

**CENTER REQUEST FOR ENLISTED GRADE AND/OR AFSC CHANGE**

	MPCN	CENTER	PAS	LOCATION	OSC	OSC TITLE	AFSC	AUTH GRADE	REQ'D GRADE	EFF DATE	THRU DATE	OTHER
FROM												
TO												
FROM												
TO												
FROM												
TO												
FROM												
TO												
FROM												
TO												
FROM												
TO												

RATIONALE

**SUBMITTED BY**

NAME	ORGANIZATION	DATE	UMD DATE
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**FAM ACTION**

NAME	ORGANIZATION	DATE	CPG
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AGREE/DISAGREE-IF DISAGREE, PROVIDE RATIONALE. DIFFERENTIATE BY MPCN IF NECESSARY

**CENTER/XPM VALIDATION**

NAME	ORGANIZATION	DATE
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IF UNABLE TO VALIDATE, PROVIDE RATIONALE. DIFFERENTIATE BY MPCN IF NECESSARY.

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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).

**THIS FORM IS FOR USE ONLY FOR GRADE AND/OR AFSC CHANGES. OTHER CHANGES ARE OUTSIDE THIS PROCESS.**

*Use of this form is mandatory. Use additional forms if necessary to show all requested actions.*

*This form is designed to be forwarded electronically from the requesting office at a Center to the appropriate FAM(s). The FAM reviews and returns the annotated form to the requester. If the FAM agrees, the form is sent to the Center/XPM for validation. If FAM does not agree, the requesting office either drops the request or elevates, with resolution at the lowest level possible. If the Center/XPM validates the requirements, they update MDS accordingly. If requirements are not validated, it is returned with rationale. The requester may then either drop the request, elevate, or submit a modified request through all steps. Each successive reviewer completes the appropriate boxes before forwarding to the next office.*

**FROM** *Show information from the Manpower Data System (Unit Manpower Document). If authorization is in a Special Program, show the SP Code in the "OTHER" column, and forward request to HQ AFMC/DRJX.*

**TO** *It is only necessary to show the data elements that will change.*

*In cases involving new MDS records, show the proposed grades and AFSCs in the "TO" lines.*

*Note: Unless driven by an approved Manpower Standard, the Required Grade should equal or be only one grade higher than the Authorized Grade. The Required Grade should never be lower than the Authorized Grade.*

**RATIONALE** *This is the justification for the proposed action. Include enough information to explain the benefits of the change.*

**SUBMITTED BY** *Name and organization of Center POC. Date of proposal.*

**MDS DATE** *Date of the MDS/UMD product used to show "FROM" information.*

**FAM ACTION** *Name and organization and CPG of reviewing FAM. Date of review.*

*Return form to submitting office, indicating AGREE or DISAGREE.*

**CENTER XPM VALIDATION** *Name and organization of reviewing Manpower analyst. Date of review.*

*The term "CENTER/XPM" includes ASC/MO, 311 HSW/MO and AFRL/HRM, as well as HQ AFMC/XPMR for HQ actions.*

*Upon completion of action, send copy of this form to HQ AFMC/XPMR.*