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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).

## **INSTRUCTIONS**

1. *If GSU, show PAS code and servicing MPF; if ANG/AFRES, so state.*
  
2. *Self Explanatory.*
  
3. *Identify location by nearest metropolitan area/city, i.e., Riverside, CA; Fairmont, WV, etc.*
  
4. *List qualified casualty representatives, include on-call/stand-by personnel. GSUs should list all officers in the grades 0-3 and above. These officers will primarily be used for casualty notifications.*
  - a. *Addresses required for GSUs only.*
  - b. *Self Explanatory.*
  - c. *Include area code*
  
5. *Applicable to GSUs, only when available.*
  - a. *Self Explanatory.*
  - b. *Self Explanatory.*
  
6. *Self Explanatory.*
  - a. *List 24-hour telephone number, i.e., Emergency Room.*
  - b. *CONUS-include area code; Overseas - include appropriate country/city codes for immediate access.*
  
7. *Self Explanatory.*
  - a. *List 24-hour telephone number, i.e., Emergency Room.*
  - b. *CONUS - include area code; Overseas - include appropriate country/city codes for immediate access.*
  
- 8/9. *Preparer of the form, NCOIC, OIC, Detachment Commander, etc., may sign the form.*
  
10. *Self Explanatory.*

*NOTE: For MPFs, MAJCOMs, and GSUs, submit in original plus 1 copy.  
For overseas GSUs, submit the original only.*