

MEMORANDUM

Previous editions usable

TO:

☒ YOU WERE CALLED BY-

☐ YOU WERE VISITED BY-

OF (Organization)

☒ PLEASE PHONE

☐ FTS

☐ AUTOVON

☐ WILL CALL AGAIN

☐ IS WAITING TO SEE YOU

☒ RETURNED YOUR CALL

☐ WISHES AN APPOINTMENT

MESSAGE

RECEIVED BY

DATE

TIME

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STANDARD FORM 63 (Rev. 8-81)

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