

**NR\_key\_name:** CD21B6DD707441948525628F003EA0E0

**SendTo:** CN=Tracy Shycoff/O=ARRB @ ARRB

**CopyTo:**

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Jeremy Gunn/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 12/11/1995

**DisplayDate\_Time:** 6:24:13 AM

**ComposedDate:** 12/11/1995

**ComposedDate\_Time:** 6:24:04 AM

**Subject:** Re: phone calls

Thanks.To: Admincc: [b]cc: Jeremy Gunn/ARRB)From: [b]Tracy Shycoff/ARRBDate: 12/08/95 08:24:02

AMSubject: [b]phone callsJeremy left me a message that he has been getting some voice mail messages where the caller doesn't seem to understand that he is on travel and not due back to the office until next week. As a general rule, when someone is on travel or out of the office for an extended period of time, please advise the caller as to when the person is due back in the office. Then ask is someone else can help them or if they'd like to leave a voice mail for when he/she returns. Thanks.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**