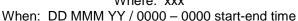


For Official Use Only
What: xxx

Where: xxx





Attendees: (O6/E9/GS-15 and above)

- Rank/grade first name last name, title ("go by" name for US and "phonetic" name pronunciation for non-US), for attendees that the Commander should know about.
- Here are some examples:
- GEN & Mrs. Lee, Sung Chool, D/CDR, CFC; Mrs. Park, Jung Shin, ("GEN Lee & Mrs. Park")
- LTG Joseph Fil Jr., CG, EUSA, CoS, UNC/CFC/USFK ("Joe")
- Do not include GEN & Mrs. Sharp as attendees in this section.

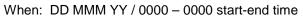
Purpose:

call/function/briefing?	cipating in you	ir eveni/onice
CDR Speaking:	Yes	X No
• If yes, is translation required	?	
 If translation is required, will sequential? Who is the transl 		
Will Media be Present?	Yes	X No
Have you coordinated with PAC)?	
Presenting Gift:	Yes	X No
Is the CDR presenting a gift? If with Protocol or the 'gift-agency	•	u coordinated
Scroll of App:	Yes	X No
If so, have you coordinated with the CMD Group?		
Joanne Attending:	Yes	X No
Is Mrs. Sharp attending the eve	ent?	



For Official Use Only What: xxx

Where: xxx





Uniform: Duty (only specify the uniform for the CDR)

Emcee: If you are the OPR for a <u>ceremony</u> or <u>reception</u> where the event calls for "a host", please include the name of the master of ceremony. Enter "N/A" if this does not apply for your event.

OPR: Rank/grade name, title, DSN, **cell number**

Agenda:

- Outline the key points of your meeting.
- Ensure these match the agenda slide of any PowerPoint slides you are providing
- Other items such as briefing slides, movement and transportation plan?

Topic/Key Discussion Points:

- What are key topics, requests by the CDR, etc.?
- What decisions do you need from the CDR at the end of this meeting?
- How does your issue/topic impact UNC/CFC/USFK?
- Other?

Background Information for the CDR:

- Have you attached biographies for all DV attendees (especially if the CDR is meeting them for the first time)
- When was your last IPR/meeting?
- Have you briefed any other leader (J3, CoS, etc.)?
- Do you have a Planning Committee/Working Group? When was the last time they met?
- Do any other actions (by other staff agencies) or agencies outside USFK tie into your topic?
- Other?