

**STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	Program Director	Coord		6			
2	Squadron CC	Coord		7			
3	59 MDOG CC	Coord		8			
4	59 MDW CC	Sign		9			
5				10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPYST'S INITIALS	SUSPENSE DATE
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SUBJECT	DATE
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SUMMARY

1. LEAVE / TDY LOCATION:

2. TYPE OF LEAVE (circle one):     TDY    PTDY    ORDINARY LEAVE    EMERGENCY    OTHER: \_\_\_\_\_

3. READINESS (SrA Cassandra Trejo):                                  YES / NO

4. TRAINING:

- A. Force Protection/Anti-Terrorism Training  
Date Completed:
- B. SERE 100, Level "B" Training  
Date Completed:
- C. High Risk Capture (HRC) Training (if applicable)  
Date Completed:
- D. Human Relations Training  
Date Completed:
- E. OSI Briefing (if applicable, not required for Canada, Mexico, Western Eruope)  
call 671-9465 to schedule appt.  
Date Completed:
- F. Member should also visit [www.fcg.pentagon.mil](http://www.fcg.pentagon.mil), to see non-classified info about the country they are travelling to.

5. INVOLVEMENT IN HIGH-RISK ACTIVITY:                                  YES / NO  
If answered yes above, member must complete AETC Form 410.

6. ALL DUE EPRs / OPRs COMPLETED:                                  YES / NO

  

7. PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_