

REQUEST FOR BRIEFING	DATE OF REQUEST
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SUBJECT

BRIEFING LOCATION	LENGTH OF BRIEFING	DATE AND TIME OF BRIEFING	CLASSIFICATION
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BRIEFER(S) (Include First Name/Nickname) OFF SYML/DUTY PHONE NO	BRIEFING TO
	<input type="checkbox"/> CC <input type="checkbox"/> CV <input type="checkbox"/> DS <input type="checkbox"/> OTHER

REQUESTER	ORGANIZATION	DUTY TELEPHONE NO
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ATTENDEES (By Name and Organization) (Continue on reverse)

SEATING CHART

PRESENTATION EQUIPMENT AND SERVICES REQUIRED (Check below)

OPERATOR REQUIRED	35 mm (Double) DVD
PRESENTATION (SINGLE)	VIDEO SYSTEM - 1/2" VHS
DUAL PRESENTATION	OTHER (See remarks)
VIDEO TELECONFERENCE (VTC)	

VIDEO TELECONFERENCE SERVICES REQUIRED

CHECK EACH BASE REQUIRED (List POC, DSN Phone Number)

<input type="checkbox"/> ALTUS AFB, OK _____	<input type="checkbox"/> LITTLE ROCK AFB, AR _____	<input type="checkbox"/> AF ACADEMY _____
<input type="checkbox"/> COLUMBUS AFB, MS _____	<input type="checkbox"/> LUKE AFB, AZ _____	<input type="checkbox"/> AFIT - WP _____
<input type="checkbox"/> FAIRCHILD AFB, WA _____	<input type="checkbox"/> MAXWELL AFB, AL _____	<input type="checkbox"/> FT HUACHUCA _____
<input type="checkbox"/> GOODFELLOW AFB, TX _____	<input type="checkbox"/> SHEPPARD AFB, TX _____	<input type="checkbox"/> PENSACOLA - CONUS _____
<input type="checkbox"/> KEESLER AFB, MS _____	<input type="checkbox"/> TYNDALL AFB, FL _____	<input type="checkbox"/> MONTERREY _____
<input type="checkbox"/> KIRTLAND AFB, NM _____	<input type="checkbox"/> VANCE AFB, OK _____	<input type="checkbox"/> WILFORD HALL _____
<input type="checkbox"/> LACKLAND AFB, TX _____	<input type="checkbox"/> VANDENBERG AFB, CA _____	
<input type="checkbox"/> LAUGHLIN AFB, TX _____	<input type="checkbox"/> OTHER (Specify) _____	

KEESLER AFB COMPRESSED WORK SCHEDULE (CWS) PARTICIPATION CONFIRMED.

REMARKS (Give brief description of the briefing/rationale)

DISTRIBUTION/COORDINATION
(Cy to each office checked)

XPPC

CC

CV

DS

DSR

APPROVED

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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).

REMARKS (continued)

TO BE COMPLETED BY MULTIMEDIA PERSONNEL ONLY

PRESENTATIONS

FACILITY	ATTENDEES	HOURS	BRIEFINGS

VIDEO TELECONFERENCE (VTC)

FACILITY	ATTENDEES	HOURS	SITES	DVS	MGC

PERFORMED BY: (Name and Grade)