

REQUEST FOR SPEAKER

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)

AUTHORITY: 10 U.S.C. 8012, Title 5, U.S.C. Chap 57, Sub Chapter I and EO 9397.

PRINCIPAL PURPOSE: To request and authorize all official Air Force travel at Government expense. SSN is used to make positive identification of personnel.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your finance and transportation entitlements.

REQUESTING ORGANIZATION	DATE
PRINTED NAME OF REQUESTOR/ORGANIZATION AFFILIATION(if possible)	OFFICE TELEPHONE

PRESENTATION DETAILS

DATE/TIME OF PRESENTATION	LOCATION
SPEECH TOPIC	DURATION
SPEAKER (include office symbol)	SPEAKERS OFFICE PHONE NUMBER
<input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> OTHER (Specify)	EXPECTED ATTENDANCE

MEDIA

<input type="checkbox"/> ANTICIPATED	<input type="checkbox"/> NEWSPAPER	<input type="checkbox"/> INTERVIEW REQUESTED	<input type="checkbox"/> PAM CONTACTED
<input type="checkbox"/> NOT ANTICIPATED	<input type="checkbox"/> TELEVISION	<input type="checkbox"/> RADIO	

FOR PUBLIC AFFAIRS (PA) ACTION

ACTION	DATE	ALTERNATE TOPICS				
CONFIRMATION OF SPEAKER						
CONFIRMATION TO REQUESTOR						
IS SPEAKER A MEMBER OF BUREAU? <input type="checkbox"/> YES <input type="checkbox"/> NO						
EQUIPMENT AVAILABLE	<table style="width:100%; text-align:center;"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	FIRST SPEECH REQUEST
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
PODIUM	<input type="checkbox"/>	SPEAKER				
MICROPHONE	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO				
AUDIOVISUAL EQUIPMENT	<input type="checkbox"/>	REQUESTOR				
SCREEN	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO				
TDY REQUIRED		ADDRESS OF REQUESTOR				
<input type="checkbox"/> YES	CLEARANCE					
<input type="checkbox"/> NO	SSN					

REMARKS/WORK SPACE

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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).