

MDA READ-AHEAD

DATE/TIME/LOCATION	
SUBJECT	
HOST/ORG BRIEFER/ORG	
FINAL ATTENDEE LIST	
PURPOSE	
DESIRED OUTCOME	
BACKGROUND	
KEY ISSUES/ TALKING POINTS	
BRIEFING CHARTS	<input type="checkbox"/> ATTACHED <input type="checkbox"/> NOT ATTACHED
CLASSIFICATION OF READ-AHEAD PACKAGE	<input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> FOUO <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TS SCI <input type="checkbox"/> SAP/SAR
POC/ TELEPHONE NUMBER	
APPROVAL (2LTR SIGNATURE)	

