

REPORT OF CONGRESSIONAL CONVERSATION

1. DATE OF CONVERSATION

2. TIME OF CONVERSATION

INSTRUCTIONS: As soon as possible after completing an official conversation, prepare ARS-213 and distribute as follows:

•**Original** – Administrator, Agricultural Research Service. **Copies to** – • Legislative Staff • Director, Budget and Program Management Staff • File • Area Director (**field locations only**).

3. CONVERSED WITH (Name and Title of Individual; Congressional Representative's Name, State, and Office Phone Number.)

4. EMPLOYEE'S NAME, TITLE, AND LOCATION

5. PHONE NO.

6. SUBJECT OF THE CONVERSATION

7. INFORMATION GIVEN

8. ACTION RECOMMENDED (If further action is required)