

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE RECRUITING SERVICE
INSTRUCTION 38-201**

01 MARCH 2019

MANPOWER & ORGANIZATION

**AIR FORCE RECRUITING SERVICE
OPERATIONAL ORGANIZATION**

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This instruction implements Air Force Policy Directive (AFPD) 38-2, *Manpower* and provides guidance on submission of change requests within Headquarters Air Force Recruiting Service (HQ AFRS), three recruiting groups, and 28 recruiting squadrons. It provides directions for the completion and submission of AFRS Form 1399, *AF Recruiting Service Change Request*. This guidance does not apply to Air National Guard and Air Force Reserve Command units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and the Air Force Records Information Management System, Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include updates to the AFRS Form 1399, *AF Recruiting Service Change Request*.

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1. Operational Organization:

- 1.1. Provide guidance on submission of authorization/organizational change requests for AFRS field units.
- 1.2. Provide a detailed description on the completion of AFRS Form 1399.
- 1.3. Provide guidance on review and update of unit manning documents (UMD).

2. Organization and Manpower Requirements:

- 2.1. HQ AFRS/RSXP is the office of primary responsibility for the overall management of ACRs, OCRs, AFRS Forms 1399, and UMDs.
- 2.2. This guidance focuses uniquely on change requests for production flights (below the Squadron headquarters level). Since Enlisted Accessions (EA) and Health Professions (HP) Squadron headquarters' organizational structures are IAW AF manpower standards, variations within these organizational structures are not authorized.
- 2.3. Changes will be accomplished only for mission-essential or related needs. Per HQ AETC, changes to accommodate short-term manpower and/or personnel issues are not allowed.
- 2.4. AFRS units will not commit any resources (moving personnel, re-opening offices, establishing contracts, obligating funds, etc.) until the change request has been approved and published to the UMD. The approval level--HQ AFRS, HQ AETC, or higher HQ--depends on the nature of the requested change.
 - 2.4.1. HQ AFRS. Limited to changes that do not impact UMD or military or civilian members, such as street address change without a city or zip code change, recruiter zone modification without Recruiter Identification Code (RIC) change, etc. Enlisted recruiter grade adjustments are an exception.

2.4.2. HQ AETC. Changes that impact the UMD, such as PASCODE, AFSC, location (city or zip code), office identification code, etc.

2.4.3. AFPC. Changes that impact incumbent or inbound military members, such as Low-Cost/No-cost moves, diversions, etc.

2.4.4. HQ USAF. Changes that impact organizational structures.

2.4.5. 802 FSS. Changes that impact incumbent civilian members, such as relocating a Flight Chief office.

2.5. Movement of personnel to locations other than those approved by assignment OPR (AFPC) is prohibited IAW AFI 36-2110. Units must refrain from suggesting/directing personnel to make housing arrangements at locations other than that reflected on their assignment orders. Permanent changes can be accomplished via Low-Cost/No-Cost moves IAW AFI 36-2110. Temporary detailing is authorized IAW the AFRS Detailing and Alternate Duty Location Guidance Memorandum.

2.6. Diversions for 8R0 inbound personnel are permitted only by great exception. AFPC is the sole diversion approval authority as AFRS does not own enlisted 8R0 inbounds until they sign into their Squadron. As such, AFRS is never permitted to direct diversions for inbounds or engage with inbounds on potential diversions. Per AFPC, any AFRS diversion request must be accompanied by an AFRS Form 1399 justifying the movement of the inbound member's position. If approved, the diverted member is offered a new assignment match from all available AFRS openings. Because diversions can largely be avoided prior to advertisement, diversions must have urgent/compelling rationale to justify impacting recruiters' assignment matches and possibly causing hardships. Also, AFRS cannot double-billet personnel without prior AETC approval; double-billeting is typically limited to six months or less.

2.7. Approved AFRS Forms 1399 precede projected facility actions. Change requests should be cost effective and coincide with good facility planning while reacting to present and future production needs.

2.8. AFRS units will review previous change requests when considering current change requests. Previous requests, both approved and disapproved, provide a historical record that may be pertinent to a current change request. A current change request that mirrors a previously disapproved request, without an improved or different justification, will not be supported. Multiple moves to/from a single location or between two or more locations within three years will only be supported by exception.

2.9. The Group operations officers and Squadron support flight commanders (RCG/RSS and RCS/RSS) have the overall responsibility of managing change requests. The Group and Squadron personnel branches are responsible for maintaining the UMDs, and completing and maintaining AFRS Forms 1399. However, a coordinated and comprehensive effort by all Group and Squadron staff functions is critical to the change request process (for example, operations typically provides production, market justification and zone maps as applicable while the support flight provides necessary personnel, real estate, vehicle, telecommunications, and information technology information).

3. Change Requests:

- 3.1. An AFRS Form 1399 is used for all change requests.
 - 3.1.1. A change request is used to move an authorization from one location to another, correct position information, make changes to Air Force specialty code (AFSC), grade, skill-level, street address, city, zip code, or rezone flights.
 - 3.1.2. All change requests are accomplished by the requesting Squadron and forwarded through the Group via SharePoint to HQ AFRS/RSXP.
 - 3.1.3. Changes must be effective within the current or next fiscal year. Requests will not be supported for those with an effective date past the next FY.
- 3.2. Types of changes: Below is an overview of different types of change actions; these may be driven by the need to adjust manpower, facilities, or a combination of both. These are only meant to be illustrative, and may not cover all possible combinations.
 - 3.2.1. Move authorizations between offices. Includes moving manpower authorizations between markets, providing manpower authorization to open a new facility or re-open a vacant part-time office, and/or removing manpower authorizations to vacate an existing office. AFRS Form 1399 is needed to make proper adjustments to the UMD and other database tools, including which position numbers are moving and when, establishing new location identifiers and PASCODEs for new facilities, updating status of vacant facilities, etc.
 - 3.2.2. Relocate existing offices to new locations. Possible reasons include production market, security issues or forced relocation due to current office or lease concerns. AFRS Form 1399 will be needed for new address and possibly new PASCODE if new location is in different city.
 - 3.2.3. Realign offices from one flight to another. Possible reasons include rearranging manning and/or production from one flight to another. AFRS Form 1399 is needed to update location identifier and recruiter identification codes.
 - 3.2.4. Corrections. Includes correcting errors, updating office addresses and/or zip codes, and changing security access requirements or language requirements.
 - 3.2.5. Add new or delete existing authorizations. May also include repurposing positions. While these types of projects are typically initiated at HQ AFRS, they may require AFRS Forms 1399 from gaining/losing Squadrons to substantiate selected locations or positions.

4. General Guidance for AFRS Form 1399:

- 4.1. See [Attachment 2](#) for specific guidance on completing the AFRS Form 1399.
- 4.2. An AFRS Form 1399 provides the recommended solution to a field requirement. For some types of changes, such as forced relocations, flight rezoning, and corrections, one solution is typically sufficient. However, for more significant types of changes, such as building-out a new facility or re-opening a vacant facility, alternate courses of action with associated assessments as applicable should be provided with the AFRS Form 1399 to provide support for the requested change.
- 4.3. When submitting change requests, resource impacts (funding, personnel, equipment, man-hours, etc.) to execution and future years should be considered.

- 4.4. Use a separate AFRS Form 1399 for each requested change.
- 4.5. Squadrons are not required to shift grade authorizations between various locations to ensure minimum grade authorizations are met (For HQ directed moves only). Instead, HQ AFRS/RSXP will make any required grade adjustments when the change request is supported. This will come from the Squadron or, if not available, respective Group.
- 4.6. Most returned AFRS Forms 1399 are rejected due to incomplete and/or incorrect information, including incorrect office codes, PASCODEs, position numbers, missing signatures, missing rationale, etc. Incomplete and/or incorrect AFRS Form 1399s will be returned with an explanation and will not be processed for action.
- 4.7. If an AFRS Form 1399 impacts another Squadron, then route the AFRS Form 1399 through the second Squadron for coordination/signature prior to sending to the Group.

5. Roles and Responsibilities:

5.1. HQ AFRS/RSX will:

- 5.1.1. Coordinate all AFRS Forms 1399 with applicable HQ AFRS staff functions (RSXP, RSXL, RSOA, RSMA, etc.). Retain staff coordination and comments for future reference.
- 5.1.2. Provide HQ AFRS approval/disapproval, and forward to HQ AETC/A1M as applicable for higher HQ approval.
- 5.1.3. Provide a copy of the final approved/disapproved AFRS Form 1399 to applicable HQ AFRS staff functions and appropriate Group and Squadron via SharePoint when the change is published to the UMD or disapproved.
- 5.1.4. Return incomplete/incorrect AFRS Forms 1399 without action to the requesting Group/Squadron.
- 5.1.5. Provide UMDs to each Group and Squadron on a monthly basis. UMDs may be provided more frequently if a unit had numerous authorization changes.

5.2. HQ AFRS Division staff will:

- 5.2.1. Provide subject matter experts (SME) to review and concur/non-concur on AFRS Forms 1399. SMEs will provide substantiating comments on any non-concurrence.
- 5.2.2. Upon receipt of a final approved AFRS Form 1399, update applicable database tools considering the effective dates of the approved changes. Database tools include the Rental Facilities Management Information System (RFMIS), AFRS Mapping application, AFRISS-TF, RICKy marketing leads, etc.

5.3. Recruiting Group staff will:

- 5.3.1. Submit all AFRS Forms 1399 with all supporting documentation to HQ AFRS/RSXP via the AFRS Form 1399 SharePoint tool.
- 5.3.2. Ensure personnel branch maintains and reviews the UMDs on a monthly basis as a minimum and notifies HQ AFRS/RSXP of any discrepancies as soon as possible.
- 5.3.3. Assist the Group Commander in adjudicating Squadron Commander approved AFRS Forms 1399.

5.4. Recruiting Squadron staff will:

5.4.1. Submit all AFRS Forms 1399 with all supporting documentation to their respective Groups via email.

5.4.2. Ensure their personnel branch maintains and reviews the UMDs on a monthly basis as a minimum and notifies HQ AFRS/RSXP and their Group personnel branch of any discrepancies as soon as possible.

6. Procedures for Completing and Submitting AFRS Form 1399:

6.1. Complete the AFRS Form 1399 according to [Attachment 2](#).

6.2. Submit the completed AFRS Form 1399 to HQ AFRS/RSXP via SharePoint. When submitting a corrected AFRS Form 1399, create a new SharePoint record. Do not over-write the original AFRS Form 1399 or add the corrected AFRS Form 1399 to the original SharePoint record.

6.2.1. AFRS Form 1399 (pdf form) must be saved using the following naming format: 1399_Squadron Control Number Existing Location.pdf (ex: 1399_311RCS-18-01_Canton.pdf). The Squadron Control Number format can be found in [Attachment 2](#) instructions for Block 1B. Do not use additional descriptors (e.g., signed, final, etc).

6.2.2. Ensure the saved AFRS Form 1399 (pdf form) is print-enabled.

6.2.3. Use the same naming format for the SharePoint title (ex: 1399_311RCS-18-01_Canton).

6.3. Effective date for approved UMD changes. Approved changes may have an effective date that is different than that originally requested by the Squadron. All approved changes should be checked in the UMD for the actual effective date per below.

6.3.1. The AF effective date may be immediate or in the future. This can be verified in the UMD by finding the position number and checking for the updates. Future changes more than two years in the future cannot be determined by reviewing the UMD.

6.3.1.1. For immediate changes, there will only be one UMD entry (row) for the position number, and that row will reflect the new information.

6.3.1.2. For future changes, there will be two UMD rows for the position number (but most likely not together), one row will reflect current information and the second row will reflect changed information. The future AF effective date can be found by checking the "Funded Units in..." columns for a change from 1 to 0 and/or 0 to 1; these effective dates are the first day of the indicated quarter.

6.3.2. The AFRS operational effective date is the date that AFRS systems such AFRISS-TF, mapping, and marketing leads are set to use the approved change(s). HQ AFRS/RSOAM will establish the AFRS operational effective date.

6.3.2.1. For immediate changes (per paragraph [6.3.1.1](#)), the AFRS operational effective date will normally be the first day of the month following the AF effective date.

6.3.2.2. For future changes (per paragraph [6.3.1.2](#)), the AFRS operational effective date will normally be the same day as the future AF effective date.

ROBERT W. TRAYERS, JR.
Colonel, USAF
Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 36-2110, *Total Force Assignments*, 05 October 2018

AFMAN 33-363, *Management of Records*, 01 March 2008

Prescribed Forms

AFRS Form 1399, *AF Recruiting Service Change Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A1M—Manpower Organization and Resources

ACR—Authorization Change Request

AETC—Air Education and Training Command

AFRC—Air Force Reserve Command

AFRISS-TF—Air Force Recruiting Information Support System Total Force

AFRS—Air Force Recruiting Service

AFSC—Air Force Specialty Code

ANG—Air National Guard

AOR—Area of Responsibility

EA—Enlisted Accessions

FAC—Functional Account Code

FSS—Force Support Squadron

HQ AETC/A1M—Headquarters AETC...

HQ—Headquarters

IAW—In Accordance With

IT—Information Technology

OCR—Organizational Change Request

OIs—Operational Instructions

OPR—Office of Responsibility

PAS—Personnel Accounting Symbol

RCG—Recruiting Group

RCS—Recruiting Squadron

RFMIS—Rental Facilities Management Information System

RIC—Recruiter Identification Code

RSMA—Advertising Branch

RSOA—Analysis Branch

RSS—Support Flight Commander

RSX—Plans and Resources Division

RSXL—Logistics Branch

RSXP—Personnel Branch

SME—Subject Matter Expert

UMD—Unit Manning Document

USACE—US Army Corps of Engineers

Terms

8R0—Tier 1 Recruiter

Change Request—Used to change an organization's UMD.

Flight Chief —Meets all assigned recruiting goals through effective management, training, and motivation of assigned recruiters. Validates and maintains market/production analysis to provide training and guidance based on specific data. Conducts monthly office visits to ensure recruiters are productive, compliant, and safe during daily operations. Manages applicant lead resources, a government vehicle fleet, and an annual supply and operating budget.

Group Operations Officer —Assists the group leadership in overseeing production; responsible for personnel assigned to group headquarters and eight recruiting squadrons across a vast AOR. Provides group leadership with production data and recommendations to make accurate management decisions. Develops product data and analysis for recruiters and Military Entrance Processing Station personnel. Key consultant on waivers, flow and trend analysis, competition, and goaling OIs; oversees them all for accuracy.

Manpower —The validated requirements needed to fulfill an organization's mission.

PASCODE—Code on UMD to tie positions to locations.

RICKY—An enterprise web application used by members of AFRS. It hosts organization-specific applications that help facilitate organizational processes and data collection, tracking, reporting, and hosts streaming video, online training, blogs, groups, and organizational directories.

Squadron Support Flight Commander —Leads logistics, computer system administration, personnel, information management, and budget for a geographically separated unit. Manages support/financial services to personnel assigned to multiple government-leased facilities across a vast AOR. Responsible for execution of annual spend plan and monitors financial systems for

valid and accurate expenditures. Coordinates base support agreements and liaisons with the Government Services Agency and the United States Army Corps of Engineers.

Attachment 2

INSTRUCTIONS FOR COMPLETING AFRS FORM 1399.

Table A2.1. Instructions for Completing AFRS Form 1399.

BLOCK	ENTRY
1A	Requesting Squadron
1B	Squadron Control Number – sequentially assigned by each Squadron using following format: Squadron designation-Fiscal Year (2 digit)-Sequence #(2 digit) Example: 311RCS-18-01
	Squadron Coordination. To be signed by appropriate Squadron representative.
2A	Typed Name of Squadron Commander
2B	Signature of Squadron Commander
2C	Date Forwarded to Group via e-mail
3A	Requesting Group
3B	Group Control Number – sequentially assigned by each Group using following format: Group designation-Fiscal Year (2 digit)-Sequence #(3 digit) Example: 360RCG-18-001
	Group Coordination. To be signed by appropriate Group representative.
4A	Group Commander Recommended Approval/Disapproval
4B	Typed Name of Group Commander
4C	Signature of Group Commander
4D	Date Forwarded to HQ AFRS/RSXP via 1399 SharePoint
5A	Requesting HQ AFRS Division Approval/Disapproval (used only when a request is initiated from HQ AFRS level)
5B	Typed Name of Division Chief
5C	Signature of Division Chief
5D	Date Forwarded to HQ AFRS/RSXPM
6 (note)	<p><u>Information Systems Impact.</u></p> <p>Provide rationale, justification and impacts using the checklist below. Also include the estimated costs involved with the proposed move and any other pertinent information.</p> <p>Indicate whether sufficient IT resources are available for the requested action; if not, indicate where and how IT resources will be obtained.</p> <p>System administrators should describe all of the resources needed that are not available and the estimated total cost.</p>

7 (note)	<p><u>Personnel & Manpower Impact.</u></p> <p>Provide rationale, justification, and impacts using the checklist below. Please note that manpower justification must be for mission purposes only and not for short-term manpower and/or personnel issues. Multiple moves to/from a single location or between two or more locations within three years will only be supported by exception.</p> <p>Military positions:</p> <p>Number of current authorizations at each office location (gaining and losing). Indicate if positions are vacant or filled; include inbound/outbound information. Include mileage distance between locations for any moves. Indicate any changes to Basic Allowance for Housing (BAH). Indicate if action will require a permanent change of station move, permanent change of assignment move, time-on-station waiver, etc. for the incumbent. If the change requires a local move, a LC/NC memo will be requested when the change has been published on the UMD.</p> <p>Civilian Positions:</p> <p>Indicate if positions are vacant or filled; include any related personnel actions in-work.</p> <p>For filled civilian positions</p> <p>Indicate if these have been communicated with AFRS Civilian Personnel (HQ AFRS/RSXP) to assess impacts and feasibility. Indicate whether or not the civilian employee is planning on moving with the position. Note, unit must discuss with AFRS Civilian Personnel before communicating with the civilian member. Include the home and office addresses of the personnel impacted by the proposed action. Information will be used to help ensure commute time and quality of life is not negatively impacted by the proposed action. Submit all actions involving a civilian authorization a minimum of 150 days prior to the proposed effective date to ensure adequate notification to the civilian member.</p>
8 (note)	<p><u>Logistics, Real Estate & AT/FP Impact.</u></p> <p>For each area below, provide rationale, justification, and impacts using the checklist below. Also include the estimated costs involved with the proposed change and any other pertinent information.</p> <p>Real Estate:</p> <p>Indicate if request generates a real estate action. If so, include RFMIS action number/FY.</p>

<p>For office moves assess both gaining and losing offices as applicable:</p> <p>Indicate if involved offices are collocated or AF-only. If collocated, list the other services.</p> <p>If this is a break in collocation, load the justification to break collocation in RFMIS. Also include justification in 1399.</p> <p>Indicate if the office received major upgrades (total > \$5,000) in the past 18 months.</p> <p>If the office has been relocated in the past three years, include justification in 1399.</p> <p>Indicate if the AF office can be written out of the lease or another service will backfill AF space. If the leased space cannot be terminated, provide plans for the disposition of the office space. Load USACE memo concerning ability to relinquish space into RFMIS. Note, all lease questions shall be coordinated with USACE representatives; do not communicate lease questions with property manager or lessor.</p> <p>If applicable, load the delineated area spreadsheet and justification document in RFMIS for this action. Mandatory for new office or relocation action, to include other service-funded relocations.</p> <p>Indicate if the gaining office has all security upgrades; list any missing security upgrades.</p> <p>If the facility condition is the reason for the move, include the actions taken to correct the deficiencies before programming a relocation. Include history, justification, and last 3 facility inspection ratings in 1399.</p> <p>Include copy of the floor plan for gaining location. Indicate if there is enough space for the additional recruiter(s) at the gaining office. If not, state on the 1399 the unit's intent to use the space as-is or if the shortfall is a long-term showstopper.</p> <p>Include estimates for all related real estate costs, including build-out, annual rent (new/reopened), closing costs, etc.</p> <p>AT/FP:</p> <p>Provide security assessment for gaining location.</p> <p>If crime is the reason for moving, include an AFOSI crime assessment for the losing location (Squadron FP rep may request from local AFOSI agent). In addition, if the losing office was the target of criminal activity, include police reports for those incidents.</p> <p>Branded Furniture:</p> <p>Indicate if sufficient branded furniture is available or not; if not, provide locations and numbers of furniture sets required.</p> <p>For any branded furniture set moves, provide numbers and gaining and losing office locations.</p>
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	<p>Indicate furniture layout on the copy of floor plan for gaining location.</p> <p>Vehicles:</p> <p>List movement of vehicles between losing/gaining locations.</p> <p>Indicate any other vehicle fleet impacts due to the change request.</p> <p>Applicant Travel:</p> <p>Indicate which approved carriers are available to provide applicant travel at the gaining location. If none, include unit's plan to provide applicant travel.</p> <p>Support Agreements:</p> <p>Indicate any support agreement (or equivalent document) impacts due to the change request.</p>
9 (note)	<p><u>Operations Impact.</u></p> <p>Provide rationale, justification, and impacts using the checklist below. Also include the estimated costs involved with the proposed move and any other pertinent information.</p> <p>Provide operations rationale for moving authorizations, reopening vacant office, opening new office, rezoning recruiting offices, etc.</p> <p>Provide new/adjusted RIC zones (map and list of zip codes); if these impact losing/adjacent office zones, then provide complete information on impacted zones.</p> <p>Provide production history by FY for new/adjusted RIC zones (5+ years)</p> <p>Include supporting data/analyses</p> <p>Include alternate Courses of Action and their assessments (data/analyses)</p> <p>If rezoning a recruiting office from one flight to another, include the distances (mileage and travel time) from the recruiting office to the current and proposed Flight Chief offices.</p>
10-21	<ol style="list-style-type: none"> 1. Include all position numbers impacted by the requested change. 2. Complete two lines for each position per the block instructions below. 3. First-line entries reflect the current UMD authorization information. 4. Second-line entries reflect the proposed changed UMD authorization information. 5. Complete all blocks for each line.
10	<p>Office Number:</p> <p>For existing office, use office ID from UMD.</p> <p>Requester may recommend new numbers; however, final approval is HQ AFRS/RSX.</p> <p>Squadrons can contact RSXL realty specialists for new recommended office</p>

	numbers.
11-13	Address, City/State, Zip Code: List complete current <u>physical</u> address, city, and nine-digit ZIP code. If available, list address, city, and ZIP code for the proposed location.
14	PAS Code: For existing office, use PAS code from the UMD (last four digits only). For relocation within the same city, PAS code remains the same for the new location. For relocation to a new city, enter "new" under PAS code for the new location.
15	FAC: Use FAC from the UMD.
16	OSC: Use OSC from the UMD.
17	AFSC: Use AFSC from the UMD.
18	Grade: Use grade from the UMD; e.g., MSGT, TSGT, SSGT. For civilian positions, use "CIV."
19	Position No: Use the complete position number from the UMD (10 characters).
20	Eff Date: Enter the date the requested action is to be implemented if approved (MMYY format).
21	Action: Use a minus (-) on first-line entry indicating this is the current position information. Use a plus (+) on second-line entry indicating this is the proposed position information.
Note: If additional space is required, use AFRS Form 1399 continuation sheet or plain bond paper.	