

## EPR/OPR COORDINATION

NAME (Last, First, Middle Initial)	ORGANIZATION
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CLOSEOUT DATE	SPTG SUSPENSE	WING SUSPENSE	MPF SUSPENSE
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**SUSPENSE ARE**

SPGT: 5 DAYS AFTER CLOSEOUT  
WING: 20 DAYS AFTER  
CLOSEOUT

CCA

CCS

CCE

CD

CC

**CHECKLIST**

<input type="checkbox"/>	Does duty title match shell or is PCIII input attached?
<input type="checkbox"/>	Is the proper PAS code used?
<input type="checkbox"/>	Is the correct MAJCOM annotated on front/back of EPR?
<input type="checkbox"/>	Does Section 1 of EPR match completely to Section 2A on shell?
<input type="checkbox"/>	Does comments line up under bullets for 2nd and consecutive lines?
<input type="checkbox"/>	Are feedback dates annotated?
<input type="checkbox"/>	Is date signed after closeout date of EPR?
<input type="checkbox"/>	Is late letter include if past SPTG suspense?

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).