

## AMC AIR RESERVE COMPONENT (ARC) COORDINATOR'S ANNUAL TOUR SURVEY

**PURPOSE:** TO ASSESS THE PERFORMANCE OF ARC UNITS PERFORMING THEIR ANNUAL TOURS AT AMC TRAINING LOCATIONS.

**ASSESSMENT METHOD:** COMPLETED BY ALL COORDINATORS WITH INPUT FROM THE FUNCTIONAL AREA SUPERVISORS.

**QUALITY STATEMENT:** TO SUPPORT THE AMC QUALITY APPROACH OF CONTINUOUS IMPROVEMENT,

RANK/NAME (RESERVE COORDINATOR)				
ACTIVE DUTY UNIT	ARC UNIT	TEAM SIZE	START DATE	END DATE
<b>HOST UNIT</b>				
<b>1. PREDEPLOYMENT</b>		<i>*Provide input in right column below:</i>		<b>INPUT</b>
a. Training requested IAW matrix.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
b. Training request properly identified.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
<b>2. ARRIVAL</b>				
a. Team/team chief briefed prior to arrival.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
b. Team preparation (CBT, equipment, etc.).		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
<b>3. MID-TOUR</b>				
a. Team integration into duty section.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
b. Team motivation.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
c. Mid-tour assessment with team chief.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
<b>4. END OF TOUR</b>				
a. Team chief fulfilled duties.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
b. Training requests were met.		<b>SATISFACTION LEVELS</b> 5-HIGH >>>4>>>3>>>2>>>LOW-1		
REMARKS				

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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)