

REQUEST OR NOTIFICATION OF OFFICIAL VISITOR

TO: <input type="checkbox"/> 81 TRW/CCP <i>(IF DV)</i>		TO: <input type="checkbox"/> 81 SPTG/SVML <i>(IF NON-DV)</i> <input type="checkbox"/> 81 SPTG/CD <i>(IF NON-DV)</i> IN TURN		TO: <input type="checkbox"/> 81 TRW/XP		FROM:	
NAME <i>(Include "Go By" Name)</i>				ORGANIZATION		DATE SUBMITTED:	
TITLE AND GRADE				POINT OF ARRIVAL		DATE / TIME OF ARRIVAL /	
VISIT DATES		MODE OF TRAVEL		POINT OF DEPARTURE		DATE / TIME OF DEPARTURE /	
PURPOSE OF VISIT						NUMBER IN VISITING PARTY <i>(List Names in Remarks)</i>	
NOTIFICATION RECEIVED BY: <i>(Identify Letter / Message / Telecon) (Attach Correspondence)</i>						DATE AND TIME RECEIVED /	
PROJECT OFFICER <i>(Name, Duty Phone, Office Symbol)</i>				NOTIFICATION CHECKLIST		YES	NO
				DID NOTIFYING ORGANIZATION MAKE ARRANGEMENTS FOR THE VISITOR'S TRANSPORTATION? <i>(If Yes, Explain Fully In The Remarks Section Below)</i>		<input type="checkbox"/>	<input type="checkbox"/>
GREETING OFFICER <i>(Name, Duty Phone, Office Symbol) (DV Only)</i>				IS NOTIFYING OFFICE REQUESTING DV QUARTERS (06 AND ABOVE) BE ARRANGED BY PROTOCOL OFFICE? <i>(SSN Required)</i>		<input type="checkbox"/>	<input type="checkbox"/>
				IF VISITOR IS AN O-7 OR ABOVE, A GS EQUIVALENT, OR HIGH GOVERNMENT OFFICIAL, DID NOTIFYING ORGANIZATION ATTACH <i>(If Not, Explain Fully In The Remarks Section Below).</i>		<input type="checkbox"/>	<input type="checkbox"/>
ESCORT OFFICER <i>(Name, Duty Phone, Office Symbol) (DV Only)</i>				IS VISITOR REQUESTING A COURTESY VISIT WITH 81 TRW/CC?		<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
REMARKS							
NAME, GRADE, DUTY PHONE OF SUBMITTER				SIGNATURE		DATE	
ROUTING	SIGNATURE			DATE		COMMENTS	
GROUP/TENANT CC OR CD							
TRW / CCP <i>(IF DV)</i>							
81 SPTG/SVML <i>(IF NON-DV)</i>							
81 SPTG/CD <i>(IF NON-DV)</i>							
TRW / XP							
TRW / CCE							
TRW / CV						<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	
TRW / CC							
PROTOCOL USE ONLY				AETC NOTIFICATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE RECEIVED / INITIALS	
FOLLOW-UP ACTION				DISTRIBUTION			

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About the ITAOP/savePDF Method

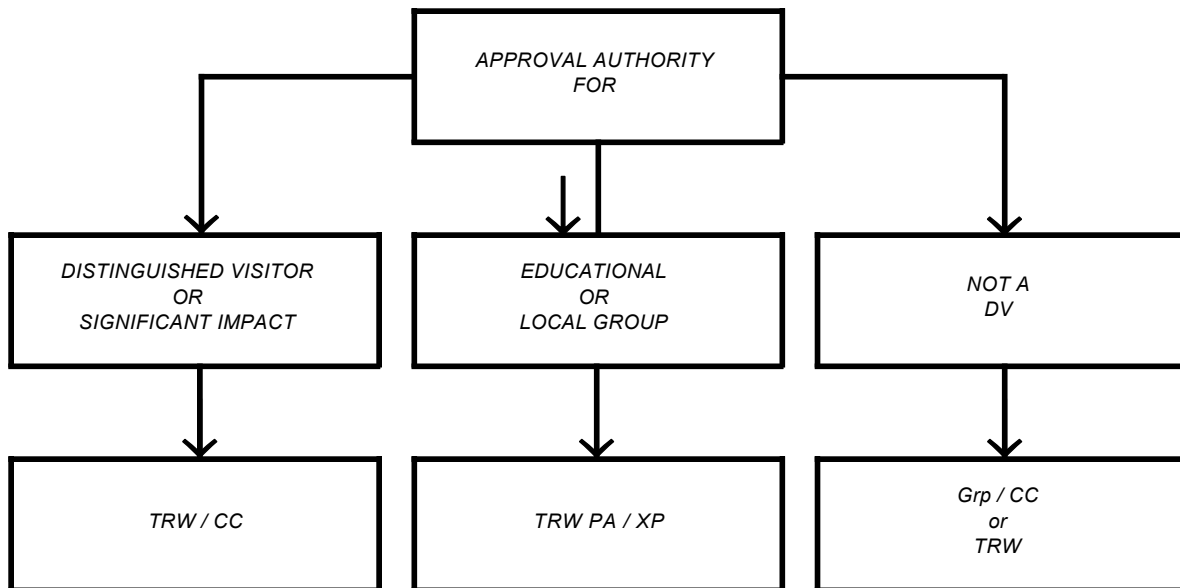
The traditional Field-by-Field creation process is extremely ineffective and slow.

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).

KEESLER AFB's DECISION TREE FOR VISIT REQUESTS



NOTE 1: DVs = 0-6 AND ABOVE, GM-15 AND ABOVE, AND DISTINGUISHED CIVILIANS (0-6 EQUIVALENT) WHO ARE VISITING KEESLER AFB. ALSO ANY VISITOR(S) THAT CAN SIGNIFICANTLY IMPACT THE WING'S MISSION OR RESOURCES.

NOTE 2: FOR EXAMPLE: JR ROTC, SCHOOLS, BOY SCOUTS, AND OTHER NON-DV VISITOR(S) REQUIRING MINIMAL RESOURCES (1-3 DAY VISIT).

NOTE 3: FOR EXAMPLE: VISITORS WHO DO NOT MEET DV CRITERIA AND HAVE A SPECIFIC INTEREST, SUCH AS A SPECIFIC COURSE DEVELOPMENT, U & TWs, STAFF ASSISTS TO A WORKCENTER, INSTALLATION OR MAINTENANCE ASSISTANCE, ETC.