

Army Regulation 25–50

**Information Management: Records
Management**

Preparing and Managing Correspondence

**Headquarters
Department of the Army
Washington, DC
10 October 2020**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25–50

Preparing and Managing Correspondence

This administrative revision, dated 4 October 2024—

- o Removes references to DA Memorandum 25–52 (throughout).
- o Adds references to Headquarters, Department of the Army Writing and Product Standard Operating Procedure, for preparing correspondence for signature by Secretary of the Army and other Headquarters, Department of the Army principal officials (throughout).
- o Assigns the choice of font size and type for both letters and memorandums to Army senior leaders, based on the rescission of DA Memorandum 25–52 and the creation of Headquarters, Department of the Army Writing and Product Standard Operating Procedure (throughout).
- o Lists the new website location for Army Addresses Online (throughout).
- o Changes the requirement from one space after ending punctuation to two spaces (throughout).

This administrative revision, dated 29 June 2023—

- o Updates guidance for clarity (paras 1–23, 1–39, and 3–5).

This administrative revision, dated 15 June 2023—

- o Changes proponency from the Administrative Assistant to the Secretary of the Army to the Chief Information Officer (title page).

This administrative revision, dated 8 November 2022—

- o Replaces “Soldiers” with “Servicemembers” (para 6–6c).
- o Adds a reference to DoDM 5110.04, Volume 2 (para C–2b).
- o Updates proper form for addresses in letters, on envelopes, and for salutations and complimentary closes in letters (table C–4).

This administrative revision, dated 26 April 2021—

- o Corrects The Congress and legislative agencies (table C–2).

This administrative revision, dated 4 February 2021—

- o Makes administrative changes (paras 1–30, 2–4, and fig 2–1).

This administrative revision, dated 10 November 2020—

- o Directs that digital signatures will not be used on letters (para 3–6c(2)(b)); however, electronic signatures that are not secured via DoD Common Access Card, such as digitized signatures (for example, a digital image of a handwritten signature) may be used on letters (para 1–17).

This major revision, dated 10 October 2020—

- o Institutes the requirement for Army Records Information Management System record numbers on memorandums (paras 1–5 and 2–4*a*(2)(*a*)).
- o Directs that correspondence, internal to Army, will be approved via digitally signed documents (paras 1–17 and 5–1*b*(2)(*c*)).
- o Changes the order of information when preparing references/citations using parenthesis to indicate titles (para 1–30).
- o Changes the requirement from two spaces after ending punctuation to one space (para 1–39).
- o Revises memorandum of understanding and memorandum of agreement formats, including sample text (para 2–6, figs 2–15 and 2–16).
- o Adds the format for a decision memorandum (para 2–8 and fig 2–19).
- o Adds guidance that Army Records Information Management System record numbers will not be used on letters (para 3–5*d*).
- o Directs that digital signatures will not be used on letters (para 3–6*c*(2)(*b*)).
- o Adds instructions for preparing a digital signature using Adobe Pro (paras 5–1*b*(2), 6–4*e*, and app F).
- o Removes guidance on Army branch title abbreviations and refers users to DA Pamphlet 611–21.
- o Makes changes to the DA Form 5 (Army Staffing Form) (para 7–3).
- o Updates mass mailing policy (app E).
- o Removes the requirement for the Deputy Chief of Staff, G–3/5/7 to incorporate effective Army writing into training courses and fund any special requirements (formerly para 1–4).
- o Removes the use of Army Knowledge Online and Defense Knowledge Online instant messaging for organizational and individual information transfer (formerly para 1–7*e*).
- o Removes figures in chapter 8 and refers users to DoD Manual 5200.01, Volume 2 (DoD Information Security Program: Marking of Classified Information) for examples of memorandums with classification markings.

Information Management: Records Management
Preparing and Managing Correspondence

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


KATHLEEN S. MILLER
Administrative Assistant
to the Secretary of the Army

United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority.

The proponent of this regulation is the Chief Information Officer. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to members of the Senior Executive Service within the proponent agency. Activities may request an exception or waiver to this regulation by providing justification that includes a full analysis of the expected benefits and a formal review by the activity's senior legal officer. All requests for exceptions or waivers will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the proponent. Refer to AR 25–30 for specific guidance.

Army internal control process.

This regulation contains internal control provisions and provides an internal

control evaluation for use in evaluating key internal controls (see appendix G).

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Chief Information Officer (ISES–RM), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060..

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to usarmy.pentagon.hqda-cio.mbx.policy-inbox@army.mil.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation establishes three forms of correspondence authorized for use within the Army: a letter, a memorandum, and a message.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the

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Glossary

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 and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

- a. The Chief Information Officer (CIO) will—
 - (1) Establish policies and procedures for preparing correspondence on behalf of the Secretary of the Army (SECARMY).
 - (2) Develop policy and direction for correspondence management for DA.
- b. Headquarters, Department of the Army (HQDA) principal officials and commanders or heads of Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), installations, activities, and units will supervise and manage correspondence within their agencies or commands and will actively support effective Army writing by enforcing prescribed standards for all Army personnel.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RSA-A, see DA Pam 25-403 for guidance.

1–6. Restrictions to this regulation

This regulation has been made as complete as possible to avoid issuing additional instructions. The formats for correspondence outlined in this regulation take precedence over format instructions outlined in other regulations or directives. Therefore, command publications issued to augment this regulation will be restricted to instructions that are unique to the issuing command.

Note. When preparing correspondence for signature by the Secretary of Defense; Secretary of the Army; Chief of Staff of the Army; Under Secretary of the Army; Vice Chief of Staff of the Army; Assistant Secretaries of the Army; AASA; and other HQDA principal officials, follow the guidance in Department of Defense (DoD) 5110.04, Volume 1 and HQDA Writing and Product SOP.

1–7. Objectives

The objectives of this regulation are to—

- a. Provide clear instructions for preparing correspondence.
- b. Reduce the cost of preparing correspondence.
- c. Standardize the preparation and dissemination of correspondence.

Section II

General Correspondence Guidance

1–8. Methods of communication

a. Personal or telephone contact. Conduct official business by personal contact, telephone, or Defense Switched Network, whenever possible. Use a memorandum for record (MFR) to document any decisions or agreements reached during voice communications (see para 2–7 for the proper use of an MFR).

b. Memorandum. Use the memorandum for correspondence within a department or agency, as well as for routine correspondence to Federal Government agencies outside DoD. Do not use the memorandum format when corresponding with the Families of military personnel or private businesses (see para 2–2 for the proper use of the memorandum).

c. Letter. Use the letter for correspondence addressed to the President or 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. You may also use letters to address individuals outside the department or agency when a personal tone is appropriate, such as in letters of commendation or condolence (see para 3–2 for the proper use of a letter).

d. Electronic mail. Use email to transfer organizational and individual information.

1–9. Direct communications

Send correspondence as directly as possible to the action office concerned (see para 2–4a(5)). Include the action officer’s name and office symbol when addressing correspondence.

1–10. Routing through channels

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

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

- (1) It is apparent the intermediate headquarters is not concerned.
- (2) No action is required.
- (3) No controls need to be exercised.

c. 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, make sure the action should not be sent through command channels. Do not use “FOR THE COMMANDER” on the authority line of technical channel correspondence.

1–11. Writing quality

In accordance with Plain Writing Act of 2010, Public Law (PL) No. 111–274, DA writing will be clear, concise, and well-organized. Army correspondence must aid effective communication and decision making. The reader must be able to understand the writer’s ideas in a single reading, and the correspondence must be free of errors in grammar, mechanics, and usage (see paras 1–37 and 1–38). Use electronic spell check when available but always proofread; spell check is only a tool and is not infallible.

1–12. Exclusive For correspondence

a. Using. Use “Exclusive For” correspondence for matters of a sensitive or privileged nature directed to a specific party or parties. Minimize its use 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 letter or memorandum format.

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

- (1) For memorandums:

Memorandum Exclusive For [Full Name], [Title], [Mailing Address]

Memorandum Exclusive For Commander of [Name], [Title], [Mailing Address]

- (2) For letters:

Exclusive For

Sergeant [Full Name]

[Title]
[Mailing Address]

c. Handling. When preparing “Exclusive For” correspondence, place it in a sealed envelope. Print and underline the words “Exclusive For” on the envelope. Distribution center and official mailroom workers will give this type of mail to addressees unopened unless security conditions dictate that they open the mail as part of the official mail screening process.

Section III

Specific Correspondence Guidance

1–13. Dissemination of command instructions

Use the acronym ALARACT (all Army activities) only in electronically transmitted messages. This acronym assigns responsibility for distribution instructions. Do not use it when addressing Army correspondence. See AR 25–30 and DA Pam 25–40 for preparing an ALARACT message.

1–14. Unique capitalization

The following is a selection of style and usage preferences for internal Army correspondence:

- a.* Capitalize the word “Soldier” when it refers to a U.S. Army Soldier.
- b.* Capitalize the word “Family” when it refers to U.S. Army Family or Family members.
- c.* Capitalize the word “Civilian” when it refers to Army Civilians and is used in conjunction with Soldier and/or Family.

1–15. Abbreviations, brevity codes, and acronyms

a. Memorandums. Use abbreviations and brevity codes authorized on the Army Publishing Directorate (APD) website under abbreviations, brevity codes, and acronyms or in the U.S. Government Printing Office Style Manual and standard dictionaries for abbreviations not authorized by AR 25–30. Prescribing regulations for various technical fields also provide authorized abbreviations, brevity codes, and acronyms. Abbreviated military grades are authorized for memorandums. General officers will use their full military grades on all 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 DoD. Military personnel will use their full grades (for example, lieutenant general, major general, captain, and sergeant first class) in letters.

c. Abbreviation guidelines.

- (1) Use only well-known abbreviations or those you believe the recipient knows.
- (2) Use a shortened version of the title or term instead of an acronym when a title or complete term will be used repeatedly in a document; for example, instead of “military interdepartmental purchase request,” use “purchase request.” If the complete title or term is lengthy, complex, or not well known, place the abbreviated form in parentheses after the first time the title or term is used. Thereafter, use only the shortened form. Do not use this method if the term will not be used repeatedly. Avoid beginning a sentence with an abbreviation or using them in the subject line, except for words like “Mr.,” “Dr.,” “Ms.,” and so on.

(3) Refer to APD’s website, <https://armypubs.army.mil/abca/default.aspx> and the DoD Dictionary of Military and Associated Terms available at <https://jdeis.js.mil/jdeis/>. For the online, searchable database, refer to <https://www.jcs.mil/doctrine/dod-terminology-program/> for further guidance on correct capitalization when spelling out an abbreviation.

d. Acronym guidelines.

(1) Use military and civilian acronyms in memorandums, if appropriate. Do not use military acronyms when writing to individuals or organizations outside of DoD. Military personnel will use their full grades (for example, lieutenant general, major general, captain, and sergeant first class) in letters. When an acronym is used, spell out the acronym the first time it is used and follow it with the acronym in parentheses. Thereafter, use the acronym. Do not overuse acronyms. Avoid using acronyms in the subject line.

(2) Refer to the APD’s website available at <https://armypubs.army.mil/abca/default.aspx> and the DoD Dictionary of Military and Associated Terms available at <https://jdeis.js.mil/jdeis/> for further guidance on correct capitalization when spelling out an acronym.

1–16. Letterhead

- a.* Letterhead identifies the originating organization and provides the complete standardized mailing address.

b. Computer-generated letterhead is used for all official correspondence. Use the letterhead template provided on APD's website which is available at <https://armypubs.army.mil/tools/pubsresources.aspx>.

- (1) All official letterhead stationery will bear the DoD seal. "Reply to the Attention of" is not required.
- (2) Do not print any seals, emblems, decorative devices, distinguishing insignia, slogans, office symbols, names, or mottos on letterhead stationery except those approved or directed by HQDA.
- (3) Use black ink for computer-generated letterhead.
- (4) Use the correct letterhead for the SECARMY, Chief of Staff, Army, Under Secretary of the Army, Vice Chief of Staff, Army using the guidance found in HQDA Writing and Product SOP and DoDM 5110.04–M–V1.

1–17. Digital signatures

The Army will replace analog or "wet," signatures with digital and electronic signatures secured via DoD Common Access Card for most documents. Digital signatures will not be used on letters or for documents that require a wet signature by law, regulation, or congressional tasking. See appendix F for instruction on creating Adobe .pdf files and placing the digital signature box and text boxes for date and comment as required.

1–18. Paper

Paper used for Army correspondence will be the standard size (8 ½ by 11 inches). Use computer-generated letterhead for the first page of all memorandums and letters. Use plain white paper for continuing pages.

1–19. Type fonts and sizes

Army senior leaders will determine the font size and type his or her organization will use ensuring the correspondence is easy to read and understand. The following guidelines will provide the best results:

- a. A font with a point size of 12 is recommended.
- b. Unusual type styles, such as Script, will not be used in official correspondence.
- c. Use guidance in HQDA Writing and Product SOP and DoDM 5110.04–M–V1 for Congressional or correspondence for the signature of the Secretary of Defense.

1–20. Ink color

Correspondence will be printed in black ink and may be signed in blue or black ink. Black ink will be used for date stamps.

1–21. Copies

- a. *Record copy.* Make one record or file copy of correspondence after the original has been signed and dated. Record copies should be maintained according to Army recordkeeping system requirements (see AR 25–400–2).
- b. *Reading file copies.* If reading files are used, maintain according to Army recordkeeping system requirements.
- c. *Copy furnished.* Use "copy furnished" (CF:) on memorandums to keep other than the prime addressees informed of an action. Make copies after the original has been signed and dated, to include memorandums signed digitally.
- d. *Courtesy copy.* Use "courtesy copy" (cc:) on letters to inform other readers of the subject if they have a need to know or should receive a copy of the correspondence. Make copies after the original has been signed and dated.
- e. *Electronic records.* Maintain according to Army recordkeeping system requirements (see AR 25–400–2).

1–22. Classified and special handling correspondence

- a. *General.* Information that requires protection against unauthorized disclosure in the interest of national security will be classified. Correspondence containing classified information will be safeguarded as prescribed in DoDM 5200.01, Volume 2. The contents of a classified communication will be revealed only to individuals who have the appropriate security clearance and whose official duties require the information with a need to know.
- b. *Marking classified correspondence.* See DoDM 5200.01, Volume 2 and 3 for detailed instructions on marking and downgrading correspondence.
- c. *Using "For Official Use Only" marking.* See AR 25–55 and DoDM 5200.01, Volume 2 and 3 for the proper use and marking of "For Official Use Only" (FOUO) material.
- d. *Controlled unclassified information.* See Executive Order (EO) 13556 and DoDI 5200.48.

1–23. Identifying a point of contact

- a. When writing any type of correspondence, the writer or point of contact will be identified by military grade or civilian prefix, first and last name; position and address; phone; and email address, if appropriate. This information is generally placed in the last paragraph of the correspondence.

b. In order to minimize the potential for posting correspondence containing personally identifiable information to public facing websites, organizations should follow the guidelines in AR 25–1 and DA Pam 25–1–1.

1–24. Identifying the originating office

Office symbols and/or office names are used to identify the office that prepared the document for signature. It will normally match the point of contact’s organization and may or may not correspond with the letterhead and/or signature block.

a. Office symbols are used when addressing or replying to memorandums. See the U.S. Army Addresses and Office Symbols Online website at <https://play.apps.appsplatform.us/play/e/default-fae6d70f-954b-4811-92b6-0530d6f84c43/a/79e92960-422c-4322-ab0e-c9ac3234aeb4?tenantid=fae6d70f-954b-4811-92b6-0530d6f84c43&sourcetime=2023-08-25%2019%3a58%3a07z>.

b. Office names may be used when addressing or replying to letters.

1–25. Expressing a date

a. *Dates on memorandums.* Express dates on or within memorandums in the following formats: 5 January 2018, 5 Jan 18 or 5 Jan 2018 (date stamps only).

b. *Dates on letters.* Express dates on letters and refer to dates within letters only in the following format: January 2, 2018.

c. *Separating date elements.* Avoid separating any of the three date elements (day, month, and year) from each other. If absolutely necessary, the four-digit year may be carried over to the next line.

1–26. Expressing time

Military time will be expressed in a group of four digits, 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. Civilian time is used when writing letters. Military time is used for memorandums.

1–27. Suspense date

a. Use a suspense date on memorandums when a reply is required by a certain date (see fig 2–2). Show the suspense dates two lines above the date line, **in bold**, and in the body of the memorandum in one of the following formats: 5 January 2018, 5 Jan 18 or 5 Jan 2018 (date stamps only).

b. Do not use a suspense date on a letter.

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

- (1) The number of days required to send the communications.
- (2) The number of days needed to complete the action.
- (3) The number of days required to submit the reply.

1–28. Addressing

Address correspondence and envelopes as prescribed in AR 25–51 and chapter 5 of this regulation.

1–29. Postscripts

Do not use postscripts in Army correspondence.

1–30. References

List references in the first paragraph of the correspondence. Enclose copies of references that are not readily available to the addressees or list public website link that is accessible to all agencies on the distribution list. List and number references in the order they are mentioned in the correspondence. However, when references are not included in the body of the correspondence, number, and list them in order of precedence and ascending date order in the first paragraph. As a minimum, include the following information:

a. *Publications.* When referencing publications, only include the number and title (for example, AR 25–50 (Preparing and Managing Correspondence)). In policy correspondence, referencing basic directives by the number and title prevents the correspondence from having to be revised and republished when one of the references is updated. Use the date of the directive when a specific version is being referenced and be prepared to provide a copy.

b. *Correspondence.* When referencing correspondence, include the organization or origin, office symbol, type of correspondence, subject of correspondence, and date. Examples---

- (1) HQ USARC, AFRC–ZA memorandum (Training for Army Materiel Command Personnel), 20 February 2020.

- (2) HQ FORSCOM (ATCG) memorandum (Using Date From a Referenced Memorandum), 20 February 2020.
- (3) Office of the General Counsel, SAGC letter (subject—if used), 31 March 2020.
- (4) HQ TRADOC, ATPL–TDD–OR message, 101623Z Sep 19, (Correspondence Management.), 10623Z March 2020.

c. Email or facsimile. When referencing an email or facsimile (fax), use the name of the sender and office symbol, if included, for example:

- (1) HQ TRADOC, ATPL–TDD–OR, [full name] email (Correspondence Memorandum), 3 January 2020.
- (2) HQ FORSCOM, [full name] fax (Copier Management), 25 February 2020.

d. Public law. When referencing public laws, include the name, public law number, section, statute number, and date, for example:

- (1) National Environmental Policy Act of 1969, Public Law No. 91–190, Section 103, 83 Statute 852, 853 (1970).
- (2) Social Security Number Privacy and Identity Theft Prevention Act of 2003, H.R. 2971, 108th Cong. 101 (2003).

e. Classified or unclassified material. Use DoDM 5200.01, Volume 2 for portion marking when referencing unclassified material in a classified document or when referencing classified material in a classified or unclassified document.

f. Paragraphs of publications.

- (1) When referencing a publication, cite its number and title: Army regulation 25–59 (Office Symbols).
- (2) Additional references need only include the regulation and paragraph number (for example, AR 25–59, para 1–5).

g. Telephone conversations or meetings. When referencing telephone conversations or meetings, cite in this order; type of communication; names of participants, followed by headquarters or office identifier for each; subject, if applicable (in parentheses); and date.

(1) Reference telephone conversation between [full name], TRADOC, and [full name], CIO (Records Management), 23 January 2020.

(2) Reference meeting between [full name], TRADOC, and [full name], CIO (Office Symbols), 23 January 2020.

h. Material that has the same subject. In memorandums, you may use the term “subject as above” or the acronym “SAB” in lieu of repeating the subject. You cannot do so in letters.

1–31. Page and paragraph numbering

See paragraphs 2–4, 2–5, and 3–6 for exact guidance on paragraph and page numbering and placement of the page number.

1–32. Using boldface and italic type for emphasis

Use boldface or italic type to emphasize a specific or important fact. Do not overuse this method for emphasis. In general, substitute more specific or forceful words to gain emphasis.

1–33. Distribution formulas

Develop a distribution formula that is easy to understand and use. Make sure 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).

1–34. Identifying and listing enclosures

Use enclosures for memorandums and letters. Number and attach all enclosures in the same order they are mentioned in the body of the correspondence. Identify each enclosure in the lower right corner of the first page before making copies. Specify enclosures in the text. See paragraph 4–2 for the proper listing of enclosures. Attachments to enclosures are referred to as enclosures to enclosures (for example, enclosure 3 to enclosure 2), if necessary. Try to reference the title of such attachments more conversationally in text. For example, “See the Procedures Checklist in enclosure 1.”

1–35. Nine-digit ZIP code (ZIP code)

Use the ZIP code on all return envelope addresses and correspondence. The ZIP code will be used on all letterhead.

1–36. North Atlantic Treaty Organization correspondence

All (North Atlantic Treaty Organization) NATO correspondence will be prepared according to applicable NATO directives.

1–37. Recordkeeping requirements for delegations of signature authority

In accordance with AR 25–400–2, delegations of signature authority must be created and maintained using the record number 25-50a.

Section IV

Effective Writing and Correspondence: The Army Writing Style

1–38. Standards for Army writing

a. Effective Army writing is understood by the reader in a single rapid reading and is clear, concise, and well-organized in accordance with PL 111–274.

b. Two essential requirements include putting the main point at the beginning of the correspondence (bottom line up front) and using the active voice (for example, “The time you spent in training last year entitles you to jump pay.”).

c. Active voice writing—

- (1) Emphasizes the actor of the sentence.
- (2) Shows who or what does the action in the sentence and puts the actor before the verb.
- (3) Creates shorter sentences. By eliminating passive voice, you reduce the number of words in a sentence.

(a) Passive voice: The test was passed by SGT Jones (seven words).

(b) Active voice: SGT Jones passed the test (five words).

d. Passive voice is easy to recognize. A passive construction occurs when the object of an action becomes the subject of the sentence. A verb in the passive voice uses any form of the verb “to be” (for example, am, is, are, was, were, be, being, and been), plus a past participle of the verb, which usually ends in “en” or “ed” (for example, were completed, as requested). Additionally, in passive voice the subject receives the action instead of taking the action.

1–39. Constructing military correspondence

a. *General techniques.* Focus on the main point when constructing basic military correspondence. Use of active voice is the basic style of Army writing.

b. *Specific techniques.* Incorporate these plain language techniques to improve effectiveness:

- (1) Use short words.
- (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.”
- (9) Place two spaces between the punctuation and the text that immediately follows it for periods and question marks. For commas, colons, and semicolons, place one space between the punctuation and the text that immediately follows it.
- (10) Space ¼ inch to the right of the parenthesis when numbering subparagraphs.

Chapter 2

Preparing Memorandums

2–1. General

Figures 2–1 through 2–19 illustrate examples of use and general rules for memorandums.

2–2. Use

The memorandum is used for correspondence sent outside the headquarters, command, installation, activities, units, or similarly identifiable organizational elements within DoD; for routine correspondence to Federal Government agencies outside DoD; for notification of personnel actions, military, or civilian; for showing appreciation or commendation to DA Civilians and Soldiers; and for internal correspondence within the same headquarters, command, or similarly identifiable organizational elements.

Note. Refer to HQDA Writing and Product SOP for correspondence originating within Army Secretariat or Army Staff organizations available at [https://csa.army.pentagon.mil/ecc/SitePages/Correspondence Formats And Letterheads.aspx](https://csa.army.pentagon.mil/ecc/SitePages/Correspondence%20Formats%20And%20Letterheads.aspx).

2-3. General rules

- a. *Paper.* Use standard size paper (8½ by 11 inches).
 - (1) Original pages. For memorandums, use computer-generated letterhead for the first page and plain white paper for continuing pages.
 - (2) Copies. Prepare only the number of copies needed. See paragraph 1-20 of this regulation for more information on record, reading file, copy furnished, and courtesy copies.
- b. *Dates.* Type or stamp the day, month, and year on the memorandum flush with the right margin. See appendix F for instructions on placing a text box for the date on Adobe .pdf files that use digital signature.
- c. *Margins.* Use standard margins: 1-inch from the left, right, and bottom edges. Do not justify right margins.
- d. *Spacing.* See figures 2-1 and 2-2.
- e. *Abbreviations, brevity codes, and acronyms.* See paragraph 1-15 of this regulation.
- f. *Signature blocks.* See paragraph 6-4 of this regulation.

2-4. Format

Use the block style format (flush with the left margin/ with three parts) when writing a memorandum: heading, body, and closing.

- a. *Heading.* The heading has six elements—
 - (1) *Office symbol.* Type the office symbol on the second line below the seal. The office symbol identifies the writer's office (for example, ISES-RM). 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, military grade, primary military occupational specialty, contract number, or bill of lading number. Do not crowd the office symbol line. If the additional information is lengthy, use a second line, flush with the left margin.
 - (2) *Army Records Information Management System record number.*
 - (a) Agencies will place the appropriate Army record number after the office symbol on memorandums. These numbers are available at the ARIMS/RRS-A website <https://www.arims.army.mil>.
 - (b) Place the record number one space after the office symbol in parentheses. (Example: ISES-RM (25-50a)). Follow Army recordkeeping requirements in accordance with AR 25-400-2.
 - (3) *Date.*
 - (a) Memorandums must be dated. The date may be typed or stamped. See appendix F for instructions on placing a text box for the date on Adobe .pdf files that use digital signatures.
 - (b) Place the date on the same line as the office symbol flush with the right margin after the memorandum has been signed.
 - (c) Express dates in the following formats: 13 March 2020, 13 Mar 20 or 13 Mar 2020 (date stamps only).
 - (4) *Suspense date.* Use a suspense date if a reply is needed by a certain date. Do not impose a suspense date without a compelling reason. Place the suspense date flush with the right margin two lines above the memorandum date, in **bold**. Precede the suspense date with S: (for example, S: 13 March 2020 or S: 13 Mar 20.) (See fig 2-2).
 - (5) *"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. If you are sending the memorandum to someone's attention, place the person's name in parentheses after the office symbol (see fig 2-2). Exception: When used for "Exclusive For" correspondence, appreciation, and commendation, address the memorandum to the 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 be indented ¼ inch. Type addresses in either all uppercase letters or uppercase and lowercase letters. Do not mix the two styles. Be consistent.
 - (a) *Single-address memorandums.* See figures 2-3 and 2-4 for examples of memorandums with a single address. Figure 2-3 gives an example for HQDA, and figure 2-4 gives an example for an ASCC. When using a single address, type "MEMORANDUM FOR" and the address on the same line.
 - (b) *Multiple-address memorandums.* See figures 2-5 through 2-7 for examples of memorandums with multiple addresses. Note that "multiple-address memorandums" is up to five addresses. If the address extends more than one line, indent the second line ¼ inch.
 - (c) *"See Distribution" memorandums.* If a memorandum is sent to more than five recipients, use the "SEE DISTRIBUTION" format (see fig 2-8). 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 distribution formulas or addresses (flush with the left margin) as shown in figures 2–8 through 2–10. The distribution list may be continued on the second page (see figure 2–8). If necessary, the complete distribution list may be typed on a separate page. On the first page, second line below the last line of the signature block or enclosure listing (whichever is lower), type “DISTRIBUTION:” flush with the left margin the words “(see next page)” (see fig 2–9).

(d) *Memorandums “Thru.”* Use a memorandum “THRU” to let others know what is being done and give them the opportunity to comment, especially if their comment will affect the action. Use this format when an action must be endorsed by several recipients, in turn. See figure 2–11 for the format for a single-address memorandum “THRU.” Use the format in figure 2–12 when sending the memorandum “THRU” to more than one recipient. When preparing with a digital signature, create a text box for short remarks (optional) and a digital signature block at the end of each “THRU” line for the addressee to sign. See appendix F for instructions on placing these boxes.

(6) *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. Avoid using abbreviations in the subject line; however, if the subject needs more than 10 words, limit the number of words by using commonly recognized authorized acronyms (for example, DA, DoD, FY, and HQDA). 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 line of the subject.

(a) List any references in the first paragraph. See paragraph 1–29 and figure 2–3 and 2–4 of this regulation for instructions on how to list references.

(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.

(e) Ensure the point of contact line is in 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 subparagraphs. Subparagraph spacing is the same as 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 CF line.

(1) *Authority line.* See chapter 6 and appendix D of this regulation. 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 head of an office.

(2) *Signature block.* See chapter 6 and appendix D of this regulation for examples.

(a) *Placement.* Begin the signature block in the center of the page on the fifth line below the authority line. If you are not using an authority line, begin the signature block on the fifth line below the last line of text.

(b) *Format.* See paragraph 6–4c and appendix D of this regulation.

(3) *Enclosures.* Number and attach enclosures in the same order they appear in the memorandum. For only one enclosure (Encl), do not precede “Encl” with the number 1; use only “Encl.” For more than one enclosure, use “Encls.” 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 2–8 through 2–10.

(5) *Copies furnished.* See figures 2–1, 2–8, 2–13, and 2–14. Use the CF: line to inform other recipients 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. (Do not spell out CF.) If none of the CF addressees will be provided copies, type “w/o encls” in parentheses after CF: (for example, CF: (w/o encls)).

2–5. Multiple-page memorandums

Try to avoid multiple-page memorandums. However, when they are necessary, consider using enclosures for additional information. If a memorandum is longer than one page, see figure 2–2 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 line below the office symbol.

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

(1) Do not divide a paragraph of three lines or fewer 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 that has been 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.

2-6. Memorandum of understanding or memorandum of agreement

a. *Memorandum of understanding.* Use a memorandum of understanding (MOU) to describe broad concepts of mutual understanding, goals, and plans shared by the parties when no transfer of funds for services is anticipated.

b. *Memorandum of agreement.* Use a memorandum of agreement (MOA) to establish and document common legal terms that establish a “conditional agreement” where transfer of funds for services is anticipated. MOAs do not obligate funds, but establish the terms for future services.

c. *Format.* When an MOU or MOA is required between two Army activities, use the format shown in figures 2-15 and 2-16 and as further detailed below. Note: If an MOU or MOA is not exclusively entered into between two Army activities, the formatting requirements as reflected in this paragraph and figures 2-15 and 2-16 may be altered to meet any internal or special requirements that non-Army parties may have.

(1) *Heading.* Prepare the MOU/MOA on plain white paper. If an MOU/MOA is between two Army activities, DA letterhead is appropriate. 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 agreeing agencies, separated by the word “AND” on the line immediately following the word “BETWEEN.” The requirement for centering may be altered when more than two agreeing agencies are involved or when 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 text at the left margin on the third line below the last line of the subject. The basic text will generally contain, but is not limited to, the following categories:

(a) *References.* List references that are directly related to the document.

(b) *Purpose.* Clearly define or state the purpose of the MOU or MOA.

(c) *Background.* Include a brief background.

(d) *Understandings, agreements, support, resources, and responsibilities.* List the understandings, agreements, support, resources, and responsibilities of and between each agency involved.

(e) *Effective date.* Enter the date the MOU or MOA will become effective.

(f) *Review, revision, modification, or cancellation date.* Enter the date as mutually agreed to by the signers or their designated representatives.

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

(5) *Signature blocks.* Signature blocks on MOUs and MOAs are unique because the signature blocks of the agreeing agencies’ parties appear on the same line.

(a) Type signature blocks on the fifth line following the last line of text.

(b) Precede all signature blocks by overscoring as shown in figures 2-15 and 2-16.

(c) Include the name, title, and agency for civilians and name, military grade, branch, and title for military personnel. Include the date each official signs.

(d) Place the signature blocks in protocol order, with the senior official on the right. If an MOU or MOA has three agreeing agencies, center the signature block of the highest ranking official at the bottom. Place the signature block of the next-highest ranking official above on the right. Place the signature block of the junior official above on the left.

(e) See DoDI 4000.19 for more detailed information as to the required content of MOUs and MOAs.

2-7. Memorandum for record

a. *Use.* Use the MFR to show the authority or basis for an action taken. Also, use the MFR to document informal meetings or telephone conversations when official business was conducted (see fig 2-17).

b. *Contents.*

- (1) *Heading*. Include the office symbol, date, and subject.
- (2) *Body*. Show all background information having a direct bearing on the matter. Include the authority and basis for the action to inform reviewing and signing officials.
- (3) *Signature block*. Follow examples in figures 2–15 and 2–16 if more than one signature block is required.
 - c. *Format*. See figure 2–17.

2–8. Decision memorandum

a. *Use*. The decision memorandum is used to obtain decisions from the command group or higher headquarters. It is prepared on letterhead and should not exceed two pages, excluding supporting documents.

b. *Contents*.

- (1) *Heading*. Include the office symbol, date, and subject.
- (2) *Body*. Include the purpose, recommendations, discussion, and coordination for the action to inform reviewing and signing officials.
- (3) *Signature block*. Follow examples in figures 2–15 and 2–16 if more than one signature block is required.
 - c. *Format*. See figure 2–18 and appendix F.



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1
2 [Date]
1
2
3 MEMORANDUM FOR U.S. Army Command and General Staff College (ATZL),
100 Stimson Avenue, Fort Leavenworth, KS 66027-1352
1
2 SUBJECT: Using and Preparing a Memorandum With a Digital Signature
1
2
3 1. See paragraph 2–2 (of this regulation) on when to use a memorandum.
1
2 2. Single space the text with double-spacing between paragraphs and
subparagraphs. Insert two blank spaces after ending punctuation (periods and
question marks). For commas, colons and semicolons, place one space between the
punctuation and the text that immediately follows it.
1
2 3. When a memorandum has more than one paragraph, number the paragraphs
consecutively. When paragraphs are subdivided, designate first subdivisions using
lowercase letters of the alphabet and indent ¼ inch as shown below.
1 a. When a paragraph is subdivided, there must be at least two subparagraphs.
2
1 b. If there is a subparagraph “a,” there must be a subparagraph “b.”
2
1 (1) Designate second subdivisions by numbers in parentheses; for example,
2
(1), (2), and (3) and indent ½ inch as shown.
1
2 (2) Do not subdivide beyond the third subdivision.
1
2 (a) Do not indent any further than the second subdivision.
1
2 (b) Use (a), (b), (c), and so forth at this level.
1
2 4. For instructions on how to place a text box for the application of dates to .pdf files
with digital signature, see Appendix F.
1
2 AUTHORITY LINE:
1
2
3 [place digital signature block here]
4
5 Encl NAME (ALL CAPS)
Colonel, GS
Deputy Chief of Staff, G-3

Figure 2–1. Using and preparing a memorandum with digital signature



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

S: Suspense Date
S: Suspense Date

1

2

OFFICE SYMBOL (ARIMS Record Number)

Date

1

2

3

MEMORANDUM FOR Joint Readiness Training Center (AFXX-XX/[Name]), U.S. Army
Forces Command, 6661 Warrior Trail Ave, Fort Polk, LA 71459

1

2

SUBJECT: Preparing a Two-page Memorandum With a Suspense Date

1

2

3

1. Review this example to see how to prepare a memorandum. Allow 1 inch for the
left, right, and bottom margins.

1

2

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

1

2

b. Stamp or type the DATE on the same line as the office symbol, flush to the right
margin after signature. For instructions on how to place a text box for the application of
dates to .pdf files with digital signature, see Appendix F. If there is a SUSPENSE DATE,
type it two lines above the office symbol line flush to the right margin. If more than one
suspense date is needed, format as shown in this figure.

1

2

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 uppercase and lowercase type or all uppercase type. See the
other figures within this chapter for preparing multiple-address memorandums.

1

2

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

1

2

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

1

2

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

1

2

3. Type the SIGNATURE BLOCK on the fifth line below the authority line or the last line
of the body 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.

Figure 2-2. Preparing a two-page memorandum with a suspense date

OFFICE SYMBOL (ARIMS record number)
SUBJECT: Preparing a Two-page Memorandum With a Suspense Date

- 1
2
3 4. Type the OFFICE SYMBOL on the left margin 1 inch from the top edge of the paper. If using an ARIMS record number, space over one space and type the record number in parentheses.
- 1
2 5. Type the SUBJECT of the memorandum at the left margin on the next line below the office symbol.
- 1
2 6. Begin continuation of the TEXT at the left margin on the third line below the subject
- 1
2 a. Do not divide a paragraph of three lines or fewer between pages. At least two lines of the divided paragraph must appear on each page.
- 1
2 b. Include at least two words on each page of any sentence divided between pages.
- 1
2 c. Avoid hyphenation whenever possible.
- 1
2 d. Do not hyphenate a word between pages.
- 1
2 e. Do not type the AUTHORITY LINE (if used) 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.
- 1
2 7. Use the last paragraph to identify the [point of contact], [phone number], and [email] or organization address, as appropriate.
- 1
2 8. Center the page number approximately 1 inch from the bottom of the page.
- 1
2
3
4
5 4 Encls
1. Personnel Listing,
22 March 2019
2. DA Form 4187
3. Orders 114-6
4. Locator
- [place digital signature block here]
- NAME (ALL CAPS)
Major, JA
Chief, Claims Services

Figure 2-2. Preparing a two-page memorandum with a suspense date--Continued



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1
2 Date

1
3 MEMORANDUM FOR DEPUTY CHIEF OF STAFF, G-4 (DALO-ZA/[Name])

1
2 SUBJECT: Single-address Headquarters, Department of the Army Memorandum

1
3 1. Reference HQ, USASC, ASCG memorandum (Revision to AR 25-50 (Preparing and Managing Correspondence)), 20 February 2020.

1
2 2. When writing a memorandum from one Army staff agency to another Army staff agency, omit the full geographic location.

1
2 3. When writing internal correspondence from a command or staff office within the command, omit the full geographic location.

1
2 4. Internal correspondence should be approved via digital signature.

1
2 5. When writing a memorandum from an ACOM, ASCC, DRU, or field activity to an Army staff agency, use the full geographic location (street, city, state, and ZIP+4 code).

1
2 6. For instructions on how to place a text box for the application of dates to .pdf files with digital signature, see Appendix F.

1
2 AUTHORITY LINE:

1
 2
 3 [place digital signature block here]

4
5 NAME (ALL CAPS)
 Major, GS
 Executive Officer

Figure 2-3. Addressing a single-address Headquarters, Department of the Army Memorandum



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1
2 Date
 1
 2
3 MEMORANDUM FOR United States Army North (ARNO-XX), 1400 East Grayson St.,
 Fort Sam Houston, TX 78234-7000
 1
2 SUBJECT: Single-address Army Service Component Command Memorandum
 1
 2
3 1. References:
 1
2 a. HQ, USASC, ASCG memorandum (Revision to AR 25-50 (Preparing and
 Managing Correspondence)), 20 February 2020
 1
 2 b. HQ, TRADOC, ATCG message (subject as above), 201645Z March 2020
 1
2 2. Type the address in all uppercase or uppercase and lowercase type. Be consistent.
 Do not mix the two styles.
 1
2 3. Always tell the reader where to direct questions about the subject. For example: My
 point of contact for this action is [name], [office symbol], at [phone number] or [email].
 1
2 4. For instructions on how to place a text box for the application of dates to .pdf files
 with digital signature, see Appendix F.
 1
 2 AUTHORITY LINE:
 1
 2
 3 [place digital signature block here]
 4
5 Encl NAME (ALL CAPS)
 Colonel, GS
 Director, Plans and Programs

Figure 2-4. Addressing a single-address Army service component command memorandum



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1 Date
2
3 MEMORANDUM FOR
1
2 DEPUTY CHIEF OF STAFF, G-1 (DAPE-ZA), 300 ARMY PENTAGON, WASHINGTON,
DC 20310-0300
DEPUTY CHIEF OF STAFF, G-2 (DAMI-ZA), 1000 ARMY PENTAGON, WASHINGTON,
DC 20310-1000
DEPUTY CHIEF OF STAFF, G-4 (DALO-ZA), 500 ARMY PENTAGON, WASHINGTON,
DC 20310-0500
1
2 SUBJECT: Multiple-address Memorandums for Headquarters, Department of the Army
Agencies Using Full Titles and Addresses With a Digital Signature
1
2
3 1. When preparing multiple-address memorandums for HQDA 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 2-6.
1
2 2. Type addresses in all uppercase or uppercase and lowercase type. Do not mix the
two styles. Be consistent.
1
2 3. When an address extends beyond one line, continue it on the next line, indenting
¼ inch.
1
2 4. When preparing a memorandum from one Army staff agency to another Army staff
agency, omit the full geographic location (see figure 2-3).
1
2 5. Use the last paragraph to identify the point of contact [name], [office symbol], at
[phone number] or [email].
1
2 6. For instructions on how to place a text box for the application of dates to .pdf files
with digital signature, see Appendix F.
1
2 AUTHORITY LINE:
1
2
3 [place digital signature block here]
4
5 Encl NAME (ALL CAPS)
Colonel, IN
Chief, Programs Division

Figure 2-5. Addressing a multiple-address memorandums for Headquarters, Department of the Army agencies using full titles and addresses with a digital signature



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1
2 Date
 1
 2
3 MEMORANDUM FOR
 1
2 HQDA (DAMI-XX), 1000 ARMY PENTAGON, WASH DC 20310-1000
 HQDA (DALO-XX), 500 ARMY PENTAGON, WASH DC 20310-0500
 HQDA (AAHS-RD), 9301 CHAPEK RD, FORT BELVOIR, VA 22060-5605
 1
2 SUBJECT: Multiple-address Memorandums for Headquarters, Department of the Army
 Agencies Using Office Symbols
 1
 2
3 1. Use one of the following to address multiple-address memorandums for Army staff
 agencies:
 1
2 a. The full title and address (see figure 2-5)
 1
2 b. Office symbols
 1
2 2. Use this example for 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 when addressing multiple-address memorandums to HQDA.
 1
2 3. Use the complete geographical location (including complete standard street address,
 city, state, and ZIP+4 code) when using this method of addressing. Type the office
 symbol addresses in uppercase. Do not mix the two authorized types of addressing.
 1
2 4. Because WASH DC and ALEX VA are abbreviations, do not use a comma between
 the city and the state.
 1
2 5. For instructions on how to place a text box for the application of dates to .pdf files
 with digital signature, see Appendix F.
 1
2 AUTHORITY LINE:
 1
 2
 3 [add digital signature block here]
 4
5 Encl NAME (ALL CAPS)
 Colonel, GS
 Chief of Staff

Figure 2-6. Addressing a multiple-address memorandums for Headquarters, Department of the Army agencies using office symbols



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1
2 Date

1
 2
3 MEMORANDUM FOR

1
2 Information Office (AFXX-XX), U.S. Army Forces Command, 4700 Knox St.,
 Fort Bragg, NC 28310-5000
 Information Office (ATXX-XX), U.S. Army Training and Doctrine Command,
 661 Sheppard Place, Fort Eustis, VA 23604-5727
 Information Office (AMCXX-XX), U.S. Army Materiel Command, 4400 Martin Rd.,
 Redstone Arsenal, AL 35898-5000

1
2 SUBJECT: Army Command Multiple-address Memorandums With Digital Signature

- 1
 2
3 1. When preparing ACOM multiple-address memorandums (more than one addressee and less than six), prepare as shown in this figure. When an address extends beyond one line, continue it on the next line, indenting ¼ inch.
- 1
2 2. Type the addresses in the same style; either in all uppercase or uppercase and lowercase type. Do not mix the two type cases. Be consistent.
- 1
2 3. Use complete geographical addresses (street, city, state, and ZIP+4 code).
- 1
2 4. Omit the geographical address when preparing internal ACOM headquarters memorandums.
- 1
2 5. For instructions on how to place a text box for the application of dates to .pdf files with digital signature, see Appendix F.

1
2 AUTHORITY LINE:

1
 2
 3 [add digital signature block here]

4
5 Encl NAME (ALL CAPS)
 Colonel, GS
 Deputy Chief of Staff, G-3

Figure 2-7. Addressing an Army command multiple-address memorandums with digital signature



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1 Date
 1
 2
3 MEMORANDUM FOR SEE DISTRIBUTION
 1
2 SUBJECT: Preparing a SEE DISTRIBUTION Addressed Memorandum
 1
 2
3 1. The SEE DISTRIBUTION format is used when more than five addressees are required.
 1
2 2. The words SEE DISTRIBUTION are typed one space after the words MEMORANDUM FOR.
 1
2 3. The word DISTRIBUTION is typed on the second line below the last line of the signature block or enclosure listing, whichever is lower, and the addresses are blocked as shown in this figure.
 1
2 4. Distribution listings may be continued on a second page. When absolutely necessary, a complete distribution listing can be prepared on a separate page.
 1
2 5. For instructions on how to place a text box for the application of dates to .pdf files with digital signature, see Appendix F.
 1
2 AUTHORITY LINE:
 1
 2
 3 [place digital signature block here]
 4
5 2 Encls NAME (ALL CAPS)
 1. DA Memo, 12 Mar 19 Captain, SC
 2. TRADOC Memo, 1 Mar 19 Chief, Services Branch
 1
2 DISTRIBUTION:
 Principal Officials of Headquarters, Department of the Army
 Commander
 U.S. Army Forces Command
 U.S. Army Training and Doctrine Command
 U.S. Army Materiel Command
 U.S. Army Futures Command
 U.S. Army Pacific
 U.S. Army Europe
 U.S. Army Central
 (CONT)

Figure 2-8. Preparing a SEE DISTRIBUTION addressed memorandum

OFFICE SYMBOL (ARIMS Record Number)
SUBJECT: Preparing a SEE DISTRIBUTION Addressed Memorandum

1
2
3

DISTRIBUTION: (CONT)

U.S. Army North
U.S. Army South
U.S. Army Africa/Southern European Task Force
U.S. Army Special Operations Command
Military Surface Deployment and Distribution Command
U.S. Army Space and Missile Defense Command/Army Strategic Command
U.S. Army Cyber Command
U.S. Army Medical Command
U.S. Army Intelligence and Security Command
U.S. Army Criminal Investigation Command
U.S. Army Corps of Engineers
U.S. Army Military District of Washington
U.S. Army Test and Evaluation Command
U.S. Army Human Resources Command
Superintendent, U.S. Military Academy
Director, U.S. Army Acquisition Support Center
Superintendent, Arlington National Cemetery
Commandant, U.S. Army War College
Director, U.S. Army Civilian Human Resources Agency

CF:
Director of Business Transformation
Commander, Eighth Army

Figure 2-8. Preparing a SEE DISTRIBUTION addressed memorandum---Continued



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1 Date
 1
 2
3 MEMORANDUM FOR SEE DISTRIBUTION
 1
2 SUBJECT: Preparing a DISTRIBUTION List on the Second Page
 1
 2
3 1. The SEE DISTRIBUTION format is used when more than five addressees are required.
 1
2 2. The words SEE DISTRIBUTION are typed one space after the words MEMORANDUM FOR.
 1
2 3. When necessary, a complete distribution listing can be prepared on a separate page. On the first page, second line below the last line of the signature block or enclosure listing, whichever is lower, type DISTRIBUTION: flush with the left margin and the words (see next page) in parentheses, directly under DISTRIBUTION: on the next line.
 1
2 a. First subparagraph.
 1
2 b. Second subparagraph.
 1
2 (1) First subparagraph to subparagraph b.
 1
2 (2) Second subparagraph to subparagraph b.
 1
2 4. Always tell the reader where to direct any questions about the subject. For example: My point of contact for this action is [name], [office symbol], [phone number], or [email].
 1
2 AUTHORITY LINE:
 1
 2
 3 [place digital signature block here]
 4
5 2 Encls NAME (ALL CAPS)
 1. DA Memo, 14 Feb 18 Captain, AV
 2. TRADOC Memo, 27 Feb 18 Chief, Services Branch
 1
2 DISTRIBUTION:
 (see next page)

Figure 2-9. Preparing a DISTRIBUTION list on the second page

OFFICE SYMBOL (ARIMS Record Number)
SUBJECT: Preparing a DISTRIBUTION List on the Second Page

1
2
3

DISTRIBUTION:
Deputy Chief of Staff, G-1 (DAPE)
Deputy Chief of Staff, G-2 (DAMI)
U.S. Army Training and Doctrine Command (ATCG)
U.S. Army Materiel Command (AMCCG)
U.S. Army Central Command (ACEN)
U.S. Army Corps of Engineers (CECG)
Superintendent, U.S. Military Academy (MAXX)
U.S. Army Military District of Washington (ANXX)

2

Figure 2-9. Preparing a DISTRIBUTION list on the second page--Continued



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1 Date
 1
 2
3 MEMORANDUM FOR SEE DISTRIBUTION
 1
 2 SUBJECT: Preparing a Memorandum With a Distribution Formula
 1
 2
3 1. Use the SEE DISTRIBUTION format when using a distribution formula.
 1
 2 2. Type the words SEE DISTRIBUTION one space after the words MEMORANDUM
 FOR.
 1
 2 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 (flush with the
 left margin) as shown in this figure.
 1
2 4. Continue distribution formulas on a second page, when necessary. Do not use
 distribution formulas for addressees external to your command.
 1
 2 5. For instructions on how to place a text box for the application of dates to .pdf files
 with digital signature, see Appendix F.
 1
2 AUTHORITY LINE:
 1
 2
 3 [place digital signature block here]
 4
5 NAME (ALL CAPS)
 Captain, SC
 Chief, Services Branch
 1
2 DISTRIBUTION:
 B
 SPECIAL DISTRIBUTION:
 2 Chief, Special Supply Agency
 2 Principal Official, Special Project Department

Figure 2-10. Preparing a memorandum with a distribution formula



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1		1	
<u>2</u>	OFFICE SYMBOL (ARIMS Record Number)	<u>2</u>	Date
1			
<u>2</u>			
<u>3</u>	MEMORANDUM THRU U.S. Army North (ARNO-CG), 1400 East Grayson St., Fort Sam Houston, TX 78234-7000 [insert text box here] [insert digital signature box here]		
1			
<u>2</u>	FOR Records Management and Declassification Agency (AAHS-RDR), 7701 Telegraph Rd., Alexandria, VA 22315-3860		
1			
<u>2</u>	SUBJECT: Single-address MEMORANDUM THRU		
1			
<u>2</u>			
<u>3</u>	1. A MEMORANDUM THRU is used to keep the THRU addressee informed or to give the opportunity to comment or approve. A single-address MEMORANDUM THRU is prepared as shown in this figure.		
1			
<u>2</u>	2. If no comment is made, the THRU addressee will line out and initial, or sign, the THRU address line, write "concur," "noted," or other short remarks as needed, and date.		
1			
<u>2</u>	3. When preparing with a digital signature, create a text box (optional) for remarks and a digital signature block at the end of the THRU line for the addressee to sign. For instructions on how to place a text box for the application of dates to .pdf files with digital signature, see Appendix F.		
1			
<u>2</u>	4. When more than one THRU addressee is needed, the THRU addressee is prepared as shown in figure 2-12.		
1			
<u>2</u>	AUTHORITY LINE:		
1			
<u>2</u>			
3			[place digital signature block here]
4			
<u>5</u>			NAME (ALL CAPS) Chief, Management Division

Figure 2-11. Preparing a single-address MEMORANDUM THRU



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1
 1 2 Date

2
3 MEMORANDUM THRU

1
2 Logistics Information Management Division (DALO-PLI), 500 Army Pentagon,
 Washington, DC 20310-0500 [insert text box here] [insert digital signature box here]
 1 Field Division (AMCIO-F), U.S. Army Materiel Command, 4400 Martin Rd.,
2 Redstone Arsenal, AL 35898-5000 [insert text box here] [insert digital signature box here]
 1

2 FOR Director of Information Management (ANFB-IMR), 10106 Gridley Rd., Suite 100,
 Fort Belvoir, VA 22060-5840

1
2 SUBJECT: Preparing a MEMORANDUM THRU With Two Addressees

- 1
2
3 1. Use a MEMORANDUM THRU to keep the THRU addressees informed or to give
 them the opportunity to comment or concur. Prepare a dual or multiple-address
 memorandum as shown in this figure.
 1
2 2. When preparing with a digital signature, create a text box (optional) for short
 remarks, then a digital signature block at the end of the THRU lines for the addressees
 to sign. For instructions on how to place a text box for the application of dates to .pdf
 files with digital signature, see Appendix F.
 1
2 3. Do not address memorandums to more than two THRU addressees unless it is
 absolutely necessary.

1
2 AUTHORITY LINE:

[place digital signature block here]

NAME (ALL CAPS)
 Deputy Chief of Staff, G-4

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



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1 Date
 1
 2
3 MEMORANDUM FOR Field Support Division (AMCIO-F), U.S. Army Materiel
 Command, 4400 Martin Rd., Redstone Arsenal, AL 35898-5000
 1
2 SUBJECT: Preparing a One-paragraph Memorandum With Subparagraphs and
 Continuing the Subject Line
 1
 2
3 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 indent or number a one-paragraph memorandum. Identify
 subparagraphs by using a, b, c, etc.
 1
2 a. Indent the subparagraphs as shown in this figure.
 1
 2 b. Try not to use more than one subdivision.
 1
2 c. When more than one line is needed for the subject, begin the second line flush
 with the left margin as shown above.
 1
 2 d. For instructions on how to place a text box for the application of dates to .pdf files
 with digital signature, see Appendix F.
 1
2 AUTHORITY LINE:
 1
 2
 3 [place digital signature block here]
 4
5 Encl NAME (ALL CAPS)
 LTC, AG
 Deputy Adjutant General
 CF:
 ASGS (w/o 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 12345-1234

1
2 OFFICE SYMBOL (ARIMS Record Number) 1 Date
 1
 2
3 MEMORANDUM FOR Information Office, U.S. Army Forces Command, 4400 Knox St.,
 Fort Bragg, NC 28310-5000
 1
2 SUBJECT: Listing Enclosures, Copies Furnished, and Point of Contact Paragraph
 1
 2
3 1. Type the abbreviation "Encl" or "Encls," depending on the number of enclosures,
 flush with the left margin on the same line as the first line of the signature block. (For
 documents with more than one signature block, type "Encl" two lines below the lowest
 signature block, flush with the left margin.)
 1
2 2. Number and attach enclosures in the same order they appear in the body of the
 memorandum. If possible, specify enclosures in the text of the memorandum instead of
 listing them separately. If specified, the enclosure listing would simply state, "Encls."
 1
2 3. When the memorandum has only one enclosure, do not precede the abbreviation
 "Encl" with "1."
 1
2 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.
 1
2 5. Use the last paragraph to identify the point of contact (name or title (FOIA Officer)) at
 [telephone number], [email address], or [organization address], as appropriate.
 1
2 AUTHORITY LINE:
 1
 2
 3 [place digital signature block here]
 4
5 3 Encls NAME (ALL CAPS)
 1. Personnel Listing, MAJ, AG
 24 May 2019 Chief, Records Management Branch
 2. DA Form 2A
 3. Orders 114-6
 1
2 CF: (wo/encls)
 FORSCOM (AFCI)
 TRADOC (ATCG)

Figure 2-14. Listing enclosures, copies furnished, and point of contact paragraph

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHIEF INFORMATION OFFICER/G-6; DEPUTY CHIEF OF STAFF, G-2;
AND
THE DEFENSE CIVIL PREPAREDNESS AGENCY

1
2
1
2
3
1
2

SUBJECT: Preparing a Memorandum of Understanding

1. BACKGROUND: [If there is need to discuss background.]
2. REFERENCES/AUTHORITIES: [An MOU is non-binding. Generally, authorities need not be included. If appropriate, N/A may be used.]
3. AUTHORITIES: [An MOU is non-binding. Generally, authorities need not be included. If appropriate, N/A may be used.]
4. PURPOSE: [State the purpose of the MOU.]
5. UNDERSTANDINGS OF THE PARTIES: [State the intentions of all parties.]
6. PERSONNEL:
7. GENERAL PROVISIONS:
 - a. Points of Contact:
 - b. Correspondence:
 - c. Funds and Manpower: [This MOU does not document or provide for the exchange of funds or manpower between the Parties, nor does it make any commitment of funds or resources.]
 - d. Modifications of MOU:
 - e. Disputes:
 - f. Termination of Understanding:
 - g. Transferability:
 - h. Entire Understanding: ["It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter."]

Figure 2-15. Preparing a memorandum of understanding

SUBJECT: Preparing a Memorandum of Understanding

1
2
3

i. Effective Date: [This MOU takes effect the day after all parties have signed.]

j. Expiration Date:

k. Cancellation of Previous MOU: [This MOU cancels and supersedes the MOU between the same parties with the subject (insert subject here) and effective date of (insert date here).] [Use when needed to cancel a previous MOU.]

8. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, grade, branch, and title for military personnel. For an MOA involving three officials, the signature of the highest-ranking official is centered at the bottom. Among the remaining blocks, place the signature of the next most senior official to the right.

1
2
3
4
5

NAME (ALL CAPS)
Lieutenant General
DCS, G-2

(Date)

NAME (ALL CAPS)
Lieutenant General
Chief Information Officer/G-6

(Date)

1
2
3
4
5

NAME (ALL CAPS)
Director, Defense Civilian
Preparedness Agency

(Date)

Encl(s)

Figure 2-15. Preparing a memorandum of understanding--Continued

MEMORANDUM OF AGREEMENT
BETWEEN
CHIEF INFORMATION OFFICER/G-6; DEPUTY CHIEF OF STAFF, G-2;
DEPUTY CHIEF OF STAFF, G-4;
AND
THE DEFENSE CIVIL PREPAREDNESS AGENCY

1
2
1
2
3
1
2

SUBJECT: Preparing a Memorandum of Agreement

1. BACKGROUND: [If there is a need to discuss background, do so here.]

2. REFERENCES/AUTHORITIES: [State the legal authorities.]

3. AUTHORITIES: [State the legal authorities.]

4. PURPOSE: [State the purpose of the MOA.]

5. RESPONSIBILITIES OF THE PARTIES:

6. PERSONNEL:

7. GENERAL PROVISIONS:

a. Points of Contact:

b. Review of Agreement: [This MOA will be reviewed annually, or...]

c. Modification of Agreement: [This MOA may be modified only by the written agreement of the Parties, duly signed by their authorized representatives.]

d. Disputes: [Any disputes relating to this MOA will...]

e. Termination of Agreement:

f. Transferability:

g. Entire Agreement: [It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter.]

h. Effective Date: [This MOA takes effect...]

i. Expiration Date: [This Agreement expires on 2 April 2020.]

Figure 2-16. Preparing a memorandum of agreement

SUBJECT: Preparing a Memorandum of Agreement

1
2
3

j. Cancellation of Previous Agreement: [This MOA cancels and supersedes the previously signed agreement between the same parties ...]

1
2

8. FINANCIAL DETAILS.

- a. Availability of Funds:
- b. Billing:
- c. Payment of Bills:
- d. Financial Specifics:

9. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, grade, branch, and title for military personnel. Place the signature blocks in protocol order with the senior official on the bottom right. Place the signature block of the next highest-ranking official on the same line, to the left. Place the third-most-senior official on top, to the right, and the junior official on top to the left.

1
2
3
4
5

NAME (ALL CAPS)
Lieutenant General
DCS, G-2

[Date]

NAME (ALL CAPS)
Lieutenant General
DCS, G-4

[Date]

1
2
3
4
5

NAME (ALL CAPS)
Lieutenant General
Chief Information Officer/G-6

[Date]

NAME (ALL CAPS)
Director, Defense Civilian
Preparedness Agency

[Date]

Encl(s)

Figure 2-16. Preparing a memorandum of agreement---Continued

	OFFICE SYMBOL (ARIMS Record Number)	Date
1		
2		
3	MEMORANDUM FOR RECORD	
1		
2	SUBJECT: Preparing a Memorandum for Record	
1		
2		
3	1. Type the MFR on plain white paper. Type the office symbol at the left margin 1 inch from the top of the paper. Stamp or type the date on the same line, ending at the right margin.	
1		
2	2. Type the words MEMORANDUM FOR RECORD in uppercase at the left margin on the third line below the office symbol.	
1		
2	3. Type SUBJECT: in uppercase at the left margin on the second line below MEMORANDUM FOR RECORD. Type the subject of the MFR beginning one space after the colon.	
1		
2	4. Begin the text on the third line below the last line of the subject.	
1		
2	5. Limit the MFR to one page, if possible.	
1		
2	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.	
1		
2	7. Use an abbreviated form when MFRs are placed on the bottom of a piece of existing correspondence. 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.	
	8. For instructions on how to place a text box for the application of dates to .pdf files with digital signature, see Appendix F.	
1		
2		
3		[place digital signature block here]
4		
5	Encl	NAME (ALL CAPS) Major, AG Chief, Reassignment Branch

Figure 2–17. Preparing a memorandum for record



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1		1	
<u>2</u>	OFFICE SYMBOL (ARIMS Record Number)	<u>2</u>	Date
1			
2			
<u>3</u>	MEMORANDUM THRU (Include appropriate members of the chain of command on the THRU lines, as necessary.)		
1			
<u>2</u>	FOR		
1			
<u>2</u>	SUBJECT: Preparing a Decision Memorandum		
1			
2			
<u>3</u>	1. <u>FOR DECISION.</u>		
1			
<u>2</u>	2. <u>PURPOSE.</u> (In one concise sentence, state the action to be taken, such as: "To obtain SECARMY approval for ...")		
	3. <u>RECOMMENDATION(S).</u> (This paragraph contains specific recommendations, such as "CG sign the enclosed memorandum at TAB A.")		
	APPROVED <input checked="" type="checkbox"/> DISAPPROVED <input checked="" type="checkbox"/> SEE ME <input checked="" type="checkbox"/>		
	4. <u>BACKGROUND.</u> (This paragraph explains the origin of the action, conveys facts necessary to understand the recommendation, and lists/assesses the alternatives considered.)		
	5. <u>DISCUSSION.</u> (Assess the alternatives/courses of action (COA) considered for the decision in terms of advantages and disadvantages. Include documents that support the recommendation as enclosures at tabs. Summarize their key points in the decision memorandum.)		
	a. COA 1: (Advantages/Disadvantages)		
	b. COA 2: (Advantages/Disadvantages)		
	c. COA 3: (Advantages/Disadvantages)		
	6. <u>IMPACT.</u> (Indicate the impact of the recommended decision. A staff action may have an impact on personnel, equipment, funding, stationing, etc. Identify individuals or organizations affected by the recommendation and specify how they are affected. If none, state "No impact.")		

Figure 2-18. Preparing a decision memorandum

OFFICE SYMBOL (ARIMS Record Number)
SUBJECT: Preparing a Decision Memorandum

1
2

7. COORDINATION. (This paragraph indicates with whom and when the action was staffed.) Indicate concurrence/nonconcurrence by lining through the word that does not apply. Type or write the rank, name, and title of the individual that gave the feedback on the blank to the left of CONCUR/NONCONCUR. Type or write the date the individual provided feedback in the blank before DATE. Justification and/or rationale will accompany all nonconcurrences

(Organization) (Name)	CONCUR/ NONCONCUR	2 April 2020
--------------------------	------------------------------	--------------

(Organization) (Name)	CONCUR/ NONCONCUR	3 April 2020
--------------------------	------------------------------	--------------

8. POC for this action is [Name], SAAA-EXS, at (703) 697-6900 or [email].

1
2
3
4
5

Encl(s)	NAME (ALL CAPS) General, United States Army
---------	--

Figure 2-18. Preparing a decision memorandum---Continued



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
 2
 1
 2
 3
 1
 2
 1
 2
 3
 1
 2

OFFICE SYMBOL (ARIMS Record Number)

15 Oct 2020

MEMORANDUM THRU (Include appropriate members of the chain of command on the THRU lines, as necessary.)

FOR

SUBJECT: Preparing a Decision Memorandum

1. FOR DECISION.

2. PURPOSE. (In one concise sentence, state the action to be taken, such as: "To obtain SECARMY approval for ...")

3. RECOMMENDATION(S). (This paragraph contains specific recommendations, such as "CG sign the enclosed memorandum at TAB A.")

APPROVED

DISAPPROVED

SEE ME

4. BACKGROUND. (This paragraph explains the origin of the action, conveys facts necessary to understand the recommendation, and lists/assesses the alternatives considered.)

5. DISCUSSION. (Assess the alternatives/courses of action (COA) considered for the decision in terms of advantages and disadvantages. Include documents that support the recommendation as enclosures at tabs. Summarize their key points in the decision memorandum.)

a. COA 1: (Advantages/Disadvantages)

b. COA 2: (Advantages/Disadvantages)

c. COA 3: (Advantages/Disadvantages)

6. IMPACT. (Indicate the impact of the recommended decision. A staff action may have an impact on personnel, equipment, funding, stationing, etc. Identify individuals or organizations affected by the recommendation and specify how they are affected. If none, state "No impact.")

Figure 2–19. Preparing a digital decision memorandum

OFFICE SYMBOL (ARIMS Record Number)
 SUBJECT: Preparing a Decision Memorandum

1
 2

7. COORDINATION. (This paragraph indicates with whom and when the action was staffed.) Indicate concurrence/nonconcurrence by lining through the word that does not apply. Type or write the rank, name, and title of the individual that gave the feedback on the blank to the left of CONCUR/NONCONCUR. Type or write the date the individual provided feedback in the blank before DATE. Justification and/or rationale will accompany all nonconcurrences

(Organization) (Name)	NONCONCUR	-	15 Oct 2020
(Organization) (Name)	CONCUR	-	15 Oct 2020

8. POC for this action is [Name], SAAA-EXS, at (703) 697-6900 or [email].

1
 2
 3
 4
 5

Encl(s)	NAME (ALL CAPS) General, United States Army
---------	--

2

Figure 2–19. Preparing a digital decision memorandum---Continued

Chapter 3 Preparing Letters

3–1. General

This chapter provides instructions for preparing letters.

3-2. Use

The letter is used for correspondence addressed to the President or 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. Also, use letters for correspondence to individuals inside 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 such as “The Secretary has requested that I reply,” “The Secretary desires that I reply,” or “On behalf of the (name)” unless the SECARMY has specifically directed using such a phrase. (For letters responding for the SECARMY, see HQDA Writing and Product SOP.)

3-4. Abbreviations

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 DoD. Military personnel will use their full grades (for example, lieutenant general, major general, captain, and sergeant first class).

3-5. General rules

- a. *Paper.* Use the standard paper size for a letter (8 1/2 by 11 inches).
- b. *Original pages.* Use computer-generated letterhead for the first page and plain white paper for all continuing pages.
- c. *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. Allow left and right margins of 1 inch. Do not justify right margins. When preparing two or more pages, leave a margin of at least 1 inch at the bottom of the page.
- d. *Army Records Information Management System record number.* Record numbers are not used on letters. Maintain the correspondence in accordance with AR 25-400-2.
- e. *Addressing.* See appendix C for proper addressing of letters.
- f. *Point of contact.* Use the last paragraph of a letter to provide a point of contact (see para 1-22).

3-6. Format

The letter consists of three major parts: the heading, body (text), and closing. Each part and its sub-elements are discussed in the following paragraphs and in figures 3-1 through 3-5.

- a. *Heading.* The heading consists of four elements: the date, subject line (if used), address, and salutation (see fig 3-1).
 - (1) *Date.* Express the date in civilian style (for example, January 3, 2020) centered two lines below the last line of the letterhead.
 - (2) *Subject line.* Type the subject (if used) on the fourth line below the seal (see fig 3-4).
 - (3) *Address.*
 - (a) *Do not use abbreviations in the address.* Exceptions include DC, U.S., P.O. Box, Mr., Mrs., Ms., Dr., Jr., Sr., 2d., II, III, Ret., points of the compass (NE, NW, SE, SW), and authorized State abbreviations.
 - (b) *Evenly space the letter on the page.* No set number of lines is required between the seal and the address.
 - (4) *Salutation.* Type the salutation on the second line below the last line of the address (see app C).
- b. *Body (text).*
 - (1) Type the first line of the body of the letter on the second line below the salutation.
 - (2) Have at least a 1-inch margin at the right, left, and bottom of multiple-page letters.
 - (3) For more than one page, type a minimum of two lines on the continuation page (see fig 3-1). Center the page number 1 inch from the top edge of the paper, typing a hyphen on each side of the page number.
 - (4) Start the first line of text on the fifth line below the number of the page, keeping margins the same as those of the preceding pages.
 - (5) Do not number or letter paragraphs in a letter. Avoid subparagraphs when possible. When more than one subparagraph is needed, use letters of the alphabet (a, b, c, d) to indicate subparagraphs. Do not create more than four subparagraphs. If only one subparagraph is needed, use a hyphen to indicate the subparagraph (see fig 3-1). Use single spacing even when a letter contains only one paragraph. For effective paragraphs, do not use more than 7 lines.
 - (6) The point of contact information may include the person’s name, commercial telephone number, fax number, and email address (see figs 3-2 and 3-3). This information is usually placed in the last paragraph of the letter.
- c. *Closing.* The closing has three sub-elements: complimentary close, signature block, and enclosure (see fig 3-1).

(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) Digital signatures will not be used on letters.

(c) Type the signature block in uppercase and lowercase letters. Do not use abbreviations in the signature block except U.S. 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 SECARMY signs on his or her own 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. For more than one enclosure, show the plural form “Enclosures.” Be sure to fully identify enclosures in the text. Do not use the words “as stated” or the abbreviation “as.”

(4) *Courtesy copy.* Use the cc: line to inform other readers of the subject only if they have a need to know or an interest in the subject. Type “cc:” on the second line below the last line of the signature block or enclosure listing, whichever is lower. Placement of a statement in the body of the letter, preferably in the last paragraph, is still an appropriate alternative to using cc: to indicate that a copy is being furnished and to whom; for example, “I am forwarding a copy of this letter to (name)” (see fig 3–5).



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 March 20, 2020

1
2
 3
 4
5

Name (Upper/Lower case)
 123 Main Street
 Nashville, TN 73695-0000

1
2
 1
2
 1
2
 1
2

Dear [Name]:

Adjust margins so the letter is framed on the page.

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

Because there is no set number of lines between the seal and the first line of the address, evenly space the letter on the page. (The general rule is five lines when the letter is two or more pages.)

1
2
 1
2
 1
2

Do not use abbreviations in the signature block.

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.

1
2
 1
2
 1
2

Indent paragraphs ¼ inch. Do not number or letter paragraphs. Avoid subparagraphs when possible; but if they are necessary, do not create more than four.

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

b. Indent subparagraphs ¼ inch.

1
2
 1
2
 1
2

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

- Use this as an example of how to indent when there is only one subparagraph. If the subparagraph has more than one sentence, continue the second line flush with the left margin.

Figure 3-1. Formatting a letter

1
2
3
4
5

When more than one page is required, numbering will begin on the second page with the number 2. Center 1 inch from the top edge of the paper; place a hyphen on each side of the page number. A minimum of two lines of text on the second page. Leave at least a 1-inch margin at the left, right, and bottom of multiple-page letters.

1
2

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

1
2

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

1
2

Signature blocks will be in uppercase and lowercase. Do not use abbreviations, except those authorized in paragraph 3-6a(3)(a) of this regulation. Military personnel will use "U.S. Army" following their grade. Branch designations and "General Staff" have no meaning to the general public.

1
2

Do not use a title whenever the Secretary of the Army signs on his or her official letterhead.

1
2

Digital signatures will not be used on letters.

1
2

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."

1
2

Sincerely,

1
2

3
4

5

Name (Upper/Lower case)
Major General, U.S. Army
Commanding

1
2

Enclosure

Figure 3-1. Formatting a letter---Continued



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

1
2 February 26, 2020

1
2 Futures and Concepts

1
2
3
4
5 The Honorable [Name]
Mayor of Woodbridge
1234 Government Way
Woodbridge, VA 22191-0000

1
2 Dear Mayor [Name]:

1
2 In letters to civilians, office symbols rarely have any meaning and appear awkward, so only use them when absolutely needed. Use an understandable phrase or title, such as "Director of Training," "Comptroller," or "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.

1
2 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.

1
2 Do not use office titles on original correspondence prepared for the Secretary of the Army's signature.

1
2 To furnish a copy or copies to anyone other than the addressee, place a statement in the body of the letter near the end indicating who has been provided a copy.

1
2 Digital signatures will not be used on letters.

1
2 The point of contact is [name], [phone], or fax [number].

1
2 Sincerely,

1
2
3
4
5 Name (Upper/Lower case)
Director, Futures and Concepts

Figure 3-2. Using office symbols and titles



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

1
2 April 8, 2020

Name (Upper/Lower case)
U.S. Army Medical Command
2050 Worth Road, Suite 3
Fort Sam Houston, TX 78234-6031

1
2
1
2
1
2

1
2

1
2

1
2
1
2
1
2
1
2
3
4
5

Dear General [Name]:

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

Because there is no set number of lines between the seal and the first line of the address, evenly space the letter on the page. (The general rule is five lines when the letter is two or more pages.)

Use single spacing when a letter contains only one paragraph. Effective paragraphs should not contain more than seven lines.

Do not label paragraphs with numbers or letters. Avoid subparagraphs when possible. When subparagraphs are used, follow guidelines in figure 3-1.

Digital signatures will not be used on letters.

My point of contact is [name], [phone], or fax [number].

Sincerely,

Name (Upper/lower case)
Colonel, U.S. Army
Chief, Automation and Military
Support Operations

Figure 3-3. Spacing in a letter



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY STATE 12345-1234

1
2 March 12, 2020

1
 2
 3
4
 1
 2
 3
 4
5
 1
2
 1
2
 1
2
 1
2
 1
2
 1
 2
 3
 4
5

SUBJECT: Preparing a Letter with a Subject Line

Name (Upper/lower case)
 123 Main Street
 Nashville, TN 73695-0000

Dear Mr. Name (Upper/lower case):

Adjust margins so the letter is framed on the page. There is no set number of lines between the subject and the first line of the address.

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

When a subject line is used, place it four lines below the seal. If the subject is more than one line, begin the second line flush with the left margin.

On the last line, include a point of contact for this action and the phone number.

Digital signatures will not be used on letters.

Sincerely,

Name (Upper/lower case)
 Director, Records Management
 Division

Figure 3-4. Preparing a letter with a subject line


		DEPARTMENT OF THE ARMY ORGANIZATIONAL NAME/TITLE STANDARDIZED STREET ADDRESS CITY STATE 12345-1234
		1 2 February 12, 2020
1		
2		
3		
4		
5	The Honorable Name (Upper/lower case)	
	Mayor of Woodbridge	
	1234 Government Way	
	Woodbridge, VA 22191-0000	
1		
2	Dear Name (Upper/lower case):	
1		
2	Use the courtesy copy line to inform other readers of the subject only if they have a need to know or an interest in the subject. Type "cc:" on the second line below the last line of the signature block or enclosure listing, whichever is lower. Placement of a statement in the body of the letter, preferably in the last paragraph, is still an appropriate alternative to using "cc:" to indicate that a copy is being provided and to whom. Example: "I am forwarding a copy of this letter to (name)."	
1		
2	List the recipients, one below the other. You may use alphabetical listings rather than protocol order.	
1		
2	Digital signatures will not be used on letters.	
1		
2	On the last line, include a point of contact for this action and the phone number.	
1		
2		Sincerely,
1		
2		
3		
4		
5		Name (Upper/lower case)
		Director, Futures and Concepts
1		
2	cc:	
	Director, Budget	
	Director, Records Management	
	Chief, Privacy	

Figure 3-5. Using courtesy copy in letters

Chapter 4 Listing Enclosures, Placing Tabs, and Assembling Correspondence

4-1. General

This chapter states DA policy for listing enclosures, placing tabs on correspondence packages, and assembling correspondence.

4-2. Enclosures

The general rule for using enclosures in correspondence is to be consistent. Enclosures should be listed only when they have not been identified in the body of the correspondence.

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 as the signature block. For letters, type “Enclosure” two lines below the signature block flush with the left margin.

c. Methods of listing.

(1) For memorandums, capitalize the first letter in the first word of a listed enclosure; see table 4-1 for an example. Do not list enclosures on letters.

Table 4 – 1

Three enclosures

3 Encls

1. Memorandum, OTJAG, 15 Feb 19

2. Letter, DOJ, 29 Jan 19

3. DA Form XX, 16 Sep 19

(2) Account for enclosures **not identified** in the body of the correspondence by indicating the **total number**. List each enclosure by number when you have two or more and describe each briefly (see table 4-2).

Table 4 – 2

Four enclosures

4 Encls

1. Memorandum, AMC, 29 Jan 19

2. Memorandum, FORSCOM, 1 Mar 19

3. Memorandum, TRADOC, 18 Apr 19

4. Memorandum, MEDCOM, 30 Apr 19

(3) Account for **one enclosure not identified** in the body of the correspondence **without a number** (see table 4-3).

Table 4 – 3

One enclosure

Encl

Memorandum, USAREUR, 28 Feb 19

(4) Account for enclosures identified in the body of the correspondence **without a number preceding “Encl/Encls.”** The enclosure listing will simply state “Encl/Encls” (see table 4-4).

Table 4 – 4

Two or more enclosures

Encl

Encls

(5) Use approved abbreviations in identifying enclosures. Abbreviate the word “Enclosure” with “Encl” in memorandums. Enclosures will be spelled out in letters. When the document has more than one enclosure, use the plural form “Encls” for the abbreviation (see table 4-5).

Table 4 – 5

Two enclosures

2 Encls

1. SOP, Scheduling Information Systems, 5 February 2018

Table 4 – 5
Two enclosures — Continued

2. SOP, AMC Records Management, 16 March 2018

(6) Use “as” (as stated) when identifying some enclosures but not others and list as follows (assume enclosures 1 through 3 have been identified in the body and enclosures 4 and 5 have not been identified) (see table 4–6).

Table 4 – 6
Five enclosures

5 Encls

1–3. as

4. Memorandum, USALSA, 5 Feb 19

5. Memorandum, TJAG, 2 Jan 19

d. Identification.

(1) Write or type “Encl” and the number at the lower right corner of the first page of each enclosure before scanning or making any required copies.

(2) When sending an enclosure separately from the correspondence, write it in the body of the correspondence and add a short note to the enclosure when forwarded.

4–3. Tabbing enclosures

If the correspondence has three or more enclosures, tab each one to help the reader easily find the enclosures (see fig 4–1). Unless command, organization, or legal procedures dictate otherwise, use plastic index tabs. Place tabs on the right side of the blank sheet of paper and place the blank sheet of paper on top of the identified enclosure. Position the first tab $\frac{1}{4}$ to $\frac{1}{2}$ inch from the top of the page. Space subsequent tabs approximately $\frac{1}{4}$ inch apart to ensure 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 mentioning the specific information in the text of the correspondence.

4–4. Tabbing correspondence packages

a. To tab 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 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.

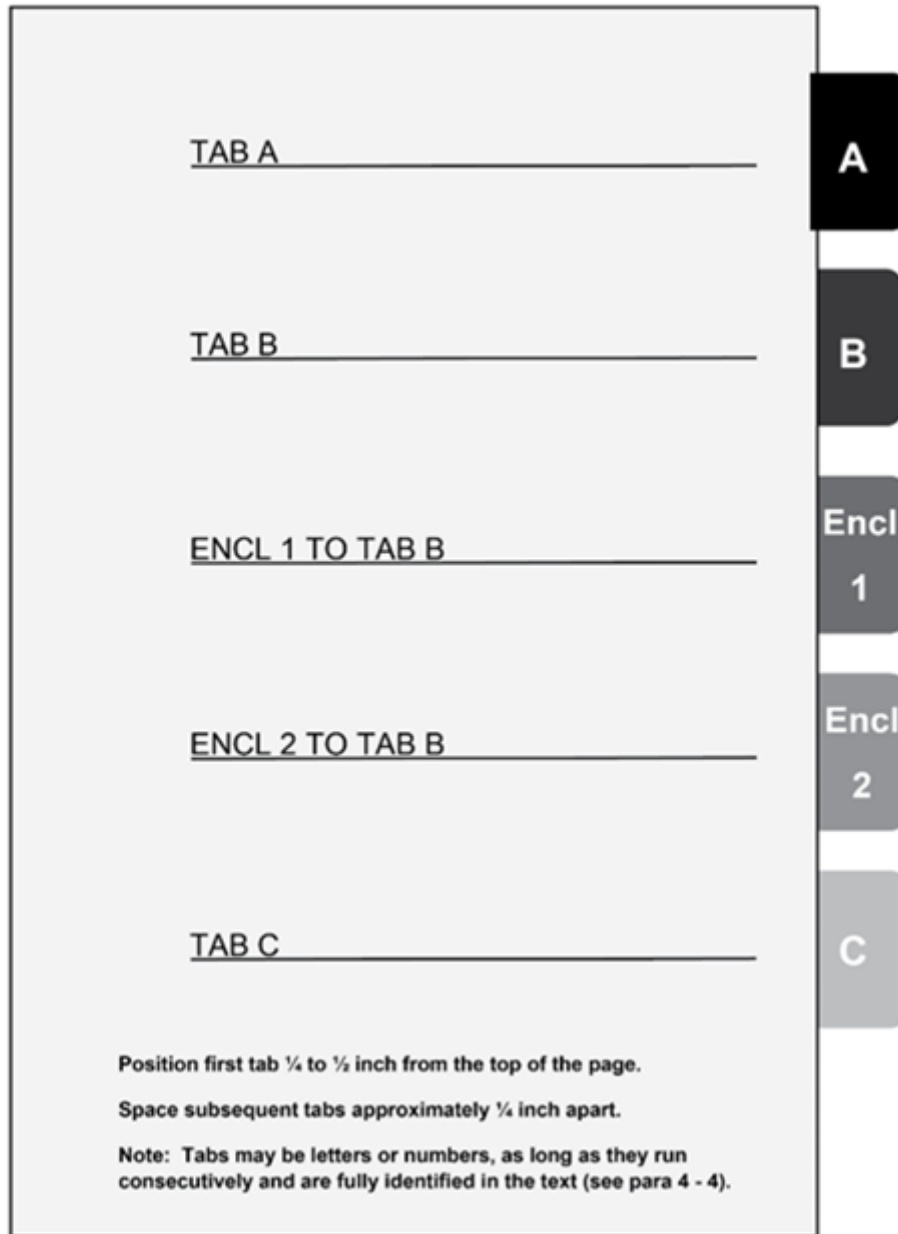


Figure 4–1. Tabbing correspondence

Chapter 5 Processing Correspondence and Official Mail

This chapter applies to both automated and manually processed Army correspondence and official mail. Using these guidelines will reduce cost and expedite distribution. Follow the guidance in AR 25–51 and this chapter when mail is determined to be the most feasible alternative for Army correspondence and official mail.

Section I

Cost Reduction Methods

5-1. Reducing mail costs

a. Less paper policy for internal correspondence.

(1) *General.* Electronic media, as opposed to paper media, is the preferred method of coordinating and disseminating memorandums.

(2) *Electronic media only.* Army internal memorandums should be electronically coordinated and disseminated; coordination and dissemination of hard copy correspondence through Army distribution or the U.S. Postal Service (USPS) should be an exception.

b. Coordinating and disseminating internal correspondence via email.

(1) The originating office will coordinate internal correspondence by disseminating a draft version of the document to appropriate activities.

(2) Electronic coordination of unclassified internal correspondence is the preferred method of coordination.

(a) When coordinating internal correspondence, originating offices will use electronic staffing via email to the maximum extent possible as the primary method for distribution.

(b) Paper dissemination will be used only when electronic staffing is not feasible because of technology constraints.

(c) Correspondence, internal to Army, will be approved via digitally signed documents, as available, in accordance with DA Pam 25-1-1. Instructions for creating a digital signature are available at appendix F of this regulation and https://armypubs.army.mil/news/pdf/steps_for_placing_an_adobe_digital_signature_on_a_ms_word_document_redacted.pdf. Signed and approved memorandums will be disseminated via email or by emailing a link to where it is posted online (for example, AKO, milConnect) to the required agencies when feasible.

5-2. Disseminating correspondence via messenger envelopes

a. Use Optional Form (OF) 65-B (U.S. Government Messenger Envelope) or OF 65-C (U.S. Government Messenger Envelope) or Interdepartmental Delivery envelopes when electronic staffing is not feasible because of technology constraints 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 affix a label with the address in the space on the envelope. Cross off the last address and reuse the envelope until it is filled up or worn out.

Section II

Envelopes

5-3. Size

Do not use envelopes, to include cards or self-mailers that are less than 5 inches in length or 3 ½ inches in width (height) or 0.007 inches thick.

5-4. 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 correspondence is going through USPS, do not use paper clips, clamps, or similar metal fasteners.

5-5. Mailing

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

b. Seal envelopes securely.

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

Note. See DoDM 5200.01, Volume 2 for preparing envelopes containing classified material.

Section III

Addressing Mail

5-6. Delivery address

- a. *Address format.* Use the format in table 5-1 for addressing envelopes. Addresses will be typed.
- b. *Letters.* See appendix C for forms of address for letters.

Table 5 – 1

Address format -----

SALES DEPARTMENT MANAGER
ABC ELECTRONICS
123 N OAK STREET
PARIS IL 61944 – 1230

CHIEF OF CHAPLAINS
2700 ARMY PENTAGON
WASHINGTON DC 20310 – 2700

MR THOMAS CLARK
117 RUSSEL DRIVE
LONDON WIP6HQ
ENGLAND

5-7. 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 directly on the envelope or use labels. Print addresses by hand only when no automation or other method of typing is available.
- b. *Format.* See table 5-2.

Table 5 – 2

Return address format -----

U.S. Army Installation Management Command
(NAME/OFFICE SYMBOL)
2405 GUN SHED ROAD
FORT SAM HOUSTON TX 78234 – 1223
Official Business

5-8. 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 Assistant Secretary of the Army; the Administrative Assistant to the Secretary of the Army; the General Counsel; or Director of the Army Staff.
- 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 ACOMs, ASCCs, and DRUs. Route correspondence to the head of the office involved (by title), but inform intermediate headquarters when necessary.

5-9. Address format

- a. Use AR 25-51 to address classified correspondence for NATO commands. These instructions pertain to the address on the correspondence and 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 U.S. Army, USN for U.S. Navy, USAF for U.S. Air Force, USMC for U.S. Marine Corps, and USCG for U.S. Coast Guard.

5–10. Address content

Make sure addresses are complete and accurate, including the ZIP code. Mail addressed to an Army Post Office (APO)/Fleet Post Office (FPO) is not considered international mail and will not have the city or country name placed in the address. Identifying classified overseas units could lead to a breach of security. For more information, see AR 25–51.

a. 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 code. For example—

(1) APO AE 09014–9351 (AE is used for Armed Forces in Europe, the Middle East, Africa, and Canada).

(2) APO AP 96218–5015 (AP is used for Armed Forces in the Pacific).

(3) APO AA 34004–5000 (AA is used for Armed Forces in the Americas, excluding Canada).

b. ZIP code. The ZIP code is a nine-digit number designed to reduce handling and speed mail deliveries. A complete address must include the proper ZIP code. Type the ZIP code two spaces after the last letter of the State.

c. State names. Abbreviate State names on all mailing envelopes. Use the USPS two-letter abbreviations listed in table 5–3.

Table 5 – 3
United States Postal Service two-letter State or territory abbreviations

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

**Table 5 – 3
United States Postal Service two-letter State or territory abbreviations — Continued**

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

5–11. “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 military grade, full name, and last known unit address of assignment to ensure the continued identity of the material as official mail (see table 5–4). Do not combine mail for several individuals in a single envelope.

**Table 5 – 4
Example of “To the Commander of ___”**

COMMANDER OF PFC [Name]
CO A 1/15 FIELD ARTILLERY
APO AP 96XXX

Chapter 6 Preparing 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 (NCOs) and civilian employees) to sign for them. In doing so, they are delegating authority, not responsibility or decision authority. 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, including all echelons of command and activities, may delegate their signature authority to their subordinates (including NCOs 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 G-1 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. In other cases, delegation of signature authority 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.

(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/or position at the prerogative of the delegating official. 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) 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 an authorized individual signs correspondence containing policy matters, command decisions, official recommendations, and tasking actions for the commander or head of an agency. An authorized individual has proper authority to sign for the commander, director, or agency head.

b. Exceptions. Omit the authority line on letters and correspondence prepared for the personal signature of the head of a command, agency, or office. Also, omit it when the text includes a mandatory phrase 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 figures 2-1 and 2-3 through 2-14 and type it in uppercase letters.

d. Delegated by Secretary of the Army. Only the SA can approve the signature delegation of “BY ORDER OF THE SECRETARY OF THE ARMY.”

Note. All SECARMY delegations will be copy furnished to the AASA.

e. Delegated to a subordinate. When a subordinate has signature authority, the subordinate will use an authority line to show whom he or she is signing for. See appendix D for examples.

(1) “FOR THE ...” If an agency or staff head delegates signature authority in his or her area of responsibility, use that authority line (see figs D-4, D-7, and D-8).

(2) “FOR THE COMMANDER:” Documents signed by the commander’s staff normally use this authority line when the document pertains to command policy (see figs D-2 and D-6).

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 the 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 service with DA.

b. A signature is the name of the individual written by hand or digitally signed (see para 6–10 for use of auto-pen 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 military grade following the signature.

d. For “THRU” correspondence, when no comment has been made, the signer will line through the appropriate address and initial and date the line through. For a digital signature, sign in the space provided at the end of the address line.

e. Federal statute requires “Commander’s Signature” on certain forms. All other forms will have “Authorized Signature,” “Signature of Approving Authority,” “Signature of Reviewing Authority,” or other phrase as appropriate. The requiring document will state who is specifically authorized to sign.

6–4. Signature block

a. *General.* Include the following in the signature block:

(1) The name of the person who signs the military correspondence. Type it (in capital letters on memorandums and in uppercase and lowercase on letters) identical to the individual’s signature, except as indicated in paragraph 6–4a(3) and the note below.

(2) Military grade, branch, and title of the military official or title of the civilian official except as indicated in paragraph 6–4a(3).

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

Note.

¹ Abbreviations or titles designating religious and fraternal orders or academic and honorary degrees in signature blocks on official correspondence are not used unless their use will benefit or improve the Army’s image.

² 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 will not use “DAC” (Department of the Army Civilian) on a signature block unless they are attached to or are serving within a multi-Service organization.

b. *Placement.* Begin the signature block at the center of the page on the fifth line below the authority line. If the document has no authority line, begin the signature block on the fifth line below the last line of the text.

c. *Format.* Type the signature block of military officials on three lines in the following order: name on the first line, military rank (can be spelled out or abbreviated), and branch of service (must be abbreviated) on the second line, and title on the third line. If the title requires more than one line, continue it on the fourth line, indenting ¼ inch. Type the signature block of civilian officials on two lines: name on the first line and title on the second line. If the title requires more than one line, continue it on the third line, indenting ¼ inch. To preserve block style format on all signature blocks, use short title abbreviations (as outlined in AR 25–30) and any mixture of full or abbreviated military grade and branch.

d. *Examples.* See appendix D.

e. *Internal correspondence should be approved via digitally signed documents.* Instructions for creating a digital signature are available at appendix F of this regulation and https://armypubs.army.mil/news/pdf/steps_for_placing_an_adobe_digital_signature_on_a_ms_word_document_redacted.pdf.

f. *Military grade and branch abbreviation.* See table 6–1 in this regulation for military grade abbreviations. See DA Pamphlet 611–21 for branch titles and functional area abbreviations. Use the following guidance for military grades or titles:

(1) Do not use military abbreviations on letters; use “U.S. Army.”

(2) Use branch abbreviations in all signature blocks on memorandums.

(3) Use the full general officer military grade on all formal or official correspondence (for example, Major General and Lieutenant General).

Table 6 – 1

Army grade abbreviations

Abbreviation	Grade
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 5
CW4	Chief Warrant Officer 4
CW3	Chief Warrant Officer 3
CW2	Chief Warrant Officer 2
WO1	Warrant Officer 1
CSM	Command Sergeant Major
SGM	Sergeant Major
1SG	First Sergeant
MSG	Master Sergeant
SFC	Sergeant First Class
SSG	Staff Sergeant
SGT	Sergeant
CPL	Corporal
SPC	Specialist
PFC	Private First Class
PV2	Private
PV1	Private

6–5. Personnel on active duty

a. *Name.* Names must match the printed name.

b. Social security number. Do not use Social Security numbers anywhere in correspondence unless required by statute. If a social security number (SSN) or truncated SSN is used, it must be marked and provided the same level of protection as any other document that contains Privacy Act protected personal information.

c. Military rank. The rank will be that of the individual serving (for example, colonel, lieutenant colonel, and major). For chaplains, put the grade in parentheses and precede it with the word “Chaplain” (for example: J. JONES, Chaplain (CPT) USA).

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

(2) Do not use the “(P)” (meaning the signer is promotable) as part of a signature block in 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. Examples are as follows:

(a) A lieutenant colonel promotable, filling a colonel position, when the correspondence requires the signature of a colonel or higher. This situation would warrant using the (P) in the signature block.

(b) Enhancing or promoting a particular program or issue if it is supported by a potentially higher grade military individual. It may carry more clout if a brigadier general select issues a directive over a colonel.

(3) General officers will use the designation “USA” on memorandums, and “U.S. Army” on letters.

(4) General officers serving as deputy commanders will use the designation “USA.”

(5) 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.”

(6) Chaplains will use the designation “USA” following the military grade (for example, Chaplain (MAJ) USA).

(7) Officers assigned or detailed as general staff officers and officers in the grade of colonel or below detailed as inspectors general will use the designation “GS” or “IG” as appropriate. In these cases, officers will not use their branch designation.

(8) Officers assigned or detailed to the headquarters of a Joint command or agency will use only the Service designation “USA.” Otherwise, officers use “U.S. Army” in place of branch designation.

(9) Branch designation should be used in letters only when necessary for credibility. For example, use medical corps or chaplain for matters that require the attention of the medical profession or clergy.

(10) Army National Guard (ARNG) Soldiers on Title 10 active duty (including Active Guard/Reserve Program and Active Duty for Special/Support Work) will use the designation “USA.”

(11) ARNG 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)) after the grade of enlisted personnel or the branch assignment of commissioned officers. General officers, chaplains, and warrant officers will also use the four-letter State or territory office symbol. This also includes ARNG soldiers on Title 32 (Active Guard/Reserve Program, Active Duty for Special/Support Work and State Active Duty).

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 the acting status title (for example, Acting Commander, The Acting 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:

Name	Name
Colonel, AG	Colonel, AG
Director, Staff Support	Secretary, Retirement Board

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 grade as follows:

a. All Army personnel, Regular Army or Reserve Component, retired for service, age, or physical disability and all personnel on the Army of the United States Retired List, including regular Army personnel and nonregular Army personnel on the Temporary Disability Retired List will use “USA Retired” (for example, A. B. Smith, COL (USA Retired)).

b. All Reserve Component Soldiers assigned to the U.S. Army Reserve (USAR) Control Group (Retired) will use “USA Retired.”

c. Retired Servicemembers serving as Army Civilians will not use or refer to their military grade or rank except when referring to their personal retirement actions.

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

e. When addressing Army correspondence to retired military personnel of other Services, show their grade, name, title of the Service, and the word “Retired” (for example, Lt Col A. B. Smith, USAF Retired).

6–7. Army Reserve personnel not on active duty

Army Reserve personnel not on active duty are governed by the same rules as personnel on active duty. Exception: Add the identification “USAR” after 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 Doctor of Philosophy (Ph.D.), Bachelor of Science (B.S.), and Master of Fine Arts (M.F.A.)) may be used in civilian signature blocks when dealing with foreign and high-level officials outside DoD. Abbreviations reflecting professional degrees may be used in Army teaching institutions where these are associated with academic positions (such as dean or instructional positions). Do not use these abbreviations in routine correspondence.

6–9. Signatures of subordinates

Delegate signature authority to subordinates according to paragraph 6–1 of this regulation.

6–10. Auto-pen signature

a. Use auto-pen signatures 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.

b. Facsimile signature stamps or other devices must be safeguarded. An individual is responsible for all actions resulting from the use of the facsimile signature.

Chapter 7

Using Prescribed Forms and Labels

7–1. General

This regulation prescribes non-DA correspondence labels and forms used Armywide. The labels and forms identified in the following paragraphs are available through normal publication channels.

7–2. Routing and transmittal slips

a. *Optional Form 41*. 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 outside the Federal Government.

b. *Department of the Army Form 1222*. DA Form 1222 (Routing Slip) is used to route or circulate papers within an office.

7–3. Department of the Army Form 5

DA Form 5 (Army Staffing Form) is a departmental form that, when completed, provides pertinent information about the action that is being staffed for coordination and/or submitted for approval and/or signature. It has been developed to reduce the number of forms created by individual Army activities.

7-4. Department of the Army Form 200

a. Use DA Form 200 (Transmittal Record) when providing addressee information that is not in the document being sent. When feasible, the transmittal record will be returned via email.

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 submission date.

7-5. Department of the Army Form 209

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

7-6. Department of the Army Label 87

Use DA Label 87 (For Official Use Only Cover Sheet) as a cover for unclassified correspondence that must not be disclosed to the public in accordance with AR 25-55.

7-7. Department of the Army Label 113

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

7-8. Department of the Army Label 115

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

7-9. Optional Form 65-B or standard sized Interdepartmental Delivery Envelopes

See paragraphs 5-2a(1) and 5-2a(2) in this regulation for information on using OF 65-B.

7-10. Optional Form 65-C or legal sized Interdepartmental Delivery Envelopes

See paragraphs 5-2a(1) and 5-2a(2) in this regulation for information on using OF 65-C.

Chapter 8

Marking Classified Correspondence

8-1. General authority

DoDM 5200.01, Volume 2 is available at <https://www.esd.whs.mil/dd/>. It contains illustrations and sample classified memorandums that show the proper security classification markings of correspondence.

8-2. Cover sheets

a. Standard Form 703. Use Standard Form (SF) 703 (Top Secret Cover Sheet) on classified documents or files not in security storage in accordance with DoDM 5200.01, Volume 2.

b. Standard Form 704. Use SF 704 (Secret Cover Sheet) on classified documents or files not in security storage in accordance with DoDM 5200.01, Volume 2.

c. Standard Form 705. Use SF 705 (Confidential Cover Sheet) on classified documents or files not in security storage in accordance with DoDM 5200.01, Volume 2.

Appendix A

References

Section I

Required Publications

AR 25–30

Army Publishing Program (Cited on the title page.)

AR 25–51

Official Mail and Distribution Management (Cited in para 1–28.)

AR 25–400–2

Army Records Management Program (Cited in para 1–21*a*.)

DA Pam 25–1–1

Army Information Technology Implementation Instructions (Cited in para 1–23*b*.)

DA Pam 25–40

Army Publishing Program Procedures (Cited in para 1–13.)

DoDI 4000.19

Support Agreements (Cited in para 2–6*c*(5)(*e*)). (Available at <https://www.esd.whs.mil/dd/>.)

DoDI 5200.48

Controlled Unclassified Information (CUI) (Cited in para 1–22*d*.) (Available at <https://www.esd.whs.mil/dd/>.)

DoDM 5110.04, Volume 1

DoD Manual for Written Material: Correspondence Management (Cited in para 1–16*b*(4).) (Available at <https://www.esd.whs.mil/dd/>.)

DoDM 5200.01, Volume 2

DoD Information Security Program: Marking of Information (Cited in para 1–22*a*.) (Available at <https://www.esd.whs.mil/dd/>.)

HQDA Writing and Product SOP

(Cited in para 1–6.) (Available at [https://csa.army.pentagon.mil/ecc/sitepages/correspondence Formats And Letterheads.aspx](https://csa.army.pentagon.mil/ecc/sitepages/correspondence%20Formats%20And%20Letterheads.aspx).)

PL 111–274

Plain Writing Act of 2010 (Cited in para 1–38*a*.) (Available at <https://www.congress.gov/>.)

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 Used in NATO Documents and Publications (Available at <https://www.jcs.mil/doctrine/other-publications/>.)

AGO 2020–01

Assignment of Functions and Responsibilities Within Headquarters, Department of the Army

AR 11–2

Managers' Internal Control Program

AR 25–1

Army Information Technology

AR 25–2

Army Cybersecurity

AR 25–55

The Department of the Army Freedom of Information Act Program

AR 735–5

Property Accountability Policies

DA Pam 25–403

Army Guide to Recordkeeping

DA Pam 611–21

Military Occupational Classification and Structure

DoD Dictionary of Military and Associated Terms

(Available at <https://jdeis.js.mil/jdeis/>.)

DoDM 5110.04, Volume 2

DoD Manual for Written Material: Examples and Reference Material (Available at <https://www.esd.whs.mil/dd/>).

EO 9397

Numbering System for Federal Accounts Relating to Individual Persons, November 30, 1943 (Available at <https://www.archives.gov/federal-register/executive-orders/>).

EO 13556

Controlled Unclassified Information (Available at <https://www.archives.gov/federal-register/executive-orders/>).

NATO Handbook

(Available at <https://www.nato.int/docu/handbook/2006/hb-en-2006.pdf>).

U.S. Army Addresses and Office Symbols Online

(Available at <https://www.arims.army.mil/aa/welcome.aspx>).

U.S. Government Publishing Office Style Manual

(Available at <https://www.govinfo.gov/collection/gpo-style-manual>).

5 USC 552a

Records maintained on individuals (also may be cited as the “Privacy Act of 1974.”) (Available at <https://us-code.house.gov/>).

Section III**Prescribed Forms**

Unless otherwise indicated, DA Forms are available on the APD website (<https://armypubs.army.mil>), and OFs are available on the U.S. General Services Administration website (<https://www.gsa.gov/>).

DA Form 5

Army Staffing Form (Prescribed in para 7–3.)

DA Form 200

Transmittal Record (Prescribed in para 7–4.)

DA Form 209

Delay, Referral or Follow-Up Notice (Prescribed in para 7–5.) (Available through normal forms supply channels.)

DA Form 1222

Routing Slip (Prescribed in para 7–2*b*.)

DA Label 113

Congressional Cover Sheet (Prescribed in para 7–7.)

DA Label 115

Expedite Cover Sheet (Prescribed in para 7–8.)

OF 41

Routing and Transmittal Slip (Prescribed in para 7–2*a*.)

OF 65–B

U.S. Government Messenger Envelope (Prescribed in paras 5–2*a* and 7–9.) (Available through normal forms supply channels.)

OF 65–C

U.S. Government Messenger Envelope (Prescribed in paras 5–2*a* and 7–10.) (Available through normal forms supply channels.)

Section IV**Referenced Forms**

Unless otherwise indicated, DA Forms are available on the APD’s website (<https://armypubs.army.mil>), and SFs are available on the U.S. General Services Administration website (<https://www.gsa.gov/>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Label 87

For Official Use Only Cover Sheet

SF 703

Top Secret Cover Sheet (Available through normal forms supply channels.)

SF 704

Secret Cover Sheet (Available through normal forms supply channels.)

SF 705

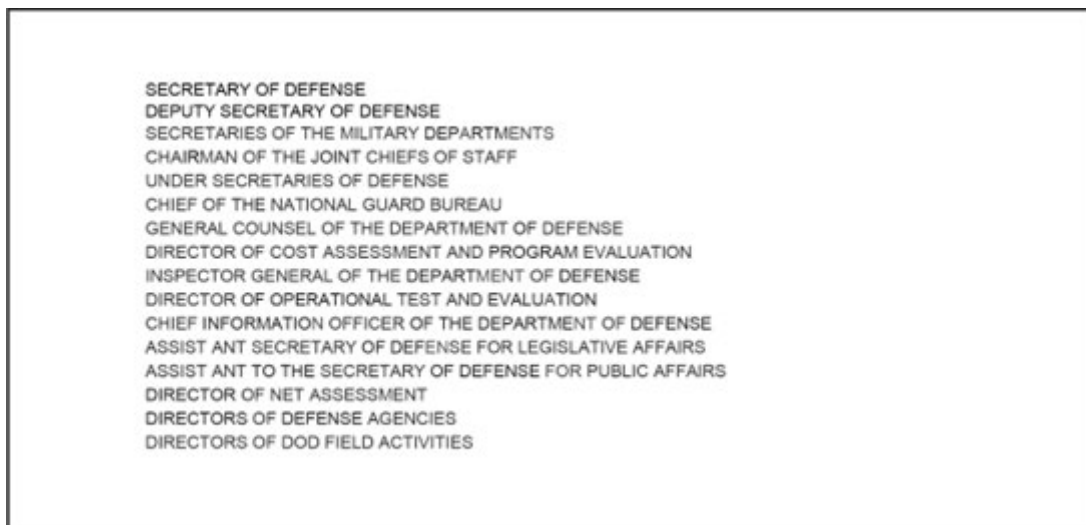
Confidential Cover Sheet (Available through normal forms supply channels.)

Appendix B

Titles and Protocol Sequence

B-1. Addressing the Office of the Secretary of Defense

Figure B-1 provides the protocol sequence for multiple-addressee correspondence within the Office of the Secretary of Defense.



Note.

¹ When addressing memorandums to only two of the Secretaries of the Military Departments, list them separately, by title, in the following order: (1) Secretary of the Army; (2) Secretary of the Navy; and (3) Secretary of the Air Force.

² When addressing memorandums to two or more but not all Under Secretaries of Defense, list them separately, by title, in the following order: (1) Under Secretary of Defense for Research and Engineering; (2) Under Secretary of Defense for Acquisition and Sustainment; (3) Under Secretary of Defense for Policy; (4) Under Secretary of Defense (Comptroller)/Chief Financial Officer of the Department of Defense; (5) Under Secretary of Defense for Personnel and Readiness; and (6) Under Secretary of Defense for Intelligence.

³ When appropriate, the Chiefs of the Military Services will be listed after the Under Secretaries of Defense and before the Chief of the National Guard Bureau. When addressing memorandums to two or more but not all Chiefs of the Military Services, list them separately, by title, in the following order: (1) Chief of Staff of the Army; (2) Commandant of the Marine Corps; (3) Chief of Naval Operations; and (4) Chief of Staff of the Air Force.

⁴ When appropriate, the Commanders of the Combatant Commands will be listed after the Chief of the National Guard Bureau, and before the General Counsel of the Department of Defense. When addressing memorandums to two or more but not all Commanders of the Combatant Commands, list them separately, by title, in alphabetical order.

⁵ When addressing memorandums to two or more but not all Assistant Secretaries of Defense, list them separately, by title, after the Assistant Secretary of Defense for Legislative Affairs, in alphabetical order: Acquisition; Asian and Pacific Security Affairs; Energy, Installation and Environment; Health Affairs; Homeland Defense and Global Security; International Security Affairs; Logistics and Materiel Readiness; Manpower and Reserve Affairs; Nuclear, Chemical, and Biological Defense Programs; Readiness; Research and Engineering; Special Operations and Low Intensity Conflict; and Strategy, Plans, and Capabilities.

⁶ When addressing memorandums to two or more but not all Directors of Defense Agencies, list them separately, by title, in alphabetical order: Defense Advanced Research Projects Agency; Defense Commissary Agency; Defense Contract Audit Agency; Defense Contract Management Agency; Defense Finance and Accounting Service; Defense Health Agency; Defense Information Systems Agency; Defense Intelligence Agency; Defense Legal Services Agency; Defense Logistics Agency; Defense Prisoner of War/Missing in Action Accounting Agency; Defense Security Cooperation Agency; Defense Security Service; Defense Threat Reduction Agency; Missile Defense Agency; National Geospatial-Intelligence Agency; National Reconnaissance Office; National Security Agency/Central Security Service; and Pentagon Force Protection Agency.

⁷ When addressing memorandums to two or more but not all Directors of DoD Field Activities, list them separately, by title, in alphabetical order: Defense Media Activity; Defense Technical Information Center; Defense Technology Security Administration; DoD Education Activity; DoD Human Resources Activity; DoD Test Resource Management Center; Office of Economic Adjustment; and Washington Headquarters Services.

⁸ When addressing memorandums that also include other DoD officials, refer to the most recent DoD Order of Precedence memorandum to determine appropriate placement order. ¹ When addressing memorandums to only two of the Secretaries of the Military Departments, list them separately, by title, in the following order: (1) Secretary of the Army; (2) Secretary of the Navy; and (3) Secretary of the Air Force.

Figure B-1. Protocol sequence for addressing the Office of the Secretary of Defense

B-2. Addressing Headquarters, Department of the Army principal officials

Figure B-2 shows the titles and protocol sequences for multiple-addressee correspondence for HQDA principal officials. The term "HQDA principal officials" simplifies addressing procedures for information that should be disseminated to all of HQDA. When used, this term includes all the positions listed in figure B-2.

Secretary of the Army
Chief of Staff of the Army
Under Secretary of the Army
Vice Chief of Staff of the Army
Assistant Secretary of the Army (Acquisition, Logistics and Technology)
Assistant Secretary of the Army (Civil Works)
Assistant Secretary of the Army (Financial Management and Comptroller)
Assistant Secretary of the Army (Installations, Energy and Environment)
Assistant Secretary of the Army (Manpower and Reserve Affairs)
General Counsel
Deputy Under Secretary of the Army
Administrative Assistant to the Secretary of the Army
The Inspector General
The Army Auditor General
Executive Director, Office of Army Cemeteries
Chief Information Officer
Chief of Legislative Liaison
Director of Small Business Programs
Director, U.S. Army Criminal Investigation Division
Chief of Public Affairs
Director of the Army Staff
Sergeant Major of the Army
Deputy Chief of Staff, G-1
Deputy Chief of Staff, G-2
Deputy Chief of Staff, G-3/5/7
Deputy Chief of Staff, G-4
Deputy Chief of Staff, G-6
Deputy Chief of Staff, G-8
Deputy Chief of Staff, G-9
Director, Army National Guard
Chief of Army Reserve
Chief of Engineers
The Surgeon General
The Judge Advocate General
Chief of Chaplains
Provost Marshal General

Note. When addressed separately, list in alphabetical order: ASA (Acquisition, Logistics and Technology); ASA (Civil Works); ASA (Financial Management and Comptroller); ASA (Installations, Energy and Environment); ASA (Manpower and Reserve Affairs).

Figure B-2. Protocol order for addressing Headquarters, Department of the Army principal officials

Appendix C

Forms of Address, Salutation, and Complimentary Close

C–1. General

a. Before addressing a salutation or completing a communication, determine how the individual wishes to be addressed.

b. Use the title “Ms.” in addressing a woman unless you know her preferred title.

C–2. Form for addresses, salutations, and complimentary closes

a. The proper form for addresses in letters, on envelopes, and for salutations and complimentary closes in letters is provided in tables C–1 through C–11. Letters will be addressed using uppercase and lowercase letters as shown. Envelopes will be prepared as outlined in AR 25–51.

b. For additional guidance, see DoDM 5110.04, Volume 2.

Table C – 1

The Executive Branch

Addressee	Address in letter and on envelope	Salutation and complimentary close
The White House		
The President	The President The White House 1600 Pennsylvania Avenue NW Washington 20500 – 0003	Dear Mr./Madam President: Respectfully, Or Respectfully yours,
Spouse of the President	Preferred title (full name) or Mr./Mrs. (full name)	Dear (Preferred title)/Mr./Ms. (sur- name): Respectfully, Or Respectfully yours,
Assistant to the President	Honorable (full name) or Mr./Mrs. (full name) The White House 1600 Pennsylvania Avenue NW Washington, DC 20500 – 0003	Dear (Preferred title)/Mr./Ms. (sur- name): Respectfully, or Respectfully yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House 1600 Pennsylvania Avenue NW Washington, DC 20500 – 0003	Dear Mr./Ms. (surname): Sincerely,
Secretary to the President (with military grade)	(Full grade) (full name) Secretary to the President The White House 1600 Pennsylvania Avenue NW Washington, DC 20500 – 0003	Dear (grade) (surname): Sincerely,
The President Elect	The Honorable (full name) The President elect (Street) City, State (ZIP+4)	Dear Mr./Ms. (surname): Respectfully, Or Respectfully yours,
The Vice President		
The Vice President	The Vice President The United States Senate Washington, DC (ZIP+4)	Dear Mr./Madam Vice President Sincerely,
The Vice President		

Table C – 1
The Executive Branch — Continued

Addressee	Address in letter and on envelope	Salutation and complimentary close
The Vice President The Vice President is addressed as the “President of the Senate” in submitting proposed legislation and certain reports required by law	The Vice President The United States Senate Washington, DC (ZIP+4)	Dear Mr./Madam Vice President: Sincerely,
The President of the Senate	Honorable (full name) President of the Senate (Street) Washington, DC (ZIP+4)	Dear Mr./Madam President: Sincerely,
Executive departments		
Members of the Cabinet addressed as “Secretary”	Honorably (full name) Secretary of (Department) (Street) Washington, DC (ZIP+4)	Dear Mr./Madam Secretary: Sincerely,
Postmaster General (head of the USPS)	Honorable (full name) Postmaster General (Street) Washington, DC (ZIP+4)	Dear Mr./Madam Postmaster General: Sincerely,
The Attorney General (head of the U.S. Department of Justice)	The Honorable (full name) Attorney General (Street) Washington, DC (ZIP+4)	Dear Mr./Madam Attorney General: Sincerely,
Under Secretary	Honorable (full name) Under Secretary of (Department) (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of (Department) (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
Military departments		
The Secretary of an Armed Service	The Honorable (full name) Secretary of the (Department) The Pentagon, (Room Number) Washington, DC (ZIP+4)	Dear Mr./Madam Secretary: Sincerely,
Under Secretary of a Department of a Military Department	The Honorable (full name) Under Secretary of the (Department) The Pentagon, (Room Number) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname) Sincerely,
Assistant Secretary of a Department	The Honorable (full name) Assistant Secretary of the (Department) (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
General Counsel of a Department	(Mr./Mrs./Ms./Miss) (full name) General Counsel (Department) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table C – 1
The Executive Branch — Continued

Addressee	Address in letter and on envelope	Salutation and complimentary close
Administrative Assistant to the Secretary	(Mr./Mrs./Ms./Miss) (full name) Administrative Assistant to the Secretary of the (Department) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Independent offices, agencies, and establishments of the Federal Government		
Director of Office of Management and Budget	The Honorable (full name) Director of Office of Management and Budget (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
Head of a Federal Agency	The Honorable (full name) (Title, name of agency) (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (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)	Dear Mr./Ms. (surname): Sincerely,
President of the Board	Honorable (full name), President, (name of board) (Street) Washington, DC (ZIP)	Dear Mr./Ms. (surname): Sincerely,
President of a Commission	Honorable (full name) (name of commission) (Street) Washington, DC (ZIP)	Dear Mr./Ms. (surname): Sincerely,
Chairman of Board	Honorable (full name) Chairman, (name of board) (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
Chairman of a Commission	Honorable (full name) Chairman, (name of commission) (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
Chiefs of American missions		
American Ambassador	The Honorable (full name) American Ambassador (City) (Country)	Formal Sir/Madam Dear Madam Ambassador Very truly yours,
American Ambassador (with military grade)	(Full grade) (full name) American Ambassador (City) (Country)	Formal: Sir/Madam Or Informal: Dear Mr./Madam Ambassador: Dear (grade, surname) Sincerely,

Table C – 1
The Executive Branch — Continued

Addressee	Address in letter and on envelope	Salutation and complimentary close
American Minister (with military grade)	(Full grade) (full name) American Minister (City) (Country)	Formal: Sir/Madam: Dear Madam Minister: Very truly yours, Or Informal: Dear (Mr.) Minister: Dear Mr./Ms. (surname): Sincerely,

Table C – 2
The Congress and legislative agencies

Addressee	Address in letter and on envelope	Salutation and complimentary close
President Pro Tempore of the United States Senate	The Honorable (full name) President pro Tempore of the Senate United States Senate (Room Number) Washington, DC (ZIP+4)	Dear Senator (surname): Sincerely,
Committee Chairman, United States Senate	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC (ZIP+4)	Dear Mr./Madam/Madam Chairwoman; Sincerely,
Chairman of a Joint Committee	The Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States (Room Number) Washington, DC (ZIP+4)	Dear Mr./Madam Chairman/Madam Chairman: Sincerely,
Subcommittee Chairman, United States Senate	The Honorable (full name) Chairman, Subcommittee on (name) United States Senate Washington, DC (ZIP+4)	Dear Senate (surname): Sincerely,
United States Senator (Washington, DC, office)	The Honorable (full name) United States Senate (Room Number) Wash- ington, DC (ZIP+4)	Dear Senator (surname): Sincerely,
Deceased Representative	(Secretary's full name, if know) Secretary to the late Honorable (full name) United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
Resident Commissioner of Puerto Rico	The Honorable (full name) United Sates House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Representatives (surname); Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname) Sincerely,
Comptroller General (head of the Government Accountability Office)	The Honorable (full name) Comptroller General of the United States (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,
Public Printer (head of the U.S. Government Printing Office)	The Honorable (full name) Public Printer (Street) Washington, DC (ZIP+4)	Dear Mr./Ms. (surname): Sincerely,

Note: Address Members of Congress in the capacity in which they sign their communication. For example, if they sign as the chairperson of a committee, address them as chairperson of that committee. If they sign as a majority or minority leader, address them as such, if they sign as Senator of Representative, address them as such.

Table C – 3**The Judiciary**

Addressees	Address in letter and on envelopes	Salutation and complimentary close
The Chief of Justice of the United States	Chief Justice of the United States The Supreme Court (Street) Washington, DC (ZIP+4)	Dear Mr./Madam Chief Justice: Sincerely,
Associate Justice	Mr./Madam Justice (surname) The Supreme Court (Street) Washington, DC (ZIP+4)	Dear Mr./Madam Justice: Sincerely,
Retired Justice	The Honorable (full name) (Local address)	Dear Mr./Madam Justice: Sincerely,
Presiding Justice	The Honorable (full name) Presiding Justice: (Name of Court) (Local address)	Dear Mr./Madam Justice: Sincerely,
Judge of a Court	The Honorable (full name) Justice of the (Name of court, if a U.S. District Court, give district) (Local address)	Dear Mr./Madam Justice: Sincerely,
Clerk of a Court	(Mr./Madam (full name) Clerk of the (name of court; if a U.S. District Court, (give district) (local ad- dress)	Dear Mr./Madam (surname): Sincerely,

Table C – 4**Military Personnel**

Addressee	Address on letter and envelope	Salutation and complimentary close
U.S. Army officers		
General, Lieutenant General, Major General, Brigadier General	(full rank) (full name), (Service abbreviation) (Address)	Dear General (last name): Sincerely,
Colonel	(full rank) (full name), (Service abbreviation) (Address)	Dear Colonel (last name): Sincerely,
Lieutenant Colonel	(full rank) (full name), (Service abbreviation) (Address)	Dear Colonel (last name): Sincerely,
Major	(full rank) (full name), (Service abbreviation) (Address)	Dear Major (last name): Sincerely,
Captain	(full rank) (full name), (Service abbreviation) (Address)	Dear Captain (last name): Sincerely,
First Lieutenant, Second Lieutenant	(full rank) (full name), (Service abbreviation) (Address)	Dear Lieutenant (last name): Sincerely,
Chief Warrant Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Mr./Miss/Ms./Mrs. (last name): Sincerely,

Table C – 4
Military Personnel — Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Warrant Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Mr./Miss/Ms./Mrs. (last name): Sincerely,
U.S. Army enlisted personnel		
Sergeant Major of the Army	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant Major (last name): Sincerely,
Command Sergeant Major	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant Major (last name): Sincerely,
Sergeant Major	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant Major (last name): Sincerely,
First Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear First Sergeant (last name): Sincerely,
Master Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Sergeant First Class	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Staff Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Corporal	(full rank) (full name), (Service abbreviation) (Address)	Dear Corporal (last name): Sincerely,
Specialist	(full rank) (full name), (Service abbreviation) (Address)	Dear Specialist (last name): Sincerely,
Private First Class	(full rank) (full name), (Service abbreviation) (Address)	Dear Private (last name) Sincerely,
Private	(full rank) (full name), (Service abbreviation) (Address)	Dear Private (last name): Sincerely,
U.S. Marine Corps officers		
General, Lieutenant General, Major General, Brigadier General	(full rank) (full name), (Service abbreviation) (Address)	Dear General (last name): Sincerely,
Colonel, Lieutenant Colonel	(full rank) (full name), (Service abbreviation) (Address)	Dear Colonel (last name): Sincerely,
Major	(full rank) (full name), (Service abbreviation) (Address)	Dear Major (last name) Sincerely,
Captain	(full rank) (full name), (Service abbreviation) (Address)	Dear Captain (last name) Sincerely,

Table C – 4
Military Personnel — Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
First Lieutenant, Second Lieutenant	(full rank) (full name), (Service abbreviation) (Address)	Dear Lieutenant (last name): Sincerely,
Chief Warrant Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Chief Warrant Officer (last name): Sincerely,
Warrant Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Warrant Officer (last name): Sincerely,

U.S. Marine Corps enlisted personnel

Sergeant Major of the Marine Corps	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant Major (last name): Sincerely,
Sergeant Major	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant Major (last name): Sincerely,
Master Gunnery Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Master Gunnery Sergeant (last name): Sincerely,
First Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear First Sergeant (last name): Sincerely,
Master Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Master Sergeant (last name): Sincerely,
Gunnery Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Gunnery Sergeant (last name): Sincerely,
Staff Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Staff Sergeant (last name): Sincerely,
Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Corporal	(full rank) (full name), (Service abbreviation) (Address)	Dear Corporal (last name): Sincerely,
Lance Corporal	(full rank) (full name), (Service abbreviation) (Address)	Dear Corporal (last name): Sincerely,
Private First Class	(full rank) (full name), (Service abbreviation) (Address)	Dear Private First Class (last name): Sincerely,
Private	(full rank) (full name), (Service abbreviation) (Address)	Dear Private (last name): Sincerely,

U.S. Navy officers

Admiral; Vice Admiral; Rear Admiral; Rear Admiral (lower half)	(full rank) (full name), (Service abbreviation) (Address)	Dear Admiral (last name): Sincerely,
Captain	(full rank) (full name), (Service abbreviation) (Address)	Dear Captain (last name): Sincerely,

**Table C – 4
Military Personnel — Continued**

Addressee	Address on letter and envelope	Salutation and complimentary close
Commander, Lieutenant Commander	(full rank) (full name), (Service abbreviation) (Address)	Dear Commander (last name): Sincerely,
Lieutenant, Lieutenant Junior Grade	(full rank) (full name), (Service abbreviation) (Address)	Dear Lieutenant (last name): Sincerely,
Ensign	(full rank) (full name), (Service abbreviation) (Address)	Dear Ensign (last name): Sincerely,
Chief Warrant Officer (Number)	(full rank) (full name), (Service abbreviation) (Address)	Dear Chief Warrant Officer (last name): Sincerely,
Warrant Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Warrant Officer (last name): Sincerely,
U.S. Navy enlisted personnel		
Master Chief Petty Officer of the Navy	(full rank) (full name), (Service abbreviation) (Address)	Dear Master Chief (last name): Sincerely,
Master Chief Petty Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Master Chief (last name): Sincerely,
Senior Chief Petty Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Senior Chief (last name): Sincerely,
Chief Petty Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Chief (last name): Sincerely,
Petty Officer First Class	(full rank) (full name), (Service abbreviation) (Address)	Dear Petty Officer (last name): Sincerely,
Petty Officer Second Class	(full rank) (full name), (Service abbreviation) (Address)	Dear Petty Officer (last name): Sincerely,
Petty Officer Third Class	(full rank) (full name), (Service abbreviation) (Address)	Dear Petty Officer (last name): Sincerely,
Airman (includes Apprentice and Recruit)	(full rank) (full name), (Service abbreviation) (Address)	Dear Airman (last name): Sincerely,
Constructionman (includes Apprentice and Recruit)	(full rank) (full name), (Service abbreviation) (Address)	Dear Constructionman (last name): Sincerely,
Dentalman (includes Apprentice and Recruit)	(full rank) (full name), (Service abbreviation) (Address)	Dear Dentalman (last name): Sincerely,
Fireman (includes Apprentice and Recruit)	(full rank) (full name), (Service abbreviation) (Address)	Dear Fireman (last name): Sincerely,
Hospital Corpsman (includes Apprentice and Recruit)	(full rank) (full name), (Service abbreviation) (Address)	Dear Hospital Corpsman (last name): Sincerely,
Seaman (includes Apprentice and Recruit)	(full rank) (full name), (Service abbreviation) (Address)	Dear Seaman (last name): Sincerely,

**Table C – 4
Military Personnel — Continued**

Addressee	Address on letter and envelope	Salutation and complimentary close
U.S. Air Force officers		
General, Lieutenant General, Major General, Brigadier General	(full rank) (full name), (Service abbreviation) (Address)	Dear General (last name): Sincerely,
Colonel, Lieutenant Colonel	(full rank) (full name), (Service abbreviation) (Address)	Dear Colonel (last name): Sincerely,
Major	(full rank) (full name), (Service abbreviation) (Address)	Dear Major (last name): Sincerely,
Captain	(full rank) (full name), (Service abbreviation) (Address)	Dear Captain (last name): Sincerely,
First Lieutenant, Second Lieutenant	(full rank) (full name), (Service abbreviation) (Address)	Dear Lieutenant (last name): Sincerely,
Chief Warrant Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Mr./Miss/Ms./Mrs. (last name): Sincerely,
Warrant Officer	(full rank) (full name), (Service abbreviation) (Address)	Dear Mr./Miss/Ms./Mrs. (last name): Sincerely,
U.S. Air Force enlisted personnel		
Chief Master Sergeant of the Air Force	(full rank) (full name), (Service abbreviation) (Address)	Dear Chief (last name): Sincerely,
Chief Master Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Chief (last name): Sincerely,
Senior Master Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Master Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Technical Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Staff Sergeant	(full rank) (full name), (Service abbreviation) (Address)	Dear Sergeant (last name): Sincerely,
Senior Airman	(full rank) (full name), (Service abbreviation) (Address)	Dear Airman (last name): Sincerely,
Airman First Class	(full rank) (full name), (Service abbreviation) (Address)	Dear Airman (last name): Sincerely,
Airman	(full rank) (full name), (Service abbreviation) (Address)	Dear Airman (last name): Sincerely,
Airman Basic	(full rank) (full name), (Service abbreviation) (Address)	Dear Airman (last name): Sincerely,

Additional military personnel

**Table C – 4
Military Personnel — Continued**

Addressee	Address on letter and envelope	Salutation and complimentary close
All retired military personnel	(rank) (full name), (Service abbreviation) (Ret) (Address)	Dear (rank) (last name): Sincerely,
Cadet	Cadet (full name) (Address)	Dear Cadet (last name): Sincerely,
Midshipman	Midshipman (full name) (Address)	Dear Midshipman (last name): Sincerely,
Air Cadet	Air Cadet (full name) (Address)	Dear Air Cadet (last name): Sincerely,
Governor of a State	The Honorable (full name) Governor of (State) (Street) (City, State ZIP)	Dear Governor (surname): Sincerely,
Acting Governor of State	The Honorable (full name) Acting Governor of (State) (Street) (City, State ZIP)	Dear Mr./Ms. (surname): Sincerely,
Lieutenant Governor of State	The Honorable (full name) Lieutenant Governor of (State) (Street) (City, State ZIP)	Dear Mr./Ms. (surname): Sincerely,
Secretary of State of a State	The Honorable (full name) Secretary of State of (State) (Street) (City, State ZIP)	Dear Mr./Madam Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	The Honorable (full name) Chief Justice Supreme Court of the State of (State) (Street) (City, State ZIP)	Dear Mr./Madam Chief Justice: Sincerely,
Attorney General of a State	The Honorable (full name) Attorney General State of (State) (Street) (City, State ZIP)	Dear Mr./Madam Attorney General: Sincerely,
Judge	The Honorable (full name) (Local) (Street) (City, State ZIP)	Dear Judge (surname): Sincerely,
Treasurer, Auditor, or Comptroller of a State	The Honorable (full name) State Treasurer (Auditor) (Comptroller) State of (State) (Street) (City, State ZIP)	Dear Mr./Ms. (surname): Sincerely,
President of the Senate of a State	The Honorable (full name) President of the Senate of the State of (State) (Street) (City, State ZIP)	Dear Mr./Ms. (surname): Sincerely,

**Table C – 4
Military Personnel — Continued**

Addressee	Address on letter and envelope	Salutation and complimentary close
Speaker of the Assembly or of the House of Delegates or of the House of Representatives of a State (see note)	The Honorable (full name) Speaker of the House of Representatives of the State of (State) (Street) (City, State ZIP)	Dear Mr./Ms. (surname): Sincerely,
State Senator	The Honorable (full name) (Name of State) Senate (Street) (City, State ZIP)	Dear Senator (surname): Sincerely,
State Representative, Assemblyman, or Delegate (see note)	The Honorable (full name) (Name of State) House of Representatives (Street) (City, State ZIP)	Dear Mr./Ms. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (city) (Street) (City, State ZIP)	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	The Honorable (full name) President, Board of Commissioners of (city) (Street) (City, State ZIP)	Dear Mr./Ms. (surname): Sincerely,

Note:

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 C – 5
State and Government Officials**

Governor of a State	The Honorable (full name) Governor of (State) (Street) (City, State ZIP+4)	Dear Governor (surname): Sincerely,
Acting Governor of State	The Honorable (full name) Acting Governor of (State) (Street) (City, State ZIP+4)	Dear Mr. /Ms. (surname): Sincerely,
Lieutenant Governor of State	The Honorable (full name) Lieutenant Governor of (State) (Street) (City, State ZIP+4)	Dear Mr. /Ms. (surname): Sincerely,
Secretary of State of a State	The Honorable (full name) Secretary of State of (State) (Street) (City, State ZIP+4)	Dear Mr./Madam Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	The Honorable (full name) Chief Justice Supreme Court of the State of (State) (Street) (City, State ZIP+4)	Dear Mr./Madam Chief Justice: Sincerely,

**Table C – 5
State and Government Officials — Continued**

Attorney General of a State	The Honorable (full name) Attorney General State of (State) (Street) (City, State ZIP+4)	Dear Mr./Madam Attorney General: Sincerely,
Judge	The Honorable (full name) (Local) (Street) (City, State ZIP+4)	Dear Judge (surname): Sincerely,
Treasurer, Auditor, or Comptroller of a State	The Honorable (full name) State Treasurer (Auditor) (Comptroller) State of (State) (Street) (City, State ZIP+4)	Dear Mr. /Ms. (surname): Sincerely,
President of the Senate of a State	The Honorable (full name) President of the Senate of the State of (State) (Street) (City, State ZIP+4)	Dear Mr. /Ms. (surname): Sincerely,
Speaker of the Assembly or of the House of Delegates or of the House of Representatives of a State (see note)	The Honorable (full name) Speaker of the House of Representatives of the State of (name) (Street) (City, State ZIP+4)	Dear Mr. /Ms. (surname): Sincerely,
State Senator	The Honorable (full name) (Name of State) Senate (Street) (City, State ZIP+4)	Dear Senator (surname): Sincerely,
State Representative, Assemblyman, or Delegate (see note)	The Honorable (full name) (Name of State) House of Representatives (Street) (City, State ZIP+4)	Dear Mr. /Ms. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (city) (Street) (City, State ZIP+4)	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	The Honorable (full name) President, Board of Commissioners of (city) (Street) (City, State ZIP+4)	Dear Mr. /Ms. (surname): Sincerely,

Note. 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 C – 6
Ecclesiastical officials -----**

Addressee	Address in letter and on envelope	Salutation and complimentary close
Protestant Minister, Pastor, or Rector (without scholastic degree)	The Reverend (full name) (Title, name of church) (Local address)	Dear Mr./Ms. (surname): Sincerely,

Table C – 6
Ecclesiastical officials — Continued

Addressee	Address in letter and on envelope	Salutation and complimentary close
Rabbi (with scholastic degree)	Rabbi (full name, initials of degree) (Local Address)	Dear Dr. (surname): or Dear Rabbi (surname): Sincerely,
Rabbi (without scholastic degree)	Rabbi (full name) (Local address)	Dear Rabbi (surname): Sincerely,
The Pope	His Holiness The Pope (Address)	Most Holy Father or Your Holiness Sincerely,
Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (Diocese) (Local address)	Your Eminence: Sincerely,
Catholic Archbishop	The Most Reverend (full name) Bishop of (diocese) (Local address)	Your Excellency: Sincerely,
Catholic Bishop	The Most Reverend (full name) Bishop of (city) (Local address)	Your Excellency: Sincerely,
Catholic Monsignor	The Very Reverend Monsignor (full name) (Local address)	Formal: Very Reverend Monsignor: Informal: Dear Monsignor (surname): Sincerely,
Catholic Priest	The Reverend (full name) (add designated letters) (Local address)	Formal: Reverend: Informal: Dear Father (surname): Sincerely,
Mother Superior of an Institution	Mother (name, initials, or order, if used) Superior (name of institution) (Local address)	Dear Mother (name): Sincerely,
Bishop, Church of Jesus Christ of Latter Day Saints	Bishop (full name) Church of Jesus Christ of Latter Day Saints (Local address)	Formal: Sir: Informal: Dear Mr. (surname): Sincerely,
Orthodox Metropolitan	The Most Blessed (Christian name) Archbishop of (city) Metropolitan of (province) (Local address)	Formal: Your Beatitude: Dear Metropolitan: Informal: (Christian name): Sincerely,
Orthodox Archbishop	The Most Reverend (Christian name) Archbishop of (city of province) Local address	Formal: Your Eminence: Dear Archbishop Informal: (Christian name): Sincerely,

Table C – 6
Ecclesiastical officials — Continued

Addressee	Address in letter and on envelope	Salutation and complimentary close
Orthodox Bishop	The Right Reverend (Christian name) Bishop of (city) (Local address)	Formal: Your Grace: Dear Bishop Informal: (Christian name): Sincerely,
Orthodox Protopresbyter	The Right Reverend (name) (Local address)	Formal: Right Reverend Father: Informal: Dear Father (Christian name): Sincerely,
Orthodox Archpriest	The Very Reverend (name) (Local address)	Formal: Very Reverend Father: Informal: Dear Father (Christian name): Sincerely,
Orthodox Priest	The Reverend (name) (Local address)	Formal: Reverend Father: Informal: Dear Father (Christian name): Sincerely,
Orthodox Deacon	Father Deacon (name) (Local address)	Formal: Father Deacon: Dear Father Deacon Informal: (Christian name): Sincerely,
Orthodox Nun	Sister (Christian name) (Name of monastery) (Local address)	Dear Sister (Christian name): Sincerely,
Orthodox Monk	Brother (Christian name) (Name of monastery) (Local address)	Dear Brother (Christian name): Sincerely,
Protestant Episcopal Bishop	The Right Reverend (full name) Bishop of (name) (Local address)	Formal: Dear Reverend Sir: Informal: Dear Bishop (surname): Sincerely,
Protestant Episcopal Dean	The Very Reverend (full name) Dean of (church) (Local address)	Formal: Very Reverend Sir: Informal: Dear Dean (surname): Sincerely,
Methodist Bishop	The Reverend (full name) Methodist Bishop (Local address)	Formal: Reverend Sir: Informal: My Dear Bishop (surname): Sincerely,
Chaplain	Chaplain (grade) (full name) (Post office address of organization and station)	Dear Chaplain (surname): Sincerely,

Table C – 7
Private citizens — Continued

Addressee	Address in letter and on envelope	Salutation and complementary close
President of a university or college (with scholastic degree)	(Full name, initials of degree) President, (name of institution) (Local address)	Dear Dr. (surname): Sincerely,
President of a university or college (without scholastic degree)	Mr./Ms. (full name) President, (name of institution) (Local address)	Dear Mr./Ms. (surname): Sincerely,
Dean of a school (with scholastic degree)	(Full name, initials of degree) Dean, School of (name) (Name of institution) (Local address)	Dear Dr. (surname): Sincerely,
Dean of a school (without scholastic degree)	Dean (full name) School of (name) (Name of institution) (Local address)	Dear Dean (surname): Sincerely,
Professor (with scholastic degree)	(Full name, initials of degree) Department of (name) (Name of institution) (Local address)	Dear Professor (surname): or Dear Dr. (surname): Sincerely,
Professor (without scholastic degree)	Professor (full name) Department of (name) (Name of institution) (Local address)	Dear Professor (surname): Sincerely,
Physician	(Full name), M.D. (Local address)	Dear Dr. (surname): Sincerely,
Lawyer	Mr./Ms. (full name) Attorney at Law (Local address)	Dear Mr./Ms. (full name): Sincerely,
Private individuals	Mr./Ms. (full name) (Local address)	Dear Mr./Ms. (surname): Sincerely,

Table C – 8
Corporations, companies, and federations

Addressee	Address in letter and on envelope	Salutation and complimentary close
To a company or corporation	(Name of company or corporation) (Local address)	Gentlemen: (Ladies and Gentlemen) Sincerely,
To a federation	(Name of official) (Title, name of federation) (Local address)	Dear Mr./Ms. (surname): Sincerely,
President of a company or corporation (or other official)	Mr./Ms. (full name) President (or other title) Company (Local address)	Dear Mr./Ms. (surname) Sincerely,
To an individual or a company, corpo- ration, or federation when the name is not known; for example, President, Treasurer, Editor, and so forth.	(Title of individual) (Name of organization) (Local address)	Dear Sir/Madam: Sincerely,

Table C – 9**Foreign government officials**

Addressee	Address in letter and on envelopes	Salutation and complimentary close
Foreign Ambassador in the United States	His/Her Excellency (full name) Ambassador of (country) (local address)	Formal: Excellency: Very truly yours, or Informal Dear Mr. Madam Ambassador: Sincerely,
Foreign Minister in the United States	Honorable (full name) Minister of (country) (local address)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Madam Minister: Sincerely

Note:

Address foreign officials by title if the name of the official is not given in the correspondence or is not readily available.

Table C – 10**International organizations**

Addressee	Address in letter and on envelope	Salutation and complimentary close
Secretary General of the United Nations	His/Her Excellency (full name) Secretary General of the United Nations (Street) New York, NY (ZIP)	Formal: Excellency: Very truly yours, Or Informal: Dear Mr./Madam Secretary General: Dear Mr./Ms. (surname): Sincerely,
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)	Formal: Sir/Madam: Very truly yours, Or Informal: Dear Mr. Ms. (surname): Sincerely,
Senior Military Advisor to the United States Delegation to the United Nations General Assembly	(Grade)(full name) Senior Military Adviser United States Delegation to the United Nations General Assembly (Street) New York, NY (ZIP)	Informal: Dear (grade) (surname): Sincerely, Dear (grade) (surname): Sincerely,
United States Representative to the General Assembly of the United Nations		
Economic and Social Council	The Honorable (full name) United States Representative on the Economic and Social Council (Street) New York, NY (ZIP)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Ms. (surname): Sincerely,

Table C – 10
International organizations — Continued

Addressee	Address in letter and on envelope	Salutation and complimentary close
United Nations Disarmament	The Honorable (full name) United States Representative on the Disarmament Commission (Street) New York, NY (ZIP)	Formal: Sir/Madam Very truly yours, or Informal: Dear Mr./Ms. (surname): Sincerely,
Trusteeship Council	The Honorable (full name) United States Representative on the Trusteeship Council (Street) New York, NY (ZIP)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Ms. (surname): Sincerely,
Senior Representative of the United States to the General Assembly of the United Nations	The Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations (Street) New York, NY (ZIP)	Formal: Sir/Madam: Very truly yours, Or Informal: Dear Mr. Ms. (surname): Sincerely,

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)	Formal: Excellency: Dear Mr./Madam Secretary General: Very truly yours, or Informal: Dear Mr./Ms./Dr. (surname): Sincerely,
Assistant Secretary General of the Organization of American States	The Honorable (full name) Assistant Secretary General of the Organization of American States Pan American Union (Street) Washington, DC (ZIP)	Formal: Sir/Madam: Very truly yours, Informal Or Dear Mr./Ms./Dr. (surname): Sincerely,
United States Representative on the Council of the Organization of American States Representative on the Council of the Organization of American States	The Honorable (full name) United States Representative on the Council of the Organization of American States Department of State (Street) Washington, DC (ZIP)	Formal: Sir/Madam: Very truly yours, Or Informal: Dear Mr./Ms./Dr. (surname): Sincerely,

Table C – 11
Additional former officials

Addressee	Address in letter and on envelope	Salutation and complimentary close
Former President	The Honorable (full name) (Local address)	Dear Mr./Madam (surname): Respectfully,

Table C – 11
Additional former officials — Continued

Addressee	Address in letter and on envelope	Salutation and complimentary close
Former Vice President	The Honorable (full name) (Local address)	Dear Mr./Madam (surname): Sincerely,
Former Member of the Cabinet addressed as “Secretary”	The Honorable (full name) (Local address)	Dear Mr./Madam Secretary: Sincerely,
Former Postmaster General	The Honorable (full name) (Local address)	Dear Mr./Madam Postmaster General: Sincerely,
Former Attorney General	The Honorable (full name) (Local address)	Dear Mr./Madam Attorney General: Sincerely,
Former “Secretary” of military department	The Honorable (full name) (Local address)	Dear Mr./Madam (surname): Sincerely,
Former Senator	The Honorable (full name) (Local address)	Dear Senator (surname): Sincerely,
Former Representative	The Honorable (full name) (Local address)	Dear Mr./Madam (surname): Sincerely,
Former Justice	The Honorable (full name) (Local address)	Dear Mr./Madam Justice: Sincerely,
Former Judge	The Honorable (full name) (Local address)	Dear Judge (surname): Sincerely,
Former Governor of State	The Honorable (full name) (Local address)	Dear Governor (surname): Sincerely,

Note.

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 D

Model Authority Lines and Signature Blocks

D-1. Authority lines and signature blocks

Figures D-1 through D-24 are examples of authority lines and signature blocks for correspondence.

a. Noncommissioned officer signature blocks. Examples of correctly prepared NCO signature blocks for correspondence are shown in figure D-14.

b. U.S. Army Reserve signature blocks. Examples of correctly prepared USAR signature blocks for correspondence are shown in figures D-15 through D-24.

D-2. Titles

a. Abbreviated titles. Abbreviate long or two-line titles in a signature block in military correspondence only when the abbreviation agrees with AR 25-30 or an American standard dictionary.

b. Unabbreviated titles. Titles in signature blocks that cannot be logically abbreviated may be typed on two lines or, if necessary, on three lines are shown in figure D-13.

1
2
3
4
5

NAME (ALL CAPS)
Lieutenant General, USA
Commanding

Figure D-1. Signed by the commanding general

FOR THE COMMANDER: 1 2 3 4 5	NAME (ALL CAPS) Major General, USA Deputy Commander
FOR THE COMMANDER: 1 2 3 4 5	NAME (ALL CAPS) Major General, GS Chief of Staff
FOR THE COMMANDER: 1 2 3 4 5	NAME (CALL CAPS) Lieutenant Colonel, AG Adjutant General

Figure D-2. Signed by an authorized subordinate of the commander

1 2 3 4 5	NAME (CALL CAPS) Lieutenant General, USA Chief of Engineers
-----------------------	---

Figure D-3. Signed by the head of a Headquarters, Department of the Army Staff agency

<p>FOR THE CHIEF OF ENGINEERS:</p> <p>1 2 3 4 5</p>	<p>NAME (ALL CAPS) Colonel, EN Executive Officer</p>
---	--

Figure D-4. Signed by an authorized representative of the Headquarters, Department of the Army staff agency

<p>1 2 3 4 5</p>	<p>NAME (ALL CAPS) Colonel, IN Commanding</p>
----------------------------------	---

Figure D-5. Signed by the commanding officer of a unit, headquarters, or installation

1	
2	
3	
4	
5	NAME (ALL CAPS) LTC,AG Adjutant General
FOR THE COMMANDER:	
1	
2	
3	
4	
5	NAME (ALL CAPS) Major, AG Assistant Adjutant General
FOR THE COMMANDER:	
1	
2	
3	
4	
5	NAME (ALL CAPS) Major, AG Chief, Personnel Division
FOR THE COMMANDER:	
1	
2	
3	
4	
5	NAME (ALL CAPS) CW3, USA Chief, Systems Division

Figure D-6. Signed by an authorized representative of the commander of a unit, headquarters, or installation

FOR THE TRANSPORTATION OFFICER:

- 1
- 2
- 3
- 4
- 5

NAME (ALL CAPS)
LTC, TC
Chief, Freight Division

FOR THE STAFF JUDGE ADVOCATE:

- 1
- 2
- 3
- 4
- 5

NAME (ALL CAPS)
LTC, JA
Chief, Military Justice Branch

FOR THE FINANCE AND ACCOUNTING OFFICER:

- 1
- 2
- 3
- 4
- 5

NAME (ALL CAPS)
Captain, FI
Deputy Finance and Accounting
Officer

Figure D-7. Signed by an authorized representative for the head or staff office or other official

FOR THE CHIEF, CIVILIAN PERSONNEL DIVISION:	
1	
2	
3	
4	
5	NAME (ALL CAPS) Chief, Civilian Personnel Branch
1	
2	
3	
4	
5	NAME (ALL CAPS) Director, Research and Engineering Directorate

Figure D-8. Signed by an authorized civilian, with or without an authority line

1	
2	
3	
4	
5	NAME (ALL CAPS) CPT, AR Co B, 2/34 Armor
1	
2	
3	
4	
5	NAME (ALL CAPS) CW2, USA Co A, 2/34 Armor

Figure D-9. Signature of an officer writing as an individual (show name, grade, branch, and organization)

Name (Upper/lower) Major General, U.S. Army Commanding	Name (Upper/lower) Colonel, U.S. Army Chief of Staff
Name (Upper/lower) Major, U.S. Army Transportation Officer	Name (Upper/lower) Lieutenant General, U.S. Army Deputy Chief of Staff for Personnel
Name (Upper/lower) Warrant Officer, U.S. Army Chief, Signal Office	Name (Upper/lower) Major, U.S. Army Reserve Assistant Adjutant General
Name (Upper/lower) Captain, U.S. Army Assistant Adjutant General	Name (Upper/lower) Director, Nuclear Testing and Accident Prevention

Figure D-10. Examples of signature blocks for letters (show the name in uppercase and lowercase letters, grades, U.S. Army spelled out, and organization)

NAME (ALL CAPS) Colonel, USA Retired	NAME (ALL CAPS) Captain, USA Retired
NAME (ALL CAPS) Major, USA Retired	NAME (ALL CAPS) Captain, USA Retired

Note. Retired civilians do not have a special signature block.

Figure D-11. Signature blocks for retired military personnel

<u>Long form</u>	<u>Abbreviated form</u>
NAME (ALL CAPS) Lieutenant Colonel, GS Chief, Administrative Systems Division	NAME (ALL CAPS) LTC, GS Chief, Admin Sys Div
NAME (ALL CAPS) Colonel, GS Director, Administrative Management	NAME (ALL CAPS) COL, GS Dir, Admin Mgt

Figure D-12. Abbreviated titles

NAME (ALL CAPS) Chief Warrant Officer, GS Chief, Operational Testing and Licensing Division	NAME (ALL CAPS) Colonel, IN Assistant Inspector General for Military Operations for Plans and Procedures
NAME (ALL CAPS) Major, AG Chief, Minority Grievance, Review and Inspection Board	NAME (ALL CAPS) Director, Nuclear Testing and Accident Prevention Division

Figure D-13. Unabbreviated titles

WILLIAM H. SARGENT Command Sergeant Major, USA	NAME (ALL CAPS) 1SG, USA
JOHN L. JONES First Sergeant, USA	NAME (ALL CAPS) SFC, USA Acting First Sergeant
RONALD L. STANLEY MSG, USA Operations Sergeant	NAME (ALL CAPS) SFC, USA Platoon Sergeant
BRYAN J. GRAMPS SFC, USA Retired	

Figure D-14. Noncommissioned officer signature blocks

FOR THE COMMANDER: 1 2 3 4 5	NAME (ALL CAPS) SFC, USA Acting First Sergeant
---	--

Figure D-15. Signed by an enlisted U.S. Army Reserve Soldier on active duty, such as during an Active Guard Reserve Assignment

FOR THE COMMANDER: 1 2 3 4 5	NAME (ALL CAPS) MAJ, AG Chief, Technical Services Team
---	--

Figure D-16. Signed by a U.S. Army Reserve officer on active duty

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
LTC, GS
Chief of Staff

Figure D-17. Signed by an officer assigned to the general staff, colonel, or below

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
MAJ, IG
Chief, Inspections Branch

Figure D-18. Signed by an officer detailed as inspector general

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
COL, MC
Command Surgeon

Figure D-19. Signed by a medical corps officer

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
SFC, USAR
Platoon Sergeant

Figure D-20. Signed by a reserve noncommissioned officer not on active duty

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
MAJ, MC, USAR
Acting Commander

Figure D-21. Signed by a reserve officer not on active duty

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
CW3, USAR
Chief, Systems Division

Note. Unless authorized by another regulation, USAR warrant officers should always use USAR as their branch.

Figure D-22. Signed by a reserve warrant officer

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
Chaplain (CPT) USA
Command Chaplain

Figure D-23. Signed by an active duty U.S. Army Reserve chaplain (such as during an Active Guard Reserve assignment)

FOR THE COMMANDER:
1
2
3
4
5

NAME (ALL CAPS)
Chaplain (CPT) USAR
Command Chaplain

Note. Military chaplains do not use their branch.

Figure D-24. Signed by a U.S. Army Reserve chaplain not on active duty

Appendix E

Preparing Mass Mailings

E-1. Purpose

This appendix prescribes special requirements for mass mailings, which are defined as similar correspondence (such as letters, memorandums, messages, forms, certificates, star notes, invitations, and surveys) sent to 20 or more recipients.

E-2. General

a. Mass mailings must meet all standards of format, style, organization, and content as outlined in this regulation. Commanders and head of agencies or offices will---

(1) Identify who within their organization retains the authority to release mass mailing correspondence based on message content and intended recipients.

(2) Ensure that all mass mailing correspondence is error-free, timely, and properly addressed before mailing.

(3) Develop written mass mailing procedures. These procedures will outline the organization's review processes, quality control checkpoints, and risk mitigation measures placed into practice to prevent the release of incorrect mass mailings that could offend former Soldiers and their Families, and embarrass or adversely affect the Army.

b. Splitting mass mailings for groups with more than 20 recipients into smaller communications and sending them one after the other to avoid the requirements of this appendix violates the intent of this guidance.

c. Mass mailings will not be used to communicate with the Families (next of kin) of deceased Soldiers.

Appendix F

Creating an Adobe Digital Signature on a Microsoft Word Document Using Adobe Pro

F–1. Purpose

This appendix provides detailed instructions for preparing digital signatures and fillable dates on a Microsoft (MS) Word document using Adobe Pro.

F–2. Instructions

- a. Create document in MS Word.
- b. Create a Portable Document Format (PDF) version of the Word document.
 - (1) *Option 1.* Click the Acrobat menu item on the top menu bar. Select “Create a PDF.” The PDF maker will prompt you to give a file name and the location to save your newly generated PDF file. If an Adobe dialog box pops up regarding saving the original Word file, click Yes to continue.
 - (2) *Option 2.* Select File and then select “Save as Adobe PDF.” The PDF maker will prompt you to give a file name and the location to save your newly generated PDF file.
- c. You have now generated a PDF file and are ready to create an Adobe digital signature. The PDF file should open automatically. If not, open the PDF file and, if prompted, Enable All Features.
- d. For a simple digital signature, select “Tools” located either in the upper left or upper right of the page. Select “Prepare Form” under Forms & Signatures. Select your document and click Start. An Adobe dialog box may appear stating “No new form field annotations were detected.” Click OK. Select the Digital Signature icon from the “Prepare Form” menu bar. This will allow you to place the digital signature box.
- e. The date of digital signature is the official date of the document. Create a larger depiction of the same date in whatever font that was selected in a text box placed at the top of the document, across from the office symbol on the same line. From Tools, then the Prepare Form ribbon, select the text box icon and place and size the box to allow room for “dd month yyyy” format. Align the right edge of the date text box with the right margin. Right click on the edge of the text box and select “Properties.” Click the “Appearance” tab to set font to selected type and size. From the “Options” tab, uncheck the boxes next to “Multi-line” and “Scroll long text” and, from the Alignment drop-down list, choose “Right.” The signer must fill in the date before digitally signing. Once the signature block on the document has been authenticated, the document will be locked from further editing.
- f. Select the Digital Signature icon from the “Prepare Form” menu bar under “Tools.” This will allow you to place the digital signature box directly above and left-aligned with the signer’s name. With the digital box highlighted in blue, right click and select “Properties.” “From the “Sign” tab, click the radio button next to “Mark as read-only.” From the drop-down list, select “just these fields” and, from the “Pick...” button, select the name of the date text box associated with the signature. This ensures that the date typed in the box will remain locked after signature.
- g. Once you have placed the signature box and set the properties for the text boxes associated with it, click Close in the upper right corner to close the tool bar. The digital signature block is now complete. If you need to adjust the size or placement, click Tools, Prepare Form, and you can move or adjust the size. When finished, click Close.
- h. For a memorandum with more than one signature, place digital signature boxes for all signers. The date placed in the text box at the top of the document should be associated with the date of last signature on the document. The date at the top should remain blank until the document comes to the final official for signature. When more than one digital signature block has been used, any text boxes remain editable after the final signature unless you assign the “Mark a read-only” option for the text boxes associated with each signature box (see para F–2f, for the steps). Before distributing or posting, you can also “Print” the document as an Adobe .pdf to ensure that all the text is locked.
- i. THRU memorandums require placement of a digital signature box at the end of each addressee line. Directly to the left of the digital signature box, place a text box for short comments by each THRU addressee (see figs 2–11 and 2–12). To ensure that the text in the comment box is locked when the addressee digitally signs, assign “Mark as read-only” attributes to each signature box (see para F–2f for the steps). Place a digital signature box for the originating office of the memorandum, as described in paragraphs F–2c, F–2d, and F–2e. For the date, add a text box at the top of the document, across from the office symbol, aligned along the right margin, set to selected type and size. (The official signing the document will have to date the document before digitally signing it.)

Note. If the signature boxes on the document have not been assigned “Mark as read-only” for the date or comment text boxes that accompany them, the text typed in each box will still be editable after signature. If that is the case, “Print” the document as an Adobe.pdf to lock all content before distributing or posting.

Appendix G

Internal Control Evaluation

G–1. Function

The function covered by this evaluation is Army correspondence.

G–2. Purpose

The purpose of this evaluation is to assist users of AR 25–50 in evaluating the key internal controls listed. It is not intended to cover all controls.

G–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

G–4. Test questions

- a.* Are correspondence actions properly routed to the appropriate addressees expected to exercise control or take action?
- b.* Is Army writing effective and free of errors in substance, organization, style, and correctness?

G–5. Supersession

This evaluation replaces the evaluation previously published in AR 25–50, dated 17 May 2013.

G–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Army Records Management Directorate (ISES–RM), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5605.

Glossary

Section I

Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

ACOM

Army command

AG

adjutant general

AKO

Army Knowledge Online

ALARACT

all Army activities (Army general message address)

AMC

U.S. Army Materiel Command

APO

Army/Air Force post office

AR

Army regulation

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ASA

Assistant Secretary of the Army

ASCC

Army service component command

B.S.

bachelor of science

cc

courtesy copy

CF

copy furnished

CIO

Chief Information Officer

DA

Department of the Army

DoD

Department of Defense

DoDI

Department of Defense instruction

DoDM

Department of Defense manual

DRU

direct reporting unit

email

electronic mail

encl

enclosure

EO

executive order

fax

facsimile

FORSCOM

U.S. Army Forces Command

FOUO

for official use only

FPO

Fleet Post Office

GS

general staff

HQ

Headquarters

HQDA

Headquarters, Department of the Army

IG

inspector general

Jr.

Junior

KSARNG

Kansas Army National Guard

M.F.A.

Master of Fine Arts

MFR

memorandum for record

MOA

memorandum of agreement

MOU

memorandum of understanding

MS

Microsoft

NATO

North Atlantic Treaty Organization

NCO

noncommissioned officer

OF

optional form

PDF

Portable Document Format

Ph.D.

Doctor of Philosophy

PL
public law

Ret
Retired

S
suspense

SAB
subject as above

SECARMY
Secretary of the Army

SF
standard form

Sr.
Senior

SSN
Social Security Number

TRADOC
U.S. Army Training and Doctrine Command

U.S.
United States

USA
U.S. Army

USAF
U.S. Air Force

USAR
U.S. Army Reserve

USAREUR
U.S. Army Europe

USC
United States Code

USCG
U.S. Coast Guard

USMC
U.S. Marine Corps

USN
U.S. Navy

USPS
U.S. Postal Service

ZIP
zone improvement plan

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.

Letter

A format used for correspondence addressed to the President or 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 Army commands; within and between Army commands; to DoD and DoD activities; for routine correspondence to Federal Government agencies outside DoD; and correspondence to other Military Services unless another format is specified or required. The memorandum may be used for notification of military or civilian personnel actions; for showing appreciation or commendation for DA employees; and for forwarding nontransmitting forms, as an enclosure or attachment, outside the installation or command.

Memorandum for record

A prescribed format used to furnish information not requiring action.

Memorandum of agreement

A prescribed format for documenting, in detail, specific responsibilities of and actions to be taken by each of the parties so that the goals may be accomplished.

Memorandum of understanding

A prescribed format for documenting broad concepts of mutually agreed to commitments.

Record copy

A copy of a record kept by the agency, office, or element directly responsible for the function the record relates to. No matter what method is used to create or duplicate the copy, record copies of incoming or outgoing communications may be in a variety of forms. These include electronic copy, paper copy, handwritten items, specific media, and microforms. It does not include reading file copies or copies held for convenience or reference.

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