

PAPERWORK BURDEN DISCLOSURE NOTICE

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ACTION REQUEST FOR ASSISTANCE TRAINING AGENDA

- 8:00 a.m. Sign In
- 8:45 a.m. Course Overview and Introductions
- 9:00 a.m. Action Request Process
- Request Form (ARF) Form Completion
- Activity: Action Request Form (ARF)*
- 10:30 a.m. MA Issuance
- 10:45 a.m. • Other Federal Agencies (OFA) Activation and Pre-Scripted MAs
- 11:00 a.m. MA eCAPS Data
- 11:45 a.m. Lunch**
- 1:00 p.m. *Activity: MA Toolbox Review (Computer Lab)*
- Activity: ARF Exercise*
- Activity: PSMA Listing*
- 2:15 Break
- 2:30 *Activity: Complete ARF/MA in eCAPS*

3:30 p.m. *Activity: ARF/MA eCAPS*
(Computer Laboratory)

4:30 Adjourn

AGENDA