

## 2-Way Memo

Subject: Debriefing

## INSTRUCTIONS

Use routing symbols whenever possible.

## SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

## RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

To : SD/Sam Pool

DATE OF MESSAGE

1-29-90

ROUTING SYMBOL

SD

SIGNATURE OF ORIGINATOR

*W. Thornton*

TITLE OF ORIGINATOR

William Thornton  
Medical Officer

FOLD

MESSAGE

FOLD.

For reasons we discussed, it would be desirable for me to debrief the crew on the use of the treadmill and this is a request to either be allowed to participate in the planned debriefings on the DSO or to schedule one for me.

REPLY

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER