4-9. COMMAND GROUP READ AHEADS. To prepare the Commander for all calendar events, staff principals or designated deputies will electronically submit Read Aheads 72 hours in advance (or on the last duty day prior to a 4-day weekend (96 hours in advance). These Read Aheads will include the following:

1. A pre-formatted, Microsoft Word document that contains the following information (NOTE: the format is posted on the USFK website at www.usfk.mil / USFK Cmd & Staff / Office of the CDR / Read Aheads Docs button):

   (a) Header Information:

      (1) Event name.

      (2) Event location or locations (if the CDR is moving from one room or location to another for the same event).

      (3) Event start and finish time. Ensure this corresponds with the CDR's calendar.

   (b) Event attendees: full name, rank/title, duty position (or affiliation, for spouses, for example); "go by" name for all US attendees, and phonetic pronunciation for non-US attendees.

   (c) Purpose: concise statement about why the CDR has this event on his calendar. Specify if the OPR requires a decision from the CDR at the event/meeting.

   (d) A note to identify if the CDR will formally speak at the event, if the CDR's spouse will attend the event, and if CDR will present a gift at the event.

      (1) The OPR will coordinate all gifts through the USFK Protocol Office before finalizing plans for gift giving. The office phone number for the Protocol Office is DSN 723-7930.

      (2) The OPR will coordinate for CDR's coins directly with the CDR's US or ROK Aide. The office phone number for the Aides is DSN 725-6052.

      (3) The OPR will coordinate, as soon as the calendar event is posted and accepted, with the USFK Speechwriter for any speech the CDR will deliver. The Speechwriter Office phone number is DSN 723-7653.

   (e) Dress code for the event (for the CDR).

   (f) The POC and the first O6 for the Office of Primary Responsibility (OPR) for the event, listing the POCs full name, rank/title, duty position, and office DSN, and cell phone at which the OPR can be reached after duty hours (so the OPR can field questions about the

event, as required by the Command). List all of the same information for the O6.

(g) Agenda: must match details listed in any source documents (see items 2-5 below)

(h) Key discussion points for the CDR to assist the CDR in delivering Command messages or facilitating the meeting.

(i) Background information for the CDR: Summarize past events or activities that led up to this current event. For example, inform the CDR about when you most recently presented this topic to him; coordination you have done with other staff sections, commands, services, and/or community agencies; etc.

2. Official biographies for any O6-level attendee or above, regardless of the CDR's familiarity with the individual.

3. Presentation charts the OPR would like the CDR to read in advance, for background information, or charts that will be presented at the event (with proper classification markings).

4. Seating charts for the CDR and the official party. Include the entire room layout in these charts.

5. Other source materials (past briefings, Excel charts to support the event issues, etc.) with proper classification markings.

6. Point papers, decision papers, etc.

The Read Ahead process follows the below steps:

1. Once the calendar request is approved and added to the CDR's calendar: The Command Group notifies the Office of Primary Responsibility (OPR) of the time, date, and location of the scheduled event. This message will also direct the OPR to the USFK Home Page so the OPR can access the pre-formatted Microsoft Word document (base Read Ahead document).

2. 72 hours in advance (or on the last duty day prior to a 4-day weekend (96 hours in advance): Read Ahead (with all supporting materials outlined above) are posted electronically by staff primaries in the grade of O6, or by deputies and selected others with access on behalf of General/Flag Officer staff primaries, to one of the following links:

NIPR: \\144.59.255.249\CDR Read Ahead

SIPR: \\164.228.221.200\cdr_read_ahead

(a) Only those leaders will pre-approved access to these files will be able to enter these sites and post Read Aheads.

(b) Post the complete read ahead at the highest classification level (i. e. NIPR or SIPR).

(c) If the links above are not operable, Read Ahead submissions can be sent to the following email addresses:

NIPR: CDRReadAhead@korea.army.mil

SIPR: CDRReadAhead@korea.army.smil.mil

The OPR for the Read Ahead Program is the CIG (DSN 723-7225/5027).