HEADING

 SSIC

 Code/Office

 Date

From: Rank FName MI LName, Billet, Department

To: Commanding General or Chief of Staff

Via: Appropriate staff section

Subj: TRIP REPORT: (EVENT OR LOCATION)

1. Background. On 00 May 2007 to 00 June 2007, personnel from \_\_\_\_\_\_\_\_\_ conducted a (site survey, conference attendance, assist visit, etc.)

 a. Travelers: Rank, LName, Billet, Organization

 Rank, LName, Billet, Organization

2. Purpose. Purpose of the trip.

3. Points of Contact.

4. Synopsis. Outcome of the trip.

5. Key events/discussion points/action required.

1. Item:
2. Discussion:
3. Recommendation:

6. Remarks.

 M. J. JORDAN

 Major, U.S. Marine Corps

 Future Operations Officer

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