

REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS

(If more space is required, use reverse, identifying items by number)

TO:		FROM:			TELEPHONE	
THE FOLLOWING ORDER		AMENDED AS SHOWN IN ITEM (Rescinded	Revoked	Totally
IDENTIFICATION OF ORDER BEING		(Issued by this Headquarters unless otherwise stated in item 6.)				
1. BASIC ORDER				2. PREVIOUSLY AMENDED BY		
A. PARA	B. ORDER (Type and Number)	C. DATE	D.	A. PARA	B. ORDER (Type and Number)	C. DATE
			TED <input type="checkbox"/> PCS WITH PCA (EDCSA) <input type="checkbox"/> PCS WITHOUT			
3. RELATING (TDY, PCS, Short Tour of AD, etc.)						
4. IDENTIFICATION OF INDIVIDUALS TO WHOM CHANGE ACTION						
A.	B. LAST NAME, FIRST, MIDDLE	C. SSAN OR CIVILIAN POSITION		D.		
5. AMENDMENT (Identify item in order being amended)						
A. ITEM	AS READS	IS AMENDED TO READ				
B. ITEM	IS AMENDED TO (Include) (Delete)					
6. REMARKS						
7. ACCOUNTING						
8. DATE	9. ISSUING/APPROVING (Typed name, grade, and title)			10.		
11. DESIGNATION AND LOCATION OF DEPARTMENT OF THE AIR FORCE				12. ORDER (Type and Number)		13. DATE
				14. TDN		
15.				16. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING		

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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).

