

Telephone or Verbal Conversation Record  
From the Desk of José M. Díaz-Vélez

Date

2/9/01

Time

☐ AM

☐ PM

☒ Incoming Call?

☐ Outgoing Call?

☐ Visit?

Person Called or Calling

Roland Phillips,  
RSO

Office/Address

VAMC Decatur

Phone Number

Conversation

SUBJECT

Request Additional time to Reply

SUMMARY

① The RSO has been sick for some time and needs additional time to reply to our letter requesting additional information. The RSO indicated that 15 additional days was enough time for him to reply properly. The additional time was granted after discussion w/acting branch chief [Pelchat].

Action Requested

None

Advise Me of Action Taken

Initials

JM 2

Action Taken

Date

Initials