

REQUEST FOR PERSONNEL		<i>DATE OF REQUEST</i>	
This IMT contains personal information protected by the Privacy Act of 1974. The IMT will be safeguarded from unauthorized disclosure and will be disposed of according to AFI 33-332.			
<i>TO</i>		<i>FROM</i>	
<i>POSITION TITLE, FAC, POSITION LINE NUMBER(include PAS Code)</i>		<i>DIVISION AND BRANCH</i>	<i>AFSC</i>
<i>GRADE</i>	<i>GRADE SUBSTITUTE ACCEPTABLE</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OFFICER <input type="checkbox"/> AIRMAN	<i>DESIRED REPORTING DATE</i>
<i>BASIS FOR PROCUREMENT</i> <input type="checkbox"/> NEW POSITION (If new position, attach documentation) <input type="checkbox"/> REPLACEMENT		<i>NAME OF INCUMBENT, GRADE AND SSN</i>	
		<i>LOSS MONTH</i>	<i>REASON FOR LOSS</i>
<i>JOB DESCRIPTION (Give a detailed, explicit job description for the best possible person/job match by resource managers at AETC and AFPC. For EQUAL-Plus advertisements, no more than three lines--enlisted only.)</i>			
<i>Continue on reverse</i>			
<i>SPECIAL QUALIFICATIONS OR JOB EXPERIENCE REQUIRED, SPECIFY WHETHER MANDATORY OR OPTIONAL(For example: experience as commander, chief, standard evaluations, ig., specific weapons system experience or experience in specific organizations.)</i>			
<i>Continue on reverse</i>			
<i>REQUEST OFFICER/AIRMAN DESIRED BY NAME(A specific officer/airman may be requested by name. If the individual is available, he/she will be considered.)</i>			
<i>(Only positions carrying rated AFSCs require officer nominations. Rated officers may be nominated against non-rated positions when available.)</i> <input type="checkbox"/> RATED OFFICER MANDATORY <input type="checkbox"/> RATED OFFICER DESIRED <input type="checkbox"/> NON-RATED OFFICER DESIRED		<i>DESIRED PROCEDURE (Assignments will normally be made based on nomination and review of officer assignment brief. Interviews are restricted to local resources.)</i> <input type="checkbox"/> NOMINATION AND REVIEW OF ASSIGNMENT BRIEF <input type="checkbox"/> NOMINATION AND INTERVIEW (Local officer resource only) <input type="checkbox"/> ASSIGNMENT WITHOUT NOMINATION OR INTERVIEW <input type="checkbox"/> LAST THREE EPRS <input type="checkbox"/> CC RECOMMENDATION <input type="checkbox"/> MILITARY RESUME	
<i>TYPED NAME, GRADE AND DUTY TELEPHONE NO OF CHIEF OR EXECUTIVE OFFICER OF THE STAFF ACTIVITY</i>		<i>SIGNATURE</i>	

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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).

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