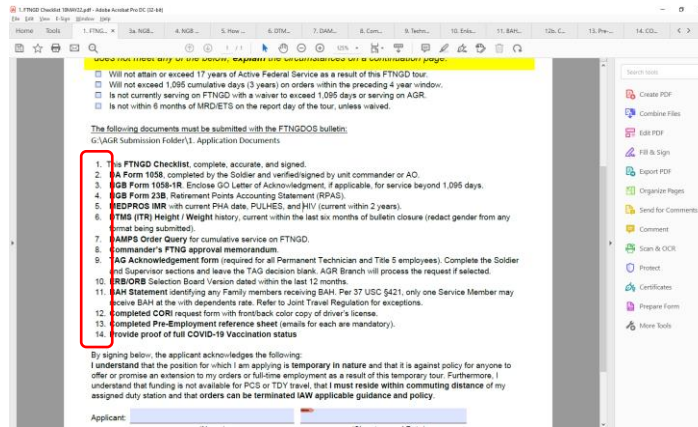


Ensure you have redacted or left blank any line that ask for gender/sex.

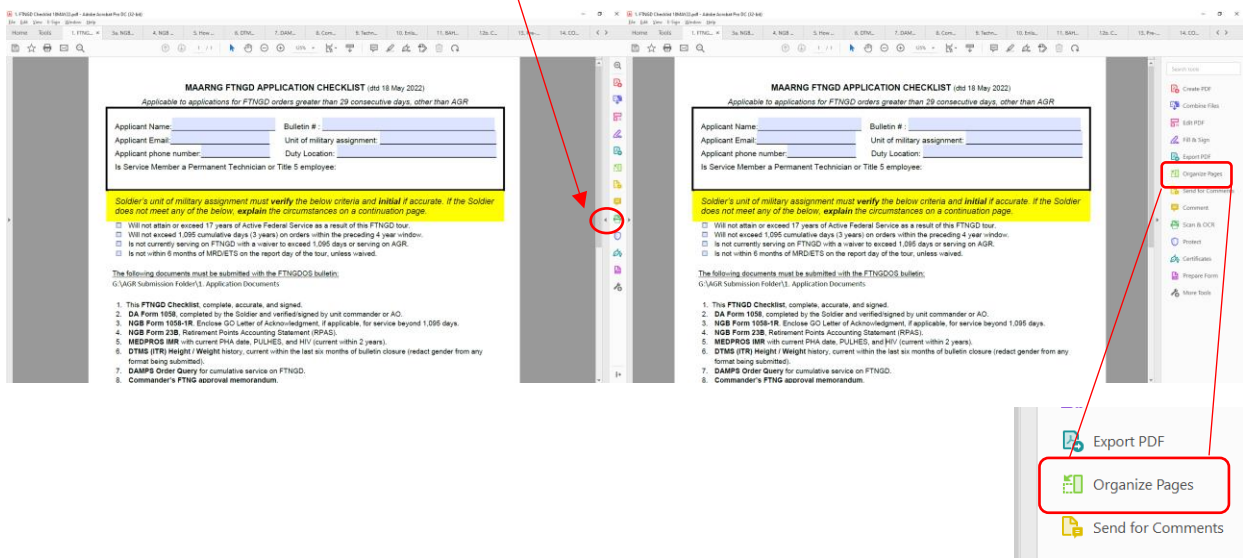
Combining documents into one file.

Once you have completed all documents required on the checklist, save them in one accessible location. To simplify the process, recommend you use the following method to help set you up for success.

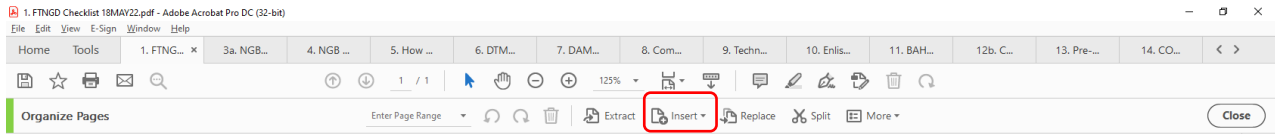
- Save/Print all documents using the “Microsoft print to PDF” printer option.
- Ensure or edit all file names with the numerical placement on the checklist.



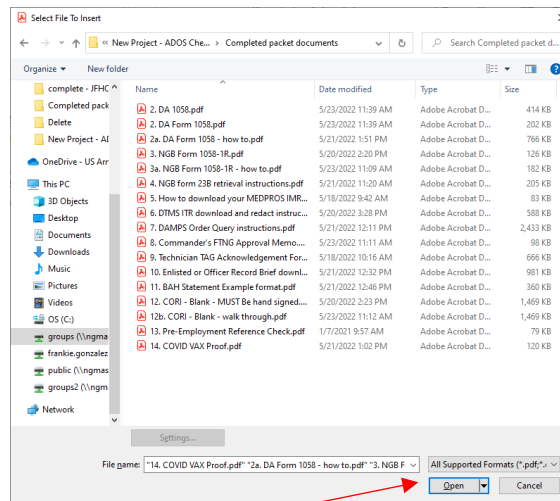
- Open the UNSIGNED FTNDG Checklist, current is dtd 18 May 2022 using the Government provided Adobe Acrobat DC software. (These steps may not work with other variations of this software.)
- Select the “organize Pages” option on the right side tools pane. You may have to open the tool pane using the small arrow slider.



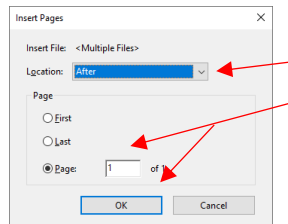
- Select “insert” located in the Organize Pages tool bar.



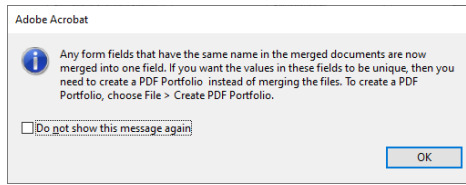
- From file in the sub-menu
- The Select file to insert pop up window should appear, navigate to your consolidated save location. Press “CTRL A” simultaneously and all items will be selected. If you have additional documents in that folder hold the CTRL button while left clicking unwanted items. There are other successful ways to do this but if you maintain the numerical order of the documents than when merged they fall into the file in that same order.



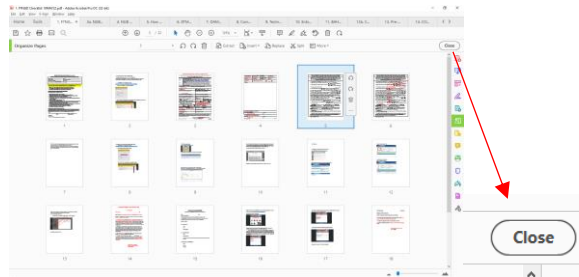
- Then select “Open”
- The insert pages menu pop up will show, the options in the image below should be selected at this point.



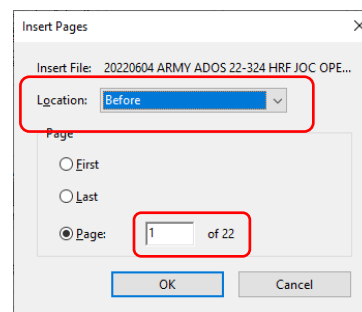
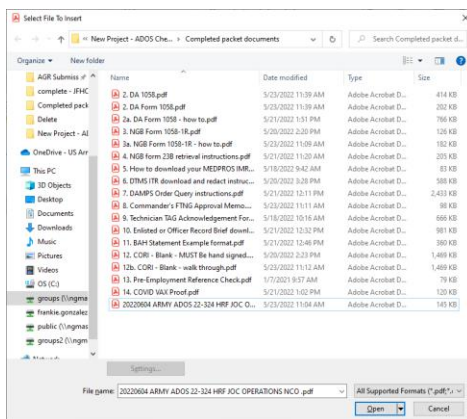
- If this pop up appears select ok. (This is typically the result of not utilizing the Microsoft Print to PDF feature as explained.)



- Your screen should look similar, if you followed the numerical naming convention on the checklist all documents when merged will be in their PROPER location with in the file.
- Now you can select the Close button on the top right of the PDF.

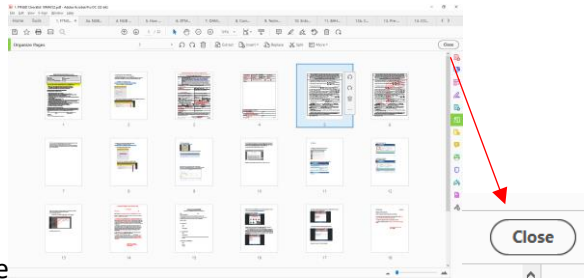


- Review all of your documents for quality and assurance. Then save the document using the following naming format found on the checklist. **“announcement number, title of position, last name, first name”**
- **Now you will insert the actual Announcement for the position you are applying for.**
- Select the organize pages option again, select insert, from file. Select the saved announcement file.



this time...

select before page 1



- Again, select close
- Save the document. Conduct one final review and make corrections. Ensure every document follows the order of the checklist and that all information is clear and legible.
- Save again!
- Proceed to the checklist (usually page 3) and if the packet is ready for your unit validation, sign and date the checklist.
- It does require a Unit Rep to sign. The rep can be signed post or prior to your signature.
- Once you have acquired all signature, and the packet is complete. Submit the packet to the following email as outline in the ADOS announcement. The email subject line should be formatted as "Announcement Number, Title of Position, LastName, FirstName MI.



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