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**CONVERSATION WITH MEMBER OF CONGRESS OR MEMBER'S STAFF**

1. TO: OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS(S)	2. TIME:	3. DATE
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4. TYPE OF CONTACT

VISIT                       TELEPHONE

5. NAME AND TITLE OF MEMBER OF CONGRESS	6. HOME STATE
	7. TELEPHONE NUMBER

8. SUBJECT

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9. SUMMARY OF CONVERSATION

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10. FURTHER ACTION REQUIRED

YES (*Explain*)       NO

11. NAME AND SIGNATURE OF PERSON HAVING CONVERSATION	12. CORRESPONDENCE SYMBOL
	13. TELEPHONE NUMBER

14. SIGNATURE OF REVIEWING OFFICIAL	15. TITLE	16. DATE
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