TRIP REPORT FORMAT

From: Executive Officer, Marine Corps Base, Camp Lejeune
To: 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)