

APPENDIX E  
INFORMATION MATERIAL  
(To be prepared by USACE division)

1. General Information:
  - a. Schedule.
  - b. Current organization chart to branch level.
  - c. Administrative information sheet to include:
    - (1) Name, address and telephone number of the visiting team's motel.
    - (2) Name, position, and telephone number of a contact point at the division which the HQUSACE pilot may call in the event of changes in the flight schedule.
    - (3) Landing, taxi and parking instructions at the airport.
2. Current edition of publications devoted to:
  - a. Review and analysis
  - b. Performance/productivity measurement.
  - c. Goals and objectives.