

<b>MANPOWER CHANGE REQUEST</b>			<b>REQUESTOR CONTACT INFORMATION</b>				<b>CONTROL NUMBER (UNIT-NR-CY)</b>				<b>DATE OF REQUEST</b>		
			OFFICE SYM/PHONE										
<b>TO:</b>		<b>FROM:</b>		<b>WING MANPOWER REPRESENTATIVE</b>				<b>SIGNATURE OF COMMANDER</b>				<b>DATE SIGNED</b>	

**PROPOSED CHANGES (Information obtained from current UMD and must maintain a zero balance)**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
LINE	UNIT (NR-KD-TYP)	POSITION NUMBER (POS-NR)	EFFECTIVE	THRU	PAS	PEC	FUNCTIONAL ACCOUNT CODE (FAC)	Organization Structure Code (OSC)	UTC	RIC	AUTHORIZED AFSC	GRADE	API	PNC	ART Y/N
1A															
1B															
2A															
2B															
3A															
3B															
4A															
4B															

**REMARKS:**

**JUSTIFICATION:**

**COORDINATION**

	<b>TO</b>	<b>ACTION</b>	<b>SIGNATURE</b>	<b>DATE</b>		<b>TO</b>	<b>ACTION</b>	<b>SIGNATURE</b>	<b>DATE</b>
1					6				
2					7				
3					8				
4					9				
5					10				

**COMMENTS:**

Large empty rectangular area for providing comments.

<b>CN/PROJECT ID</b>	<b>SIGNATURE OF HQ AFRC MANPOWER TECHNICIAN</b>	<b>DATE UMD UPDATED</b>

<b>MANPOWER CHANGE REQUEST CONTINUATION SHEET</b>	<b>REQUESTOR NAME/OFFICE SYM/PHONE</b>	<b>CONTROL NUMBER (UNIT-NR-CY)</b>	<b>DATE OF REQUEST</b>

**PROPOSED CHANGES (Information obtained from current UMD and must maintain a zero balance)**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
LINE	UNIT (NR-KD-TYP)	POSITION NUMBER (POS-NR)	EFFECTIVE	THRU	PAS	PEC	FUNCTIONAL ACCOUNT CODE (FAC)	Organization Structure Code (OSC)	UTC	RIC	AUTHORIZED AFSC	GRADE	API	PNC	ART Y/N
5A															
5B															
6A															
6B															
7A															
7B															
8A															
8B															
9A															
9B															
10A															
10B															
11A															
11B															
12A															
12B															

**REMARKS:**

Once you digitally sign this form, the 'Paper-clip' attachment feature will be disabled (grayed out). This is a built-in Adobe safeguard to protect the PDF file. However, you still can add attachments and save the file.

To do this, click on the 'Comment' tab, which is just right of the 'Tools' and the 'Fill & Sign' tabs on the top-right of the form. Clicking on the 'Comment' tab will open the 'Annotations' menu.

In the "Annotations" menu, click on the icon that looks like a paperclip and a purple message balloon. Once you click on that icon, hover the mouse over the form and you will see another icon that looks like a pin or thumb tack. Click the thumb tack on the white space to the side of the form border to add an attachment.

You will be presented with a standard file open dialog box where you can add one attachment at a time. Once you select the first attachment, a menu will popup asking if you want to change the 'Appearance' tab, the 'General' tab, or the 'Review History' tab. Simply click on the OK button.

Repeat this process to add as many attachments as needed. The attachments are listed on the right side under the 'Comment' tab, than 'Comments List'. Notice the 3 'Attachment' paperclips in this example. The attachments can be opened by clicking on the paperclip.

Make sure to save your form with all your attachments.

