

**Joint Information Center Query Record**

Person Calling: \_\_\_\_\_

Date & Time of Call: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

Inquiry: \_\_\_\_\_

Deadline: \_\_\_\_\_

Person Taking Call: \_\_\_\_\_

Reply Made By: \_\_\_\_\_

Date & Time Reply Made: \_\_\_\_\_

Reply: \_\_\_\_\_