

INSPECTION SCHEDULING REPORT (See instructions on reverse)		MAJCOM		DATE		REPORT CONTROL NUMBER RCS:					
LOCATION AND UNIT(S)	INSPECTIN G	TYPE INSPECTIO	TEAM COMP	TRUSTED AGENT	MMI	OCT	NOV	DEC	JAN	FEB	MAR
						APR	MAY	JUN	JUL	AUG	SEP
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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. MAJCOM. Enter major command designation (TAC, SAC, etc.)

2. DATE. Enter the current date.

3. REPORT CONTROL NUMBER. Enter "RCS: SAF-IGD(AR)7301."

4. PROGRAM PERIOD. Line out the months that do not apply.

5. LOCATION AND UNIT(S). Enter the location first, then the unit(s).

NOTE: If a parent unit is listed, it is assumed all subordinate units at the same location are to be visited, unless otherwise indicated; for example, 437MAW (except 437CES).

6. INSPECTING AGENCY. Enter the HQ if a major command team or the appropriate title and office symbol (2AF, 9AF, SNI, etc.)

7. TYPE INSPECTION. Enter the type of inspection to be performed. For inspection abbreviations, reference AFR 123-1.

8. TEAM COMP. Show the total number of team members

9. TRUSTED AGENT. If the inspection will be no-notice or minimum-notice, or is a prior-notice, which is not yet releasable, place an 'X' in this column.

10. MMI. If the inspection will be a multi-MAJCOM inspection, place an 'X' in this column.

11. CALENDAR MONTHS. Enter inspection efforts chronologically. Enter start and stop dates. When more than one unit is scheduled for inspection, indicate the inclusive dates for each unit separately.

12. At the bottom of the form, fill out the "PAGE OF PAGES" spaces.

13. Mark program packages "TRUSTED AGENT MATERIAL," if applicable. After the initial schedule has been submitted, report immediately any schedule change involving a unit, purpose, or date of inspection by submitting a revised AF Form 503.

14. When discussing no-notice inspections with other trusted agents by telephone, specific inspections should be identified by Trusted Agent Base Code.