

TRIP REPORT FORMAT

Date:

From:

To: Executive Officer, Marine Corps Base, Camp Lejeune

Via: Director, Marine Corps Community Services, Marine Corps Base, Camp Lejeune

Subj: TRIP REPORT

Ref: (a) BO 5214.2C

1. Purpose of trip:
2. Duration: _____ to _____
3. Key person(s) contacted on trip:
4. Place(s)/unit(s) visited:
5. Narrative summary: *(continue on a second page, if needed)*
6. Problems encountered:
 - a.
 - b.
 - c.
7. Recommended action:
 - a.
 - b.
 - c.
8. Immediate action taken (if any):

(Signature)