

CETSP BRIEFING CHECKLIST

INSTRUCTIONS

An individual file will be set up for assigned CETSP which will include a signed copy of this form as well as all other documents related to CETSP. Within 5 days after arrival at duty station, CETS personnel will be briefed on the following items as required by AFI 21-110/AFRC Sup, paragraph 2.2.1.

1. *Duties (AFI 21-110, paragraph 3.13).*
2. *Task procedures.*
3. *Standards of conduct, ethics, behavior, and financial responsibilities expected and required.*
4. *Unit mission, organization, status of the individual within the organization,*
5. *Security (AFI 21-110/AFRC Sup, paragraph 2.2.2. and subparagraphs).*
6. *Local and community problems and procedures.*
7. *Completion and submission of monthly Certificate of Service (AFI 21-110/AFRC Sup,*
8. *Unsatisfactory performance (AFI 21-110, paragraph 4.13.).*
9. *Logistic support and privileges (AFI 21-110, paragraph 4.16.).*

<i>TYPED NAME AND GRADE OF UNIT BRIEFING OFFICER</i>	<i>SIGNATURE</i>	<i>DATE</i>
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I certify that I have been briefed on the above items.

<i>TYPED NAME OF CETSP</i>	<i>SIGNATURE</i>	<i>DATE</i>
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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).