



For Official Use Only

What: xxx

Where: xxx

When: DD MMM YY / 0000 – 0000 start-end time



**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:**

- Why is the Commander participating in your event/office call/function/briefing?

**CDR Speaking:**

☐

Yes

☒

No

- If yes, is translation required?
- If translation is required, will translation be simultaneous or sequential? Who is the translator (Full Name)

**Will Media be Present?**

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Yes

☒

No

Have you coordinated with PAO?

**Presenting Gift:**

☐

Yes

☒

No

Is the CDR presenting a gift? If yes, have you coordinated with Protocol or the ‘gift-agency’?

**Scroll of App:**

☐

Yes

☒

No

- If so, have you coordinated with the CMD Group?

**Joanne Attending:**

☐

Yes

☒

No

Is Mrs. Sharp attending the event?





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

**Emcee:** If you are the OPR for a ceremony or reception 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?