AND APPLICABLE DUTY POSITION FOR THE ASSIGNED POC.
20. ENTER THE RANK AND NAME OF THE ASSIGNED POC.
21. ENTER THE VOICE DUTY PHONE NUMBER OF THE ASSIGNED POC.
22. ENTER ANY ADDITIONAL COMMENTS REGARDING THE TRACKING/HISTORY OF THE CHANGE REQUEST OR ANY OTHER PERTINENT INFORMATION SUPPORTING COMPLETION/IMPLEMENTATION OF THE CHANGE.
23. ENTER THE ESTIMATED COMPLETION/IMPLEMENTATION DATE AND CLASS NUMBER OF THE CHANGE.
24. ENTER THE ESTIMATED SIMULATION/CTE UPDATE COMPLETION/IMPLEMENTATION DATE (IF APPLICABLE).