

VIP NOTIFICATION RECORD		TODAY'S DATE	TIME (Local)
NAME (Last, First, Middle Initial) AND GRADE		ACFT CALL SIGN	TYPE
TITLE AND ORGANIZATION		ARRIVAL DATE	ETA (Local)
REASON FOR VISIT		DEPARTURE STATION	DESTINATION STATION
		DEPARTURE DATE	ETD (Local)
REMARKS		MARQUEE	
NAME OF CONTACT IF MORE INFORMATION IS REQUIRED		DUTY PHONE OF CONTACT	

RECORD OF NOTIFICATION

ACTIVITY	INITIAL	INBOUND	OUTBOUND	25-MILE CHECK	ATA/ATD
	TIME AND INITIALS	TIME AND INITIALS	TIME AND INITIALS	TIME AND INITIALS	TIME AND INITIALS
WING COMMANDER					
OPS GROUP COMMANDER					
SUPPORT GROUP COMMANDER					
COMMAND POST					
TRANSIENT ALERT					
FUELS					
AIRFIELD MANAGER					
WEATHER					
SECURITY POLICE (DV 4 AND ABOVE OR PRIORITY A & B ARCFT)					
MOTOR POOL					
PUBLIC AFFAIRS					
BILLETING					
TOWER HOTLINE					
ASK WATCH SUPERVISOR FOR 25-MILE CHECK RAPCON					
FOR CLEARANCE OFF COLUMBUS MEMPHIS CENTER					

CHECKLIST ITEMS

MARQUEE POSTED/REMOVED	DV LOUNGE OPEN/CLOSED
CLEANLINESS OF ENTRANCE/WALKWAY/LAWN	CLEANLINESS OF LATRINES
CLEANLINESS OF LOBBY/DISPATCH/FLT PLANNING ROOM	DV LOUNGE (CLEAN)
CLEANLINESS OF GLASS DOORS	COFFEE/SNACKS (SET-UP/PUT AWAY)

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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).