Army Regulation 25–50

Information Management

Preparing and Managing Correspondence

Headquarters
Department of the Army
Washington, DC
3 June 2002

UNCLASSIFIED

SUMMARY of CHANGE

AR 25–50
Preparing and Managing Correspondence

Specifically, this revision dated 3 June 2002-

- Changes letterhead policy for preparing correspondence.

- Removes the requirement for placement of a file number after the office symbol on correspondence (para 2-4a(1)).

- This revision-

- Supersedes AR 25-50, dated 21 November 1988.

- Eliminates the use of the endorsement as an authorized form of correspondence. The memorandum will be used in all instances where an endorsement was previously used.

- Makes significant changes in the use of the memorandum and letter (paras 1-7a and b, 2-2, 3-2).

- Modifies the addressing of mail and correspondence (paras 1-8, 1-9, 2-4a(4)).

- Modifies the MEMORANDUM FOR line (para 2-4a(4)).

- Modifies abbreviation practices (para 11-6 and throughout).

- Eliminates duplication of policy on letterhead stationery contained in AR 25-30, The Army Publishing and Printing Program, 21 June 1999.

- Revises DA Form 1222 (Routing Slip).

Headquarters
Department of the Army
Washington, DC
3 June 2002

*Army Regulation 25–50

Effective 15 June 2002

Information Management

Preparing and Managing Correspondence

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation on the preparation and management of Army correspondence has been revised. This revision establishes three forms of correspondence authorized for use within the Army: a letter, a memorandum, and a message, in support of the Army Effective Writing Program.

Applicability. This regulation applies to all Army personnel, including personnel of the Army National Guard of the United States and the U.S. Army Reserve, who manage, prepare, and distribute Army correspondence. During full mobilization, requirements of this regulation, except those imposed by Public Law, are exempt.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Deputy Chief of Staff for Personnel (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested Improvements. Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army Records Management and Declassification Agency, ATTN: Records Management Division (TAPC–PDD–RP), 6000 6th Street, Fort Belvoir, VA 22060–5603.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for Active Army, Army National Guard of the U.S., and U.S. Army Reserve.

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*This regulation supersedes Army Regulation 25–50, dated 5 March 2001.

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Glossary

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Chapter 1
Preparing Correspondence

Section I
General

1–1. Purpose
This regulation prescribes Department of the Army (DA) policies, procedures, and standard formats for preparing and processing Army correspondence.

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities
a. The Administrative Assistant to the Secretary of the Army will—

(1) Establish policies and procedures for preparing correspondence on behalf of the Secretary of the Army.

(2) Oversee Army correspondence on behalf of the Secretary of the Army.

b. The Deputy Chief of Staff for Personnel will develop policy and direction of correspondence management for DA.

c. The Deputy Chief of Staff for Operations and Plans will incorporate effective and efficient Army writing into training policy and will fund any special requirements.

d. Heads of Headquarters, Department of the Army (HQDA) agencies and commanders of major Army commands (MACOMs), installations, activities, and units will supervise and manage the Correspondence Management Program within their agencies or commands.

e. Commanders at all levels will actively support effective and efficient Army writing by working to eliminate poor writing in their commands and providing training opportunities for all Army writers.

1–5. Restrictions to this regulation
This regulation has been made as complete as possible to avoid the need to issue additional instructions. The correspondence formats outlined in this regulation take precedence over format instructions outlined in other regulations or directives. Therefore, supplements to this regulation will be restricted to instructions that are unique to an agency or command. Guidance found in DA Memo 25–52, dated 15 September 1996 (Staff Action Process and Correspondence Policies), must be followed when preparing correspondence for signature by the Secretary of Defense; Secretary of the Army; Chief of Staff, Army; Vice Chief of Staff, Army; and the Director of the Army Staff.

1–6. Objectives
The objectives of this regulation are to—

a. Create a standard of acceptance for written communication in the Army.

b. Provide clear instructions for the preparation of all correspondence. This should reduce the time needed for training in this area.

c. Reduce the cost of preparing correspondence.

d. Standardize the preparation and distribution of correspondence.

Section II
General Correspondence Guidance

1–7. Methods of communication
a. Personal or telephone contact. Whenever possible and appropriate, conduct official business by personal contact, local telephone, Defense Switched Network (DSN) or electronic mail (e-mail). A memorandum for record (MFR) should be used to document any decisions or agreements reached during these communications.

b. Memorandum. The memorandum will be used for correspondence within a department or agency, as well as for routine correspondence to Federal Government agencies outside the Department of Defense (DOD). Do not use the memorandum format for corresponding with the families of military personnel or private businesses. See paragraph 2–2 for the proper use of the memorandum.

c. Letter. Letters will be used for correspondence addressed to the President or the Vice President of the United States, members of the White House staff, members of Congress, Justices of the Supreme Court, heads of departments and agencies, State governors, mayors, foreign government officials, and the public. Letters may also be used to

address individuals outside the department or agency when a personal tone is appropriate, such as in letters of commendation or condolence. See paragraph 3–2 for the proper use of the letter.

d. Electronic mail. Electronic mail may be used for unclassified organizational and individual information transfer.

e. Automated Digital Network (AUTODIN) messages. Use electronically transmitted AUTODIN messages or commercial telephone only when other means of transmission will not suffice.

1–8. Direct communications

Send correspondence as directly as possible to the action office concerned. See paragraph 2–4*a*(4). Include the action officer's name and office symbol when addressing correspondence.

1–9. Routing through channels

a. Routing action correspondence. Route correspondence through commands, agencies, or offices expected to exercise control or to take action.

b. Bypassing intermediate headquarters. Correspondence will not be routed through a headquarters that has no interest or concern in the matter or action. However, a copy of the communication and the referral action will be sent to the command, agency, or office that was bypassed. Routine correspondence may bypass intermediate headquarters when—

(1) It is apparent that the intermediate headquarters is not concerned.

(2) No action is required.

(3) No controls need to be exercised.

c. Routing directly to the addressee. When there is not enough time to route a communication through channels and still meet a suspense date, send it directly to the addressee. This is an exception to 1–9*a*. At the same time, send a copy of the communication and referral action to the organizations that were bypassed.

d. Using technical channels. Use technical channels to route correspondence that deals with technical matters. This includes technical reports, instructions, or requests for information that do not involve command matters. Before using technical channels, ensure that the action is not one that should be sent through command channels. Do not use FOR THE COMMANDER on the authority line of technical channel correspondence.

1–10. Quality of writing

Department of the Army writing will be clear, concise, and effective. Army correspondence must aid effective and efficient communication and decision making. Writing that is effective and efficient can be understood in a single rapid reading and is generally free of errors in grammar, mechanics, and usage. Refer to paragraphs 1–43 through 1–46 of chapter 1 and appendix B of this regulation and to DA Pamphlet (Pam) 600–67, Effective Writing for Army Leaders, for more information on effective and efficient Army writing. The standards contained in these references are the mandated Army style.

1–11. Rewriting, retyping, and drafts

a. Correspondence and mission accomplishment. Correspondence helps the Army accomplish its mission. Information clarity and efficient mission accomplishment are the most important aspects of correspondence.

b. Rewriting. Excessive revisions to create a perfect product are a waste of time. The objectives of good correspondence are clarity and brevity. Do not rewrite internal DA correspondence unless it is clearly inadequate for the intended purpose. Do not rewrite to correct minor errors in format, arrangement, and phraseology unless the correspondence is going outside DA or to the general public.

c. Retyping. Do not retype DA correspondence to correct typographical errors, word omissions, or other minor errors unless the changes are so numerous that the end result looks sloppy. Make corrections neatly and legibly with pen and ink.

d. Drafts. When correspondence must be prepared for the approval or concurrence of another office, submit it in draft form (unless it is known that it will not be changed). The approving or reviewing official will approve and return the draft. Prepare the final correspondence for signature and attach the draft to the record copy.

1–12. Review of outgoing correspondence

Keep the number of times outgoing correspondence is reviewed to a minimum. Normally, make one review for grammar, format, and content. When available, use electronic spell check. The senior secretary or administrative officer of an organization should provide a final review of all the correspondence prepared for the signature of the signing official.

1–13. Form letters

The term "form letter" is a generic term and encompasses memorandums and letters. Form letters save time and money and often provide a higher level of quality than composed letters.

a. Economy. The form letter, when designed and used properly, is the most economical of all correspondence media.

b. Appropriateness. Use a form letter to convey information about impersonal or routine matters.

c. Flexibility. Form letters that are well designed provide flexibility and can be adapted to serve almost all the needs for which a form letter is economical and appropriate.

d. Forms approval and control. See AR 25–30, The Army Publishing and Printing Program, for information on approval procedures and forms control.

1–14. Exclusive For correspondence

a. Use. Use Exclusive For correspondence for matters of a sensitive or privileged nature. Keep its use to a minimum to avoid delay of action if the named addressee is absent or unavailable to receive and act on the correspondence. Prepare Exclusive For correspondence in either the letter or memorandum format.

b. Addressing. Address Exclusive For correspondence to the name and title of the addressee.

c. Handling. When preparing Exclusive For correspondence, place it in a sealed envelope. Type and underline the words *Exclusive For* on the envelope. Distribution center and mailroom workers will give this kind of mail to addressees unopened.

d. Personal For. The term *Personal For* is not authorized for use on Army correspondence, but it is used in certain electronic message traffic as prescribed in AR 25–11, Record Communications and the Privacy Communications System.

Section III
Specific Correspondence Guidance

1–15. Dissemination of command instructions

The acronyms ALARACT (all Army activities) and ARSTAF (Army Staff) are used only in electronically transmitted messages. These acronyms assign responsibility for distribution instructions. Do not use them in Army correspondence.

1–16. Abbreviations and brevity codes

a. Memorandums. Use abbreviations and brevity codes authorized in AR 310–50, Authorized Abbreviations and Brevity Codes, for memorandums. Use standard dictionaries for abbreviations not contained in AR 310–50. Prescribing regulations for various technical fields also provide authorized abbreviations, acronyms, and brevity codes. Abbreviated ranks are authorized for memorandums and personal correspondence. General officers will use their full rank on all formal or official correspondence.

b. Letters. Use only common abbreviations found in standard dictionaries. Do not use military abbreviations, brevity codes, acronyms, or military jargon in letters addressed to persons outside the Department of Defense. Military personnel will use their full rank (for example, Lieutenant General, Major General, Captain, Sergeant First Class, and so forth) for letters.

c. Abbreviation guidelines.

(1) Established abbreviations are acceptable in all but the most formal writing. For reading ease, use only well-known abbreviations or those you think would be known by the recipient.

(2) When a word or title that is not well known will be used more than once in a document, place the abbreviated form in parentheses after the first time the word or title is used. Thereafter, only the abbreviated form is used. Do not place the abbreviated form of a word or title after the spelled out version of the word or title if the word or title will not be used more than once.

(3) Do not place a period after abbreviated words in addresses, for example, St (street), Blvd (Boulevard), and so forth. The word *Fort* can be abbreviated (Ft) when used with a location.

1–17. Acronyms

Use military and civilian acronyms in memorandums, if appropriate. Do not, however, use military acronyms when writing to individuals or organizations who would not be familiar with their use. When an acronym that is used more than once is not well known or is not contained in AR 310–50, spell out the word or title the first time it is used and follow it with the abbreviated form. Thereafter, the acronym may be used. Above all, do not overuse acronyms.

1–18. Letterhead

a. Letterhead identifies the originating agency and provides the agency's complete standardized mailing address. The letterhead does not show the organizational structure of the agency, nor should it do so. Therefore, do not make internal office designations part of the letterhead.

b. Computer-generated letterhead will be used for all official correspondence and will conform to the following:

(1) Use only the approved letterhead template provided by US Army Publishing Agency at www.usapa.army.mil.

(2) No other seal, emblem, decorative device, distinguishing insignia, slogans, or mottos will be used unless approved by the Secretary of the Army.

(3) All computer-generated letterhead will be printed on white paper.

(4) Letterhead will be printed with black ink.

1–19. Paper

Paper used for Army correspondence will be the standard 8 ½ - by 11-inch size. Continuing efforts will be made to conserve paper and to minimize the use of high cost premium grade paper by adhering to the following:

a. Original pages. Use computer-generated letterhead for the first page of all formal memorandums and letters except when an approved form is prescribed. Use plain white paper for continuing pages.

b. Copies.

(1) Use photocopies of original pages when sending outside the originating agency.

(2) Use photocopies for record copies if necessary. Type, stamp, or write clearance or coordination ladders only on record copies.

1–20. Type fonts and sizes

When creating official correspondence, use type fonts and sizes that make the correspondence easy to read and understand. The following guidelines will provide the best results:

a. A font with a point size smaller than 12 or larger than 14 should be avoided. When possible, a 12-point size will be used.

b. Preferred type fonts are Times Roman and Times New Roman.

c. Unusual type styles, such as script, should not be used to create official correspondence.

1–21. Ink color

Use black or blue ink to sign communications. Black ink will be used to stamp dates and signature blocks.

1–22. Using one side of paper

Prepare original correspondence using only one side of a sheet of paper; however, correspondence should be reproduced on both sides of the paper.

1–23. Copies

a. Record copy. Make one record or file copy of correspondence after original has been signed and dated. Stamp or write "record copy" or "file copy" along the edge of the right margin. Maintain file copies in accordance with Army recordkeeping system requirements.

b. Reading file copies. If reading files are used, maintain in accordance with Army recordkeeping system requirements.

c. Copies furnished. Use "copies furnished" to keep other than the prime addressee informed of an action. Make copies after original has been signed and dated.

1–24. Classified and special handling correspondence

a. General. Information that requires protection against unauthorized disclosure in the interest of national security shall be classified. Correspondence containing classified information will be safeguarded as prescribed in AR 380–5, Department of the Army Information Security Program. The contents of a classified communication will be revealed only to individuals who have the appropriate security clearance and whose official duties require such information.

b. Marking classified correspondence. See chapter 8 and AR 380–5 for detailed instructions on marking and downgrading instructions.

c. Use of FOR OFFICIAL USE ONLY (FOUO) marking. See AR 25–55, The Department of the Army Freedom of Information Act Program, for the proper use and marking of FOUO material.

1–25. Identification of writer

Normally, when writing any type of correspondence, the writer will be identified by military rank or civilian prefix, name, telephone number, and if appropriate, facsimile number and e-mail address. This information is generally placed in the last paragraph of the correspondence.

1–26. Identification of originating office

a. Office symbols are used to identify the office of origin for memorandums and electronically transmitted messages within the DA. Use the office symbols when addressing or replying to memorandums.

b. Office titles are used to identify the office of origin for letters. See paragraph 3–7*a*(2)(*b*).

1–27. Expression of date

a. Dates on memorandums. Express dates on memorandums in only these two ways: 1 January 2000 or 1 Jan 00. The four digits for the year will be used only when the month is spelled out or when date stamps reflect abbreviated months and four-digit year.

b. Dates on letters. Express dates on letters and refer to dates within letters only in this way: January 1, 2000.

c. Separating date elements. Avoid separating any of the three date elements (day, month, and year) from each other, but if it is absolutely necessary, the four-digit year may be carried over to the next line when the month is spelled out.

1–28. Expressing time

Military time will be expressed in a group of four digits, ranging from 0001 to 2400 based on the 24-hour clock system. The first two digits represent the hour after midnight and the last two digits represent the minutes. For example, 1:37 p.m. civilian time is expressed as 1337 military time. The word *hours* will not be used in conjunction with military time. Use civilian time in letters.

1–29. Suspense date

a. Use a suspense date on memorandums when a reply is required by a certain date. (See fig 2–2.) Suspense dates should be reflected in the body text and appear in bold. Do not use suspense dates on letters.

b. Consider the following time factors in setting a suspense date on correspondence:

(1) Number of days required to transmit the communications.

(2) Number of days needed to complete the action.

(3) Number of days required to transmit the reply.

1–30. Addressing

Address correspondence and envelopes as prescribed in AR 25–51, Official Mail and Distribution Management, and chapter 5 of this regulation.

1–31. References

List references in the first paragraph of the correspondence. Enclose copies of references that are not readily available to the addressee. List and number references in the order they appear in the correspondence. When references do not appear in the text of the correspondence, list them in ascending date order (oldest to most recent). Include the following information as a minimum:

a. Publications. When listing publications, include the number, title, and date, for example, AR 25–50, Preparing and Managing Correspondence, 21 Nov 88; and (for a supplement and change) USASC, Suppl 1, 3 Mar 95, to AR 710–2, Inventory Management Supply Policy Below the Wholesale Level, 31 Oct 97; and Change 2, 15 Oct 99, to DA Pam 27–9, Military Judges' Benchbook, 30 Sep 96.

b. Correspondence. When referencing correspondence, include the type of correspondence, organization of origin, office symbol, date, and the subject of the correspondence, for example, Memorandum, HQ USAMC, AMCIO–F, 20 Feb 88, subject: Training for AMC Personnel; and Message, HQ TRADOC, ATPL–TD–OR, 101623Z Sep 84, subject: Correspondence Management. When referencing e-mail or facsimiles, use the name of the sender and the office symbol (if included), for example, E-mail, HQ TRADOC (ATPL–TD–OR), Mr. Sam Jones, 3 Nov 96, subject: Correspondence Management; and Fax, HQ FORSCOM, Ms. Ella Johns, 25 Feb 97, subject: Copier Management.

c. Referencing classified or unclassified material. (See chap 8 for portion marking.) Use the following guidelines when referencing unclassified material in a classified document or referencing classified material in a classified or unclassified document.

Note. When the reference contains classified information or is required to be placed within a classified document, portion-mark the reference and the subject of the reference with the appropriate classification symbol. See AR 380–5 for guidance.

(1) When referencing a classified document in unclassified correspondance, show the classification of both the referenced material and the subjuct, for example, Secret message, HQ TRADOC, ATCG, 201623Z Sep 94, subject: Correspondence Management (U).

(2) When referencing unclassified correspondence in a classified document, show the classification of the referenced material and the subject, for example, (U) Unclas message, HQ TRADOC, ATPL–TD–OR, 201623Z Sep 84, subject: Correspondence Management (U).

(3) When referencing a classified document that has a classified subject in classified correspondence, show the classification of both the reference and its subject, for example, (C) Secret message, HQ TRADOC, ATCG, 201623Z Sep 94, subject: Correspondence Management (C).

(4) When drafting an unclassified document and the subject of the reference(s) is classified, the document must show the classification assigned to the referenced subject. The document then becomes classified to the level of the reference cited and must be marked appropriately. (See AR 380–5 and chap 8 for proper marking of classified correspondence.)

(5) When drafting an unclassified piece of correspondence that contains a mixture of classified and unclassified references although all subjects are unclassified, show the classification marking for each reference. Here are examples of references:

(a) (U) Secret message, HQ TRADOC, ATCG, 201623Z Sep 94, subject: Correspondence Management (U).

(b) Unclas memorandum, HQ TRADOC, ATCG, 20 Sep 94, subject: Correspondence Management (U).

(c) (U) Conf message, HQDA, DAPC–ZX, 201624Z Sep 94, subject: Correspondence Management (U).

(6) When preparing messages or when referencing correspondence on messages within messages, see AR 25–11 for guidance.

(7) When drafting unclassified correspondence that contains unclassified references, do not mark it to indicate its unclassified status.

d. Paragraphs of regulations or publications.

(1) When citing a regulation or publication, cite its number, name, and date: DA Pam 600–67, Effective Writing for Army Leaders, June 1986.

(2) When referencing a specific paragraph in a regulation or publication, cite the regulation or publication number, name, paragraph, and date, for example, DA Pam 600–67, Effective Writing for Army Leaders, paragraph 3–1a, June 1986. If the regulation has been listed as a reference in the first paragraph of the memorandum, additional references need only include the paragraph number and the number of the regulation, for example, DA Pam 600–67, paragraph 3–1a.

e. Telephone conversations or meetings. When referencing telephone conversations or meetings, first cite the communication, then the individuals' headquarters or office of location, the date, and the subject, if applicable:

(1) Reference telephone conversation between Mr. Smith, this office, and Ms. Jones, TRADOC, 23 Jan 95, subject: Office Copiers.

(2) Reference meeting between Ms. Jones, TRADOC, and Mr. Smith, this office, 23 Jan 95, subject: Office Copiers.

f. Referencing material that has the same subject. The term "subject as above" or the acronym "SAB" may be used in lieu of stating the subject in memorandums. This does not apply to letters.

1–32. Authority lines

Chapter 6 explains in detail the composition and proper use of authority lines.

1–33. Complimentary close

Chapter 3 explains in detail the composition and proper use of complimentary close.

1–34. Signature blocks

Chapter 6, section II, explains in detail the composition and proper use of signature blocks for military and civilian personnel.

1–35. Postscripts

A postscript (P.S.) is an informal technique to add an afterthought to a communication; do not use in official correspondence.

1–36. Page and paragraph numbering

See chapters 2 and 3 for exact guidance on paragraph and page numbering and placement of the page number.

1–37. Underlining, using boldface type, and italicizing for emphasis

Use underlining, boldface type, and italics only to emphasize a specific or important fact. Overuse of these methods for emphasis (like overuse of the exclamation point) defeats its own purpose. In general, substitute more specific or forceful words to gain emphasis.

1–38. Distribution formulas

Develop a distribution formula that is easy to understand and use. Ensure that it is a fast and cost-effective way to distribute information to a great number of addresses. Do not use internal distribution formulas for correspondence external to your command or installation. (See AR 25–51.)

1–39. Identifying and listing enclosures

Use enclosures for memorandums and letters. Number and attach all enclosures in the same order in which they appear in the body of the correspondence. Place the identification of each enclosure in the lower right corner of the first page, in pencil, before making copies. Specify enclosures in the text. See paragraph 4–2 for proper listing of enclosures. Attachments to enclosures are referred to as enclosures to enclosures (for example, enclosure 3 to enclosure 2).

1–40. Nine-digit ZIP Code (ZIP+4 Code)

Use the ZIP+4 Code on all return envelope addresses and on all "FOR" addresses. The ZIP+4 Codes will be used on all letterhead.

1–41. NATO correspondence

Correspondence for NATO purposes is governed by Standardization Agreements. See guidance in appendix F.

1–42. Recordkeeping requirements

This regulation requires the creation, maintenance, and use of the specific record FN 25–50a (Delegation of signature authority), in accordance with AR 25–400–2.

Section IV
Effective Writing and Correspondence: The Army Writing Style

1–43. Goal

The goal of all Army correspondence is effective communication.

1–44. Standards for Army writing

a. Effective Army writing transmits a clear message in a single, rapid reading and is generally free of errors in grammar, mechanics, and usage.

b. Good Army writing is concise, organized, and right to the point. Two essential requirements include putting the main point at the beginning of the correspondence and using the active voice (for example (*main point up front*), "You are entitled to jump pay for the time you spent in training last year").

c. The standard English sentence order, subject-verb-object, works best. It speeds communication and helps the reader understand the main point.

d. Active writing—

(1) Emphasizes the doer of the action.

(2) Shows who or what does the action in the sentence, or puts the doer before the verb.

(3) Creates shorter sentences. Eliminating the passive voice reduces the number of words in a sentence.

(a) Passive: The PT test was passed by SGT Jones (eight words).

(b) Active: SGT Jones passed the PT test (six words).

e. The passive voice is easy to recognize. A verb in the passive voice uses any form of "to be" plus the past participle of a main verb (for example, am, is, are, was, were, be, being, been), plus a main verb usually ending in "en" or "ed" (for example, were completed, is requested).

1–45. Constructing military correspondence

a. General techniques. Focus first on the main point to construct basic military correspondence. Use of the active voice is the basic style of Army writing.

b. Specific techniques. Meeting the standards for correspondence requires specific techniques. Use these additional rules of correspondence construction to improve effectiveness.

(1) Use short words. Try not to use more than 15 percent over two syllables long.

(2) Keep sentences short. The average length of a sentence should be about 15 words.

(3) Write paragraphs that, with few exceptions, are no more than 10 lines.

(4) Avoid jargon.

(5) Use correct spelling, grammar, and punctuation.

(6) Use I, you, and we as subjects of sentences instead of this office, this headquarters, this command, all individuals, and so forth.

(7) Write one-page letters and memorandums for most correspondence. Use enclosures for additional information.

(8) Avoid sentences that begin with "It is ...," "There is ...,"or "There are ...."

1–46. Packaging correspondence

a. Structure. The simplified formats in this regulation are specific ways of structuring particular kinds of correspondence. Packaging, however, applies to all Army writing.

b. Framework. Packaging is the general framework of military writing style. All formats start with this standard structure and are tailored to each type of correspondence.

c. Packaging. Structure correspondence for easy quick reading:

(1) First, open with a short, clear purpose sentence.

(2) Next, put the recommendation, conclusion, or more important information as the main point. (These first two steps can be combined in some correspondence.)

(3) Last, clearly separate each section. Use short paragraph headings or section titles.

Chapter 2
Memorandums—Special Purpose Memorandums

Section I
Memorandums

2–1. General
There are two types of memorandums: formal and informal. Figures 2–1 through 2–18 illustrate examples of usage and general rules.

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR Deputy Commandant, US Army Command and General Staff College (ATZL-SWD), 1 Reynolds Avenue, Ft Leavenworth, KS 66027-1352

SUBJECT: Using and Preparing a Memorandum

1. Paragraph 2-2 defines the use of a memorandum.

2. Single-space the text of the memorandum; double-space between paragraphs.

3. When a memorandum has more than one paragraph, number the paragraphs consecutively. When paragraphs are subdivided, designate first subdivisions by the letters of the alphabet and indent them as shown below.

a. When a paragraph is subdivided, there must be at least two subparagraphs.

b. If there is a subparagraph "a," there must be a "b."

(1) Designate second subdivisions by numbers in parentheses; for example, (1), (2), and (3).

(2) Do not subdivide beyond the third subdivision.

(a) However, do not indent any further than the second subdivision.

(b) This is an example of the proper indentation procedure for a third subdivision.

AUTHORITY LINE:

Encl

JOHN W. SMITH
Colonel, GS
Deputy Chief of Staff for Operations

CF:
Director, Tactics Division (w/encl)

Figure 2–1. Using and preparing a memorandum

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

S: Suspense Date

OFFICE SYMBOL Date

MEMORANDUM FOR Joint Readiness Training Center (AFXX-XX), US Army Forces Command, 7330 Mississippi Avenue, Ft Polk, LA 71459-5339

SUBJECT: Preparing a Memorandum

1. This example shows how to prepare a memorandum. Allow one inch for the left, right, top and bottom margins, except for top margin on letterhead.

a. Type the *OFFICE SYMBOL* at the left margin two lines below the seal.

b. Stamp or type the *DATE* on the same line as the office symbol, ending at the right margin. If there is a *SUSPENSE DATE*, type it two lines above the office symbol line ending as close as possible to the right margin.

c. Type *MEMORANDUM FOR* on the third line below the office symbol. Begin the single address one space following *MEMORANDUM FOR*. If the *MEMORANDUM FOR* address extends more than one line, begin the second line flush with the left margin. Addresses may be in upper and lowercase type or all uppercase type. See the other figures within this chapter for preparing multiple-addressed memorandums.

d. Type the *SUBJECT* of the memorandum on the second line below the last line of an address.

e. Begin the first paragraph of the *TEXT* at the left margin on the third line below the last line of the subject.

2. When used, type the *AUTHORITY LINE* at the left margin on the second line below the last line of the text.

3. Type the *SIGNATURE BLOCK* on the fifth line below the authority line or the last line of the text beginning in the center of the page. Identify enclosures, if any, flush with the left margin beginning on the same line as the signature block.

4. Leave a one-inch margin at the bottom of the first page. (See figure 2-3 for instructions on continuing the memorandum.)

Figure 2–2. Preparing a memorandum

OFFICE SYMBOL
SUBJECT: Continuing a Memorandum

5. Type the *OFFICE SYMBOL* on the left margin one inch from the top edge of the paper.

6. Type the *SUBJECT* of the memorandum at the left margin on the next line below the office symbol.

7. Begin the continuation of the *TEXT* at the left margin on the third line below the subject phrase. When continuing a memorandum on another page:

a. Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.

b. Include at least two words on each page of any sentence divided between pages.

c. Avoid hyphenation whenever possible.

d. Do not hyphenate a word between pages.

e. Do not type the *AUTHORITY LINE* and the *SIGNATURE BLOCK* on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.

8. Center the page number approximately one inch from the bottom of the page.

AUTHORITY LINE:

4 Encls
1. Personnel Listing, 24 May 99
2. DA Form 4187
3. Orders 114-6
4. Locator

SAM J. SMITH
Major, GS
Chief, Personnel Services

2

Figure 2–3. Continuing a memorandum

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR DEPUTY CHIEF OF STAFF FOR LOGISTICS (DALO-ZA/
MR. WILSON), 500 ARMY PENTAGON, WASH DC 20310-0500

SUBJECT: Single Addressee Army Staff Memorandum

1. Reference memorandum, HQ USASC, ASCG, 20 Feb 99, subject: Revision to AR 25-50, Preparing and Managing Correspondence.

2. When an Army Staff agency writes a memorandum to another Army Staff agency, omit the full geographic location.

3. When a MACOM or field activity writes a memorandum to an Army staff agency, use the full geographic location (street, city, state and ZIP + 4 code).

AUTHORITY LINE:

A. B. SMITH
Major, GS
Executive Officer

Figure 2–4. Single addressee Army Staff memorandum

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR US Army Intelligence and Security Command (IAIM-RP-R), 8825 Beulah St, Ft Belvoir, VA 22060-5246

SUBJECT: Single-Address MACOM Memorandum

1. References:

a. Memorandum, HQ, USASC, ASCG, 20 Feb 95, subject: Revision to AR 25-50, Preparing and Managing Correspondence.

b. Message, HQ TRADOC, ATCG, 201645Z Sep 99, subject as above.

2. Type address in all uppercase or upper and lowercase type. Be consistent. Do not mix the two type styles.

FOR THE COMMANDER:

JOHN D. JONES
Colonel, GS
Director, Plans and Programs

Figure 2–5. Single address MACOM memorandum

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE (DAMI-ZA), 1000 ARMY PENTAGON, WASH DC 20310-1067
DEPUTY CHIEF OF STAFF FOR PERSONNEL (DAPE-ZA), 300 ARMY PENTAGON, WASH DC 20310-0300
DEPUTY CHIEF OF STAFF FOR LOGISTICS (DALO-ZA), 500 ARMY PENTAGON, WASH DC 20310-0547

SUBJECT: Multiple-Addressed Memorandums for Army Staff Using Full Titles and Addresses.

1. When preparing multiple-addressed memorandums for Army Staff agencies (more than one and less than six), use either the "full title and address method" as shown in this figure or the "office symbols method" as shown in figure 2-7.

2. Type addresses in all uppercase type or upper and lowercase type. Do not mix the two type styles; be consistent.

3. When an address extends beyond one line, continue it under the third letter of the first line of the address.

4. When memorandums are prepared by a Army Staff agency for other Army Staff agencies, the full geographic location may be omitted.

5. On multiple-addressed memorandums, prepare one original and make copies for the additional addressees after signature. Place a check mark to the immediate left of each addressee to designate that addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing.

AUTHORITY LINE:

Encl

JOHN A. JONES
Colonel, GS
Chief, Programs Division

Figure 2–6. Army Staff multiple-addressed memorandums using full titles and addresses

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR

HQDA (DAMI), 1000 ARMY PENTAGON, WASH DC 20310-1001
HQDA (DALO), 500 ARMY PENTAGON, WASH DC 20310-0500
HQDA (DAMO), 400 ARMY PENTAGON, WASH DC 20310-0400
HQDA (SAAG), 3101 PARK CENTER DRIVE, ALEX VA 22302-1596

SUBJECT: Multiple-Addressed Memorandums for Army Staff Using Office Symbols

1. Two ways of addressing can be used when preparing multiple-addressed memorandums for Army Staff agencies.

a. The full title and address (see figure 2-6).

b. Office symbols.

2. This is an example of the office symbol method. The Army Staff may use this method when addressing multiple-addressed memorandums to other Army Staff agencies. The field may use this method also when addressing multiple-addressed memorandums to the Army Staff.

3. Use the complete geographical location (to include complete standardized street address, city, state and ZIP+4 code) when using this method of addressing. Type the office symbol addresses in uppercase.

4. Do not mix the two authorized types of addressing.

5. Please note that a comma is not used between WASH and DC or ALEX and VA because these are abbreviations. When the word "WASHINGTON" or "ALEXANDRIA" is spelled out, use a comma between the city and state.

AUTHORITY LINE:

Encl

PAUL C. JONES
Colonel, GS
Chief of Staff

Figure 2–7. Army Staff multiple-addressed memorandums using office symbols

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR

INFORMATION OFFICE (AFCI-A), US ARMY FORCES COMMAND, 1777 HARDEE AVE, SW, FT MCPHERSON, GA 30330-1062
INFORMATION OFFICE (MCCG), US ARMY MEDICAL COMMAND, 2050 WORTH RD, STE 3, FT SAM HOUSTON, TX 78234-6000
INFORMATION OFFICE (ATCG), US ARMY TRAINING AND DOCTRINE COMMAND, 183 MCNAIR DR, FT MONROE, VA 23651-5000
INFORMATION OFFICE (APIM), US ARMY PACIFIC, FT SHAFTER, HI 96858-5100

SUBJECT: MACOM Multiple-Addressed Memorandums

1. When preparing MACOM multiple-addressed memorandums (more than one addressee and less than six) prepare as shown in this figure.

2. Type addresses in all uppercase type or upper and lowercase type. Do not mix the two type cases (one address typed in uppercase only and another in upper and lowercase). Be consistent.

3. Use complete geographical addresses (street, city, state and ZIP + 4 code).

4. Omit the geographical address when preparing internal MACOM headquarters memorandums (DCSOPS, DCSLOG, DCSPER, G1, G3, etc).

AUTHORITY LINE:

Encl

HARRY S. SMITH
Colonel, GS
Deputy Chief of Staff for Operations

Figure 2–8. MACOM multiple-addressed memorandums

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Preparing a *SEE DISTRIBUTION* Addressed Memorandum

1. Use the *SEE DISTRIBUTION* format when more than five addressees are required.

2. Type the words *SEE DISTRIBUTION* one space after the words *MEMORANDUM FOR*.

3. Type the word *DISTRIBUTION* on the second line below the last line of the signature block or enclosure listing, whichever is lower, and block the addresses as shown in this figure.

a. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

b. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

(1) Xxxxxxxxxxxxxxxxxxxxxxxxxx.

(2) Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

4. Distribution listings may be continued on a second page. When absolutely necessary, a complete distribution listing can be prepared on a separate page. Do not use distribution formulas for addressees external to your command.

AUTHORITY LINE:

2 Encls
1. DA Memo, 12 Jul 98
2. TRADOC Memo, 16 Aug 98

SARAH F. SMITH
CPT, SC
Chief, Services Branch

DISTRIBUTION:
DEPUTY CHIEF OF STAFF FOR INTELLIGENCE (DAMI-ZA)
DEPUTY CHIEF OF STAFF FOR PERSONNEL (DAPE-ZA)
DEPUTY CHIEF OF STAFF FOR LOGISTICS (DALO-ZA)
US ARMY FORCES COMMAND (FCCC)
(CONT)

Figure 2–9. Preparing a SEE DISTRIBUTION memorandum

OFFICE SYMBOL
SUBJECT: Continuation of a Distribution Listing

1
2
3 DISTRIBUTION: (CONT)
US ARMY JAPAN (AJCG)
US ARMY MATERIEL COMMAND (AMCCG)
US ARMY MILITARY DISTRICT OF WASHINGTON (ANCG)
US ARMY PACIFIC (APCG)
US ARMY CRIMINAL INVESTIGATON COMMAND (CICG-ZA)
US ARMY MEDICAL COMMAND (HSCG)
US ARMY INTELLIGENCE AND SECURITY COMMAND (IACG)
US ARMY TRANING AND DOCTRINE COMMAND (ATCG)
US ARMY CORPS OF ENGINEERS (CECG)

1
2 CF:
SUPERINTENDENT, US MILITARY ACADEMY (DOIM-DS) (w/encls)
US MILITARY ENTRANCE PROCESSING COMMAND (MCR-SS) (wo/encls)

2

Figure 2–10. Continuation of a distribution listing

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM THRU Xxxxxxxxxxxxxxxxxxxxxxxxxx

FOR Xxxxxxxxxxxxxxxxxxxxxx

SUBJECT: A Single-Addressed *THRU MEMORANDUM*

1. Use a *THRU MEMORANDUM* to keep the *THRU* addressee informed or to give the opportunity to comment or approve. Prepare a single-addressed *THRU MEMORANDUM* as shown in this figure.

2. If no comment is made, the *THRU* addressee will line out and initial the *THRU* address line and write "concur," "noted," or other short remarks and the date.

3. When more than one *THRU* addressee is needed, prepare as shown in figure 2-12.

FOR THE DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT:

JOHN D. MILLER
Chief, Management Division

Figure 2–11. A single-addressed THRU MEMORANDUM

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM THRU

Logistics Information Management Division (DALO-PLI), DCSLOG, 500 Army Pentagon, Washington, DC 20310-0500
Field Division (AMCIO-F), USAMC, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

FOR Director of Information Management (ANFB-IMR), 10106 Gridley Rd, Ste 100, Ft Belvoir, VA 22060-5840

SUBJECT: Preparing a *MEMORANDUM THRU* with Two Addressees

1. Use a *THRU* memorandum to keep the *THRU* addressees informed or to give them the opportunity to comment or approve. Prepare a dual or multiple-addressed memorandum as shown in this figure.

2. Do not address memorandums to more than two *THRU* addressees unless it is absolutely necessary in exceptional cases.

FOR THE COMMANDER

HARRY O. JONES
Deputy Chief of Staff
for Resource Management

Figure 2–12. Preparing a THRU MEMORANDUM with two addresses

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR Field Support Division (AMCIO-F), DCSCI, USAMC, 5001 Eisenhower Ave, Alexandria, VA 22333-0001

SUBJECT: Preparing a One-Paragraph Memorandum with Subparagraphs and Continuing the Subject Line

Use single spacing when a memorandum contains only one paragraph, regardless of the length of the paragraph. Limit paragraphs to a maximum of 10 lines. When a memorandum has only one paragraph but contains subparagraphs, prepare as shown in this example. Do not number a one-paragraph memorandum. Identify subparagraphs by using a, b, c, etc.

a. Indent the subparagraphs as shown in this figure.

b. A memorandum with a single paragraph should not contain more than one subdivision.

c. When more than one line is needed for the subject, begin the second line flush with the left margin as shown above.

AUTHORITY LINE:

Encl

JOHN W. SMITH
LTC, AG
Deputy Adjutant General

CF: ASGS (w/encl)

Figure 2–13. Preparing a one-paragraph memorandum with subparagraphs and continuing the subject line

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL Date

MEMORANDUM FOR Information Office, US Army Forces Command, 1777 Hardee Ave, SW, Ft McPherson, GA 30330-1062

SUBJECT: Listing Enclosures and Copies Furnished

1. Type the abbreviation "Encl" or "Encls," depending on the number, at the left margin on the same line as the first line of the signature block.

2. Number and attach enclosures in the same order in which they appear in the body of the memorandum. If possible, specify enclosures in the text of the memorandum rather than list them separately.

3. When there is only one enclosure, "1" does not precede the abbreviation "Encl."

4. Use the "copy furnished" line to keep anyone other than the addressee(s) informed of the subject matter. When used, type "CF" in uppercase on the second line below the last line of the signature block, enclosure listing, or distribution listing, whichever is lower. Begin listing "CF" addressees on the next line; flush with the left margin.

5. When listing copies furnished, show whether or not enclosures were sent to each addressee by typing "wo/encls" to show "without enclosures" and "w/encls" to show "with enclosures."

6. Use the last paragraph to identify the POC, telephone number(s), e-mail address, or organization address, as appropriate.

AUTHORITY LINE:

3 Encls
1. Personnel Listing, 24 May 1999
2. DA Form 2A
3. Orders 114-6

BRIAN A. JONES
MAJ, AG
Chief, Records Management Branch

CF:
FORSCOM (AFCI-A) (w/encls) or (w/encls 1 and 3) if not all enclosures are furnished.
TRADOC (ATCG) (wo/encls)

Figure 2–14. Listing enclosures and copies furnished and POC paragraph

S: Suspense Date

OFFICE SYMBOL Date

MEMORANDUM FOR Deputy Chief of Staff for Resource Management (ASRM-MP)

SUBJECT: Using and Preparing an Informal Memorandum

1. Paragraph 2-2 defines the use of an informal memorandum.

2. The informal memorandum is used to correspond with organizations, activities, or individuals to whom the author's office symbol is easily identifiable. Normally, informal memorandums will be used only within the author's technical or command chain.

3. The format for the informal memorandum is the same as that for the formal memorandum. Prepare the informal memorandum on plain white paper.

4. Include a point of contact in the last paragraph of the informal memorandum.

5. An authority line may be used if appropriate; it is not mandatory. See paragraph 7-2 for guidance.

AUTHORITY LINE:

Encl

RAMEY J. BRANDON
Colonel, GS
DCSOPS

CF:
Provost Marshal (w/encl)

Figure 2–15. Using and preparing an informal memorandum

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT
BETWEEN
THE U.S. ARMY AND THE U.S. POSTAL SERVICE

SUBJECT: Format and Use of a Memorandum of Understanding or Memorandum of Agreement

1. Reference. List the references that are directly related to the agreement in this paragraph.

2. Purpose. Provide a brief statement defining the purpose of the agreement.

3. Problem. Present a clear, concise statement of the problem, to include a brief background.

4. Scope. Add a succinct statement specifying the area of the agreement.

5. Understandings, agreements and support and resource needs. List the understandings, agreements, support and resource needs, and responsibilities of and between each of the parties or agencies involved in the agreement.

6. Effective date. Enter the date the agreement will become effective.

FRANK A. SMITH Colonel, AG Director, Information Management	JOSEPH B. TAYLOR Postmaster U.S. Postal Service, Sierra Vista, AZ
(Date)	(Date)

Figure 2–16. Format and use of an MOU or MOA

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT
BETWEEN
THE DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS
AND
THE DEFENSE CIVIL PREPAREDNESS AGENCY

SUBJECT: Preparing a Memorandum of Understanding or a Memorandum of Agreement

1. Use the letterhead stationery of the preparing agency. Change this provision to meet internal or special requirements.

2. Center the title *MEMORANDUM OF UNDERSTANDING* or *MEMORANDUM OF AGREEMENT* on the second line below the seal. Type the word *BETWEEN*, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word *BETWEEN*. Change this requirement for centering when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line, as in this example.

3. Type the subject at the left margin on the second line below the last line of the agreeing agencies' titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.

4. Follow the guidance for continuing a memorandum in figure 2-3 if a second page is needed, except that the subject line will begin one inch from the top edge of the paper since there is no office symbol.

5. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, rank, branch, and title for military personnel. Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below. (See paragraph 2-6b(5).)

PHILLIP H. BROWN Lieutenant General Director, Information Systems for C41	WILLIAM L. JONES Director, Defense Civilian Preparedness Agency
(Date)	(Date)

Figure 2–17. Preparing an MOU or MOA

OFFICE SYMBOL Date

MEMORANDUM FOR RECORD

SUBJECT: Preparing a Memorandum for Record

1. Type the Memorandum for Record (MFR) on plain white paper. Type the office symbol at the left margin one inch from the top of the paper. Stamp or type the date on the same line, ending at the right margin. (If an abbreviated form is used, type or hand write the MFR on the bottom of all record or file copies.) This procedure saves paper and filing space and ensures that all information about that subject is in one place.

2. Type the words *MEMORANDUM FOR RECORD* in uppercase at the left margin on the third line below the office symbol.

3. Type *SUBJECT:* in uppercase at the left margin on the second line below *MEMORANDUM FOR RECORD*. Type the subject of the MFR beginning two spaces after the colon.

4. Begin the text on the third line below the last line of the subject.

5. Limit the MFR to one page.

6. Mark the paragraphs and subparagraphs of the MFR as for a basic memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as for a memorandum. Do not use an authority line. Anyone may prepare and sign an MFR.

7. Use an abbreviated form when MFRs are placed on the bottom of record or file copies. Begin typing two lines below the last line of the preceding correspondence and abbreviate MEMORANDUM FOR RECORD by typing the acronym MFR. Omit the office symbol and subject line. Begin typing the text two lines below MFR.

Encl

LINDA K. SMITH
MAJ, AG
Chief, Reassignment Branch

Figure 2–18. Preparing a memorandum for record

2–2. Use

a. Formal memorandums. The formal memorandum is used for correspondence that is sent outside the headquarters, the command, the installation, or similarly identifiable organizational elements within the DOD; for routine correspondence to Federal Government agencies outside the DOD; for notification of personnel actions, military or civilian; and for showing appreciation or commendation to DA employees and soldiers.

b. Informal memorandums. The informal memorandum is used for internal correspondence within the same headquarters, same command, or similarly identifiable organizational elements. As a general rule, do not use informal memorandums when corresponding with organizations or individuals not familiar with your office symbol. Informal memorandums may be preprinted and used as form letters.

Note. Refer to DA Memo 25–52, Staff Action Process and Correspondence Policies, for correspondence originating within the Army Staff or Secretariat Agencies.

2–3. General rules

a. Paper. The standard size is 8½ by 11 inches.

b. Original pages.

(1) For formal memorandums use computer-generated letterhead for the first page and plain white paper for continuing pages.

(2) The informal memorandum is typed or printed on plain white paper; do not use letterhead.

c. Copies. Prepare only the number of copies needed. See paragraph 1–23 for more information on record, copy furnished, and reading file copies.

d. Dates. Type or stamp the day, month, and year on the memorandum flush with the right margin.

e. Margins. The standard margin is 1 inch from the left, right, top, and bottom margins. Do not justify right margins.

f. Spacing. See figures 2–1 and 2–2.

g. Abbreviations and brevity codes. See paragraph 1–16.

h. Acronyms. See paragraph 1–17.

i. Signature blocks.

(1) Type the signature block of military officials on three lines with the name (in uppercase) on the first line, rank and branch of Service on the second line, and the title on the third line. If the title requires an extra line, a fourth line is authorized. Indent the beginning of the fourth line so that the first character will be aligned underneath the third character of the third line.

(2) Type the signature block of civilian officials on two lines with the name (in uppercase) on the first line and the title on the second line. If the title requires an extra line, a third line is authorized. Indent the beginning of the third line so that the first character will be aligned underneath the third character of the second line.

(3) Do not use academic degrees, religious orders, or fraternal orders as part of the signature block unless it would benefit the Army for the receiver to know this information, for example, use of a medical degree to show that medical information provided was based on expertise of a member of the medical profession.

(4) Do not use "(P)" (meaning that the signer is promotable) after the rank for personal benefit; use only if it would benefit the Army.

2–4. Format

When writing a memorandum, use the modified block style format. The format has three parts: heading, body, and closing.

a. Heading. The heading has five elements:

(1) *Office symbol.* Type the office symbol on the second line below the seal. The symbol names the writer's office (for example, DAPE–PRR). Do not use computer identification codes or word-processing codes as part of the office symbol. Other information may follow the office symbol when needed and if not part of the subject line. Some examples are the name of an individual, social security number, rank, primary military occupational specialty, contract number, or bill of lading number. Do not crowd the office or reference symbol line. If the additional information is lengthy, write it on a second line, flush with the left margin.

(2) *Date.*

(a) Put the date on the same line as the office symbol.

(b) End the date approximately even with the right margin.

(c) Express the date in this order: day, month, year. Day—Express in numerals. Month—Spell out if the year is not abbreviated; abbreviate if the year is abbreviated (15 January 1999 or 15 Jan 99 but not 15 January 99 or 15 Jan 1999).

Year—Express either with two or four digits, depending on whether the month is abbreviated or spelled out. The only exception to this rule is if the date stamp uses the abbreviated month and the four-digit year.

(d) The date may be typed or stamped.

(3) *Suspense date.* Use a suspense date if a reply is needed by a certain date. Do not impose a suspense date when there is no compelling reason.

(a) Placement. Put the suspense date at the right margin on the same line as the *Reply to Attention Of* or two lines above the date of the memorandum.

(b) Setting of suspense date. Always consider the time factors involved, for example, transmission time to the reader, time the reader needs to gather the information, and transmission time for the return reply.

(c) Format of the date. See paragraph 2–4*a*(2)(*c*).

(4) *MEMORANDUM FOR line.* Type *MEMORANDUM FOR* on the third line below the office symbol. Write to the office that is expected to complete the action. Do not simply address an action to a headquarters if it is known which element of that headquarters will receive the action. If the memorandum is sent to someone's attention, place the person's name in parentheses after the office symbol (see fig 2–4). Exception: When used for *Exclusive For* correspondence, appreciation, and commendation, a memorandum will be addressed to name and title of the addressee. When a second line is needed for the address, begin it flush with the left margin, except for multiple-address memorandums, which will begin under the third character of the line above it. Type addresses in either all uppercase or upper- and lowercase type. Be consistent. Do not mix the two type styles.

(a) Single-address memorandums. Figures 2–4 and 2–5 give examples of memorandums with a single address. Figure 2–4 gives an example for HQDA, and figure 2–5 gives one for a major command. When using a single address, *MEMORANDUM FOR* and the address are on the same line.

(b) Multiple-address memorandums. See figures 2–6 and 2–7 for examples of memorandums for HQDA and figure 2–8 for an example for MACOMs. Note that "multiple-address memorandums"means more than one and less than six. If the address extends more than one line, continue the second as stated in paragraph 2–4*a*(4). On multiple-address memorandums, prepare one original and make copies for additional addressees after signature. Place a checkmark to the immediate left of each addressee to designate that addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing.

(c) SEE DISTRIBUTION memorandums. If a memorandum is sent to more than five readers, use the *SEE DISTRIBUTION* format (see fig 2–9) for the addresses. Type the words *SEE DISTRIBUTION* one space after the words *MEMORANDUM FOR.* On the second line below the last line of the signature block or enclosure listing, whichever is lower, type *DISTRIBUTION:* and block the addresses as shown in figure 2–9. The distribution list may be continued on the second page (see fig 2–10). If necessary, the complete distribution list may be typed on a separate page. Prepare one original and make copies for additional addressees after signature. Place a checkmark to the immediate left of each addressee to designate that addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing. The envelope for an addressee on a *SEE DISTRIBUTION* list must show the complete address; otherwise, the U.S. Postal Service (USPS) will not be able to deliver it.

(d) THRU memorandums. Use a *THRU* memorandum to let others know what is being done and to give them the opportunity to comment, especially if their comment will have an impact on the action. Use this format when an action must be approved by several recipients, in turn. See figure 2–11 for the format for a single *THRU* memorandum. Use the format in figure 2–12 when sending the *THRU* memorandum to more than one reader.

(5) *Subject line.* Type the subject line on the second line below the last line of the address. Use only one subject and write the subject in 10 words or less, if possible. If the subject needs more than 10 words, limit the number of words and use authorized abbreviations. If the subject is more than one line, begin the second line flush with the left margin (see fig 2–13). Type *SUBJECT:* in uppercase letters (see examples).

b. Body (Text).

(1) *Beginning.* Begin the text on the third line below the last subject line.

(a) If there are references, list these in the first paragraph. See paragraph 1–31 for instructions on how to list.

(b) Begin the memorandum with a short, clear purpose sentence.

(c) Put the recommendation, conclusion, or most important information (the main point) next. (Some writing combines the purpose and the main point.)

(d) Clearly separate each major section. Use paragraphs, headings, or sections.

(e) When appropriate, a point of contact (POC) line will be the last paragraph of the body of the correspondence.

(2) *Spacing.* Single-space the text with double-spacing between paragraphs and subparagraphs. Single-space one-paragraph memorandums. (See fig 2–13.) On occasion, one-paragraph correspondence requires subparagraphing. The spacing for subparagraphing is the same as that for major paragraphs.

(3) *Indenting.* When paragraphs are subdivided, indent them as shown in figure 2–1.

(4) *Numbering paragraphs.*

(a) Do not number a one-paragraph memorandum.

(b) If the memorandum has more than one paragraph, number the paragraphs as outlined in figure 2–1.

c. Closing. Major elements are the authority line, signature block, and enclosure listing. Sub-elements are the DISTRIBUTION listing (if needed) and Copies Furnished (CF).

(1) *Authority line.* See chapter 7 and appendix E. Type the authority line at the left margin in uppercase letters on the second line below the last line of the text. The authority line is used by individuals properly designated as having the authority to sign for the commander or the head of an office.

(2) *Signature block.* See chapter 7 and appendix E for examples.

(a) Placement. Begin the signature block in the center of the page on the fifth line below the authority line. If there is no authority line, begin it on the fifth line below the last line of the text.

(b) Omission. Omit the signature block if it is not known at the time of writing who will sign. The signature block may be added either by typing or by use of a rubber stamp at the time of signature.

(c) Format. See paragraph 2–4.

(3) *Enclosures.* Number and attach enclosures in the same order in which they appear in the memorandum. When there is only one enclosure, do not precede "Encl" with the number "1." Use only "Encl." Begin the enclosure listing at the left margin on the same line as the signature block. (See chap 4.)

(4) *DISTRIBUTION listing (if needed).* See figures 2–9 and 2–10.

(5) *Copies Furnished.* See figures 2–10 and 2–13 through 2–15. Use the copy furnished line to inform others of the subject only if they have a need to know or an interest in the subject. Type *CF:* on the second line below the last line of the signature block, enclosure listing, or distribution listing, whichever is lower. Show whether or not enclosures are included by adding either "(w/encls)" or "(wo/encls)" at the end of each CF address. If all copies furnished addressees will be provided copies of the enclosures or all will not be provided enclosures, type either "w/encls" or "wo/encls" in parentheses after "CF" rather than type each one separately after each address (for example, CF: (w/encls)).

2–5. Multiple-Page memorandums

Try to limit the memorandum to no more than two pages. Use enclosures for additional information. If a memorandum is longer than one page, see figures 2–2 and 2–3 and follow these rules:

a. Type the office symbol at the left margin 1 inch from the top edge of the paper.

b. Type the subject of the memorandum at the left margin on the next line below the office symbol.

c. Begin the continuation of the text at the left margin on the third line below the subject phrase. When continuing a memorandum on another page—

(1) Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.

(2) Include at least two words on each page of any sentence divided between pages.

(3) Do not hyphenate a word between pages.

(4) Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, the last paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.

d. Center the page number approximately 1 inch from the bottom of the page.

Section II
Special Purpose Memorandums

2–6. Memorandum of Understanding or Memorandum of Agreement

a. Uses. Use a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) to document mutually agreed to statements of—

(1) Prepare the MOU or MOA on the letterhead of the preparing or requesting agency.

(2) Intentions.

(3) Procedures.

(4) Parameters.

(5) Policies of future actions.

(6) Matters of coordination.

Note. Do not substitute an MOA for formal support agreements within one Service or between Services. However, an MOA may be used to document an agreement before writing a more formal one.

b. Format. When an MOU or MOA is required, use the format shown in figures 2–16 and 2–17.

(1) *Heading.* Prepare the MOU or MOA on the letterhead of the preparing or requesting agency. This provision may be altered to meet internal or special requirements of the parties involved in the agreement. Center the title *MEMORANDUM OF UNDERSTANDING* or *MEMORANDUM OF AGREEMENT*on the second line below the seal. Type the word *BETWEEN*, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word *BETWEEN*. The requirement for centering may be altered when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line.

(2) *Subject.* Type the word *SUBJECT:* at the left margin on the second line below the last line of the agreeing agencies' titles.

(3) *Text.* Begin the first line of the text at the left margin on the third line below the last line of the subject. The basic text will contain, but is not limited to, the following six categories

(a) Reference. List the references that are directly related to the agreement.

(b) Purpose. The paragraph defines or states, in as few words as possible, the purpose of the agreement.

(c) Problem. Present a clear, concise statement of the problem, to include a brief background.

(d) Scope. Add a short and to the point statement specifying the area of the agreement.

(e) Understandings, agreements, support, and resources. List the understandings, agreements, support, and resource needs and responsibilities of and between each of the parties or agencies involved in the agreement.

(f) Effective date. Enter the date the agreement will become effective.

(4) *Paragraph numbering.* Paragraph numbering and indentations are the same as for the general use memorandums.

(5) *Signature blocks.* Signature blocks on MOUs and MOAs are unique in that signature blocks of both the agreeing parties appear on the same line. Type signature blocks on the fifth line following the last line of the text. Precede all signature blocks by overscoring as shown on figures 2–16 and 2–17. Include the name, title, and agency for civilians and name, rank, branch, and title for military personnel. Include the date that each official signs. Place the signature of the senior official on the right. When in doubt as to the seniority, use the signature of the official whose organization is the same as the letterhead.

2–7. Memorandum for record

a. Use. Use the *memorandum for record* (MFR) to give a summary of preceding correspondence and to show the authority or basis for the action taken. See figure 2–18. The MFR is also used to document informal meetings or telephone conversations in which official business was conducted.

b. Contents.

(1) *Summary.* The summary contains the source, office symbol, date, subject, addressee, and action requested or indicated.

(2) *Basis for action.* Show all background information having a direct bearing on the matter. Include the authority and basis for action. This lets reviewing and signing officials know the basis for the action.

(3) *Coordination.* Show the name of the office or agency; the name, title, and telephone number of the person contacted; date of coordination; and indication of concurrence, nonconcurrence, or other action.

c. Format. Prepare an MFR on white paper. An abbreviated form of the MFR may be typed or written on the bottom of the record or file copies. This saves paper and filing space and ensures that all information about the subject is in one place.

(1) Type the office symbol at the left margin and 1 inch from the top of the paper. Stamp or type the date on the same line ending approximately at the right margin.

(2) Type the words *MEMORANDUM FOR RECORD* at the left margin on the third line below the reference symbol.

(3) Type *SUBJECT:* at the left margin on the second line below *MEMORANDUM FOR RECORD.*

(4) Begin the text on the third line below the last line of the subject.

(5) Try to limit the MFR to one page. If a second page is needed, prepare it in the same way as the continuation page of a memorandum.

(6) Mark the paragraphs and subparagraphs of the MFR as for a memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as for a memorandum. Do not use an authority line on an MFR.

(7) Anyone who has an official use for this format may prepare and sign it.

Chapter 3
Preparing Letters

3–1. General

This chapter provides instructions for preparing letters. Specific formats and instructions come from the Office of the Secretary of the Army (OSA).

3–2. Use

Letters will be used for correspondence addressed to the President or the Vice President of the United States, members of the White House staff, members of Congress, Justices of the Supreme Court, heads of departments and agencies, State governors, mayors, foreign government officials, and the public. Letters may also be used for correspondence to

individuals outside the department or agency when a personal tone is appropriate, for official personal correspondence by military and civilian personnel, and for letters of welcome, appreciation, commendation, and condolence.

3–3. Response phrases

Do not use phrases like *The Secretary has requested that I reply; The Secretary desires that I reply;* or *On (or In) behalf of the (name)* unless the Secretary of the Army has specifically directed such a phrase.

3–4. Abbreviations

See paragraph 1–16.

3–5. Appropriate replies and responses

Use a letter to reply to other letters unless the originator requests otherwise. Forward a letter (for example, a letter of appreciation) through proper channels by attaching the letter to a brief memorandum.

3–6. General rules

a. Paper. The standard paper size for a letter is 8½ by 11 inches.

b. Original pages. Use computer-generated letterhead for the first page and use plain white paper for all continuing pages.

c. Copies. Prepare only the number of copies needed. See paragraph 1–23 for more information on record, copy furnished, and reading file copies.

d. Margins. Adjust the margins on the page, centering the body of the letter as if it were going to be placed in a picture frame. Generally, allow left and right margins of 1 inch. Do not justify right margins. When preparing two or more pages, leave at least a 1-inch margin at the bottom of the page.

e. Addressing. See appendix D for proper addressing of letters.

f. Point of contact. Use the last paragraph of a letter to provide point of contact. See paragraph 1–25.

3–7. Format

The letter consists of three major parts: the heading, the body (text), and the closing. Each part and its sub-elements are discussed in detail in the following paragraphs and in figures 3–1 through 3–4.

a. Heading. The heading consists of five elements: the date, the *Reply to Attention Of* line, the subject line when used, the address, and the salutation. (See fig 3–1.)

(1) *Date.* The date will be centered two lines below the last line of the letterhead. The date will be expressed in civilian style (for example, January 4, 2000).

(2) *Reply to Attention Of.*

(a) Office symbols rarely have any meaning and appear awkward to civilian recipients of a letter. Do not use them. It is better to use an understandable phrase or title, such as *Comptroller, Directorate of Training,* or *Director, Futures and Concepts* (see fig 3–3), if it does not appear awkward (see para 3–7*a*(2)(*c*) for exception). If a more specific return address is required, it may be included in the text of the letter.

(b) Begin office titles on the second line below the seal, starting at the left margin. If the letterhead address contains more than three lines, thereby bringing it near the bottom of the seal, type the date as usual two lines below the last line of the letterhead address.

(c) Do not use office titles on the originals of correspondence prepared for signature by the Secretary of the Army.

(d) There is no set number of lines between the *Reply to Attention Of* line and the first line of the address. Try to frame the letter on the page. Five lines is the general rule when the letter is two or more pages.

(3) *Addresses.*

(a) Do not use abbreviations in the address. The only exceptions to this rule are the abbreviations DC, US, PO Box, Mr., Mrs., Ms., Dr., Jr., Sr., 2nd., II, III, Ret., and the points of the compass (NE, NW, SE, and SW) and authorized State abbreviations.

(b) There is no set number of lines between the *Reply to Attention Of* line and the address. Evenly space the letter on the page.

(4) *Salutation.* Type the salutation on the second line below the last line of the address. (See app D.)

b. Body (text).

(1) Type the first line of the body of the letter on the second line below the salutation.

(2) Indent as shown in figure 3–1.

(3) Leave at least a l-inch margin at the bottom of multiple page letters.

(4) If more than one page is needed (see fig 3–2), type a minimum of two lines on the continued page. Center the page number 1 inch from the top edge of the paper, typing a dash on each side of the page number.

(5) Start the first line of the text on the fifth line below the number of the page, keeping the margins the same as those of the preceding page(s).

(6) Do not number or letter paragraphs of a letter. Avoid subparagraphs when possible. When using only one subparagraph, indent as shown in figure 3–4. When more than one subparagraph is needed, use letters of the alphabet (a, b, c, d) to indicate subparagraphs. Further subparagraphs should never be used. Use single spacing even when a letter contains only one paragraph. For effective paragraphs do not use more than 10 lines.

c. Point of contact. The point of contact may include the person's name, DSN number, commercial telephone number, facsimile number, and e-mail address. (See fig 3–3.) This information is placed usually in the last paragraph of the letter.

d. Closing. The closing has three sub-elements: complimentary close, signature block, and enclosure or copy furnished (see fig 3–2).

(1) *Complimentary close.* Start the closing on the second line below the last line of the letter. Begin at the center of the page.

(2) *Signature block.*

(a) Type the signature block on the fifth line below the closing, beginning at the center of the page.

(b) Type the signature block in upper- and lowercase. Do not use abbreviations in the signature block except US Army, Jr., Sr., II, and III. Use the title "Jr." and the individual's full title to improve clarity. Do not use a title whenever the Secretary of the Army signs on personal letterhead.

(3) *Enclosure.* Type *Enclosure* at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. If there is more than one enclosure, show the plural form (for example, Enclosures). Be sure enclosures are fully identified in the text. Do not use the words "as stated."

(4) *Copy Furnished.* Never use *Copy Furnished* on letters. If a copy must be furnished to anyone other than the addressee, place a statement in the body of the letter, preferably in the last paragraph, indicating that copy (copies) is (are) being furnished and to whom; for example, "I am forwarding a copy (or copies) of this letter to (name and address)."

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

1
2 July 1, 2000

1
2 Manpower Programming Division

Mr. John A. Doe
123 Main Street
Nashville, Tennessee 73695-0000

1
2 Dear Mr. Doe:

1
2 Adjust margins so that the letter is framed on the page.

Type dates in civilian style and center two lines below the last line of the letterhead.

The *REPLY TO ATTENTION OF* line is explained in paragraph 3-7. There is no set number of lines between the *REPLY TO ATTENTION OF* line (when preprinted on the letterhead) and the first line of the address.

Frame the letter on the page. Five lines is the general rule when the letter is two or more pages.

Do not use abbreviations in the address or signature blocks. See paragraph 3-7.

Single-space the body of a letter with double spacing between paragraphs.

Type the salutation on the second line below the last line of the address. Type the first line of the text of the letter on the second line below the salutation.

Indent paragraphs as shown in this figure, figure 3-3, and figure 3-4. Do not number paragraphs. Subparagraphs may be numbered if there are more than one.

a. Use letters of the alphabet (a, b, c, d) to indicate subparagraphs.

b. Indent subparagraphs as shown in this figure.

If only one subparagraph is used, indicate that subparagraph by a hyphen as shown below.

- This is an example of how to type a subparagraph when there is only one.

When more than one page is needed, there should be a minimum of two lines of text on the second page.

Leave at least a one-inch margin at the bottom of multiple-page letters.

Figure 3–1. Letter format

-2-

When more than one page is required, center the page number one inch from the top edge of the paper. Use a hyphen on each side of the page number.

Start the first line of the text on the fifth line below the page number, keeping the margins the same as the preceding page(s).

Start the closing on the second line below the last line of the letter. Begin at the center of the page.

Signature blocks will be in upper and lower case. Do not use abbreviations except those authorized in paragraph 3-7d(2). Military personnel will use "US Army" following their rank. Branch designations and "General Staff" have no meaning to the general public.

Do not use a title whenever the Secretary of the Army signs on personal letterhead.

Type the word "Enclosure" at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. Fully identify enclosures in the text. When there is more than one enclosure, use the plural form "Enclosures."

Sincerely,

Nathan I. Hale, Jr.
Major General, US Army
Commanding

Enclosure

Figure 3–2. Continuation of a letter

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

REPLY TO
ATTENTION OF

July 24, 1999

Director, Futures and Concepts

Honorable Janet R. Wise
Mayor of Woodbridge
Woodbridge, Virginia 22191-0000

Dear Mayor Wise:

In a letter to a civilian, office symbols rarely have any meaning and appear awkward. They should only be used on the original letter when absolutely needed. Even here it is better to use an understandable phrase or title, such as "Director of Training," "Comptroller," or "Director, Futures and Concepts," if it can be done without appearing awkward. If there is a need to provide a specific return address, put it in the last paragraph. For easy reference or filing, use office symbols on file copies.

Type office titles on the second line below the seal starting at the left margin. When the letterhead contains four or more lines, type the office title on the second line below the date, flush with the left margin.

Do not use office titles on the original correspondence prepared for the Secretary of the Army's signature.

If it is necessary to furnish a copy or copies to anyone other than the addressee, a statement will be placed in the body of the letter near the end of the letter indicating who has been provided a copy.

The point of contact for this action is Mr. Green, (520) 538-3188, FAX (520) 583-3325.

Sincerely,

John L. Ribbons, Jr.
Director, Futures and Concepts

Figure 3–3. Use of office symbols and titles

Figure 3–4. Spacing of the letter

Chapter 4
Enclosures, Tabs, and Assembling Correspondence

4–1. General

This chapter states DA policy for listing enclosures, placing tabs on correspondence packages, and assembling correspondence. The general rule for using enclosures in correspondence is to be consistent. Do not list the number of enclosures on letters. (See chap 3 for additional guidance.)

4–2. Enclosures

a. Use. Enclosures are documents that come with the basic communication; they are required to complete the action or to keep the body as brief and concise as possible.

b. Placement of enclosure listing. For memorandums, begin listing enclosures at the left margin on the same line the signature block begins. For letters, type enclosure(s) two lines below the signature block flush with the left margin.

c. Methods of listing.

(1) Capitalize the first letter in the first word of a listed enclosure:

2 Encls
1. Memo, OSA, 16 Apr 97
2. Ltr, USASC, 20 Apr 97

(2) Account for enclosures not identified in the body of the correspondence by indicating the total number. List each enclosure by number when there are two or more, and describe each briefly.

4 Encls
1. Memo, OSA, 16 Apr 99
2. Memo, AMC, 17 Jun 99
3. Memo, TRADOC, 19 Jun 99
4. Memo, MEDCOM 21 Jul 99

(3) When there is only one enclosure, account for it without a number:

Encl
Memo, USAREUR, 17 Jun 99

(4) Use approved abbreviations in identifying enclosures. Abbreviate the word *Enclosure* (Encl) in memorandums but *not* in letters. When there is more than one enclosure, use the plural form *Encls* for the abbreviation:

4 Encls
1. SOP 1–3
2. SOP 1–5
3. SOP 2–9
4. SOP 3–1

(5) When some enclosures are identified and others are not, list as follows (assume enclosures 1 through 3 are identified and 4 and 5 are not):

5 Encl
1-3. as
4. Memo, OSA, 16 Apr 97
5. Memo, USASC, 20 Apr 97

d. Identification.

(1) Write the abbreviation of the word *enclosure* (“Encl”) and the number in pencil at the lower right corner of the

first page of each enclosure before making any required copies. Pencil markings can be easily erased or changed if the enclosure is withdrawn for use with other correspondence.

(2) If there is more than one copy of the enclosure, place an additional number to the right and above the enclosure number to indicate whether it is the first, second, or other copy (for example, Encl 1^1, Encl 1^2). Identify enclosures to enclosures as "Encl 1 to Encl 1," "Encl 2 to Encl 1," and so forth.

(3) When an enclosure is sent separately from the correspondence, write it in the body of the correspondence and add a short note to the enclosure when forwarded. Add *fwd sep* (forwarded separately) behind the identification of the appropriate enclosure:

Encl
Station List fwd sep

4–3. Tabbing enclosures

If correspondence has many enclosures, tab each one. This helps the reader easily find enclosures. (See fig 4–1.) Unless legal procedures dictate otherwise, use paper, cloth, or clear plastic index tabs. Put the tabs on the right-hand side of blank sheets of paper (above the identified enclosure or attachment). Position the first tab ¼ to ½ inch from the top of the page. Space subsequent tabs approximately ¼ inch apart. This ensures that all tabs are visible and evenly spaced. If an enclosure has its own enclosures that need tabbing, use a different color or type of tab to identify these secondary documents. Avoid tabbing these secondary documents unless the specific information located there was mentioned in the text of the correspondence.

4–4. Tabbing correspondence packages

a. The following guidance is provided to assist in tabbing a correspondence package forwarded for signature or approval. Identify the tabs in the document. Tabs may be any letter or number as long as they are consecutive and are fully identified in the text.

(1) First tab—correspondence to be signed or material to be approved.

(2) Second tab—document that started the action (that is, the incoming correspondence, message, or tasking documents).

(3) Subsequent tabs—backup information and staff coordination comments.

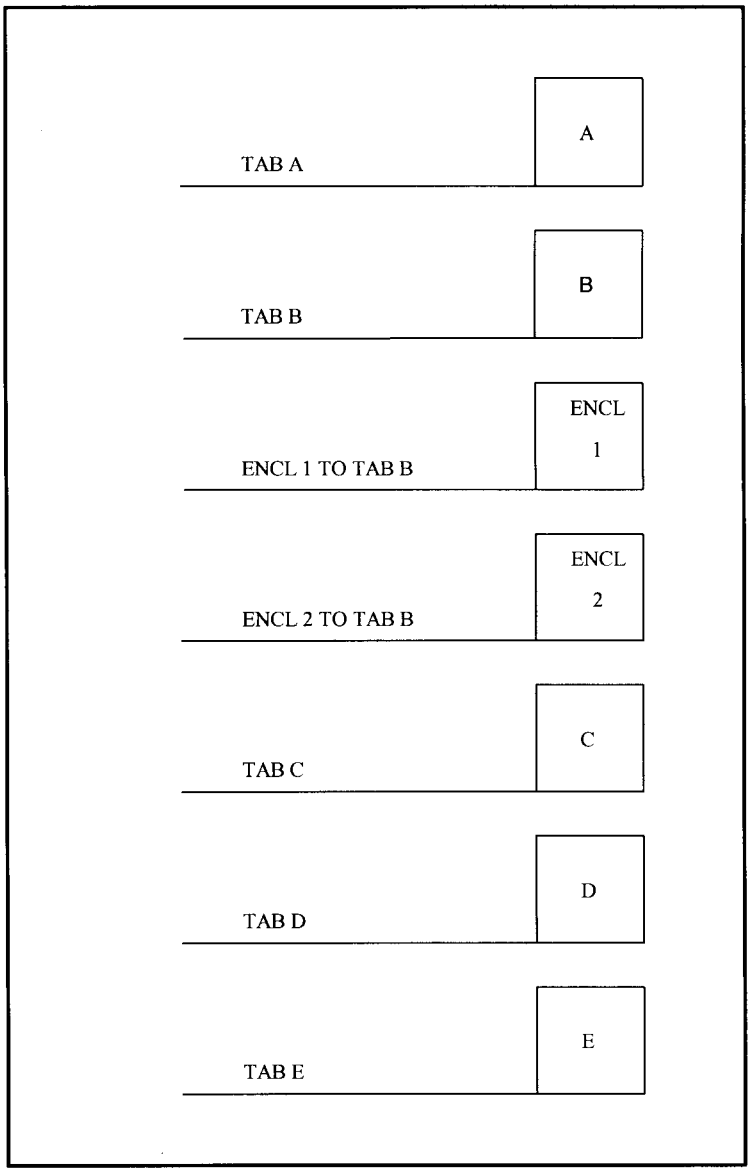
b. Position tabs on separate blank sheets of paper as specified in paragraph 4–3.

c. Local procedures will dictate any specific requirement regarding the type or color of tabs.

4–5. Assembling

a. Assemble correspondence as shown in figure 4–2

b. Documents that are placed on the long axis of the page (landscape mode) will be assembled in a correspondence package so that the long side is to the left; that is, the top of the page will be on the side that would be bound if the package were a book.



Position first tab 1/4 to 1/2 inch from top of page.

Space subsequent tabs approximately 1/4 inch apart.

NOTE: Tabs may be any letter or number, as long as they run consecutively, and are fully identified in the text.

(See paragraph 4-4).

Figure 4–1. Tabbing correspondence

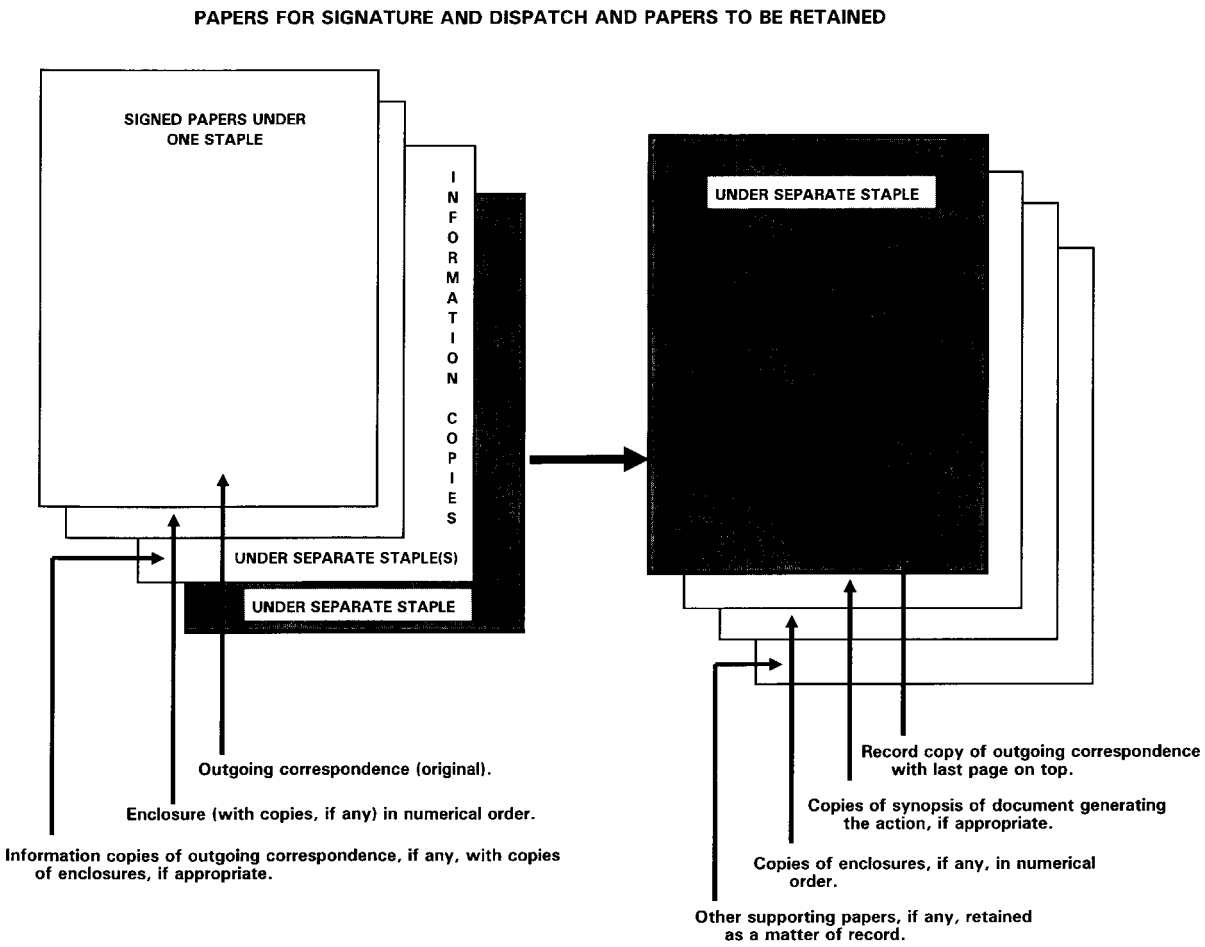


Figure 4–2. Assembling correspondence

Chapter 5
Preparing Department of the Army Official Mail

Section I
General

5–1. Reducing mail cost

This chapter applies USPS guidelines for both automated and manually processed Army official mail. Using these guidelines will reduce cost and expedite distribution. All Army correspondence or official mail must follow these guidelines.

5–2. Existing supplies

Use existing stock of envelopes until the supply runs out or becomes obsolete. Do not restock with items that violate the guidelines in this chapter or in AR 25–51. Computer-generated printouts will be corrected to comply with these guidelines during the next normal reprogramming or redesigning.

Section II
Envelope Size

5–3. Size

Do not use a letter-sized envelope that measures less than 3½ by 5 inches or one that measures more than 6⅛ inches high by 11½ inches long and ¼ inch thick.

5–4. Selection of envelopes

a. Use the smallest available envelope that will fit the item. A close fit will provide the least chance for damage and is more cost effective. Do not use large envelopes for correspondence of six pages or less unless contents warrant otherwise, for example, certificates, officer evaluation reports (OERs), and other items that may not be folded.

b. Unclassified correspondence requires no envelope when sent within the same building or headquarters. The address on the face of the correspondence is sufficient.

c. Table 5–1 provides specific guidelines for selecting the right envelope.

d. Select envelopes for classified material according to AR 380–5.

5–5. Envelopes to avoid

a. Avoid using envelopes larger than 9 by 12 inches unless absolutely required.

b. Do not use nonstandard envelopes that incur excess postage.

5–6. Messenger envelopes

a. Use U.S. Government Messenger Envelopes (OF 65–B or OF 65–C) for—

(1) Unclassified and FOUO correspondence between elements of an agency or headquarters located in different buildings in the same general area.

(2) Unclassified and FOUO correspondence through official Army channels.

b. Write the complete address legibly. Hand print or type in the space on the envelope. Cross off the last address and reuse the envelope until it is filled out or worn out.

Table 5–1
Selecting the right envelope

Item Size	Type of mail	Envelop size
8½ x 11	Cannot exceed ¼-inch thickness when folded.	4⅛ x 9½
8½ x 11	Items that cannot be folded	8½ x 11½
Odd size	Cannot be folded, for example, booklets, pamphlets, or Certificates	A size where there is no more than ½ inch on any of the four sides.
Odd size	Bulk—A number of items to the same address.	A size to fit largest item.
Any size	Unclassified (and FOUO) mail within an agency or HQ in a different building or address through official Army channels.	OF 65–B/OF 65–C (U.S. Government Messenger Envelope)

Section III
Addressing Mail

5–7. Delivery address

a. Correspondence. The address should have a uniform left margin and be legible. An effort should be made to limit the number of lines to five. Uppercase/lowercase letters are acceptable on all lines of the address block. With the exception of the hyphen in the ZIP+4 Code, punctuation can be omitted in the delivery address block. Street addresses will be used for all locations having an assigned street address.

b. Address format. Use the format in figure 5–1 for addressing envelopes.

Office Name Line (Attention Line)	Information Management Office
Name of Activity Line	US Army Forces Command
Delivery Line (Street Address, Suite #, or PO Box #)	1234 Belvoir Road
City State ZIP+4 Code Line	Jonestown VA xxxxx-xxxx

Figure 5–1. Format for addressing envelopes

(1) *Office name line (attention line).* This line contains the name of the office that is to receive the item. "Commander"is used only when the mail is intended for the commander or when the name of the appropriate office is unknown. If desired, an office symbol may be placed in parentheses after the office name. When known, the action officer's name may also be placed in parentheses at the end of this line, for example, SUPPLY OFFICE (CPT JOHN DOE) or SUPPLY OFFICE (ASQB–FF/CPT JOHN DOE).

(2) *Optional line.* An optional line can be used when the *Office Name Line* and the *Name of Activity Line* do not adequately identify the addressee. The optional line would be inserted between the *Office Name Line* and the *Name of Activity Line* (see fig 5–2).

Office Name Line (Attention Line)	Information Management Office
Optional Line	Third US Army
Name of Activity Line	US Army Forces Command
Delivery Address Line	1881 Hardee Ave SW
City, state, ZIP + 4 code	Ft McPherson, GA 30330-1064

Figure 5–2. Example of an optional line

(3) *Name of activity line.* This line consists of the name of the activity to whom the mail is addressed, for example, US Army Forces Command.

(4) *Delivery address line.* This line consists of either a street address or Post Office Box number. It may also include a suite number, apartment number, building, floor, unit, room, department, and so forth. When this secondary delivery information is part of the address but does not fit on the delivery address line, wrap up all components of the secondary information immediately above the delivery address line (see fig 5–3). The address is considered a dual address if it contains both a street address and a Post Office Box number. The USPS delivers to whichever appears in the line above the city, State, and ZIP+4 Code line. If both appear in this line, the mail will be delivered to the Post Office Box.

MS MILDRED DOE	Ms Mildred Doe
PROFESSIONAL ENGINEER	Professional Engineer
BIG BUSINESS INCORPORATED	Big Business Incorporated
12 E BUSINESS LN STE 209	STE 209
KRYTON TN 38188-0002	12 E Business Ln
	Kryton TN 38188-0002

Figure 5–3. Examples of the delivery address line

(5) *City, State, ZIP+4 Code line.* All activities should use the city, State, and ZIP+4 address specified by the USPS for their physical location.

c. Preparation. Addresses may be hand printed only when no automation or other methods of typing are available. Hand printed addresses must be legible and easy to read. Handwritten or mechanically produced script and slanted letters shall not be used in addresses. Labels may be used for addressing all sizes of mail, but they should be applied carefully, on a straight, horizontal line. Rubber stamps will not be used.

d. Abbreviations. The standard abbreviations as specified by the USPS are to be used. Individual words in activity names may also be abbreviated using USPS Pub 28 as a guide; however, acronyms should be avoided. Example: Military Postal Service Agency may be abbreviated *Mltry Pstl Svc Agcy* but not *MPSA.*

e. Window envelopes. Be sure that the complete address shows in the envelope window. Have at least a ¼-inch clearance between the window and both sides and bottom of the address.

f. Foreign mail. Use uppercase letters and the full name of the post office (city) and the country of destination. Include the postal delivery zone number (if any). The address should have a uniform left margin. Type *only* the country name on the last line of the address.

g. Letters. Use the same address on the envelope as on the letter. Make sure the address is error-free and in the correct format. See appendix D for forms of address for letters.

5–8. Address locations on larger than letter-sized (flat) mail

Enter the address on "flats" parallel to the long edge of the envelope and approximately in the center.

5–9. Return address

a. Placement. Show the return address in the upper left corner of all envelopes, labels, or other covers used for sending mail. Type the address. Addresses may be hand printed only when no automation or other method of typing is available.

b. Format. See figure 5–4 for examples of the return address.

NAME OF DOD COMPONENT (ALL CAPITALS)	DEPARTMENT OF THE ARMY
Office Name Line (Attention Line)	Supply Office
Name of DOD Activity	30th Engineer Bn
Delivery Address Line (Street, suite #, or PO box #)	1234 Belvoir Blvd
City, state, ZIP Code Line	Jonestown, VA xxxxx-xxxx
---	---
OFFICIAL BUSINESS	OFFICIAL BUSINESS

Figure 5–4. Example of the return address

c. Use of office symbols with return address. When including an office symbol, it should be placed in parentheses after the office name.

5–10. Envelope address

a. For letters only, the envelope address content will be the same as on the letter.

b. Forward official correspondence about a reassigned member of the Army in a new envelope. Address it "To the Commander of" the individual concerned, and show grade and full name. Do not show individual social security numbers on the outside of the envelope.

5–11. Mailing instructions

a. Special services. Use of special postal services is restricted. See AR 25–51.

b. Express mail. Express mail will be used only when it is the most cost-effective way to accomplish a mission within time, security, accountability, and constraints and to meet a mandatory effective date. Overnight express mail should only be used in cases involving loss of life, personal injury, or destruction of property and to prevent the possibility of a judicial ruling against the Army. See AR 25–51 for additional information.

c. Limitations. The only time registered, numbered, insured, or certified mail, or certificates of mailing, return receipts, or restricted delivery may be used is when required by—

(1) Law.

(2) Army regulation.

(3) DOD directive.

(4) Non-DOD governmental agencies with which DA must comply.

5–12. Folding and fastening

a. Folding. Fold letters into three parts. Fold the bottom third forward over the text of the letter, and fold the top third back. This conceals the text so it cannot be read and still permits the use of window envelopes.

b. Fastening. Fasten a communication of two or more pages, or one containing enclosures, together in the upper left corner with paper clips or a staple when the correspondence will remain within the headquarters. When the correspondence is going through the USPS, do not use paper clips, clamps, or similar metal fasteners. When using staples, keep the number to the minimum needed to fasten papers securely. Place staple in the top left corner of the page. Do not place staples in the address or text area of a communication. Placing the staples at a 45 degree angle allows the document to be read more easily and makes the pages less prone to tearing when the pages are turned.

5–13. Preparing envelopes for mailing

a. Limit or compress a letter-sized envelope, so it does not exceed ¼ inch in thickness.

b. Seal each envelope securely. A major cause of automated sorting equipment problems is unsealed flaps on otherwise acceptable mail pieces.

c. Do not use tape to seal an envelope in lieu of using the glue already on the envelope flap.

d. Do not use heavy tape to seal envelopes. This adds extra weight and requires more postage.

e. See AR 380–5 for preparing envelopes containing classified material.

Section IV
Addressing—Format and Content

5–14. Addressing

a. If correspondence is for the head of a major department, send it to the individual by title. Some examples are Secretary, Under Secretary, or an Assistant Secretary of the Army; the Administrative Assistant to the Secretary of the Army; the General Counsel; Chief of Legislative Liaison; Chief of Public Affairs; or Director, Office of Small and Disadvantaged Business Utilization.

b. Use the title of the activity head for correspondence to boards, military missions, commissions, and other such activities.

c. Use titles when addressing correspondence to commanders or heads of Army field commands. Route correspondence to the head of the office involved (by title), but inform intermediate headquarters when necessary.

5–15. Address format

a. Use AR 25–51 to address classified correspondence for North Atlantic Treaty Organization (NATO) commands. These instructions pertain to the address on the correspondence and the envelope.

b. When addressing military correspondence to an individual by name, show the military grade or civilian prefix, first name, middle initial (if known), and last name in that order. For military personnel, use the following Service designation abbreviations after the addressee's name: USA for US Army, USN for US Navy, USAF for US Air Force, and USMC for US Marine Corps.

5–16. Address content

a. General. Make sure addresses are complete and accurate, including the ZIP+4 Code. When using an Army Post Office (APO) or Fleet Post Office (FPO) number, do not show the geographic location of an overseas unit. Identification of classified overseas units could lead to a breach of security. Moreover, showing the geographic location of such units increases the cost of postage since senders must pay international postage rates.

b. Addressing for the Address Management System. This information will assist in proper addressing format for postcards and envelopes for the Address Management System (AMS). Proper formats will allow the USPS automated equipment, optical character readers (OCRs), and Personnel Servicing Centers (PSCs) to process Army official mail in the most accurate and efficient manner currently possible.

(1) *Mail piece size.* In order to be processed by the OCR, mail pieces (postcards and envelopes) must be rectangular and must fall within the size standards prescribed in table 5–1.

(2) *Where to place the address.* In order to ensure that the OCR reads the mailing address and not the return address (or information not pertaining to the address), an OCR "read area" has been identified. Ensure that the address lines are parallel with the bottom edge of the mail piece.

(3) *Non-address information.* Military logos and any other markings, not part of the delivery address, may be placed anywhere on the mail piece provided they are not in the bar code read area, not in the OCR read area, and not below the delivery address (street) line.

(4) *Print quality and color.* Print quality is the most important factor in addressing for OCR processing. Ensure the type is clear and sharp; try to avoid smudged characters and broken or faded strokes. Black ink on a white background is preferred; however, color combinations may be used that provide a print contrast of at least 40 percent.

(5) *Clear areas for OCR read area.* To ensure the OCR can identify the bottom line of the address, nonaddress printing or marks of any kind will not appear within the OCR read area below the last line of the address. This includes attention lines, account numbers, tic marks, underlines, boxes, computer punch holes, colored borders, and similar nonaddress information. If such information must be part of the address block, it should be placed on the line directly above the name of the recipient. Otherwise, it should be relocated to other areas of the mail piece not designated as clear areas.

(6) *Bar code read area.* After the OCR has read the address, it will print a bar code representing the ZIP+4 Code on the bottom of the mail piece for use in the further electronic processing. Therefore, the area in which the bar code will be printed (the bottom right corner of the mail piece ⅝ of an inch high and 4½ inches wide) must remain clear of all printing.

(7) *Printing bar codes.* Bar codes created by word processing, database, spreadsheet, and similar computer programs will not be used.

(8) *Address format, type style, and spacing.* The address must be typewritten or machine printed in order for the OCR to recognize letters and numbers. The post office (city), State, and ZIP+4 Code should all appear on the bottom line. If space will not permit, the ZIP+4 Code should be printed on the last line immediately below the post office and State, flush with the left edge of the address block.

(9) *Exceptions for mail to commanders or individuals at staging areas en route to overseas destinations.* Show the post office address of the agency, command, organization, or installation. Some typical examples follow:

Commander
101st Abn Div
101 Fort Rd, Ste 120
Ft Campbell KY 42223–5000

MAJ JOHN T SMITH
US ARMY SOUTH
UNIT 7101
APO AA 34004–7101

(10) *To points outside the continental United States.* Address correspondence to points outside the continental United States to the appropriate APO or FPO along with a two-character "State" abbreviation of AE, AP, or AA and the ZIP+4 Code:

APO AE 09001–5275 (AE is used for armed forces in Europe, the Middle East, Africa, and Canada.)
APO AP 06606–2783 (AP is used for armed forces in the Pacific.)
APO AA 34035–4198 (AA is used for armed forces in the Americas, excluding Canada.)

c. ZIP+4 Code. The ZIP+4 Code is a nine-digit number designed to reduce handling and speed mail deliveries. It improves mail service and reduces the cost. A complete address must include the proper ZIP+4 Code. Type the ZIP+4 Code two spaces after the last letter of the State.

d. State names. State names are abbreviated on all mailing envelopes. Use the USPS two-letter abbreviations listed in table 5–2.

Table 5–2
U.S. Postal Service two-letter State/Territory abbreviations

State/Territory	Abbreviation
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

5–17. "To the Commander of _____"

Certain official correspondence cannot be addressed directly to the individual because it requires the attention of his or her commanding officer. Address such correspondence to the commander of the individual; indicate the individual's grade, full name, and last-known unit of assignment. This will assure the continued identity of the material as official mail. Do not combine mail for several individuals in a single envelope.

Chapter 6
Authority Lines, Signatures, and Signature Blocks

Section I
Delegation of Authority

6–1. Delegation of signature authority

a. Delegation. The heads of organizations may allow others (including noncommissioned officers and civilian employees) to sign for them. In doing so, however, they are delegating authority, not responsibility. The commander of an organization or the head of an agency or office is responsible for the activities of his or her command, agency, or office. Commanders and heads of agencies or offices cannot share or delegate this responsibility. Commanders and heads of agencies or offices—to include all echelons of command and activities—may delegate their signature authority to their subordinates (including noncommissioned officers and civilian employees). Commanders may also authorize principal staff officers to decide who signs command correspondence.

b. Methods of delegation. Principal staff officers who exercise their authority in the normal course of their assigned duties do not require written delegation of authority (for example, the Deputy Chief of Staff for Personnel (DCSPER) signing correspondence relating to personnel policy or the Director of Engineering and Housing signing correspondence relating to engineer activities policy). If necessary, the commander may withhold signature authority even for these staff officers. Delegation of signature authority in other cases needs to be in writing and accompanied by an explanation of the material for which the commander has approved signature delegations. Individuals delegated signature authority will use their own signature blocks and titles (such as tables of distribution and allowance (TDA) or table of organization and equipment (TOE) position title).

(1) Delegation may be in any written form considered appropriate by the commander or head of an agency or office. It could be a memorandum or local form designed for this purpose. Any delegation of authority is to the individual and not to the job title or description. Written delegation should address or contain the following:

(a) A statement that the commander or head of the agency or office retains the authority to cancel or withdraw delegated authority at any time.

(b) A statement that upon change of command or change of the agency head or office, all delegations are subject to review by the new commander who may choose to cancel or change some delegations.

(2) Delegated authority is automatically canceled upon the retirement, change of duties, or change of position of the individual who has delegated authority.

(3) Some circumstances may require an oral delegation. When this is the case, follow up in writing as soon as possible.

6–2. Delegation of authority line

a. General. When a person other than the commander signs military correspondence, an authority line is necessary to indicate that the correspondence expresses the will of the commander. Use an authority line when correspondence containing policy matters, command decisions, official recommendations, and tasking actions is signed for the commander or head of an agency by an authorized individual (an authorized individual is one who has proper authority to sign for the commander or agency head).

b. Exceptions. Omit the authority line on letters and on correspondence prepared for the personal signature of the head of a command, agency, or office. Also, omit it when there is a mandatory phrase in the text, such as—

(1) "The Secretary of the Army directs..."

(2) "The Commander desires..."

(3) "The Commanding Officer..." or "the Commander... has asked that I inform you..."

c. Placement. When used, place the authority line as shown in the figures of chapter 2 and type it in uppercase letters.

d. Omissions. When unsure about which authority line to use, omit it and later type or stamp it in when the correspondence is signed.

e. Delegated by Secretary of the Army. Only the Secretary of the Army can approve the signature delegation of "BY ORDER OF THE SECRETARY OF THE ARMY."

f. Delegated to the subordinate. When a subordinate has signature authority, the subordinate will use an authority line to show for whom he or she is signing. For examples see appendix E (figs E–1 through E–14).

(1) FOR THE...: If an agency or staff head delegates signatures in his or her area of responsibility, that is the authority line to use. For example see figure E–4.

(2) FOR THE COMMANDER: Documents signed by the commander's staff normally use this authority line when the document pertains to command policy. For examples see figures E–2 and E–6.

(3) FOR THE COMMANDER IN CHIEF: Use on correspondence signed by an authorized representative of a commander who bears the title "Commander in Chief."

g. Delegated with qualification. There are sometimes qualifications on delegated signature authority. A specific

example follows:

BY ORDER OF THE SECRETARY OF THE ARMY: Used by the US Total Army Personnel Command on military personnel matters only.

h. Deputy Chief of Staff. When signing for the DEPUTY CHIEF OF STAFF, make sure authority has been granted. See AR 10–5, Organizations and Functions, Headquarters, Department of the Army.

Section II
Signatures and Signature Blocks

6–3. Signatures

a. Use the regulation or directive governing the action involved to decide on the appropriate signature. If signature is not prescribed, write the signature as desired, which normally includes the full name. The individual may use an initial or initials in place of first and middle names. The typed name will match the signature. Once individuals decide on their official signature, they should use the same signatures for official actions throughout their employment or services with DA.

b. A signature is the name of the individual written by hand. (See para 6–10 for the use of facsimile signatures.)

c. If the person whose name is typed does not sign personally, the individual authorized to sign will sign his or her own name and add the word *for* in front of the typed name in the signature block. If an individual in the military signs for another, the signer should show his or her rank following the signature. If a civilian signs for an individual in the military, include his or her title (for example, Mr., Mrs., or Ms.).

d. On THRU correspondence, when no comment is made, the signer will line through the appropriate address and initial and date the line out.

6–4. Signature block

a. General. The signature block will include—

(1) The name of the person who signs the military correspondence. Type, stamp, or print it in capital letters identical to the individual's signature, except as shown in (3) and (4) below.

(2) Rank, branch, and title of military official or title of civilian official except as shown in (3) below.

(3) "Commanding" for commanders to denote the active exercise of authority.

(4) Do not use abbreviations or titles designating religious and fraternal orders or academic and honorary degrees in signature blocks on official correspondence unless their use will either benefit or improve the image of the Army. See paragraphs 2–3*i*(3) and 2–3*i*(4).

(5) "Commander's Signature" is required by Federal statute on certain forms. All other forms will have "Authorized Signature," "Signature of Approving Authority," "Signature of Reviewing Authority," or other phrases as appropriate. The requiring document will state who is specifically authorized to sign as Authorized Signature and how to obtain authentication.

(6) Civilians will use only a two-line signature block consisting of name and title, unless a third line is necessary for a long title. Civilians should not use "DAC" (Department of the Army Civilian) on a signature block unless the civilian is attached to or serving with a multiple-Service organization.

b. Placement. Begin the signature block at the center of the page on the fifth line below the authority line. If there is no authority line, begin it on the fifth line below the last line of the text.

c. Omission. If the identity of the signer is not known, omit the signature block. It may be added by typing, or by rubber stamp, on military correspondence at the time of signature.

d. Format. Type the signature block of military officials on three lines: name, rank and branch of Service, and title, in that order. If the title requires more than one line, continue it on the fourth line, aligning the first character underneath the third character of the third line. Type the signature block of civilian officials on two lines: name and title, in that order. If the title requires more than one line, continue it on the third line, aligning the first character underneath the third character of the second line. To preserve block style format on all signature blocks, use short title abbreviations (as outlined in AR 310–50) and any mixture of full or abbreviated rank and branch.

e. Examples of signature blocks. See appendix E.

f. Rank and branch abbreviation. See tables 6–1 and 6–2 and AR 310–50. Follow this guidance when abbreviating ranks or titles:

(1) Do not use rank abbreviations on letters.

(2) Use the full general officer rank on all formal or official correspondence (for example, Major General, Lieutenant General, and so forth). Use the abbreviation (for example, MG, LTG, BG) on informal correspondence.

Table 6–1
Rank abbreviation

Abbreviations	Rank
GEN	General
LTG	Lieutenant General
MG	Major General
BG	Brigadier General
COL	Colonel
LTC	Lieutenant Colonel
MAJ	Major
CPT	Captain
1LT	First Lieutenant
2LT	Second Lieutenant
CW5	Chief Warrant Officer
CW4	Chief Warrant Officer
CW3	Chief Warrant Officer
CW2	Chief Warrant Officer
WO1	Warrant Officer 1
CSM	Command Sergeant Major
SGM	Sergeant Major
1SG	First Sergeant
MSG	Master Sergeant
SFC	Sergeant First Class
PSG	Platoon Sergeant
SSG	Staff Sergeant
SGT	Sergeant
CPL	Corporal
SPC	Specialist
PFC	Private First Class
PV2	Private
PV1	Private

Table 6–2
Branch title abbreviations

Abbreviations	General
AD	Air Defense Artillery
AG	Adjutant General's Corps
AMSC	Army Medical Specialist Corps
AN	Army Nurse Corps
AR	Armor
AV	Aviation
CE	Communications Electronics
CH	Chaplains
CM	Chemical Corps
DC	Dental Corps
EN	Corps of Engineers
FA	Field Artillery
FC	Finance Corps
GS	Army General Staff: General Staff w/troops (duty detail only)
IG	Inspector General (duty detail only)
IN	Infantry
JA	Judge Advocate General's Corps
MC	Medical Corps
MI	Military Intelligence
MP	Military Police Corps
MS	Medical Service Corps
NG	National Guard Bureau (duty detail)
OD	Ordinance Corps
QM	Quartermaster Corps
SC	Signal Corps
TC	Transportation Corps
VC	Veterinary Corps

6–5. Personnel on active duty

a. Name. Sign the name plainly and legibly. It must be identical with the typewritten, stamped, or printed name.

b. Social security number. Use social security numbers in accordance with the guidelines of the Privacy Act of 1974 or as otherwise directed by this regulation.

c. Rank. The rank will be that in which served (for example, Colonel, Lieutenant Colonel, and Major). For chaplains, put the rank in parentheses and precede it with the word "Chaplain." For example:

J. JONES
Chaplain (CPT) USA

(1) In preparing general officer signature blocks, it is preferable to spell out the rank. When using abbreviations in any signature block for other than general officers, use only the abbreviations (for example, LTC, MAJ, and so forth). On military correspondence, rank abbreviations are optional. Abbreviations may also be used in the text of all military correspondence when referring to an individual by rank.

(2) Do not use the "(P)" (meaning that the signer is promotable) as part of a signature block on Army correspondence unless it benefits or enhances the image of the Army. However, it may be used in an address for such things as congratulatory notes.

(3) General officers will use the designation "USA" except as indicated in (4) and (5) below. Write "US Army" (not "USA") on letters.

(4) General officers detailed to duty in general staff positions will use the designation "GS." Do not use the designation "GS" on letters; use "US Army."

(5) General officers serving in a branch of the Army Medical Service will use the abbreviations of the branch in which they are serving (for example, MC, DC) except as indicated in (4) above.

(6) Warrant officers will use the designation "USA" except where a branch title is authorized. Reserve warrant officers on active duty will use the designation "USA." Army National Guard warrant officers will use the designation "ARNGUS."

(7) For chaplains, the designation "USA" will follow the rank, for example, Chaplain (MAJ) USA.

(8) Officers assigned or detailed as general staff officers and officers in the rank of colonel or below detailed as inspectors general will use the designation "GS" or "IG" as appropriate.

(9) Officers assigned or detailed to the headquarters of a joint command or agency will use only the Service designation "USA." Otherwise, use "US Army" in place of branch designation.

(10) Branch designation should be used on letters only when necessary for credibility. For example, use Medical Corps or Chaplain on matters that would require the attention of the medical profession or the clergy.

(11) Army National Guard personnel not on active duty will use the two-letter State or territory abbreviation of their unit followed by "ARNG," for example, KSARNG (Kansas Army National Guard personnel).

d. Organization. In some cases the organization may be shown in the signature block. This will often be the case when the signer's organization is not included in the letterhead or elsewhere in the correspondence. Show the organization as the final element of the signature block.

e. Title.

(1) When an individual is serving in an acting capacity, use a title that reflects the acting status, for example, Acting Commander, Acting The Adjutant General, Acting Transportation Officer, and Acting Post Engineer.

(2) When an individual occupies more than one position, use the title that is most appropriate to the message that he or she is signing, for example, E.D. White, Colonel, AG, Director, Staff Support; E.D. White, Colonel, AG, Secretary, Retirement Board.

(3) When the signer writes about himself or herself, do not use a title.

6–6. Retired military personnel

Retired military should follow the same rules as active personnel, except that no organization or branch of the Army will be shown. Show retired status after the rank as follows:

a. All Regular Army personnel retired for Service, age, or physical disability, including Regular Army personnel on the Temporary Disability Retired List will use "USA Retired," for example, A.B. Smith, COL (USA Retired).

b. All personnel on the Army of the United States Retired List, including nonregular Army personnel on the Temporary Disability List, will use "AUS Retired," for example, A.B. Smith, COL (AUS Retired).

c. All personnel on the Officers Honorary Retired List will use "AUS Retired (Hon)."

d. All Army reservists assigned to USAR Control Group (Retired), except those referred to in *b* above, will use "USAR Retired."

e. Army retirees serving as DA civilians will not use or refer to their military grade or rank except when referring to their personal retirement actions.

6–7. Army Reserve personnel not on active duty

Army reservists not on active duty are governed by the same rules as personnel on active duty. Exception: Add the identification "USAR" following the grade of enlisted personnel or the branch assignment of commissioned officers. General officers, chaplains, and warrant officers will also use "USAR."

6–8. Civilian personnel and contract surgeons

a. The official signature block for civilians will consist of the name and title.

b. Contract surgeons will use the designation "USA."

c. Abbreviations such as Ph.D., B.S., M.F.A, and so forth may be used in civilian signature blocks when dealing with foreign and high-level officials outside the Department of Defense. Do not use such abbreviations on routine correspondence.

6–9. Signatures of subordinates

Delegate signature authority to subordinates in accordance with paragraph 6–1.

6–10. Facsimile signature

a. Facsimile signatures may be used except—

(1) When specifically prohibited by Army regulations or other directives.

(2) In signing the acknowledgment clause in a sworn declaration.

(3) In signing documents intended for use in court-martial proceedings.

(4) In signing documents to issue, receive, or ship property, except as authorized in AR 735–5, Policies and Procedures for Property Accountability.

b. Safeguard facsimile signature stamps or other devices. A person is responsible for all actions resulting from the use of his or her facsimile signature.

6–11. Addressing retired military

a. When addressing Army retired military personnel, show their rank, name, title of the Service, and the word "Retired,"for example, Colonel A.B. Smith, USA Retired or MAJ Edward A. Dees, USAR Retired. The abbreviated form of retired, "(Ret)," may be used; however, use the entire word if the signer wishes.

b. When addressing Army correspondence to retired military personnel of other Services, show their rank, name, title of the Service, and the word "Retired," for example, LTC A.B. Smith, USAF Retired.

Chapter 7
Prescribed Forms and Labels

7–1. General

This regulation prescribes supplemental correspondence labels and forms used Army-wide. The labels and forms identified in the following paragraphs are available through normal publication channels.

7–2. Routing and transmittal slips

a. Optional Form (OF) 41 (Routing and Transmittal Slip).

(1) The Optional Form (OF) 41 (Routing and Transmittal Slip) may be used to send papers from office to office within the Federal Government. Do not use it to forward papers to an individual or agency outside the Federal Government.

(2) The first addressee will forward an OF 41 to the next addressee by drawing a line through his or her name and address and placing his or her initials and the date in the spaces provided. Confine remarks to informal comments that are intended (only) for the person addressed on the sheet. When addressing the OF 41 to more than one address, place each addressee's number in front of the block of the action(s) desired. For example, if addressee number 3 will sign the action, place the number 3 in the block in front of "Signature."

(3) Reuse an OF 41 for returning papers to the originator by folding the form along the line at the bottom of the TO section. This makes the back of the slip available for writing remarks.

b. DA Form 1222 (Routing Slip). Use DA Form 1222 (Routing Slip) to route or circulate papers within an office. Enter necessary remarks that do not have to be filed as record material on the reverse.

7–3. DA Form 209 (Delay, Referral, or Follow-Up Notice)

Use DA Form 209 (Delay, Referral, or Follow-Up Notice) for interim replies and follow-ups. Use it to acknowledge

military correspondence or letters except when another format is prescribed or when its use is prohibited by DA instructions. Do not use it to request an extension of a suspense date.

7–4. OF 363 (Memorandum of Call)

Use OF 363 (Memorandum of Call) to inform personnel of visitors and telephone calls.

7–5. DA Label 113 (Congressional Cover Sheet)

Use DA Label 113 (Congressional Cover Sheet) for communications from Members of Congress or congressional committees. Act on these cases immediately.

7–6. DA Label 115 (Expedite Cover Sheet)

Use DA Label 115 (Expedite Cover Sheet) when immediate handling attention and priority are needed, and DA Label 113 is not appropriate.

7–7. DA Label 116 (Signature or Initials Marker)

Use DA Label 116 (Signature or Initials Marker) when more than one action on a case is to be signed or when initials are required on copies other than the record copy. Clip the marker to the signature page. Place the left edge of the marker flush with the left edge of the paper so that the caption "signature" or "initials" extends beyond the right edge of the paper. Do not staple the marker to plain bond paper.

7–8. DA Form 2445 (Correspondence Control Record)

Use DA Form 2445 (Correspondence Control Record) to control a piece of correspondence, mail, or a message by assigning action to a specific organization or individual and specifying a completion date. Retain a copy in suspense until the completed action is taken.

7–9. OF 27 (Two-Way Memo)

Use the OF 27 (Two-Way Memo) for interoffice messages, notes, and short replies. Instructions for completing the form are on the form.

7–10. DA Form 200 (Transmittal Record)

a. Use the DA Form 200 (Transmittal Record) when providing an addressee information that is not contained in the document being sent.

b. Do not use the transmittal record—

(1) To transmit pamphlets, instruction booklets, or other publications that are self-explanatory.

(2) To forward a form or report when its design provides for inserting the addressee, originator, and a submission date.

7–11. OF 65–B (U.S. Government Messenger Envelope)

See paragraph 5–6 regarding OF 65–B (U.S. Government Messenger Envelope).

7–12. OF 65–C (U.S. Government Messenger Envelope)

See paragraph 5–6 regarding OF 65–C (U.S. Government Messenger Envelope).

7–13. DA Label 87 (For Official Use Only)

Use DA Label 87 (For Official Use Only) as a cover for unclassified correspondence that must not be disclosed to the public, per AR 25–55.

Chapter 8
Marking Classified Correspondence

8–1. General authority

This chapter, an extract of DOD 5200.1–PH, DOD Guide to Marking Classified Documents, contains illustrations and sample classified memorandums to show proper security classification marking of correspondence. The text in the illustrations (figs 8–1 through 8–9) covers most of the important information. This chapter does not—

a. Contain or reveal classified information. Markings are for illustration only.

b. Change or repeat DOD requirements in AR 380–5. Refer to AR 380–5 when marking correspondence.

c. Illustrate every conceivable situation that may be encountered in the production of classified correspondence.

8–2. Guidance on markings

a. This chapter is especially important to anyone who writes, signs, or otherwise prepares classified correspondence. Make sure that all security markings are correct. When in doubt, see AR 380–5.

b. This chapter does not provide guidance on downgrading, reclassification instructions, or additional special markings; nor does it contain illustrations on classifying original material. Consult AR 380–5 for any information or specific guidance not in this chapter.

c. Normally, the classification marking will be the largest print on the page. Refer to AR 380–5 for instructions on marking and exceptions. Consider that the classification marking on the figures are of proper size (even if they are not in some cases due to space limitations).

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO ATTENTION OF

DAMO-ZA Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Portion Markings (U)

1. (U) This is a sample of a fairly complex document with multiple part paragraphs and subparagraphs. It shows the proper methods of applying portion classification markings required by AR 380-5. All portions of classified documents will be marked in a manner that eliminates doubt as to which portions contain classified information. This paragraph contains only unclassified information. Subparagraph a contains SECRET information. In this example, each portion is clearly marked to show its classification.

a. (S) Following the paragraph number or letter, portions may be marked with parenthetical symbols, "(TS)" for TOP SECRET, "(S)" for SECRET, "(C)" for CONFIDENTIAL, and "(U)" for UNCLASSIFIED. When appropriate, the symbols "RD" for Restricted Data and "FRD" for Formerly Restricted Data shall be added, e.g., "(S-RD)" or "(S-FRD)". Also, portions that contain Critical Nuclear Weapon Design Information (CNWDI) will be marked "(N)" following the classification, for example, "(S-RD) (N)".

b. (C) There is one exception to the portion marking placement rule. In the case of the subject of the document, the portion marking follows the subject as shown above.

c. (C) This subparagraph contains CONFIDENTIAL information.

d. (U) This subparagraph contains UNCLASSIFIED information.

2. (S) As this sample is two (or more) pages, the first page would be marked with the highest overall classification, and the others would be marked at the top and bottom with the highest classification of the information contained in each respective page.

CLASSIFIED BY: TOW Heavy Antitank Assault
Weapon System SCG, 2 Oct 99
REASON: 1.5(a)
DECLASSIFY ON: 1 Jan 04

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–1. Marking the security classification of portions

SECRET
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DAMO-ZA
SUBJECT: Portion Markings (U)

3. (S) Portion classification markings must also be done on all classified Department of the Army correspondence, such as a Memorandum for Record, or a letter.

4. (C) The abbreviation "SCG" used on the "Classified By" line of this sample document means "Security Classification Guide." Security Classification Guides are issued for each classified system, program, plan or project. They:

a. (U) Identify the information elements to be protected;

b. (U) State the classification level of each element or category of information;

c. (U) State declassification instructions for each element or category of information; and

d. (C) State any special public release procedures and foreign disclosure considerations.

FOR THE COMMANDER:

HARRY B. HENDERSON
Colonel, GS
Deputy Chief of Staff for
Operations, Plans and Security

2
SECRET
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–2. Marking the security classification of portions for continued pages

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO ATTENTION OF

NGB-MS Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Restricted Data (RD) Additional Warning Notice (U)

1. (U) Restricted Data is all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but will not include data declassified or removed from the RD category under Section 142 of Public Law 83-703.

2. (S-RD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing RD are further indicated by the additional abbreviation of RD following the collateral level, as shown in the beginning of this paragraph.

3. (S) A document containing RD also has the additional warning shown below. When documents contain both RD and Formerly Restricted Data (FRD), the RD additional warning notice takes precedence and the FRD notice is omitted.

4. (S) Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The "Classified By" line is still required.

CLASSIFIED BY: CG W-5, Joint DOE-DOD Nuclear Weapon Classification Policy Guide, Jan 84

REASON: 1.5(a)

RESTRICTED DATA
This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–3. Restricted data additional warning notice

SECRET
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

NGB-MS
SUBJECT: Restricted Data (RD) Additional Warning Notice (U)

5. (U) As this sample consists of two or more pages, the RD warning notice (see below) and the "Classified By" line would only be shown on the first page. Portion and overall page markings would be reflected throughout the document.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

GEORGE B. HILDEGAARD
Chief, Office of Military Support

2

SECRET
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–4. Restricted data additional warning notice for continued pages

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO ATTENTION OF

IADPD Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Formerly Restricted Data (FRD) Additional Warning Notice (U)

1. (U) Formerly Restricted Data is information which has been removed from the Restricted Data category by a Joint determination by the Department of Energy (or antecedent agencies) and the Department of Defense. Such information relates primarily to the military utilization of atomic weapons and can be safeguarded adequately as classified defense information.

2. (S-FRD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing FRD are further indicated by the additional abbreviation of FRD following the collateral level, as shown in the beginning of this paragraph.

3. (U) A document containing FRD also has the additional warning shown below.

4. (C-FRD) Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The "Classified By" line is still required.

CLASSIFIED BY: Projectile,
Atomic, 155 MM
SCG, 19 Jun 93
REASON: 1.5(a)

FORMERLY RESTRICTED DATA
Unauthorized disclosure subject to
administrative and criminal sanctions.
Handle as Restricted Data in foreign
dissemination. Section 144b, Atomic
Energy Act, 1954.

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–5. Formerly restricted data additional warning notice

SECRET
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

IADPD
SUBJECT: Formerly Restricted Data (FRD) Additional Warning Notice (U)

5. (U) As this sample consists of two or more pages, the FRD warning notice (see below) and the "Classified By" line would only be shown on the first page. Portion and the page markings for the proper classification level would be required throughout the document.

FOR THE COMMANDER:

BARNEY S. FLAGG
Colonel, GS
Deputy for Policy and
Development

2
SECRET
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–6. Formerly restricted data additional warning notice for continued pages

CONFIDENTIAL

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

IAIG Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Unclassified Transmittal Documents

1. The top and bottom of an unclassified transmittal document will be marked with the highest overall classification of its enclosures. In this case, CONFIDENTIAL information is attached to this transmittal document. If this transmittal document consisted of two or more pages, only the first page need be marked.

2. Because this transmittal document itself does not contain classified information, portion marking and parenthetical classification symbols () after the subject title do not apply. Do not put a "Classified By" line and downgrading or declassification instructions on an unclassified transmittal document.

3. In addition to the top and bottom markings required by classified enclosures, any additional warning notices will be displayed, when applicable. Examples include "RESTRICTED DATA," "FORMERLY RESTRICTED DATA," "WARNING NOTICE - Intelligence Sources or Methods Involved," "CNWDI," etc.

4. This transmittal document is marked to show that standing alone it does not contain classified information (see notation below).

FOR THE INSPECTOR GENERAL:

Encl

GEORGE ORWELL
Security Manager

REGRADED UNCLASSIFIED WHEN
SEPARATED FROM CLASSIFIED
ENCLOSURE

CONFIDENTIAL

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–7. Unclassified transmittal documents

TOP SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO ATTENTION OF

DAAR-ZA Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Classified Transmittal Document (U)

1. (TS) The top and bottom of a classified transmittal document will be marked with the highest overall classification of the information in the transmittal document and its enclosures. If this transmittal document consisted of two or more pages, it would be necessary to mark each page with the highest classification level of information revealed on that page or "UNCLASSIFIED," whichever is appropriate.

2. (U) Because this is a sample of a transmittal document that is itself classified, it is necessary to mark the classification of each portion and the subject.

3. (S) Remember, a classified transmittal document requires a "Classified By" line and downgrading or declassification instructions.

4. (U) The first page of a Top Secret document must also contain the TS control number and copy number in the lower right corner.

FOR THE CHIEF ARMY RESERVE:

ELLIOT R. BROWN
CW3, GS
Security Manager

CLASSIFIED BY: CAR, HQDA, WASH, DC
REASON: 1.5(a)
DECLASSIFY ON: Completion of
Exercise "REX BRAVO"

TS-88-0069
Cp 1R of 2

TOP SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–8. Classified transmittal documents

CONFIDENTIAL
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY
DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO ATTENTION OF

DALO-RMS-B Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Classified Working Paper (U)

1. (U) Classified working papers are documents and draft material accumulated or created in the preparation of a finished product. At a minimum, they are dated when created, marked with the highest classification of any information contained in them, and safeguarded the same as other classified documents.

2. (C) They will be marked "Working Papers."

3. (U) Classified working papers are also accounted for, safeguarded, and marked in the same way as a finished document when one or more of the following occurs:

a. (U) When released by the originator outside the activity or transmitted through message center channels;

b. (U) When permanently filed (in records repositories);

c. (U) When retained more than 90 days from the date of preparation; or

d. (U) When they contain TOP SECRET information.

ROBERT A. HEINLEIN
Colonel, GS
Deputy Director, Resource and Management

CONFIDENTIAL
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–9. Classified working papers

Appendix A
References

Section I
Required Publications

AR 25–11
Record Communications and Privacy Communications System. (Cited in paras 1–14*d* and 1–31*c*(6).)

AR 25–51
Official Mail and Distribution Management. (Cited in paras 1–30, 1–38, 5–2, 5–11*a*, 5–11*b*, and 5–15*a*.)

AR 25–55
The Department of the Army Freedom of Information Act Program. (Cited in paras 1–24*c* and 7–12.)

AR 25–400–2
Modern Army Record Keeping System. (Cited in para 1–42.)

AR 380–5
Department of the Army Information Security Program. (Cited in paras 1–24*a* and 1–24*b*,1–31*c*,1–31*c*(4), 5–4*d*, 5–13*e*, 8–1*b*, and 8–2*a* through 8–2*c*.)

Section II
Related Publications
A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AAP–15
NATO Glossary of Abbreviations. (Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia PA 19111–5094.)

AR 10–5
Organizations and Functions, Headquarters, Department of the Army. (Cited in para 6–2*h*.)

AR 25–30
The Army Publishing and Printing Program. (Cited in paras 1–13*d* and 1–18.)

AR 310–50
Authorized Abbreviations, Brevity Codes, and Acronyms. (Cited in paras 1–16*a*, 1–17, 6–4*d*, 6–4*f*, C–2, F–13*e*, and figure C–4.)

AR 735–5
Policies and Procedures for Property Accountability. (Cited in para 6–10*a*(4).)

DA Memo 25–52
Staff Actions Process and Correspondence Policies. (Cited in paras 1–5 and 2–2.)

DA Pam 600–67
Effective Writing for Army Leaders. (Cited in para 1–10.)

DOD 5200.1–PH
DOD Guide to Marking Classified Documents. (Cited in para 8–1.)

NATO Handbook C(1), Part III
Organization and Structure. Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111–5094.

STANAG 1001 (Edition 7)
Standardization System for Displaying Days and Hours in Relation to an Operation or Exercise. (Cited in paras F–1 and F–3.) Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111–5094.

STANAG 1059 (Edition 6)
Distinguishing Letters for Geographical Entities for Use in NATO. Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111–5094.

STANAG 2066 (Edition 3) (two amendments)
Format for Military Correspondence and Use of Abbreviations. (Cited in paras F–1 and F–3.) Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia PA 19111–5094.

Section III
Prescribed Forms

DA Form 200
Transmittal Record. (Cited in para 7–10.) (This form is available on the AEL CD–ROM (EM0001) and the U.S. Army Publishing Agency Web site, www.usapa.army.mil.)

DA Form 209
Delay, Referral, or Follow-Up Notice. (Cited in para 7–3.) (This form is available through normal forms supply channels.)

DA Form 1222
Routing Slip. (Cited in para 7–2*b*.) (This form is available on the AEL CD–ROM (EM0001) and the U.S. Army Publishing Agency Web site, www.usapa.army.mil.)

DA Form 2445
Correspondence Control Record. (Cited in para 7–8.) (This form is available through normal forms supply channels.)

DA Label 113
Congressional Cover Sheet. (Cited in paras 7–5 and 7–6.) (The DA Label 113 is available through normal forms supply channels.)

DA Label 115
Expedite Cover Sheet. (Cited in para 7–6.) (The DA Label 115 is available through normal forms supply channels.)

DA Label 116
Signature or Initials Marker. (Cited in para 7–7.) (The DA Label 116 is available through normal forms supply channels.)

OF 27
Two-Way Memo. (Cited in para 7–9.) (The OF 27 is available on the Internet at http://web1.whs.osd.mil.)

OF 41
Routing and Transmittal Slip. (Cited in paras 7–2*a*(1), 7–2*a*(2), and 7–2*a*(3).) (The OF 41 is available on the AEL CD–ROM (EM0001) and the U.S. Army Publishing Agency Web site, www.usapa.army.mil.)

OF 65–B
U. S. Government Messenger Envelope. (Cited in paras 5–6*a*, 7–11, and table 5–1.) (The OF 65–B is available through normal forms supply channels.)

OF 65–C
U.S. Government Messenger Envelope. (Cited in para 5–6*a*.) (The OF 65–C is available through normal forms supply channels.)

OF 363
Memorandum of Call. (Cited in para 7–4.) (The OF 363 is available through normal forms supply channels.)

Section IV
Referenced Forms

DA Label 87
For Official Use Only Cover Sheet. (The DA Label 87 is available through normal forms supply channels.)

Appendix B
Style Practices

Section I
Capitalization

B–1. General
Problems of capitalization that most often arise in Army correspondence are covered in this section. Commonly used principles are briefly stated and supported by examples.

B–2. Titles of publications, documents, acts, and so forth
a. Capitalize all words in titles of publications and documents, except *a, an, the, at, by, for, in, of, on, to, up, and, as, but, if, or,* and *nor.*

Statutes at Large, Revised Statutes
District Code
Bancroft's History
Journal (House or Senate)
American Journal of Science
Monograph 55, Research Paper 123
Senate Document 70, *but* Senate bill 416
House Resolution 68, *but* House bill 20
Kellogg Pact, North Atlantic Pact
Treaty of Ghent

b. Do not capitalize when used apart from titles or in a general sense.

the applicable statutes
the code of the District
history books
a journal of legislative action
a professional journal
any monograph, a research paper by Sales
a historical document from the Senate
a committee resolution
a pact between nations
the treaty signed at Ghent

B–3. Titles used with names or titles standing for persons
a. Titles preceding names.
(1) Capitalize titles preceding proper names.

President Roosevelt
King George
Chairman McDowell
Ambassador Page

(2) Do not capitalize when used in a general sense.

a president of a club
a king of spades
a chairman of the committee

ambassador at large

b. Titles following names or titles used alone.
(1) Capitalize titles following proper names, or used alone as substitutes for names, when they indicate preeminence.

John Adams, President of the United States; the President, the President-elect, the Executive, the Commander in Chief, Ex-President Adams, a former President

Thomas Howells, Vice President of the United States; the Vice President

B. A. Rowland, Secretary of State; the Secretary, the Acting Secretary, the Under Secretary, the Assistant Secretary, the Director, the Chief, or the Assistant Chief

(2) Capitalize titles in the second person.

Your Excellency
Madam Chairman
Mr. Secretary

(3) Do not capitalize when used in a general sense or when not indicating preeminence.

Burns Mason, president of the Potomac Railway; president-elect of the union, the executive's suite, a young commander in chief, ex-president of Cullen Institute, a former president of the university.

Caleb Johnson, vice president of the Exchange; the vice president of SDA

secretaries of the military departments (part of the clerical staff), *but* Secretaries of the military departments (heads of Army, Navy, Air Force); the director, or chief, or assistant chief of the laboratory

Section II
Compound Words

B–4. General

a. A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words to aid readability and correct pronunciation.

b. In this section, basic rules for compounding are given first and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms.

B–5. Basic rules

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

after action
banking hours
blood pressure
book value
census taker
day laborer
eye opener
fellow citizen
life cycle
living costs
mountain laurel
palm oil
patent right
real estate
time frame
training ship
violin teacher

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

bookkeeping
follow-on
forget-me-not
indepth
in-house
gentlemen
man-hour
man-year
newsprint
offload
railcar
right-of-way
yearend

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words.

coldbloodedness
footnoting
ill-advisedly
outlawry
praiseworthiness
railroader
X-rayer
Y-shaped

B–6. Solid compounds

a. When *any, every, no,* and *some* are combined with *body, thing,* and *where,* type as one word. Type as separate words *some one, every one,* and similar combinations that refer to a particular person or thing. To avoid mispronunciation, type *no one* as two words at all times.

anybody
anyone, *but* any one thing
anything
anywhere
everybody
everything
everywhere
nobody
no one
nothing
nowhere
somebody
someone
something

b. Type as one word compound personal pronouns.

herself
himself
itself
myself
oneself
ourselves
themselves
yourself
yourselves

c. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three

points are combined.

northeast
north-northeast
southwest
south-southwest

B–7. Unit modifiers

a. Place a hyphen between words or abbreviations and words combined to form a unit modifier immediately preceding the word modified, except as shown in *b* below. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

a 4-percent increase
Baltimore-Washington road
drought-stricken area
English-speaking nation
Federal-State-local cooperation
guided-missile program
large-scale project
law-abiding citizen
long-term loan
lump-sum payment
multiple-purpose uses
US-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power
child welfare plan
civil service examination
income tax form
land bank loan
life insurance company
parcel post delivery
per capita expenditure
real estate tax
social security pension
soil conservation measures
special delivery mail

c. Generally, do not use a hyphen in a two-word unit modifier if the first element is an adverb ending in *ly;* do not use hyphens in a three-word unit modifier if the first two elements are adverbs.

eagerly awaited moment
heavily laden ship
unusually well preserved specimen
very well defined usage
very well worth reading
not too distant future
often heard phrase
but
ever-normal granary
ever-rising flood
still-new car
still-lingering doubt
well-known lawyer
well-kept farm

d. Retain the original forms of proper nouns used as unit modifiers, either in their basic or derived forms.

United States laws
Latin American countries
Red Cross nurse
Winston-Salem regional office
Swedish-American descent
Minneapolis-St. Paul region

e. Do not confuse a modifier with the word it modifies.

gallant soldier
average taxpayer
but
income-tax payer
well-trained schoolteacher
wooden-shoe maker
tomato-canning factory
American flagship
but
American-flag ship

f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

8-, 10-, and 16-foot boards
2 by 4-inch boards, *but* 1 to 3 inches wide
moss- and ivy-covered walls, *not* moss and ivy covered walls

g. Do not use a hyphen in a foreign phrase used as a unit modifier.

ex officio member
per capita tax
per diem employee
prima facie evidence

h. Do not use a hyphen in a unit modifier that contains a letter or a number as its second element.

article 3 provisions
grade A eggs
point 4 program
ward D patients
strontium 90 effects

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

"blue sky" law
"good neighbor" policy
"tie-in" sale

B–8. Prefixes, suffixes, and combining forms

a. Type compounds that contain prefixes or suffixes as one word without a hyphen, except as shown in *b, c,* and *d* below. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes *co, de, pre, pro,* and *re.*

antedate
anti-inflation
Armywide
biweekly
brass-smith
cooperation

deemphasis
extracurricular
homestead
Ivernes-shire
micro-organisms
nationwide
offset
preexisting
reenact
semi-independent
semiofficial
shell-like
thimble-eye
twofold
ultra-atomic

b. Use a hyphen to avoid confusion.

anti-hog-cholera serum
co-op
non-civil-service position
re-sort (sort again)
re-treat (treat again)
un-ionized

c. Type with a hyphen the prefixes *ex, self,* and *quasi.*

ex-governor
ex-soldier
ex-trader
self-control
self-educated
quasi-academic
quasi-argument
quasi-corporation
quasi-judicial

d. Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

anti-Arab
pro-British
un-American
but
nongovernmental
overanglicize
transatlantic

B–9. Numerical compounds

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

7-hour day
6-footer
10-minute delay
3-week vacation
24-inch ruler
twenty-one
but
one hundred and twenty-one
100-odd

foursome

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth
three-fourths of an inch
twenty-one thirty-seconds
twenty-three thirtieths
two one-thousandths
two-thirds

c. Spell out numbers one through nine. Use figures for numbers 10 and higher. Except when *2* or more numbers appear in a sentence and *1*of them is *10* or higher, then use figures for both numbers. Do not follow a number with its numeral in parentheses.

B–10. Improvised compounds

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

how-to-be-beautiful course
know-how
know-it-all
let-George-do-it attitude
roll-on/roll-off ship
stick-in-the-mud

b. When the corresponding noun form is printed as separate words, the verb form is always hyphenated.

blue-pencil
cold-shoulder
cross-brace

Section III
Abbreviations

B–11. General use of abbreviations

Established abbreviations are acceptable in all but the most formal writing. For reading ease use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, words will be written in full on first appearance followed by the abbreviation in parentheses. After this first definition of its meaning, the abbreviation may be used without further explanation.

B–12. Capitals, hyphens, periods, and spacing

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as in the original word or words. Use a period after each element of the abbreviations, unless through usage the period is omitted. Omit periods after abbreviations in addresses. Allow no space after periods except when they follow the initials in names of persons.

c.o.d.
H.R. 116
A.B.
St
a.m.
J. M. Jones

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

HHS
TVA
DOD
ARC

AFL–CIO
USAF
USA
USN

B–13. Geographic terms

a. Abbreviate *United States* when preceding Government or the name of a Government organization, except in formal writing. Spell out *United States* when it is used as a noun or when it is used as an adjective in association with names of other countries. When abbreviations are used in correspondence within DOD or to other Government agencies, periods after U.S. may be omitted.

US Government
US Congress
US Department of Agriculture
US monitor Nantucket
USS Brooklyn (note abbreviation for ship)
but
The climate of the United States
Britain, France, and United States Governments

b. With the exceptions noted in *a* above, the abbreviation *US*is used in the adjective position but is spelled out when used as a noun. When abbreviations are used in correspondence within DOD or to other Government agencies, periods after U.S. may be omitted.

US foreign policy
US economy
US attorney
US attitude
but
foreign policy of the United States
the economy of the United States
United States Code (official title)
United States Steel Corp. (legal title)

c. In other than formal writing, abbreviate Canal Zone, Puerto Rico, Virgin Islands, and the names of States of the United States. Do not abbreviate names of other insular possessions.

B–14. Addresses

a. Words in an address are spelled out in letters. Where brevity is required, these abbreviations following a name or a number may be used in military correspondence without a period following the abbreviation.

Ave—Avenue
Bldg—Building
Blvd—Boulevard
Ct—Court
Dr—Drive
Ft—Fort
Hwy—Highway
NE—Northeast
NW—Northwest
Pkwy—Parkway
Pl—Place
Rm—Room
Rt—Route
SE—Southeast
Sq—Square
St—Street
Ste—Suite
SW—Southwest

Ter—Terrace

b. Do not abbreviate *country*, *mount*, *point*, and *port.*

B–15. Parts of publications

Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals. The single abbreviation indicates either the singular or plural of the abbreviated word, for example, para—paragraph, paragraphs:

app—appendix, appendixes
art—article, articles
bul—bulletin, bulletins
chap—chapter, chapters
cl—clause, clauses
colm—column, columns
fig—figure, figures
no—number, numbers
p—page, pages
para—paragraph, paragraphs
pl—plate, plates
pt—part, parts
sec—section, sections
subchap—subchapter, subchapters
subpara—subparagraph, subparagraphs
subsec—subsection, subsections
suppl—supplement, supplements
vol—volume, volumes

B–16. Terms relating to Congress

Use the following abbreviations for the words *Congress* and *session* when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables:

82d Cong., 1st Sess.
1st sess., 82d Cong.
Public Law 64, 74th Cong.

B–17. Calendar divisions

a. When brevity is required, abbreviate the names of months when used with day or abbreviated year, or both. Abbreviate year when used with abbreviated names of the months, for example, Jan 99 not Jan 1999:

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

b. The names of days of the week are preferably not abbreviated. If they are, use the following forms.

Sun
Mon
Tue
Wed

Thu
Fri
Sat

B–18. Quotes

The following rules are recommended when including a quotation in the text:

a. Long quotations. If the quotation is extensive or more than two paragraphs long, use the word *QUOTE*at the beginning and the word *UNQUOTE*at the end of the quoted material. Place these words on separate lines from the quoted material to distinguish them and offset them from the information being quoted.

b. Short quotations. Use quotation marks before and after the quoted material. Always place the comma and final period inside the quotation marks. Place other punctuation inside only if they are part of the quoted material.

B–19. Word division

Words should be divided only when necessary. When they must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in most dictionaries.

a. Words may be divided—

(1) After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal not phys-ical
sepa-rate not sep-arate
particu-lar not partic-ular
criti-cism not crit-icism

(2) Between the members of solid compounds.

rail-road
proof-reader

(3) At the hyphen in hyphenated compounds.

court-martial
above-mentioned

(4) Between adjoining vowels in separate syllables.

estu-ary
gene-alogy
cre-ation

(5) After prefixes of three or more letters.

ante-date
tri-color
inter-leaving
trans-portation

(6) Before suffixes of three or more letters.

port-able
writ-ing

(7) After the second consonant of double consonants ending a root word, when followed by a suffix.

tell-ing
express-ing

(8) Between double consonants that are doubled because a suffix is added.

remit-ted

thin-ning

(9) After the consonant at the end of a syllable with a short vowel and before the consonant at the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.

progress (verb) pro-gress
progress (noun) prog-ress
project (verb) pro-ject
project (noun) proj-ect
stenographic (verb) steno-graphic
stenographer (noun) stenog-rapher

b. Words may not be divided—

(1) At the ends of more than two consecutive lines.

(2) At the end of a line when the part begun there does not suggest the whole word.

counter-offense *not* coun-teroffense

(3) If five or fewer letters, even though containing more than one syllable.

avoid
begin
into
also
every
area

(4) Between a one- or a two-letter terminal syllable and the rest of a word.

ammonia
proceeded
period

(5) Between a one- or two-letter initial syllable and the rest of the word.

identity
around
behavior

(6) At the end of a page or of a paragraph.

c. Do not separate closely related word units. Avoid separating words in close association, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles and names. When it is necessary to divide a date, the year may be carried over to the next line in the nonabbreviated form. When it is necessary to divide a proper name, the surname may be carried over to the next line. Do not separate figures, letters, or symbols from their accompanying words.

Appendix C
Titles and Protocol Sequence

C–1. Addressing the Office of the Secretary of Defense

Figure C–1 provides the protocol sequence for multiple-addressee correspondence within the Office of the Secretary of Defense.

C–2. Addressing the Secretary of the Army and the Army Staff

Figures C–2 through C–5 show the titles and protocol sequences for multiple-addressee correspondence within the Office of the Secretary of the Army and to the Army Staff.

SECRETARY OF DEFENSE
DEPUTY SECRETARY OF DEFENSE
SECRETARIES OF THE MILITARY DEPARTMENTS [1]
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE [2]
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE [3]
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION*
ASSISTANTS TO THE SECRETARY OF DEFENSE [4]
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES [5]
DIRECTORS OF THE DOD FIELD ACTIVITIES[6]

Notes:

1. When addressing memorandums to only two of the Secretaries of the Military Departments, list the individual Secretaries in the following order: (1) Secretary of the Army, (2) Secretary of the Navy, and (3) Secretary of the Air Force.
2. Includes the Under Secretary of Defense for Acquisition and Technology, Under Secretary of Defense for Policy, Under Secretary of Defense (Comptroller), and the Under Secretary of Defense for Personnel and Readiness. When addressing memorandums to two or more but not all Under Secretaries of Defense, list the individual Under Secretaries in the following order: Under Secretary of Defense for Acquisition and Technology, Under Secretary of Defense for Policy, Under Secretary of Defense (Comptroller), and Under Secretary of Defense for Personnel and Readiness.
3. Assistant Secretaries of the Defense include: Command, Control, Communications and Intelligence; Force Management Policy; Health Affairs; International Security Affairs; International Security Policy; Legislative Affairs; Public Affairs; Reserve Affairs; Special Operations/Low Intensity Conflict; and Strategy and Requirements. When addressing memorandums to two or more but not all Assistant Secretaries of Defense, they should be listed separately, by title, in alphabetical order.
4. Assistants to the Secretary of Defense include: Chief of Staff to the Secretary of Defense; The Special Assistants to the Secretary and Deputy Secretary of Defense; The Executive Secretary of the Department of Defense; the Assistant to the Secretary of Defense (Nuclear and Chemical and Biological Defense Programs); the Assistant to the Secretary of Defense (Intelligence Oversight); the Director of Net Assessment; the Director, Program Analysis and Evaluation; Defense Advisor, US Mission to NATO; the Director, Small and Disadvantaged Business Utilization; and the Protocol Officer for the Secretary of Defense, as well as such other assistants as may be designated from time to time by the Secretary or Deputy Secretary of Defense.
5. Directors of the Defense Agencies include the Directors: Ballistic Missile Defense Organization; Defense Advanced Research Projects Agency; Defense Commissary Agency; Defense Contract Audit Agency; Defense Finance and Accounting Service; Defense Information Systems Agency; Defense Intelligence Agency; Defense Investigative Service; Defense Legal Services Agency; Defense Logistics Agency; Defense Security Assistance Agency; Defense Special Weapons Agency; National Imagery and Mapping Agency; National Security Agency/Central Security Service; and On-Site Inspection Agency. When addressing memorandums to two or more but not all Directors of the Defense Agencies, they should be listed separately, by title, in alphabetical order.
6. Department of Defense Field Activities include the Directors: American Forces Information Service; Defense Medical Programs Activity; Defense Prisoner of War/Missing Personnel Office; Defense Technology Security Administration; Department of Defense Education Activity; Department of Defense Human Resources Activity; Office of Economic Adjustment; TRICARE Support Office; and Washington Headquarters Services. When addressing memorandums to two or more but not all Directors of Department of Defense Field Activities, they should be listed separately, by title, in alphabetical order.

* When appropriate, the Commanders of the Combatant Commands will be listed after the Director, Operational Test and Evaluation and before the Assistants to the Secretary of Defense.

Figure C–1. Office of the Secretary of Defense

SECRETARY OF THE ARMY
UNDER SECRETARY OF THE ARMY [1]
ASSISTANT SECRETARY OF THE ARMY (CIVIL WORKS) [2]
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND COMPTROLLER) [2]
ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS AND LOGISTICS) [2]
ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS) [2]
ASSISTANT SECRETARY OF THE ARMY (RESEARCH, DEVELOPMENT AND ACQUISITION) [2]
GENERAL COUNSEL
ADMINISTRATIVE ASSISTANT
DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS
THE INSPECTOR GENERAL
THE AUDITOR GENERAL
DEPUTY UNDER SECRETARY OF THE ARMY (INTERNATIONAL AFFAIRS)
DEPUTY UNDER SECRETARY OF THE ARMY (OPERATIONS RESEARCH)
CHIEF OF LEGISLATIVE LIAISON
CHIEF OF PUBLIC AFFAIRS
DIRECTOR, OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION
CHAIRMAN, RESERVE FORCES POLICY COMMITTEE

Notes:

1. When the Vice Chief of Staff, Army (VCSA) or the Director of the Army Staff (DAS) is included in the distribution, the VCSA will follow the Under Secretary of the Army and the DAS will precede the Administrative Assistant.
2. When addressed separately, list in alphabetical order—Civil Works; Financial Management and Comptroller; Installations and Logistics; Manpower and Reserve Affairs; and Research, Development, and Acquisition.

Figure C–2. Office of the Secretary of the Army

HEADS OF ARMY STAFF AGENCIES

Figure C–3. Distribution to the entire Army Staff

DEPUTY CHIEFS OF STAFF

Figure C–4. Distribution to the entire Army General Staff

DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS
DEPUTY CHIEF OF STAFF FOR PERSONNEL
DEPUTY CHIEF OF STAFF FOR LOGISTICS
ASSISTANT CHIEFS OF STAFF
CHIEF OF ENGINEERS
THE SURGEON GENERAL
CHIEF OF CHAPLAINS
THE JUDGE ADVOCATE GENERAL
CHIEF, NATIONAL GUARD BUREAU
CHIEF, ARMY RESERVE

Figure C–5. Distribution to selected Army staff agency heads (Use collective titles, when appropriate. List individual addresses in the order shown.)

Appendix D
Forms of Address, Salutation, and Complimentary Close

D–1. General

a. Prior to addressing a salutation or completing a communication, determine how the individual wishes to be addressed.

b. If uncertain of gender, contact the appropriate post public affairs, protocol, or administration office to assist in verification. Use the title "Ms." rather than "Mrs." in addressing a woman if there is any uncertainty about the correct title; if the correspondent uses the title "Ms.," address the response "Ms." as its use would indicate that Ms. is preferred by the correspondent.

D–2. Form for addresses, salutations, and complimentary closes

The proper form for addresses in letters and on envelopes and for salutations and complimentary closes in letters is provided in tables D–1 through D–11. Letters will be addressed using upper- and lowercase letters as shown below. Envelopes will be prepared as outlined in chapter 5.

Table D–1
The Executive Branch

Addressee	Address on letter and envelope	Salutation and complimentary close
	The White House	
The President	The President 1600 Pennsylvania Avenue NW The White House Washington, DC (ZIP+4 Code)	Dear Mr./Madam President: Respectfully,
Spouse of the President	Mrs. (full name) or Mr. (full name) The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear Mrs./Mr. (surname): Sincerely,
Assistant to the President	Honorable (full name) Assistant to the President The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Secretary to the President	Honorable (full name) Secretary to the President The White House 1600 Pennsylvania Avenue NW, Washington DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Secretary to the President (with military rank)	(Full rank) (full name) Secretary to the President The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear (rank) (surname): Sincerely,

Table D–1
The Executive Branch—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
	The Vice President	
The Vice President	The Vice President The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear Mr./Madam Vice President: Sincerely,
The President of the Senate	Honorable (full name) President of the Senate (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam President: Sincerely,
	Executive departments	
Members of the Cabinet addressed as "Secretary"	Honorable (full name) Secretary of (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Postmaster General (head of the US Postal Service)	Honorable (full name) Postmaster General (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Postmaster General: Sincerely,
The Attorney General (head of the Department of Justice)	Honorable (full name) Attorney General (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Attorney General: Sincerely,
Under Secretary	Honorable (full name) Under Secretary of (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
	Military departments	
The Secretary	Honorable (full name) Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Under Secretary of a Department	Honorable (full name) Under Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
General Counsel of a Department	(Mr./Mrs./Ms./Miss) (full name) General Counsel (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Administrative Assistant to the Secretary	(Mr./Mrs./Ms./Miss) (full name) Administrative Assistant to the Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D–1
The Executive Branch—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
	Independent offices, agencies, and establishments of the Government	
Director of Office of Management and Budget	Honorable (full name) Director of Office of Management and Budget (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Head of a Federal Agency	Honorable (full name) (Title, name of agency) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Head of a major organization within an agency (if the official is appointed by the President)	Honorable (full name) (Title, name of organization) (Name of Agency) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a Board	Honorable (full name) President, (name of board) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a Commission	Honorable (full name) President, (name of commission) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Chairman of a Board	Honorable (full name) Chairman, (name of board) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Chairman of a Commission	Honorable (full name) Chairman, (name of commission) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
	Chiefs of American missions	
American Ambassador	Honorable (full name) American Ambassador (City) (Country)	Sir:/Madam: (formal) Dear (Mr.) Ambassador: (informal) Dear Madam Ambassador: or Dear Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
American Ambassador (with military rank)	(Full rank) (full name) American Ambassador (City) (Country)	Sir:/Madam: (formal) Dear Mr./Madam Ambassador: (informal) or Dear (rank, surname): Very truly yours, (formal) Sincerely, (informal)
American Minister	Honorable (full name) American Minister (City) (Country)	Sir:/Madam: (formal) Dear (Mr.) Minister: (informal) Dear Madam Minister: or Dear Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)

Table D–1
The Executive Branch—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
American Minister (with military rank)	(Full rank) (full name) American Minister (City) (Country)	Sir:/Madam: (formal) Dear Mr./Madam Minister: (informal) or Dear (rank, surname): Very truly yours, (formal) Sincerely, (informal)

Table D–2
The Congress and legislative agencies (see note)

Addressee	Address on letter and envelope	Salutation and complimentary close
President pro Tempore of the Senate	Honorable (full name) President pro Tempore of the Senate United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
Committee Chairman, US Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chairman/Madam Chairwoman: Sincerely,
Chairman of a Joint Committee	Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chairman/Madam Chairwoman: Sincerely,
Subcommittee Chairman, US Senate	Honorable (full name) Chairman, Subcommittee on (name) United States Senate Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
Senator (Washington, DC office)	Honorable (full name) United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	Honorable (full name) United States Senate (Local address)	Dear Senator (surname): Sincerely,
Senator (Majority or Minority Leader) (Washington, DC office)	Honorable (full name) Majority (or Minority) Leader United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	Honorable (full name) Majority (or Minority) Leader United States Senate (Local address)	Dear Senator (surname): Sincerely,
Senator-elect	Honorable (full name) United States Senator-elect (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Deceased Senator	(Secretary's full name, if known) Secretary of the late Honorable (full name) United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D–2
The Congress and legislative agencies (see note)—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Speaker: Sincerely,
Committee Chairman, House of Representatives	Honorable (full name) Chairman, Committee on (name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chairman/Madam Chairwoman: Sincerely,
Subcommittee Chairman, House of Representatives	Honorable (full name) Chairman, Subcommittee on (name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative (Washington, DC office)	Honorable (full name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
(Away from Washington, DC office)	Honorable (full name) Representative in Congress (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative (Majority or Minority Leader) (Washington, DC office)	Honorable (full name) Majority (or Minority) Leader House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
(Away from Washington, DC)	Honorable (full name) Majority (or Minority) Leader House of Representatives (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative-elect	Honorable (full name) Representative in Congress-elect (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative at Large	Honorable (full name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Deceased Representative	(Secretary's full name, if known) Secretary to the late Honorable (full name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Resident Commissioner of Puerto Rico	Honorable (full name) Resident Commissioner of Puerto Rico House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Librarian of Congress	Honorable (full name) Librarian of Congress (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Comptroller General (head of the General Accounting Office)	Honorable (full name) Comptroller General of the United States (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D–2
The Congress and legislative agencies (see note)—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Public Printer (head of the US Government Printing Office)	Honorable (full name) Public Printer (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Notes:
Address a Member of Congress in the capacity in which he or she signs his or her communication. For example, if he or she signs as the chairperson of a committee, address him or her as chairperson of that committee. If he or she signs as majority or minority leader, address him or her as such; if he or she signs as Senator or Representative, address him or her as such.

Table D–3
The Judiciary

Addressee	Address on letter and envelope	Salutation and complimentary close
The Chief Justice of the United States	Chief Justice of the United States The Supreme Court (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chief Justice: Sincerely,
Associate Justice	Mr. (Madam) Justice (surname) The Supreme Court (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Justice: Sincerely,
Retired Justice	Honorable (full name) (Local address)	Dear Mr./Madam Justice: Sincerely,
Presiding Justice	Honorable (full name) Presiding Justice (Name of Court) (Local address)	Dear Mr./Madam Justice: Sincerely,
Judge of a Court	Honorable (full name) Justice of the (name of court; if a US District Court, give district) (Local address)	Dear Judge (surname): Sincerely,
Clerk of a Court	(Mr./Madam) (full name) Clerk of the (name of court; if a US District Court, give district) (Local address)	Dear Mr./Madam (surname): Sincerely,

Table D–4
Military personnel

Addressee	Address on letter and envelope	Salutation and complimentary close
	Army, Air Force, Marine Corps Officers	
General of the Army	General of the Army (full name) (Local address)	Dear General (surname): Sincerely,
General	General (full name) (Address)	Dear General (surname): Sincerely,
Lieutenant General	Lieutenant General (full name) (Address)	Dear General (surname): Sincerely,
Major General	Major General (full name) (Address)	Dear General (surname): Sincerely,
Brigadier General	Brigadier General (full name) (Address)	Dear General (surname): Sincerely,

Table D–4
Military personnel—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Colonel	Colonel (full name)[1] (Address)	Dear Colonel (surname): Sincerely,
Lieutenant Colonel	LTC (full name)[1] (Address)	Dear Colonel (surname): Sincerely,
Major	MAJ (full name)[1] (Address)	Dear Major (surname): Sincerely,
Captain	CPT (full name)[1] (Address)	Dear Captain (surname): Sincerely,
First Lieutenant	1LT (full name)[1] (Address)	Dear Lieutenant (surname): Sincerely,
Second Lieutenant	2LT (full name)[1] (Address)	Dear Lieutenant (surname): Sincerely,
Chief Warrant Officer	CWO (full name)[1] (Address)	Dear (Mr.) (surname):[2] Sincerely,
Warrant Officer	WO (full name)[1] (Address)	Dear (Mr.) (surname): [2] Sincerely,
	Navy officers	
Fleet Admiral	ADM (full name)[1] (Address)	Dear Admiral (surname): Sincerely,
Admiral	ADM (full name)[1] (Address)	Dear Admiral (surname): Sincerely,
Vice Admiral	VADM (full name)[1] (Address)	Dear Admiral (surname): Sincerely,
Rear Admiral	RADM (full name)[1] (Address)	Dear Admiral (surname): Sincerely,
Commodore	COMO (full name)[1] (Address)	Dear Commodore (surname): Sincerely,
Captain	CAPT (full name)[1] (Address)	Dear Captain (surname): Sincerely,
Commander	CDR (full name)[1] (Address)	Dear Commander (surname): Sincerely,
Lieutenant Commander	LCDR (full name)[1] (Address)	Dear Commander (surname): Sincerely,
Lieutenant	LT (full name)[1] (Address)	Dear (Mr.) (surname): [2] Sincerely,
Lieutenant (jg)	LTJG (full name)[1] (Address)	Dear (Mr.)(surname):[2] Sincerely,
Ensign	ENS (full name)[1] (Address)	Dear (Mr.) (surname):[2] Sincerely,
Warrant Officer	WO (full name)[1] (Address)	Dear (Mr.) (surname):[2] Sincerely,
	Academy members	
Cadet	Cadet (full name)[3] (Address)	Dear (Mr.) (Cadet) (surname): Sincerely,
Midshipman	Midshipman (full name)[3] (Address)	Dear (Mr.) (Midshipman) (surname): Sincerely,

Table D–4
Military personnel—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Air Cadet	Cadet (full name)[3] (Address)	Dear Cadet (surname): Sincerely,
	Army enlisted personnel	
Sergeant Major of the Army	SMA (full name)[1] (Address)	Dear Sergeant Major (surname): Sincerely,
Command Sergeant Major	CSM (full name)[1] (Address)	Dear Sergeant Major (surname): Sincerely,
Sergeant Major	SGM (full name)[1] (Address)	Dear Sergeant Major (surname): Sincerely,
First Sergeant	1SG (full name)[1] (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	MSG (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,
Platoon Sergeant	PSG (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,
Sergeant First Class	SFC (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSG (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	SGT (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,
Corporal	CPL (full name)[1] (Address)	Dear Corporal (surname): Sincerely,
Private First Class	PFC (full name)[1] (Address)	Dear Private (surname): Sincerely,
Private	PVT (full name)[1] (Address)	Dear Private (surname): Sincerely,
Specialist	SPC (full name)[1] (Address)	Dear Specialist (surname): Sincerely,
	Navy enlisted personnel	
All grades	(Rank) (full name)[1] (Address)	Dear (Address by rank. If rank is unknown, use civilian prefix) (surname): Sincerely,
	Marine Corps enlisted personnel	
Sergeant Major of the Marine Corps	Sergeant Major (full name) (Address)	Dear Sergeant Major (surname): Sincerely,
Master Gunnery Sergeant	MGySgt (full name)[1] (Address)	Dear Master Sergeant (surname): Sincerely,
First Sergeant	1st Sgt (full name)[1] (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name)[1] (Address)	Dear Master Sergeant (surname): Sincerely,
Gunnery Sergeant	GySgt (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,

Table D–4
Military personnel—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Sergeant	Sgt (full name)[1] (Address)	Dear Sergeant (surname): Sincerely,
Corporal	Cpl (full name)[1] (Address)	Dear Corporal (surname): Sincerely,
Lance Corporal	LCpl (full name)[1] (Address)	Dear Corporal (surname): Sincerely,
Private First Class	PFC (full name)[1] (Address)	Dear Private (surname): Sincerely,
Air Force enlisted personnel		
Chief Master Sergeant of the Air Force	Chief Master Sergeant (full name) (Address)	Dear Chief (surname): Sincerely,
Chief Master Sergeant	CMSgt (full name) (Address)	Dear Chief (surname): Sincerely,
Senior Master Sergeant	SMSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Technical Sergeant	TSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	Sgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Senior Airman	SrA (full name) (Address)	Dear Airman (surname): Sincerely,
Airman First Class	A1C (full name) (Address)	Dear Airman (surname): Sincerely,
Airman/Basic Airman	Amn (full name) (Address)	Dear Airman (surname): Sincerely,

Notes:
[1] Abbreviations are optional. Titles may be spelled out. For additional abbreviations and instructions for Army usage, see AR 310–50.
[2] Optional. Depends on the desire of the individual.
[3] Mr., Miss, or Ms., Midshipman, Air Cadet, full name, is permissible.

Table D–5
State and Government officials

Addressee	Address on letter and envelope	Salutation and complimentary close
Governor of a State	Honorable (full name) Governor of (State) (Street) (City, State) (ZIP+4 Code)	Dear Governor (surname): Sincerely,
Acting Governor of State	Honorable (full name) Acting Governor of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D–5
State and Government officials—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Lieutenant Governor of State	Honorable (full name) Lieutenant Governor of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Secretary of State of a State	Honorable (full name) Secretary of State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	Honorable (full name) Chief Justice Supreme Court of the State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Madam Chief Justice: Sincerely,
Attorney General of a State	Honorable (full name) Attorney General State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Madam Attorney General: Sincerely,
Judge	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Judge (surname): Sincerely,
Treasurer, Auditor, or Comptroller of a State	Honorable (full name) State Treasurer (Auditor) (Comptroller) State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of the Senate of a State	Honorable (full name) President of the Senate of the State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Speaker of the Assembly or of the House of Delegates, or of the House of Representatives of a State (See note.)	Honorable (full name) Speaker of the House of Representatives of the State of (name) (Street) (City, State) (ZIP+4 Code) (See note.)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
State Senator	Honorable (full name) (Name of State) Senate (Street) (City, State) (ZIP+4 Code)	Dear Senator (surname): Sincerely,
State Representative, Assemblyman, or Delegate	Honorable (full name) (Name of State) House of Representatives (Street) (City, State) (ZIP+4 Code) (See note.)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Mayor	Honorable (full name) Mayor of (name of City) (Street) (City, State) (ZIP+4 Code)	Dear Mayor (surname):, Sincerely,
President of a Board of Commissioners	Honorable (full name) President, Board of Commissioners of (name of City) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Notes:

In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California and New York, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates.

Table D–6
Ecclesiastical Officials

Addressee	Address on letter and envelope	Salutation and complimentary close
Protestant Minister, Pastor, or Rector (with scholastic degree)	The Reverend (full name, initials of degree) (Title, name of church) (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
Protestant Minister, Pastor, or Rector (without scholastic degree)	The Reverend (full name) (Title, name of church) (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Rabbi (with scholastic degree)	Rabbi (full name, initials of degree) Local Adress) (ZIP+4 Code)	Dear Dr. (surname): or Dear Rabbi (surname): Sincerely,
Rabbi (without scholastic degree)	Rabbi (full name) (Local address) (ZIP+4 Code)	Dear Rabbi (surname): Sincerely,
Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (Diocese) (Local address) (ZIP+4 Code)	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,
Catholic Archbishop	The Most Reverend (full name) Bishop of (diocese) (Local address) (ZIP+4 Code)	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,
Catholic Bishop	The Most Reverend (full name) Bishop of (city) (Local address) (ZIP+4 Code)	Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely,
Catholic Monsignor (higher rank)	The Right Reverend Monsignor (full name) (Local address) (ZIP+4 Code)	Right Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,
Catholic Monsignor	The Very Reverend Monsignor (full name) (Local address) (ZIP+4 Code)	Very Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,
Catholic Priest	The Reverend (full name) (add designated letters) (Local address) (ZIP+4 Code)	Reverend Sir: (formal). Dear Father (surname): (informal) Sincerely,
Mother Superior of an Institution	Mother (name, initials, or order, if used) Superior (name of institution) (Local address) (ZIP+4 Code)	Dear Mother (name): Sincerely,
Mormon Bishop	Mr. (full name) Church of Jesus Christ of Latter Day Saints (Local address) (ZIP+4 Code)	Sir: (formal) Dear Mr. (surname): (informal) Sincerely,
Eastern Orthodox forms of address:		
Orthodox Metropolitan	The Most Blessed (Christian name) Archbishop of (city) Metropolitan of (province) (Local address) (ZIP+4 Code)	Your Beatitude: (formal) Dear Metropolitan (Christian name): (informal) Sincerely,
Orthodox Archbishop	The Most Reverend (Christian name) Archbishop of (city and province) (Local address) (ZIP+4 Code)	Your Eminence: (formal) Dear Archbishop (Christian name): (informal) Sincerely,
Orthodox Bishop	The Right Reverend (Christian name) Bishop of (city) (Local address) (ZIP+4 Code)	Your Grace: (formal) Dear Bishop (Christian name): (informal) Sincerely,
Orthodox Protopresbytr	The Right Reverend (name) (Local address) (ZIP+4 Code)	Right Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,

Table D–6
Ecclesiastical Officials—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Orthodox Archpriest	The Very Reverend (name) (Local address) (ZIP+4 Code)	Very Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Orthodox Priest	The Reverend (name) (Local address) (ZIP+4 Code)	Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Orthodox Deacon	Father Deacon (name) (Local address) (ZIP+4 Code)	Father Deacon: (formal) Dear Father Deacon (Christian name): (informal) Sincerely,
Orthodox Nun	Sister (Christian name) (name of monastery) (Local address) (ZIP+4 Code)	Dear Sister (Christian name): Sincerely,
Orthodox Monk	Brother (Christian name) (name of monastery) (Local address) (ZIP+4 Code)	Dear Brother (Christian name): Sincerely,
Protestant Episcopal Bishop	The Right Reverend (full name) Bishop of (name) (Local address) (ZIP+4 Code)	Dear Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely,
Protestant Episcopal Dean	The Very Reverend (full name) Dean of (church) (Local address) (ZIP+4 Code)	Very Reverend Sir: (formal) Dear Dean (surname): (informal) Sincerely,
Methodist Bishop	The Reverend (full name) Methodist Bishop (Local address) (ZIP+4 Code)	Reverend Sir: (formal) My Dear Bishop (surname): (informal) Sincerely,
Chaplain	Chaplain (rank) (full name) (post office address of organization and station)	Dear Chaplain (surname): Sincerely,

Table D–7
Private citizens

Addressee	Address on letter and envelope	Salutation and complimentary close
President of a university or college (with scholastic degree)	(Full name, initials of degree) President, (name of institution) (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
President of a university or college (without scholastic degree)	Mr./Mrs./Ms./Miss (full name) President, (name of institution) (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Dean of a school (with scholastic degree)	(Full name, initials of degree) Dean, School of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
Dean of a school (without scholastic degree)	Dean (full name) School of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Dean (surname): Sincerely,
Professor (with scholastic degree)	(Full name, initials of degree) Department of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Professor (surname): or Dear Dr. (surname): Sincerely,

Table D–7
Private citizens—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Professor (without scholastic degree)	Professor (full name) Department of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Professor (surname):
Associate Professor or Assistant Professor	Mr./Mrs./Ms./Miss (full name) Associate (or Assistant) Professor Department of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Professor (surname): Sincerely,
Physician	(Full name), M.D. (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
Lawyer	Mr./Mrs./Ms./Miss (full name): Attorney at Law (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (full name): Sincerely,
Two or more private individuals	Mr. (full name) and Mr. (full name) (Local address) (ZIP+4 Code)	Gentlemen: (or) Sirs: Sincerely,
	Mrs. (full name) and: Miss (full name) (Local address) (ZIP+4 Code) or Mr. (different full name) (Local address) (ZIP+4 Code)	Mesdames: Sincerely, Dear Mr. (surname): Sincerely,
Private individuals	Mr. (full name) Mrs. (full name) Ms. (full name) Miss (full name) Mesdames (full names) Messrs. (full names) Misses (full names) (Local address) (ZIP+4 Code)	Dear Mr. (surname): Dear Mrs. (surname): Dear Ms. (surname): Dear Miss (surname): Mesdames: Gentlemen (or Sirs): Dear Misses (surnames): Sincerely,

Table D–8
Corporations, companies, and federations

Addressee	Address on letter and envelope	Salutation and complimentary close
To a company or a corporation	(Name of company or corporation) (Local address) (ZIP+4 Code)	Gentlemen (Sirs): (Ladies and Gentlemen) Sincerely,
To a federation	(Name of official) (Title, name of federation) (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a company or corporation (or other official)	Mr./Mrs./Ms./Miss (full name) President (or other title) Company (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname) Sincerely,
To an individual or a company, corporation, or federation when the name is not known; for example, President, Treasurer, Editor, etc.	(Title of individual) (Name of organization) (Local address) (ZIP+4 Code)	Dear Sir/Madam: Sincerely,

Table D–9
Foreign government officials (see note)

Addressee	Address on letter and envelope	Salutation and complimentary close
Foreign Ambassador in the United States	His/Her Excellency (full name) Ambassador of (country) (Local address) (ZIP+4 Code)	Excellency: (formal) Dear Mr./Madam Ambassador: (informal)
Foreign Minister in the United States	Honorable (full name) Minister of (country) (Local address) (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Madam Minister: (informal) Very truly yours, (formal) Sincerely, (informal)

Notes:
Address foreign officials by title if the name of the official is not given in the correspondence or is not readily available.

Table D–10
International organizations

Addressee	Address on letter and envelope	Salutation and complimentary close
	United Nations (See note.)	
Secretary General of the United Nations	His/Her Excellency (full name) Secretary General of the United Nations (Street) New York, NY (ZIP+4 Code)	Excellency: (formal) Dear Mr./Madam Secretary General: (informal, preferred) or Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
United States Representatives to the United Nations	Honorable (full name) United States Representative to the United Nations (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Chairman, United States Delegation to the United Nations Military Staff Committee	The Chairman United States Delegation United Nations Military Staff Committee United States Mission to the United Nations (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Senior Military Adviser to the United States Delegation to the United Nations General Assembly	(Rank)(full name) Senior Military Adviser United States Delegation to the United Nations General Assembly (Street) New York, NY (ZIP+4 Code)	Dear (rank) (surname): Sincerely, (informal)
	United States Representatives to the General Assembly of the United Nations	
Economic and Social Council	Honorable (full name) United States Representative on the Economic and Social Council (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
United Nations Disarmament	Honorable (full name) United States Representative on the Disarmament Commission (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)

Table D–10
International organizations—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Trusteeship Council	Honorable (full name) United States Representative on the Trusteeship Council (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Senior Representative of the United States to the General Assembly of the United Nations	Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Officials of the Organization of American States		
Secretary General of the Organization of American States	His/Her Excellency (full name) Secretary General of the Organization of American States Pan American Union (Street) Washington, DC (ZIP+4 Code)	Excellency: (formal) Dear Mr./Madam Secretary General: or Dear Mr./Mrs./Ms./Miss/Dr. (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Assistant Secretary General of the Organization of American States	Honorable (full name) Assistant Secretary General of the Organization of American States Pan American Union (Street) Washington, DC (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss/Dr. (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
United States Representative on the Council of the Organization of American States	Honorable (full name) United States Representative on the Council of the Organization of American States Department of State (Street) Washington, DC (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss/Dr. (surname): (informal) Very truly yours, (formal) Sincerely, (informal)

Notes:

Communications to the United Nations will be addressed to the United States Representative to the United Nations, through the Department of State. Exemptions, which are sent directly to the United States Representative, include those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session).

Table D–11
Addressing former officials

Addressee	Address on letter and envelope	Salutation and complimentary close
Former President	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam President: Respectfully,
Former Vice President	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Vice President: Sincerely,
Former Member of the Cabinet addressed as “Secretary”	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Former Postmaster General	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Postmaster General: Sincerely,
Former Attorney General	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Attorney General: Sincerely,
Former “Secretary” of military department	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam (surname): Sincerely,
Former Senator	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Senator (surname): Sincerely,

Table D–11
Addressing former officials—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Former Representative	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam (surname): Sincerely,
Former Justice	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Justice: Sincerely,
Former Judge	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Judge (surname): Sincerely,
Former Governor of State	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Governor (surname): Sincerely,

Notes:

Address former presidents, vice presidents, justices of the Supreme Court, cabinet officers, Service secretaries, and governors as indicated in this table. Address other former Federal officials, and former State, local, and foreign government officials who once held positions of distinction (for example, judges or mayors) by the titles of their former positions when the former official indicates in personal communication or in an envelope return address that he or she still uses the title of a former position. In addition, address a person by the title of a former position when the action official has knowledge that the addressee formerly held a distinctive position. Otherwise, treat the addressee as a private citizen.

Appendix E
Model Authority Lines and Signature Blocks

E–1. Examples of authority lines and signature blocks

Figures E–1 through E–14 are examples of authority lines and signature blocks for correspondence.

E–2. Abbreviated titles

Abbreviate long or two-line titles in a signature block on military correspondence only when the abbreviation agrees with AR 310–50 or an American standard dictionary. The fully abbreviated form of signature blocks, as shown in figure E–12, should not be restricted to informal correspondence.

E–3. Unabbreviated titles

Titles in signature blocks that cannot be logically abbreviated may be typed on two lines or, if necessary, on three lines as shown in figure E–13.

E–4. NCO signature blocks

Examples of correctly prepared NCO signature blocks of official correspondence are shown in figure E–14.

JOHN RANCHER
Lieutenant General, USA
Commanding

Figure E–1. Signed by the commanding general of a command

FOR THE COMMANDER:

R. L. SCOTT
Major General, GS
Chief of Staff

FOR THE COMMANDER:

MATTHEW H. PACHOSA
Lieutenant Colonel, AG
Adjutant General

Figure E–2. Office of the commander signed by an authorized subordinate

---

J. I. THOMAS
Lieutenant General, USA
Chief of Engineers

Figure E–3. Signed by the head of a HQDA staff agency

FOR THE CHIEF OF ENGINEERS:

F. H. BURTON
Major, EN
Executive Officer

Figure E–4. Signed by an authorized representative of a HQDA staff agency

T. R. TRAVIS
Colonel, IN
Commanding

Figure E–5. Signed by the commanding officer of a unit, headquarters, or installation

FOR THE COMMANDER:

D. B. SMOKE
LTC, AG
Adjutant General

R. S. ELLIS
Major, AG
Assistant Adjutant General

FOR THE COMMANDER:

ARTHUR H. BROWN
Major, FC
Chief, Personnel Division

JOHN D. BEY
CW3, USA
Chief, Systems Division

Figure E–6. Signed by an authorized representative of the commander of a unit, headquarters, or installation

FOR THE TRANSPORTATION OFFICER:

LUCY L. SMITH
LTC, TC
Chief, Freight Division

FOR THE STAFF JUDGE ADVOCATE:

R. H. SMITH
LTC, JA
Chief, Military Justice Branch

FOR THE FINANCE AND ACCOUNTING OFFICER:

N. L. BROWN
Captain, FC
Deputy Finance and Accounting Officer

Figure E–7. Signed by an authorized representative for the head of a staff office or other official

ERIC E. JONES
Chief, Civilian Personnel Division

DAVID B. GREEN
Director, Research and Engineering
Directorate

Figure E–8. Signed by an authorized civilian, with or without an authority line

JOSEPH W. BROWN
123–45–6789
CPT, AR
Co B, 2/34 Armor

KENNETH JOHNSON
123–45–6789
CW2, USA
Co A, 2/34 Armor

Figure E–9. Signature of an officer writing as an individual (show name, social security number, grade, branch, and organization)

Richard D. Ames
Major General, US Army
Commanding

R.P. Barker
Colonel, US Army
Chief of Staff

Nancy S. Bunk
Major, US Army
Transportation Officer

Ronald F. Smith
Lieutenant General, US Army
Deputy Chief of Staff for Personnel

J. R. Smith
Warrant Officer, US Army
Chief, Signal Office

John R. White, Jr.
Major, US Army Reserve
Assistant Adjutant General

Robert A. Williams
Captain, US Army
Assistant Adjutant General

A. B. Seaman
Director, Nuclear Testing
and Accident Prevention

Figure E–10. Examples of signature blocks for letters (show the name in upper- and lowercase letters, grade and branch spelled out, and organization)

JOHN J. JONES
Colonel, USA Retired

ROBERT T. BROWN
Captain, AUS Retired (Hon)

F. A. SMITH
Major, AUS Retired

JOHN T. BROWN
Major General, USAR Retired

(Note: There is no special signature block for retired civilians.)

Figure E–11. Signature blocks for retired military personnel

Long form	*Abbreviated form*
R. S. JONES Lieutenant Colonel, GS Chief, Administrative Systems Division	R. S. JONES LTC, GS Chief, Admin Sys Div
ROME D. SMITH Colonel, GS Director, Administrative Management	ROME D. SMITH COL, GS Dir, Admin Mgt

Figure E–12. Abbreviated titles

CLINTON R. SMITH
Chief Warrant Officer, GS
Chief, Operational Testing and
Licensing Division

A. B. SEAMAN
Colonel, IN
Assistant Inspector General for
Military Operations for Plans
and Procedures

MARTY T. JONES
Major, AG
Chief, Minority Grievance, Review
and Inspection Board

MICHAEL M. JOHNSON
Director, Nuclear Testing and
Accident Prevention Division

Figure E–13. Unabbreviated titles

WILLIAM H. SARGENT
Command Sergeant Major, USA

KENNETH B. THOMAS
1SG, USA

JOHN L. JONES
First Sergeant, USA

SAMUEL R. MANN
SFC, USA
Acting First Sergeant

RONALD L. STANLEY
MSG, USA
Operations Sergeant

HAROLD R. JACKSON
SFC, USA
Platoon Sergeant

BRYAN J. GRAMPS
SFC, USA Retired

Figure E–14. NCO signature blocks

Appendix F
Preparing NATO Correspondence

F–1. Purpose

This appendix prescribes the format for the preparation of North Atlantic Treaty Organization (NATO) correspondence. It is based on Standardization Agreement (STANAG) 2066, Format for Military Correspondence and Use of Abbreviations, and STANAG 1001, Standardization System for Displaying Days and Hours in Relation to an Operation or Exercise.

F–2. Mandatory compliance

The format for the preparation of NATO correspondence prescribed in this regulation is mandatory and no departure or deviation from this format is authorized.

F–3. General

a. Details of Standardization Agreement. The details for STANAG 2066 and STANAG 1001 specify that the NATO Armed Forces will prepare military correspondence in accordance with the instructions contained in that Agreement. Military correspondence covered by the Agreement includes letters, memoranda, orders (except, Operation Orders and Administrative/Logistic Orders), reports and papers but not message forms that are prescribed in Allied Communication Publications (ACPs).

b. Optional procedures. Procedures concerning the preparation of correspondence that are not covered herein are optional with the originator of the correspondence.

c. Definitions. Military correspondence may be divided into three parts: heading, body, and close; most correspondence will have all three. For the purpose of explaining the instructions that follow, the three parts are defined as follows:

(1) The HEADING consists of all material above the first line of the body of the correspondence.

(2) The BODY is the substance of the correspondence as distinguished from the heading and close.

(3) The CLOSE is all material below the last line of the body.

d. Security classification. Security classification markings must be affixed in accordance with the regulations of the office preparing the correspondence.

e. Subject. Military correspondence can deal with many subjects; a military letter should deal with one subject only.

F–4. Heading

a. Contents. The heading of a letter must always contain, as a minimum, subject to security considerations, the following items: the complete name, address, and telephone number of the individual; command office or agency preparing the letter; date; identifying references; subject; and addressee. The exact arrangement of these items is optional but should be such that each item is readily identifiable. Correspondence other than letters will contain as many of these heading items as is appropriate for the type of correspondence.

b. Date. The date will contain the day, month, and year in that order. The month will be spelled out or abbreviated and not indicated by number, for example, 10 December 1995, 10 Dec 95.

c. Identifying reference. The identifying reference is a combination of letters and/or numbers assigned by the originator to facilitate future identification of the correspondence.

d. Subject. The subject is a brief statement of the general content of the correspondence.

e. Address. The addressee is the authority/individual for whom the correspondence is intended. In the case of multiple addressees, the term *SEE DISTRIBUTION* may be used and the addressees shown elsewhere, or *Distribution List A* (or similar methods) may be shown where a standard set of distribution lists is used by the headquarters of the originator.

F–5. Body

a. Paragraphing. If the body of the correspondence contains two or more paragraphs, they will be numbered in sequence throughout the paper. Subparagraphs, when used, will be identified by letters and numbers within each paragraph as in figure F–1. When only one paragraph is used, it is not numbered, but its subparagraphs, if any, are identified as indicated below.

1.
  a.
  b.
  (1)
  (2)
  (a)
  (b)
2.

Notes:
1. Further subparagraphing, if required, should be in accordance with national or command practice.
2. The degree of indentation for paragraphs and subparagraphs, including that used for second and subsequent lines, is optional.

Figure F–1. Paragraphs

b. Parts, sections. Correspondence in which subjects are lengthy or require subdivision for clarity may be divided into parts, sections, or similar subdivisions as desired by the originator, the subdivisions being identified by Roman numerals, Arabic numerals, or capital letters. When this is done, the actual paragraph numbering sequence should still be continuous throughout to facilitate identification.

c. Group titles. Group headings may be used to head one or more paragraphs, which may or may not themselves be headed, relating to the same general subject. Group headings should be capitalized and underlined and should not be numbered.

d. Paragraph and subparagraph headings. Where it is desirable to give a paragraph or subparagraph a heading, this heading will be printed in lowercase letters (with the first letter of each major word capitalized), underlined, and placed in the first line of text.

F–6. Close

a. Contents. The close must always contain the signature block. The close will also contain a command or authority line when the signature block does not show the commander or authority by which the correspondence was issued.

b. Signature block. The signature block must always include a handwritten signature on the original, with the individual's name and rank (if military), typed, printed, or affixed by means of a rubber stamp on the original and all the copies. When the signing authority is not the one mentioned in the head of the correspondence, the signature block should contain the words *for, by delegation,* or the equivalent.

F–7. Supplementary documents

a. Annexes. Supplementary documents that amplify or explain the parent document are called annexes. They are used when the inclusion of all the detail in the body of the document would make it cumbersome. Annexes should—

(1) Be introduced or referred to in the body of the correspondence.

(2) Be lettered consecutively using uppercase letters in the order in which they appear in the text. A single annex is Annex A.

(3) Have their own subject headings.

b. Appendixes. Supplementary documents that amplify or explain annexes are called appendixes. They are used when the inclusion of all the detail in the annex would make it cumbersome. Appendixes should—

(1) Be referred to in the text of the present annex.

(2) Be identified with uppercase letters in alphabetical sequence (for example, Appendix A, Appendix B). Identify paragraphs within an appendix with an uppercase letter and an Arabic number. The letter represents the appendix; the number represents the numerical sequence of the paragraph within the appendix (for example, A–1, B–1, B–2). Tables or illustrations within an appendix will be identified with an uppercase letter and an Arabic number. The letter represents the appendix; the number represents the numerical sequence of the illustration or table in the appendix (for example, Figure A–1, Figure A–2, Table A–1, Table A–2).

c. Enclosures. Supplementary documents that are complete in themselves and are forwarded with military correspondence are referred to as enclosures. Enclosures may have their own annexes and appendixes.

d. Listing and identification. Documents that supplement a piece of correspondence are listed and briefly identified under a separate item either in the head or the close. Annexes and appendixes should refer to the parent paper so they can be identified.

F–8. Tabulation

It is frequently necessary to present information, especially in supplementary documents, in tabular form. In order to facilitate precise reference to items in a table, the insertion of amendments, lines, and columns will be identified as follows:

a. Lines (or where appropriate, individual items containing more than one line) with a serial number (Arabic numeral) in the left-hand column. If serials need to be subdivided, subserials will be identified in the same way as subparagraphs.

b. Columns (including those containing the serial number) with lowercase letters in brackets, which should be on a separate line below the column heading. The column heading itself need not be repeated on subsequent pages.

F–9. References

References to other correspondence may be listed either in the heading or in the beginning of the body of correspondence. When it is necessary to make reference to another document, identification will be in sufficient detail to avoid possible confusion. When referring to military correspondence, the reference will contain the following information: office of origin, identifying reference, date, and subject of correspondence.

F–10. Extracts

Extracts from a document are identified by the original chapter, article, and paragraph numbers, as appropriate but never by page numbers. When a document is translated or reprinted, the original chapter, article, and paragraph numbers are retained, but the page numbers may be changed.

F–11. Specific points

Specific points in tables or diagrams may need to be amplified by notes. These are normally placed at the foot of the document (or other convenient place) under the heading *Notes.* They are numbered consecutively in Arabic numerals, the series starting anew for each supplementary document. Attention is drawn to the relevant note by inserting the appropriate numeral in brackets immediately after the point.

F–12. Footnotes

Footnotes may also be used in the body of military correspondence and are useful for crossreferences or explanations that do not affect the substance of the paper. Lengthy footnotes should be avoided.

F–13. Abbreviations

a. Abbreviations are not normally used in military correspondence covered by STANAG 2066 if it is to be circulated between Allied Forces.

b. If abbreviations are used, the word or words abbreviated are to be written in full on first appearance, followed by the appropriate abbreviation in parentheses. Abbreviations standing for combinations of words are written in uppercase letters without spaces or punctuation, for example, Supreme Headquarters Allied Powers Europe (SHAPE).

c. Related documents dealing with abbreviations are as follows:

(1) NATO Handbook C(1), part III, contains the authorized short titles for NATO military commands and agencies.

(2) AAP–15 is a glossary of abbreviations in common use in NATO but does not constitute an authority for their use. The procedure in paragraph *b* above must be followed when such abbreviations are used.

(3) Agreed national distinguishing letters for use by NATO Forces are contained in STANAG 1059.

d. The use of military abbreviations is not precluded in particular cases and may be authorized from time to time.

e. See also AR 310–50.

Glossary

Section I
Abbreviations

Abbreviations

ACP
Allied Communication Publication

ALARACT
all Army activities

APO
Army Post Office or Air Post Office

ARNGUS
Army National Guard of the United States

AR
Army regulation

ARSTAF
Army Staff

AUS
Army of the United States

AUTODIN
Automated Digital Network

CF
copy furnished

CDR, cdr
commander

CHAMPUS
Civilian Health and Medical Program of the Uniformed Services

CNWDI
critical nuclear weapon design information

COB
close of business

DA
Department of the Army

DAC
Department of the Army civilian

DAS
Director of the Army Staff

DCSPER
Deputy Chief of Staff for Personnel

DOD
Department of Defense

DSN
Defense Switched Network

encl
enclosure

FOUO
For Official Use Only

FPO
Fleet Post Office

FRD
formerly restricted data

GS
General Staff

HQDA
Headquarters, Department of the Army

IG
inspector general

MACOM
major Army command

memo
memorandum

MFR
memorandum for record

MOA
Memorandum of Agreement

MOU
Memorandum of Understanding

NATO
North Atlantic Treaty Organization

OCR
optical character reader

OER
officer evaluation report

OF
optional form

OSA
Office of the Secretary of the Army

POC
point of contact

RD
restricted data

SAB
subject as above

SF
standard form

SHAPE
Supreme Headquarters Allied Powers Europe

STANAG
Standardization Agreement

TDA
tables of distribution and allowance

TOE
table of organization and equipment

USA
United States Army

USAF
United States Air Force

USAR
United States Army Reserve

USMC
United States Marine Corps

USN
United States Navy

USPS
United States Postal Service

VCSA
Vice Chief of Staff, Army

Section II
Terms

Correspondence
Includes all forms and formats contained in this regulation and other special purpose correspondence or forms used in conducting Army business. The correspondence may be produced, reproduced, or transmitted manually, electronically, or by magnetic media.

Flats
An envelope that is larger than 5 3/4 by 11 1/2 inches (letter size) is a "flat."

Form letter
Any of the following, when printed and stocked for recurring use
a. A letter.
b. A memorandum.
c. A postcard containing printed information (does not include postcard assigned a form number).

Letter
A format used for correspondence addressed to the President or the Vice President of the United States, members of the White House staff, members of Congress, Justices of the Supreme Court, heads of departments and agencies, State

governors, mayors, foreign government officials, and the public. This format may also be used for official personal correspondence, letters of appreciation or commendation, and letters of welcome.

Memorandum
A format for corresponding within and between activities of HQDA; between HQDA and other major commands; within and between major commands; to Department of Defense and Department of Defense activities; for routine correspondence to Government agencies outside the Department of Defense; and correspondence to other military Services unless another format is specified or required. The memorandum may be used for notification of personnel actions, military or civilian, to show appreciation or commendation for DA employees, and for forwarding nontransmitting forms, as an enclosure or attachment, outside the installation or command. Formal memorandums are used for correspondence that will be sent outside the headquarters, the command, the installation, or similar identifiable organizational elements. The informal memorandum will be used for correspondence that is internal to the headquarters, command, or similarly identifiable organizational elements.

Memorandum of Agreement (MOA)
A prescribed format for documenting mutually agreed to commitments.

Memorandum for Record (MFR)
A prescribed format used to furnish information not requiring action.

Memorandum of Understanding (MOU)
A prescribed format for documenting mutually agreed to statements of facts, intentions, procedures, and/or parameters for future actions and matters of coordination.

Organizational e-mail
Organizational e-mail documents the command's business and/or expresses the will of the commander.

Section III
Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms that are not contained in AR 310–50.

AMS
Address Management System

e-mail
electronic mail

fwd sep
forwarded separately

KSARNG
Kansas Army National Guard personnel

P.S.
Postscript

PSC
Personnel Servicing Center

SCG
Security Classification Guide

ZIP
Zone Improvement Plan

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