

CONFIGURATION DATA RESUME

INSTRUCTIONS

1. All custodians should complete Section I, and Section II, Part I.
2. Section II, Parts 2 thru 6 should be filled out as it pertains to your organization/account.
3. Section III must be completed if your account supports any type of equipment End Item.
4. Section IV will be used for additional comments or as a continuation from other parts for information, when sufficient space is not provided.

SECTION I CUSTODIAL ACCOUNT DATA

1. ORGANIZATION/SHOP CODE	2. OFFICE SYMBOL	3. PFMR BOX NO.	4. DATE
5. ORGANIZATION OR FUNCTIONAL TITLE			6. MAJOR COMMAND
7. CUSTODIAN VERIFICATION & DUTY	PRIMARY	ALTERNATE 1	ALTERNATE 2
	ALTERNATE 3	ALTERNATE 4	ALTERNATE 5
8. DESCRIPTION OF CUSTODY ACCOUNT MISSION/FUNCTION			

SECTION II ORGANIZATIONAL DATA

PART 1 PERSONNEL AND FACILITIES

TOTAL	PERSONNEL	MILITARY ASSIGNED	CIVILIANS ASSIGNED	SECRETARIES	ADMIN PERSONNEL	AIRCREW MEMBERS
	PERSONNEL ON ALERT STATUS PER SHIFT		PERSONNEL SUPPORTED OUTSIDE ORGN		NUMBER OF CONFERENCE ROOMS	
	BUILDINGS/FACILITIES SUPPORTED		TRAINING ROOMS & HOURS USED PER MO.		CLASS ROOMS & HOURS USED PER MONTH	
	SQUARE FEET OF OFFICE SPACE		SQ FT OF OFFICE SPACE NON-CONTRACT CLEANED		SQ ACRES OF GROUNDS MAINTAINED	

PART 2 USERS OF TABLE OF ALLOWANCE 006, PART C, SECTION A OR B EXECUTIVE FURNITURE (OFFICERS IN THE PAY GRADE OF O-6 AND ABOVE, OR CIVILIAN EQUIVALENT)

1.	NAME	2. GRADE	3. OFFICE SYMBOL

PART 3 IF YOUR ORGANIZATIONAL ALLOWANCES ARE DETERMINED BY AFSC, INDICATE SPECIALTY CODE AND TOTAL PERSONNEL PER AFSC

AFSC	TOTAL	AFSC	TOTAL	AFSC	TOTAL	AFSC	TOTAL

PART 4 SPECIALTY TEAMS (PRIME BEEF, INSPECTION / EVALUATION, AIR BASE GROUND DEFENSE, ETC.)

TYPE	PERSONNEL PER TEAM	TYPE	PERSONNEL PER TEAM
TYPE	PERSONNEL PER TEAM	TYPE	PERSONNEL PER TEAM

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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).

