**United States Department of Commerce**

**National Oceanic and Atmospheric Administration**

National Environmental Satellite, Data,

 and Information Service

1225 West Dayton Street, Madison, WI 53706

 

<date> ERA/1:<your initials>

MEMORANDUM FOR: Stephen Volz

Assistant Administrator for Satellite and Information Service

FROM: …

SUBJECT: Trip Report for …

**HIGHLIGHTS:**

* …
* …

**TEXT:**

…

**ACTIONS PLANNED:**

* …
* …

**ACTIONS TAKEN**:

cc: Ex1 – S. Volz

E/IA – C. Wooldridge

 E/SO- K. Kelly

 E/SP- R. Barazotto

E/RA – H. Cikanek

 E/RA1 – S. Kalluri

 E/RA2 – F. Weng

 E/RA3 – P. DiGiacomo