

U.S. DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
CGHQ-5133 (Rev. 6-04)

## MEETING OR TELEPHONE SUMMARY

FILE NO.

DATE

TIME

**SUBJECT**

ATTENDING

REPRESENTING

REFERENCE (*Phone No. etc.*)

1.

2.

3.

4.

**COMMENTS**

**ACTION OR FOLLOW-UP REQUIRED**

SIGNATURE

DATE

**INFORMATION**

**MEETING OR TELEPHONE SUMMARY  
(Continuation Sheet)**

FILE NO.

DATE

TIME

**SUBJECT**

**COMMENTS**