

**Army Regulation 25–50**

**Information Management: Records  
Management**

# **Preparing and Managing Correspondence**

**Headquarters  
Department of the Army  
Washington, DC  
17 May 2013**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 25-50

Preparing and Managing Correspondence

This administrative revision, dated 6 July 2015--

- o Makes administrative changes to paragraph text (paras 3-6c, 6-5c, and 6-5c(8)).
- o Makes administrative changes to table text (table C-4).
- o Makes administrative changes to figures (figs 3-1 and D-7).
- o Removes acronym "standing operating procedure" from the abbreviations section (glossary).

This major revision, dated 17 May 2013--

- o Transfers proponency for the Army's correspondence program from the Deputy Chief of Staff, G-1 to the Administrative Assistant to the Secretary of the Army (para 1-4a).
- o Allows for the use of Army Knowledge Online and Defense Knowledge Online instant messaging for organizational and individual information transfer (para 1-7e).
- o Adds policy to capitalize "Soldier" for internal Army correspondence (para 1-13a).
- o Adds policy to capitalize "Family" for internal Army correspondence (para 1-13b).
- o Adds policy to capitalize "Civilian" for internal Army correspondence when referring to U.S. Department of the Army civilians and used in conjunction with Soldier and/or Family (para 1-13c).
- o Changes preferred font to Arial, point size 12 (paras 1-17a and 1-17b).
- o Allows for the use of courtesy copy on letters (para 1-19d).
- o Adds reference to Public Law 111-274 (Plain Writing Act of 2010) (paras 1-10 and 1-36a).
- o Allows for the optional use of Army Records Information Management System record numbers after the office symbol on Army correspondence (para 2-4a(2)).
- o Revises policy on reducing cost and expediting distribution of official mail (chap 5).
- o Standardizes signature blocks for all retired military personnel (para 6-6).
- o Makes administrative changes (throughout).

Effective 17 June 2013

## Information Management: Records Management

### Preparing and Managing Correspondence

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By Order of the Secretary of the Army: States, and the U.S. Army Reserve, unless otherwise stated.

RAYMOND T. ODIERNO  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

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**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 Active Army, the Army National Guard/Army National Guard of the United

**Proponent and exception authority.** The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. 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 F).

**Supplementation.** Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army (SAAA), 105 Army Pentagon, Washington, DC 20310–0105.

**Suggested improvements.** Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army Records Management and Declassification Agency, Records Management Division (AAHS–RDR–C), 7701 Telegraph Road, Alexandria, VA 22315–3860.

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

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\*This regulation supersedes AR 25–50, dated 3 June 2002.

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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

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### 1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

#### 1–4. Responsibilities

- a. *Administrative Assistant to the Secretary of the Army.* The AASA will—
  - (1) Establish policies and procedures for preparing correspondence on behalf of the Secretary of the Army (SA).
  - (2) Develop policy and direction for correspondence management for DA.
- b. *Deputy Chief of Staff, G–3/5/7.* The DCS, G–3/5/7 will incorporate effective Army writing into training courses and fund any special requirements.
- c. *Headquarters, Department of the Army principal officials and commanders or heads of Army commands, Army service component commands, direct reporting units, installations, activities, and units.* HQDA principal officials and commanders or heads of ACOMs, ASCCs, 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. 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, SA, 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 DA Memo 25–52 and Department of Defense (DOD) 5110.04–M.

#### 1–6. 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

#### 1–7. Methods of communication

- a. *Personal or telephone contact.* Conduct official business by personal contact, telephone, or Defense Switched Network (DSN) whenever possible and appropriate. 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.
- e. *Army Knowledge Online and Defense Knowledge Online.* Use instant messaging as an alternate method to transfer

organizational and individual information, facilitating communications with offices in multiple or distant locations. Use an MFR to document any decisions or agreements reached during instant messaging communications.

### **1–8. 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.

### **1–9. 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 interest or 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.

### **1–10. Writing quality**

In accordance with Public Law (PL) 111–274 (Plain Writing Act of 2010), DA writing will be clear, concise, and effective. Army correspondence must aid effective communication and decisionmaking. The reader must be able to understand the writer's ideas in a single reading, and the correspondence must be free of errors in substance, organization, style, and correctness (see para 1–37). Use electronic spell check when available but always proofread; spell check is only a tool and is not infallible.

### **1–11. 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.

*c. Handling.* When preparing *Exclusive For* correspondence, place it in a sealed envelope. Type and underline the words *Exclusive For* on the envelope. Distribution center and 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**

### **1–12. 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.

### **1–13. 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 DA civilians and is used in conjunction with Soldier and/or Family.

### **1–14. Abbreviations, brevity codes, and acronyms**

*a. Memorandums.* Use abbreviations and brevity codes authorized in AR 25–52 for memorandums. Use the U.S. Government Printing Office Style Manual and standard dictionaries for abbreviations not in AR 25–52. 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) Established abbreviations are acceptable in all but the most formal writing. For reading ease, use only well-known abbreviations or those you believe the recipient knows.

(2) When a title or complete term will be used repeatedly in a document, use a shortened version of the title or term instead of an acronym; 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) For further guidance on correct capitalization when spelling out an abbreviation, refer to the U.S. Army Records Management and Declassification Agency’s Web site, <https://www.rmda.army.mil/abbreviation/MainMenu.asp> and Joint Publication (JP) 1–02 at [http://www.dtic.mil/doctrine/dod\\_dictionary/index.html](http://www.dtic.mil/doctrine/dod_dictionary/index.html).

*d. Acronym guidelines.*

(1) Use military and civilian acronyms in memorandums, if appropriate. Do not, however, use military acronyms when writing to individuals or organizations not familiar with their use. 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.

(2) For further guidance on correct capitalization when spelling out an acronym, see AR 25–52, the Records Management and Declassification Agency’s Web site, <https://www.rmda.army.mil/abbreviation/MainMenu.asp>, and JP 1–02 at [http://www.dtic.mil/doctrine/dod\\_dictionary/index.html](http://www.dtic.mil/doctrine/dod_dictionary/index.html).

## **1–15. Letterhead**

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

*b.* Computer-generated letterhead is used for all official correspondence. For further guidance on using letterhead, see AR 25–30 and DA Pam 25–40.

## **1–16. Paper**

Paper used for Army correspondence generally will be the standard size (8½ by 11 inches). Use computer-generated letterhead for the first page of all memorandums and letters except when an approved form is prescribed. Use plain white paper for continuing pages.

## **1–17. Type fonts and sizes**

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

*a.* A font with a point size of 12 is recommended.

*b.* Preferred type font is Arial.

*c.* Unusual type styles, such as Script, will not be used in official correspondence.

## **1–18. Ink color**

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

## **1–19. Copies**

*a. Record copy.* Make one record or file copy of correspondence after the original has been signed and dated. Stamp or write “record copy” or “file copy” along the edge of the right margin. Record copies may be stored electronically. Maintain file copies 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 addressee(s) informed of an action. Make copies after the original has been signed and dated.

*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).

## **1–20. 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 AR 380–5. 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.

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

*c. Using for official use only marking.* See AR 25–55 and AR 380–5 for the proper use and marking of for official use only (FOUO) material.

*d. Controlled unclassified information.* See Executive Order (EO) 13556.

### **1–21. Identifying a point of contact**

Normally, when writing any type of correspondence, the writer or point of contact (POC) will be identified by military grade or civilian prefix, first and last name, commercial and/or DSN telephone number, and, if appropriate, position, fax number, and email address. This information is generally placed in the last paragraph of the correspondence.

### **1–22. 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 POC's organization and may or may not correspond with the signature block.

*a. Office symbols* are used when addressing or replying to memorandums. See the U.S. Army Addresses and Office Symbols Online Web site at <https://www.rmda.army.mil/AAO/Welcome.aspx>.

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

### **1–23. Expressing a date**

*a. Dates on memorandums.* Express dates on memorandums in the following formats: 1 January 2013 or 1 Jan 13. The four digits for the year will be used only when the month is spelled out or when date stamps use abbreviated months and four-digit year.

*b. Dates on letters.* Express dates on letters and refer to dates within letters only in the following format: January 1, 2013.

*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.

### **1–24. 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 will be used for memorandums.

### **1–25. 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 date two lines above the date line and in the body of the memorandum in one of the following formats: 1 Jan 13 or 1 January 2013. Do not use a suspense date on a letter.

*b. 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.

### **1–26. Addressing**

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

### **1–27. Postscripts**

Do not use postscripts in Army correspondence.

### **1–28. References**

List references in the first paragraph of the correspondence. (Enclose copies of references that are not readily available to the addressee(s) or list an Army Knowledge Online (AKO) or public Web site link that is accessible to all agencies on the distribution list (for example, <https://www.us.army.mil/suite/doc/3456789>)). 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, include the number, title, and date (for example, AR 25–50 (Preparing and Managing Correspondence), 5 October 2013). 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.

*b. Correspondence.* When referencing correspondence, include the type of correspondence, organization of origin,

office symbol, date, and subject of the correspondence (for example, Memorandum, HQ AMC, AMCIO-F, 20 Feb 13, subject: Training for U.S. Army Materiel Command Personnel; Letter, Office of the General Counsel, SAGC, July 16, 2013, subject: if used; and Message, HQ TRADOC, ATPL-TDD-OR, 101623Z Sep 13, subject: Correspondence Management). When referencing an email or fax number, use the name of the sender and office symbol, if included (for example, Email, HQ TRADOC, ATPL-TDD-OR, Mr. Samuel Jones, 3 Nov 13, subject: Correspondence Management; and Fax, HQ FORSCOM, Ms. Ella Johns, 25 Feb 13, subject: Copier Management).

*Note.* Enter subjects and dates verbatim.

*c. Public law.* When referencing public laws, include the name, public law number, section, statute number, and date (for example, National Environmental Policy Act of 1969, Public Law No. 91-190, Section 103, 83 Statute 852, 853 (1970) or Social Security Number Privacy and Identity Theft Prevention Act of 2003, H.R. 2971, 108th Cong. § 101 (2003)).

*d. Classified or unclassified material.* Use chapter 8 and AR 380-5 for portion marking when referencing unclassified material in a classified document or when referencing classified material in a classified or unclassified document.

*e. Paragraphs of publications.*

(1) When referencing a publication, cite its number, title, and date: DA Memo 25-52 (Staff Action Process and Correspondence Policies), 1 May 2008.

(2) Additional references need only include the regulation and paragraph number (for example, DA Memo 25-52, para 3-1a).

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

(1) Reference telephone conversation between Mr. William Smith, this office, and Ms. Linda Jones, TRADOC, 23 Jan 13, subject: Office Copiers.

(2) Reference meeting between Ms. Linda Jones, TRADOC, and Mr. William Smith, this office, 23 Jan 13, subject: Office Copiers.

*g. 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.

### **1-29. Page and paragraph numbering**

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

### **1-30. Using boldface and italic type for emphasis**

Use boldface or italic type to emphasize a specific or important fact. Overuse of this method for emphasis (like overuse of the exclamation point) defeats its purpose. In general, substitute more specific or forceful words to gain emphasis.

### **1-31. 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).

### **1-32. 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).

### **1-33. Nine-digit ZIP code (ZIP+4 code)**

Use the ZIP+4 code on all return envelope addresses and correspondence. The ZIP+4 code will be used on all letterhead.

### **1-34. North Atlantic Treaty Organization correspondence**

For North Atlantic Treaty Organization (NATO) correspondence purposes, see standardization agreements. All NATO correspondence will be prepared according to applicable NATO directives.

### **1-35. Recordkeeping requirements for delegations of signature authority**

Records of delegations of signature authority must be created and maintained in accordance with AR 25-400-2.

## Section IV

### Effective Writing and Correspondence: The Army Writing Style

#### 1–36. Standards for Army writing

a. Effective Army writing is understood by the reader in a single rapid reading and is free of errors in substance, organization, style, and correctness in accordance with PL 111–274.

b. Army writing will be concise, organized, and to the point. 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, “You are entitled to jump pay for the time you spent in training last year”).

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

d. Active 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).

e. 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, is requested). Additionally, in passive voice the subject receives the action instead of taking the action.

#### 1–37. Constructing military correspondence

a. *General techniques.* When constructing basic military correspondence, focus first on the main point. 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) Insert two blank spaces after ending punctuation (for example, a period and question mark).

(10) Insert two blank spaces after a colon.

(11) When numbering subparagraphs, insert two blank spaces after the parentheses.

## Chapter 2

### Preparing Memorandums

#### 2–1. General

Figures 2–1 through 2–17 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 DA Memo 25–52 for correspondence originating within Army Secretariat or Army Staff organizations.

#### 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 1–19 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.

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 1–14 of this regulation.

f. *Signature blocks.* See paragraph 6–4 of this regulation.

## 2–4. Format

When writing a memorandum, use the block style format (flush with the left margin) with three parts: 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, DAPE–PRR). 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, Army Records Information Management System (ARIMS) record number (file number), or bill of lading number. Do not crowd the office or reference 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.* Follow Army recordkeeping requirements according to AR 25–400–2. Commands and agencies may place a record number after the office symbol on correspondence. If used, place the record number two spaces after the office symbol in parentheses.

(3) *Date.*

(a) Correspondence must be dated. The date may be typed or stamped.

(b) Place the date on the same line as the office symbol flush with the right margin after the correspondence has been signed.

(c) Express dates in the following formats: 1 January 2013 or 1 Jan 13. Use four digits for the year only when the month is spelled out. The only exception to this rule is if a date stamp uses the abbreviated month and the four-digit year.

(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. Precede the suspense date with S: (for example, S: 1 June 2013 or S: 1 Jun 13) (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. Do not simply address an action to a headquarters if you know which element of that headquarters will receive 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. Be consistent. Do not mix the two styles.

(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) for the addresses. Type the words “SEE DISTRIBUTION” one space after the words “MEMORANDUM FOR.” On the second line below the last line of the signature block or enclosure listing, whichever is lower, type “DISTRIBUTION:” and block the distribution formula(s) 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 fig 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:” and block flush with the left margin the words “(see next page)” (see fig 2–9). Prepare one original and make copies for additional addressees after the signature. The envelope for an addressee on a “SEE DISTRIBUTION” list must show the complete address.

(d) *Memorandums “THRU.”* Use a memorandum “THRU” to let other personnel 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” more than one recipient.

(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 1–28 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 that the POC 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. Subelements 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 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 “wo/encls” in parentheses after CF: (for example, CF: (wo/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 (MOU).* Use an 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 (MOA).* Use an 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, use the format shown in figures 2–15 and 2–16.

(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 seven categories:

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

(b) *Purpose.* In as few words as possible, clearly define or state the purpose of the MOU or MOA.

(c) *Issue.* Present a clear, concise statement of the issues, to include a brief background.

(d) *Scope.* Add a short and to-the-point statement specifying the area of the MOU or MOA.

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

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

(g) *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 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.

## **2–7. Memorandum for record**

*a. Use.* Use the MFR to show the authority or basis for an action taken. You may 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.

*c. Format.* See figure 2–17.



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

1  
2 OFFICE SYMBOL 1 Date  
1  
2  
3 MEMORANDUM FOR U.S. Army Command and General Staff College (ATZL),  
100 Stimson Avenue, Ft Leavenworth, KS 66027-1352  
1  
2 SUBJECT: Using and Preparing a Memorandum  
1  
2  
3 1. See paragraph 2-2 (of this regulation) for when to use a memorandum.  
1  
2 2. Single space the text and double space between paragraphs and  
subparagraphs. Insert two blank spaces after ending punctuation (period and  
question mark). Insert two blank spaces after a colon. When numbering  
subparagraphs, insert two blank spaces after parentheses.  
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  
2 a. When a paragraph is subdivided, it must have at least two subparagraphs.  
1  
2 b. If there is a subparagraph "a," there must be a subparagraph "b."  
1  
2 (1) Designate second subdivisions by numbers in parentheses; for example,  
(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 AUTHORITY LINE:  
1  
2  
3  
4  
5 Encl JOHN W. SMITH  
Colonel, GS  
Chief of Staff  
1  
2 CF:  
Director, Tactics Division

Figure 2-1. Using and preparing a memorandum



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

S: Suspense Date

- 1  
2 OFFICE SYMBOL (ARIMS record number) 1 Date  
1  
2  
3 MEMORANDUM FOR Joint Readiness Training Center (AFXX-XX/Ms. Roberts),  
U.S. Army Forces Command, 7330 Mississippi Avenue, Ft Polk, LA 71459-5339  
1  
2 SUBJECT: Preparing a 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. If the memorandum has a SUSPENSE DATE, type it two lines  
above the office symbol line flush to the right margin.  
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.  
1  
2 4. Leave a 1-inch margin at the bottom of the first page.

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

OFFICE SYMBOL (ARIMS record number)  
SUBJECT: Preparing a Memorandum with a Suspense Date

1

2

3

5. 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 two spaces and type the record number in parentheses.

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

1

2

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

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

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

1

2

3

4

5

4 Encls

1. Personnel Listing,  
24 March 2013
2. DA Form 4187
3. Orders 114-6
4. Locator

SARAH F. SMITH  
Major, JA  
Chief, Claims Services

Figure 2-2. Preparing a memorandum with a suspense date (continued)



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

1  
2 OFFICE SYMBOL 1 Date  
1  
2  
3 MEMORANDUM FOR DEPUTY CHIEF OF STAFF, G-4 (DALO-ZA/MR. WILSON)  
1  
2 SUBJECT: Single-Address Headquarters, Department of the Army Memorandum  
1  
2  
3 1. Reference Memorandum, HQ, USASC, ASCG, 20 Feb 12, subject: Revision to AR 25-50 (Preparing and Managing Correspondence).  
1  
2 2. When writing a memorandum from one HQDA agency to another HQDA 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. When writing a memorandum from an ACOM, ASCC, DRU, or field activity to an HQDA agency, use the full geographic location (street, city, State, and ZIP+4 code).  
1  
2 AUTHORITY LINE:  
1  
2  
3  
4  
5

A. B. SMITH  
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 Date  
1  
2  
3 MEMORANDUM FOR U.S. Army North (ARNO-XXX), 1400 East Grayson Street,  
Fort Sam Houston, TX 78234-7000  
1  
2 SUBJECT: Single-Address Army Service Component Command Memorandum  
1  
2  
3 1. References:  
1  
2 a. Memorandum, HQ, USASC, ASCG, 20 Feb 08, subject: Revision to AR 25-50  
(Preparing and Managing Correspondence) (Encl 1).  
1  
2 b. Message, HQ, TRADOC, ATCG, 201645Z Sep 08, subject as above (Encl 2).  
1  
2 2. Type the address in all uppercase or uppercase and lowercase type. Be consistent.  
Do not mix the two styles.  
1  
2 AUTHORITY LINE:  
1  
2  
3  
4  
5 Encl

JOHN D. JONES  
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 1 Date  
1  
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), 100 ARMY PENTAGON,  
WASHINGTON, DC 20310-0100  
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  
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 symbol 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  
 $\frac{1}{4}$  inch.  
1  
2 4. When preparing a memorandum from one HQDA agency to another HQDA  
agency, omit the full geographic location (see fig 2-3).  
1  
2 AUTHORITY LINE:  
1  
2  
3  
4  
5 Encl JOHN A. JONES  
Colonel, IN  
Chief, Programs Division

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



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

1  
2 OFFICE SYMBOL 1 Date  
2

3 MEMORANDUM FOR  
1  
2 HQDA (DAMI-XX), 1000 ARMY PENTAGON, WASH DC 20310-1000  
HQDA (DAMO-XX), 400 ARMY PENTAGON, WASH DC 20310-0400  
HQDA (DALO-XX), 500 ARMY PENTAGON, WASH DC 20310-0500  
HQDA (AAHS-RD), 7701 TELEGRAPH RD, ALEX VA 22315-3860

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 HQDA  
agencies:

1  
2 a. The full title and address (see fig 2-5).  
1  
2 b. Office symbols.  
1

2 2. Use this example for the office symbol method. HQDA agencies may use this  
method when addressing multiple-addressed memorandums to other HQDA agencies.  
The field may also use this method when addressing multiple-address memorandums to  
HQDA.

1  
2 3. Use the complete geographical location (to include complete standardized street  
address, city, State, and ZIP+4 code) when using this method of addressing. Type the  
office symbol addresses in uppercase.

1  
2 4. Do not mix the two authorized types of addressing.  
1

2 5. Because WASH DC and ALEX VA are abbreviations, do not use a comma between  
the city and the State.

1  
2 AUTHORITY LINE:  
1  
2  
3  
4  
5 Encl

PAUL C. JONES  
Colonel, GS  
Chief of Staff

Figure 2-6. Addressing a multiple-address memorandum 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 1 Date  
1  
2  
3 MEMORANDUM FOR  
1  
2 Information Office (AFX-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,  
950 Jefferson Ave, Fort Eustis, VA 23640-5700  
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  
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 styles. 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 AUTHORITY LINE:  
1  
2  
3  
4  
5 Encl HARRY S. SMITH  
Colonel, GS  
Chief of Staff

Figure 2-7. Addressing an Army command multiple-address 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 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 flush with the left margin as shown in this figure.  
 1  
2 a. XX.  
 1  
2 b. XX.  
 1  
2 (1) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.  
 1  
2 (2) XX.  
 1  
2 (a) XX.  
 1  
2 (b) XX.  
 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 AUTHORITY LINE:  
 1  
 2  
 3  
 4  
5 2 Encls ARTHUR H. BROWN  
 1. DA Memo, 12 Jul 13 Captain, SC  
 2. TRADOC Memo, 16 Aug 13 Chief, Services Branch  
 1  
2 DISTRIBUTION:  
 HQDA (DAPE-ZA)  
 (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 Training and Doctrine Command (ATCG)  
U.S. Army Materiel Command (AMCCG)  
U.S. Army Europe (AEACG)  
U.S. Army Central (ACEN)  
U.S. Army Corps of Engineers (CECG)

1  
2

CF:  
U.S. Army Criminal Investigation Command (CIXX) (wo/encls)  
U.S. Army Military District of Washington (ANXX)

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 OFFICE SYMBOL (ARIMS record number) 1 Date  
2

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.

2. The words SEE DISTRIBUTION are typed one space after the words MEMORANDUM FOR.

3. Distribution listings may be continued on a second page. When absolutely 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) directly under DISTRIBUTION: on the next line.

a. XX.

b. XX.

(1) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

(2) XX.

(a) XX.

(b) XX.

1  
2 AUTHORITY LINE:

1  
2  
3  
4

5 2 Encls JOSEPH W. BROWN  
 1. DA Memo, 11 Jan 13 Captain, AV  
 2. TRADOC Memo, 14 Feb 13 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

DISTRIBUTION:

Deputy Chief of Staff, G-1 (DAPE-ZA)  
Deputy Chief of Staff, G-2 (DAMI-ZA)  
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)  
U.S. Army Military District of Washington (ANXX)  
U.S. Army Installation Management Command (IMEU-XX)

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 AUTHORITY LINE:  
1  
2  
3  
4  
5  
  
SARAH F. SMITH  
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  
2 OFFICE SYMBOL 1 Date  
1  
2  
3 MEMORANDUM THRU U.S. Army North (ARNO-CG), 1400 East Grayson St,  
Fort Sam Houston, TX 78234-7000  
1  
2 FOR Records Management and Declassification Agency (AAHS-RDR),  
7701 Telegraph Rd, Alexandria, VA 22315-3860  
1  
2 SUBJECT: Single-Address MEMORANDUM THRU  
1  
2  
3 1. A MEMORANDUM THRU is used to keep the THRU addressee informed or give the  
opportunity to comment or approve. A single-address MEMORANDUM THRU is  
prepared as shown in this figure.  
1  
2 2. If no comment is made, the THRU addressee will line out and initial or sign the  
THRU address line and write "concur," "noted," or other short remarks and the date.  
1  
2 3. When more than one THRU addressee is needed, the THRU addressee is prepared  
as shown in figure 2-12.  
1  
2 AUTHORITY LINE:  
1  
2  
3  
4  
5

JOHN D. MILLER  
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 1 Date  
2  
3 MEMORANDUM THRU  
1  
2 Logistics Information Management Division (DALO-PLI), 500 Army Pentagon,  
Washington, DC 20310-0500  
Field Division (AMCIO-F), U.S. Army Materiel Command, 4400 Martin Rd,  
Redstone Arsenal, AL 35898-5000  
1  
2 FOR Director of Information Management (ANFB-IMR), 10106 Gridley Road, 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 give  
them the opportunity to comment or concur. Prepare a dual or multiple-address  
memorandum as shown in this figure.  
1  
2 2. Do not address memorandums to more than two THRU addressees unless it is  
absolutely necessary.  
1  
2 AUTHORITY LINE:  
1  
2  
3  
4  
5

HARRY O. JONES  
Chief, Logistics Division

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 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, and so forth.  
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 AUTHORITY LINE:  
1  
2  
3  
4  
5 Encl JOHN W. SMITH  
LTC, AG  
Deputy Adjutant General  
  
CF:  
ASGS (wo/ 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 1 Date  
1  
2  
3 MEMORANDUM FOR Information Office, U.S. Army Forces Command, 4400 Knox St,  
Ft 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.  
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 rather  
than listing them separately.  
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 6. Use the last paragraph to identify the POC, telephone number, email address, or  
organization address, as appropriate.  
1  
2 AUTHORITY LINE:  
1  
2  
3  
4  
5 3 Encls BRIAN A. JONES  
1. Personnel Listing, MAJ, AG  
24 May 2013 Chief, Records Management Branch  
2. DA Form 2A  
3. Orders 114-6  
1  
2 CF: (wo/encls)  
FORSCOM (AFCI-A)  
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 SUBJECT: Preparing a Memorandum of Understanding  
1  
2  
3 1. Prepare the MOU on plain bond paper. DA letterhead is appropriate if the MOU is between two Army activities. Change this provision to meet internal or special requirements.
- 1  
2 2. Center the title MEMORANDUM OF UNDERSTANDING on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN, separated by the word AND. Change this requirement for centering when there are more than two agreeing agencies or when the agency titles are too lengthy to be typed on one line, as in this example.
- 1  
2 3. Type the subject flush with the left margin on the second line below the last line of the agreeing agencies' titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.
- 1  
2 4. Follow the guidance for continuing a memorandum in figure 2-2 if a second page is needed, except that the subject line will begin 1 inch from the top edge of the paper since no office symbol is used.
- 1  
2 5. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, grade, branch, and title for military personnel. Place the signature blocks in protocol order with the senior official on the right. If an MOU has three officials, the signature block of the highest ranking official is centered at the bottom. The signature block of the next highest ranking official is placed above and on the right. The signature block of the junior official is on the left.

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

SUBJECT: Preparing a Memorandum of Understanding

1

2

3

Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below (see para 2-6c(5)(c)).

1

2

3

4

5

\_\_\_\_\_  
ROBERT A. SULLIVAN  
Lieutenant General  
Deputy Chief of Staff, G-2

\_\_\_\_\_  
PHILLIP H. BROWN  
Lieutenant General  
Chief Information Officer/G-6

1

2

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

1

2

3

4

5

\_\_\_\_\_  
WILLIAM L. JONES  
Director, Defense Civilian  
Preparedness Agency

1

2

\_\_\_\_\_  
(Date)

Figure 2-15. Preparing a memorandum of understanding (continued)

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

- 1  
2 SUBJECT: Preparing a Memorandum of Agreement  
1  
2  
3 1. Use plain bond paper for the MOA. DA letterhead is appropriate if the agreement is between two Army activities. Change this provision to meet internal or special requirements.  
1  
2 2. Center the title MEMORANDUM OF AGREEMENT on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN, separated by the word AND. Change this requirement for centering when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line, as in this example.  
1  
2 3. Type the subject flush with the left margin on the second line below the last line of the agreeing agencies' titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.  
1  
2 4. Follow the guidance for continuing a memorandum in figure 2-2 if a second page is needed, except that the subject line will begin 1 inch from the top edge of the paper since no office symbol is used.  
1  
2 5. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, grade, branch, and title for military personnel. Place the signature blocks in protocol order with the senior official on the right. If an MOA has three officials, the signature of the highest ranking official is centered at the bottom. The signature block of the next highest ranking official is placed above and on the right. The signature block of the junior official is on the left.

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

SUBJECT: Preparing a Memorandum of Agreement

1

2

3

Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below (see para 2-6c(5)(c)).

1

2

3

4

5

\_\_\_\_\_  
ROBERT A. SULLIVAN  
Lieutenant General  
Deputy Chief of Staff, G-4

\_\_\_\_\_  
MARSHALL H. LEWIS  
Lieutenant General  
Deputy Chief of Staff, G-2

1

2

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

1

2

3

4

5

\_\_\_\_\_  
PHILLIP H. BROWN  
Lieutenant General  
Chief Information Officer/G-6

\_\_\_\_\_  
WILLIAM L. JONES  
Director, Defense Civilian  
Preparedness Agency

1

2

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Figure 2-16. Preparing a memorandum of agreement (continued)

	OFFICE SYMBOL	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 two spaces 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.	
1		
2		
3		
4		
5	Encl	LINDA K. SMITH Major, AG Chief, Reassignment Branch

Figure 2-17. Preparing a memorandum for record

## 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 SA has specifically directed using such a phrase. (For letters responding for the SA, see DA Memo 25–52.)

### 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.* Generally, use the standard paper size for a letter (8½ 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. Generally, allow left and right margins of 1–inch. Do not justify right margins. When preparing two or more pages, have at least a 1 inch margin at the bottom of the page.
- d. *Addressing.* See appendix C for proper addressing of letters.
- e. *Point of contact.* Generally, use the last paragraph of a letter to provide a POC (see para 1–21).

### 3–6. Format

The letter consists of three major parts: the heading, body (text), and closing. Each part and its subelements 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 4, 2013) centered two lines below the last line of the letterhead.
  - (2) *Subject line.* Type the subject (if used) on the second line below the seal (see fig 3–4).
  - (3) *Address.*
    - (a) Do not use abbreviations in the address. Exceptions include DC, U.S., PO 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 page(s).
  - (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 10 lines.



(6) The POC may include the person's surname, commercial telephone number, fax number, and email address (see fig 3-2). This information is usually placed in the last paragraph of the letter.

*c. Closing.* The closing has three subelements: 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) 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 SA 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 February 15, 2013

1  
2  
3  
4  
5 Mr. John A. Doe  
123 Main Street  
Nashville, TN 73695-0000

1  
2 Dear Mr. Doe:

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

1  
2 Type dates in civilian style and center two lines below the last line of the letterhead.

1  
2 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 from the seal when the letter is two or more pages.)

1  
2 Do not use abbreviations in the signature blocks.

1  
2 Single space the body of a letter with double spacing between paragraphs.

1  
2 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 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 subparagraphs.

1  
2 a. Use letters of the alphabet (a, b, c, d) to indicate subparagraphs.

1  
2 b. Indent subparagraphs ¼ inch.

1  
2 If only one subparagraph is used, indicate that subparagraph by a hyphen as shown below.

1  
2 - 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 should be 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 3-6c(2)(b) 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 SA signs on his or her official letterhead.

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 the letter has more than one enclosure, use the plural form "Enclosures" but do not number or list them.

1  
2  
1  
2  
3  
4  
5

Sincerely,

John W. Smith  
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 January 24, 2013

1  
2 Futures and Concepts

1  
2  
3  
4  
5 The Honorable Janet R. Wise  
Mayor of Woodbridge  
1234 Government Way  
Woodbridge, VA 22191-0000

1  
2 Dear Mayor Wise:

1  
2 In letters to civilians, office symbols rarely have any meaning and appear awkward. Use office symbols only on the original letter when absolutely needed. When necessary, 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 you have a need to provide a specific return address, put it in the last paragraph. For easy reference or filing, use office symbols on file copies.

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 SA'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 The POC is Mr. Green, 1234 Main Street, Anytown, AK 56789, telephone 520-538-3188, or john.g.green.civ@mail.mil.

1  
2 Sincerely,

1  
2  
3  
4  
5 John L. Ribbons, Jr.  
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 January 29, 2013

Lieutenant General John R. Brown  
U.S. Army Medical Command  
2050 Worth Road, Suite 3  
Fort Sam Houston, TX 78234-6031

1  
2 Dear General Brown:

1  
2 Single space the body of a letter with double spacing between paragraphs.

1  
2 Use single spacing even when a letter contains only one paragraph. Effective paragraphs should not contain more than 10 lines.

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

1  
2 Sincerely,

1  
2  
3  
4  
5  
John D. Jones  
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 1, 2013

1  
2  
3  
4 SUBJECT: Preparing a Letter with a Subject Line

1  
2  
3 Mr. John A. Doe  
123 Main Street  
Nashville, TN 73695-0000

1  
2 Dear Mr. Doe:

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

1  
2 Type dates in civilian style and center the date two lines below the last line of the letterhead.

1  
2 When a subject line is used, place it two lines below the seal. If the subject is more than one line, begin the second line flush with the left margin.

1  
2 Frame the letter on the page. No set number of lines is required between the subject and the first line of the address.

1  
2 On the last line, include a POC for this action, phone number, and email address.

1  
2 Sincerely,

1  
2  
3  
4  
5 Paul C. Jones  
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 January 24, 2013

1  
2  
3  
4  
5  
6

The Honorable Janet R. Wise  
Mayor of Woodbridge  
1234 Government Way  
Woodbridge, VA 22191-0000

1  
2  
1  
2

Dear Mayor Wise:

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.

1  
2

List the recipients, one below the other. You may use alphabetical listings rather than protocol order.

1  
2

In the next paragraph, include a POC for this action, phone number, and email address.

"I am forwarding a copy of this letter to (name)."

1  
2  
1  
2  
3  
4  
5

Sincerely,

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

1  
2

cc:  
Director, Budget

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 figure 4-1 for an example. For letters, do not list the enclosures.

---

3 Encls  
Memo, OSA, 16 Apr 13  
Ltr, USAASC, Apr 20, 2013  
DA Form 1-1, 6 Jan 13

**Figure 4-1. Capitalizing the first letter in the first word of a listed enclosure**

---

(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 fig 4-2).

---

4 Encls  
1. Memo, OSA, 16 April 2013  
2. Memo, AMC, 17 Jun 2013  
3. Memo, TRADOC, 19 June 2013  
4. Memo, MEDCOM, 21 Jul 13

**Figure 4-2. Accounting for enclosures not identified in the body of the correspondence**

---

(3) When you have only one enclosure and it is not identified in the body, account for it without a number (see fig 4-3).

---

Encl  
Memo, USAREUR, 17 Jun 13

**Figure 4-3. Having one enclosure that is not identified in the body**

---

(4) If identifying enclosures in the body, account for the enclosures without a number preceding “Encl/Encls.” When only some of the enclosures have been identified in the body, use “as stated” (as) as noted in paragraph 4-2c(6)). A list is not required (see fig 4-4).

---

Encl  
Encls

**Figure 4-4. Having enclosures without a number preceding Encl/Encls**

---



(5) Use approved abbreviations in identifying enclosures. Abbreviate the word “Enclosure” with “Encl” in memorandums (but not in letters). When the document has more than one enclosure, use the plural form “Encls” for the abbreviation (see fig 4–5).

---

2 Encls  
1. SOP, HQDA Mail Management, 2 May 2013  
2. SOP, TRADOC Records Management, 18 Aug 13

**Figure 4–5. Using approved abbreviations**

---

(6) When identifying some enclosures but not others, list as follows (assume enclosures 1 through 3 have been identified in the body and enclosures 4 and 5 have not been identified) (see fig 4–6).

---

5 Encls  
1–3. as  
4. Memo, OSA, 16 Apr 13  
5. Memo, USASC, 20 Apr 13

**Figure 4–6. Identifying some enclosures but not others**

---

*d. Identification.*

(1) Write or type “Encl” and the number at the lower right corner of the first page of each enclosure before 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 4–7). 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 that all tabs are visible and evenly spaced. If an enclosure has its own enclosures that need tabbing, use a different color or type of tab to identify these secondary documents. Avoid tabbing these secondary documents unless mentioning the specific information in the text of the correspondence.

**4–4. Tabbing correspondence packages**

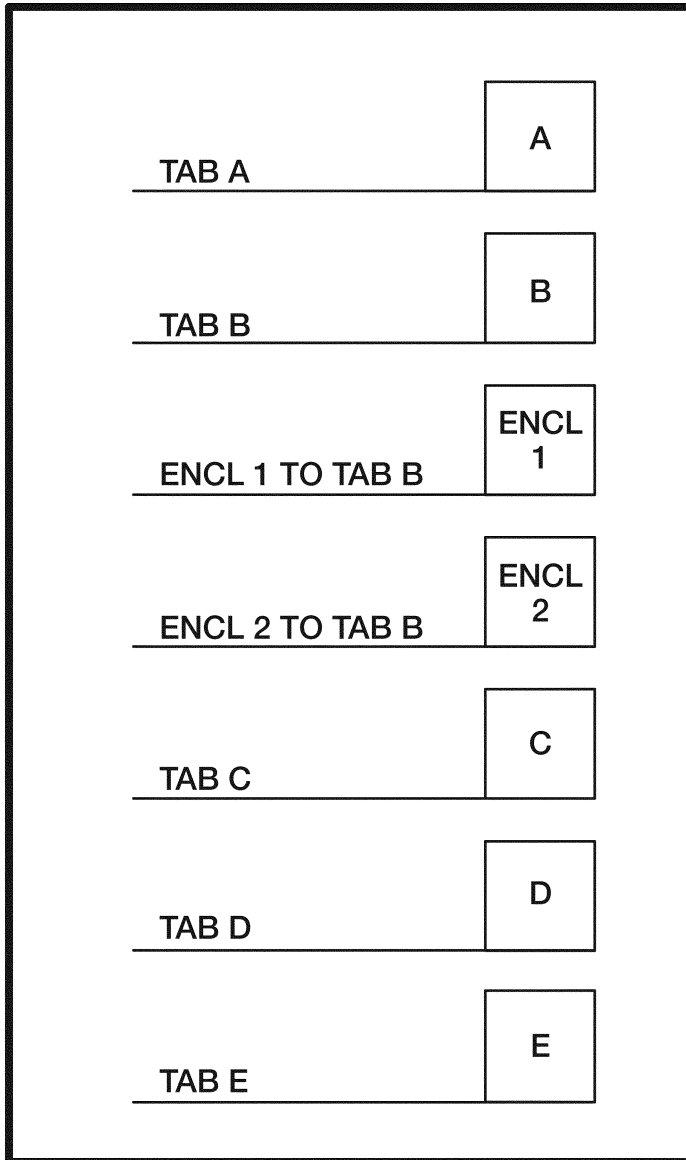
*a.* To tab a correspondence package forwarded for signature or approval, identify the tabs in the document. (Tabs may be any letter or number as long as they are consecutive and fully identified in the text.)

(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.



Position first tab  $\frac{1}{4}$  to  $\frac{1}{2}$  inch from top of page.

Space subsequent tabs approximately  $\frac{1}{4}$  inch apart.

*Note.* Tabs may be any letter or number, as long as they run consecutively and are fully identified in the text (see para 4-4).

Figure 4-7. Tabbing correspondence

## Chapter 5

### Processing Correspondence and Official Mail

This chapter applies for both automated and manually processed Army correspondence and official mail. Using these guidelines will reduce cost and expedite distribution. When mail is determined to be the most feasible alternative, follow the guidance in this chapter 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 and Army Knowledge Online.*

(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 AKO or 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)* Internal correspondence should be approved via digitally signed documents, as available, with the approved Army Gold Master digital signature, in accordance with policy in AR 25-1 and AR 25-2.

*(d)* Signed and approved memorandums will be disseminated via email or by emailing a link to where it is posted on AKO to all Federal agencies when feasible.

##### 5-2. Disseminating correspondence via messenger envelopes

*a.* Use Optional Form (OF) 65-B or OF 65-C (U.S. Government Messenger 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 a letter-sized envelope that measures less than 3½ by 5 inches or one that measures more than 6⅛ inches high by 11½ inches long and ¼ inch thick (when filled).

##### 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 the correspondence is going through USPS, do not use paper clips, clamps, or similar metal fasteners.

##### 5-5. Preparing envelopes for mailing

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

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

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

Note. See AR 380-5 for preparing envelopes containing classified material.

### 5-6. Address locations on larger than letter-sized (flat) mail

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

## Section III Addressing Mail

### 5-7. Delivery address

a. *Address format.* Use the format in table 5-1 for addressing envelopes.

Table 5-1 Address format	
Format:	Example:
Office Name Line (Attention Line)	Information Management Office
Name of Activity Line	US Army Forces Command
Delivery Line (Street Address, Suite # or PO Box #)	1234 Belvoir Road
City State ZIP+4 Code Line	Jonestown VA 12345-1234

(1) *Office name line (attention line).* This line contains the name of the office that is to receive the item. “Commander” is used only when the mail is intended for the commander or when the name of the appropriate office is unknown. If desired, an office symbol may be placed in parentheses after the office name. When known, the action officer’s name may also be placed in parentheses at the end of this line; for example, Supply Office (CPT John Doe) or Supply Office (ASQB-FF/CPT John Doe).

(2) *Optional line.* An optional line can be used when the office name line and the name of activity line do not adequately identify the addressee. The optional line would be inserted between the office name line and the name of activity line (see table 5-2).

Table 5-2 Optional line	
Format:	Example:
Office Name Line (Attention Line)	Information Management Office
Optional Line	Third US Army
Name of Activity Line	US Army Forces Command
Delivery Line (Street Address, Suite # or PO Box #)	4700 Knox St
City State ZIP+4 Code Line	Ft Bragg NC 28310-5000

(3) *Name of activity line.* This line consists of the name of the activity to which the mail is addressed; for example, U.S. Army Forces Command.

(4) *Delivery address line.* This line consists of either a street address or post office box number. It may also include a suite number, apartment number, floor, unit, room, department, and so forth. When this secondary delivery information is part of the address but does not fit on the delivery address line, wrap up all components of the secondary information immediately above the delivery address line (see table 5-3).

Table 5-3 Delivery address line	
Format:	Example:
Name Line	MS MILDRED DOE
Name of Activity/Business	BIG BUSINESS INCORPORATED
Secondary Information	RM 100
Delivery Line (Street Address, Suite # or PO Box #)	12 E BUSINESS LN STE 209
City State ZIP+4 Code Line	KRYTON TN 38188-0002

(5) *Dual address.* The address is considered a dual address if it contains both a street address and a post office box number. USPS delivers to whichever appears in the line above the city, State, and ZIP+4 code line. If both appear in this line, the mail will be delivered to the post office box.

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

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

*c. Abbreviations.* Use the standard abbreviations as specified by the USPS. Individual words in activity names may also be abbreviated using USPS Pub 28 as a guide; however, avoid acronyms (for example, Military Postal Service Agency may be abbreviated *Mltry Pstl Svc Agcy* but not MPSA).

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

*e. Foreign mail.* Use uppercase letters and the full name of the post office (city) and the country of destination. Include the postal delivery zone number (if any). The address should have a uniform left margin. Type *only* the country name on the last line of the address (see table 5-4).

**Table 5-4**  
**Foreign mail**

Format:	Example:
PO Box number	POSTFACH 14 01 00
Postal code + city/town	52893 BAD GYENHAUSEN
Country	GERMANY

*f. Letters.* Make sure the address is error-free and in the correct format. See appendix C for forms of address for letters.

### 5-8. 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 5-5.

**Table 5-5**  
**Return address**

Format:	Example:
NAME OF DOD COMPONENT (ALL CAPITALS)	DEPARTMENT OF THE ARMY
Office Name Line (Attention Line)	SUPPLY OFFICE
Name of DOD Activity	30th ENGINEER BN
Delivery Line (Street Address, Suite # or PO Box #)	1234 BELVOIR BLVD STE 100
City State ZIP+4 Code Line	JONESTOWN VA 12345-1234
OFFICIAL BUSINESS	OFFICIAL BUSINESS

### 5-9. 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.

### 5-10. 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.

**5–11. Address content**

Make sure addresses are complete and accurate, including the ZIP+4 code. When using an Army/Air Force Post Office (APO) or Fleet Post Office (FPO) number, do not show the geographic location of an overseas unit. Identifying classified overseas units could lead to a breach of security. Moreover, showing the geographic location of such units increases the cost of postage since senders must pay international postage rates. Show the post office address of the agency, command, organization, or installation (see examples in table 5–6).

**Table 5–6  
Completeness and accuracy**

Example: Commander 101st Abn Div 101 Fort Rd, Ste 120 Ft Campbell KY 42223–5000	Example: MAJ JOHN T SMITH US ARMY SOUTH UNIT 7101 APO AA 34004–7101
---	---

a. *To points outside the continental United States.* Address correspondence to points outside the continental United States to the appropriate APO or FPO along with a two-character “State” abbreviation of AE, AP, or AA and the ZIP+4 code. For example—

- (1) APO AE 09001–5275 (AE is used for Armed Forces in Europe, the Middle East, Africa, and Canada).
- (2) APO AP 06606–2783 (AP is used for Armed Forces in the Pacific).
- (3) APO AA 34035–4198 (AA is used for Armed Forces in the Americas, excluding Canada).

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

c. *State names.* Abbreviate State names on all mailing envelopes. Use the USPS two-letter abbreviations listed in table 5–7.

**Table 5–7  
USPS 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

**Table 5-7**  
**USPS two-letter State or territory abbreviations—Continued**

Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

**5-12. “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 5-8). Do not combine mail for several individuals in a single envelope.

**Table 5–8**  
**Example of “To the Commander of \_\_\_\_\_”**

COMMANDER OF  
PFC JOHN DOE  
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.” Sometimes delegated signature authority has qualifications. “BY THE ORDER SECRETARY OF THE ARMY” is a specific example. U.S. Army Human Resources Command uses this statement on military personnel matters only.

*Note.* All SA 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 fig D-4).

(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 (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.* On “THRU” correspondence, when no comment has been made, the signer will line through the appropriate address and initial and date the line through.

*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 as authorized signature and how to obtain authentication.

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

*b. Placement.* Begin the signature block at the center of the page on the fifth line below the authority line. If 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 grade and branch of Service on the second line, and title on the third line. If the title requires more than one line, continue it on the fourth line, aligning the first character underneath the third character of the third line. Type the signature block of civilian officials on two lines: name on the first line and title on the second line. If the title requires more than one line, continue it on the third line, aligning the first character underneath the third character of the second line. To preserve block style format on all signature blocks, use short title abbreviations (as outlined in AR 25-52) and any mixture of full or abbreviated military grade and branch.

*d. Examples.* See appendix D.

*e. Military grade and branch abbreviation.* See tables 6-1 and 6-2 in this regulation and AR 25-52. 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**  
**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

**Table 6–2**  
**Branch title abbreviations**

Abbreviation	Definition
AC	Acquisition Corps
AD	Air Defense Artillery
AG	Adjutant General's Corps
AN	Nurse Corps
AR	Armor
AV	Aviation
CA	Civil Affairs
CH	Chaplain Corps
CM	Chemical Corps
DC	Dental Corps
EN	Corps of Engineers

**Table 6–2**  
**Branch title abbreviations—Continued**

Abbreviation	Definition
FA	Field Artillery
FI	Finance Corps
GS	Army General Staff: General Staff w/troops (duty detail only)
IG	Inspector General (duty detail only)
IN	Infantry
JA	Judge Advocate General's Corps
LG	Logistics Corps
MC	Medical Corps
MI	Military Intelligence
MP	Military Police Corps
MS	Medical Service Corps
NG	National Guard Bureau (duty detail)
OD	Ordnance Corps
PO	Psychological Operations
QM	Quartermaster Corps
SC	Signal Corps
SF	Special Forces
SP	Medical Specialist Corps
TC	Transportation Corps
VC	Veterinary Corps

### 6–5. Personnel on active duty

- a. *Name.* Sign the name plainly and legibly. It must be identical with the typewritten, stamped, or printed name.
- b. *Social Security number.* Do not use Social Security numbers anywhere in correspondence unless required by statute.

(1) If a Social Security number is used, it must be in accordance with the guidelines in EO 9397 and Section 552a, Title 5, United States Code (5 USC 552a).

(2) If a Social Security number is used, it must be stamped FOUO and provided the same level of protection as any other document that contains Privacy Act-protected personal information.

- c. *Military grade.* The grade 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—

(a) A lieutenant colonel promotable, filling a colonel position. The position requires the signature of a colonel or higher. This situation would constitute 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” except as indicated in paragraphs 6–5c(4) and 6–5c(5). Write “U.S. Army” (not “USA”) in letters.

(4) General officers detailed to duty in general staff positions will use the designation “GS.” General officers do not use the designation “GS” in letters; they use “U.S. Army.”

(5) General officers serving in a branch of the Army Medical Service will use the abbreviations of the branch they are serving (for example, MC and DC) except as indicated in paragraph 6–5c(4).

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

(7) 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.”

(8) For chaplains, the designation “USA” will follow the military grade (for example, Chaplain (MAJ) USA).

(9) 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.

(10) 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.

(11) 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.

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

*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, E. D. White, Colonel, AG, Director, Staff Support; E.D. White, Colonel, AG, 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, active 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 personnel on the Officers Honorary Retired List will use “U.S. Army Retired (Hon).”

*c.* All Army reservists assigned to the U.S. Army Reserve (USAR) Control Group (Retired) will use “USA Retired.”

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

## **6–7. Army Reserve personnel not on active duty**

Army reservists not on active duty are governed by the same rules as personnel on active duty. Exception: Add the identification “USAR” 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. 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 his or her facsimile signature.

## **6–11. Addressing retired military**

*a.* 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.

*b.* 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).

## **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.*

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

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

(3) An OF 41 is reused to return papers to the originator by folding the form along the line at the bottom of the “TO” section. This makes the back of the slip available for writing remarks.

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

### **7–3. 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 developed 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 scanned and 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 followups. 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**

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**

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**

*a.* This chapter, an extract of Department of Defense Manual 5200.01, Vol. 2, contains illustrations and sample classified memorandums to show the proper security classification marking of correspondence. The text in the illustrations (figs 8-1 through 8-6) covers most of the important information. This chapter does not—

- (1) Contain or reveal classified information. Markings are for illustration only.
  - (2) Change or repeat DOD requirements in AR 380-5. Refer to AR 380-5 when marking correspondence.
  - (3) Illustrate every conceivable situation that may be encountered when producing classified correspondence.
- b.* AR 380-5 takes precedence over any conflicting guidance in this regulation.

### **8-2. Guidance on markings**

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

*b.* This chapter does not provide guidance on downgrading, reclassification instructions, or additional special markings; it does not contain illustrations on classifying original material. Consult AR 380-5 for any information or specific guidance not in this chapter.

*c.* Normally, the classification marking will be the largest print on the page. Refer to AR 380-5 for instructions on marking and exceptions.

### **8-3. Cover sheets**

*a. Standard Form 703.* Use Standard Form (SF) 703 (Top Secret Cover Sheet) as a cover for top secret correspondence and documents that must not be disclosed to the public in accordance with AR 380-5.

*b. Standard Form 704.* Use SF 704 (Secret Cover Sheet) as a cover for secret correspondence and documents that must not be disclosed to the public in accordance with AR 380-5.

*c. Standard Form 705.* Use SF 705 (Confidential Cover Sheet) as a cover sheet for confidential correspondence and documents that must not be disclosed to the public in accordance with AR 380-5.

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY



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

1  
2 DAMO-ZA 1  
2 Date

1  
2  
3 MEMORANDUM FOR Users of Army Regulation 25-50

1  
2 SUBJECT: Portion Markings (U)

1  
2  
3 1. (U) This is a sample of a fairly complex document with multiple part paragraphs and subparagraphs. It shows the proper methods of applying portion classification markings required by AR 380-5. All portions of classified documents will be marked in a manner that eliminates doubt as to which portions contain classified information. This paragraph contains only unclassified information. Subparagraph (a) contains secret information. In this example, each portion is clearly marked to show its classification.

1  
2 a. (S) Following the paragraph number or letter, portions may be marked with parenthetical symbols, "(TS)" for top secret, "(S)" for secret, "(C)" for confidential, and "(U)" for unclassified. When appropriate, the symbols "RD" for restricted data and "FRD" for formerly restricted data will be added; for example, "(S-RD)" or "(S-FRD)." Also, portions that contain Critical Nuclear Weapons Design Information (CNWDI) will be marked "(N)" following the classification; for example, "(S-RD) (N)."

1  
2 b. (C) The portion marking placement rule has one exception. In the case of the subject of the document, the portion marking follows the subject as shown above.

1  
2 c. (C) This subparagraph contains confidential information.

1  
2 d. (U) This subparagraph contains unclassified information.

1  
2 2. (S) Because this sample is two (or more) pages, the first page would be marked with the highest overall classification, and the others would be marked at the top and bottom with the highest classification of the information contained on each respective page.

CLASSIFIED BY: TOW Heavy Antitank Assault  
Weapon System SCG, 2 Oct 13  
REASON: 1.5(a)  
DECLASSIFY ON: 1 Jan 14

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-1. Marking the security classification of portions

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DAMO-ZA

SUBJECT: Portion Markings (U)

1

2

3

3. (S) Portion classification markings must also be done on all classified DA correspondence, such as an MFR or letter.

1

2

4. (C) The abbreviation "SCG" used on the CLASSIFIED BY line of this sample document means "security classification guide." Security classification guides are issued for each classified system, program, plan, or project. They—

1

2

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

1

2

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

1

2

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

1

2

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

1

2

FOR THE COMMANDER:

1

2

3

4

5

HARRY B. HENDERSON  
Colonel, GS  
Deputy Chief of Staff, G-3/5/7

2

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–1. Marking the security classification of portions (continued)





**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY  
DEPARTMENT OF THE ARMY  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY STATE 12345-1234

1  
2 NGB-MS 1 Date  
1  
2  
3 MEMORANDUM FOR Users of Army Regulation 25-50  
1  
2 SUBJECT: Additional Warning Notice for Restricted Data (U)  
1  
2  
3 1. (U) Restricted data is all data concerning design, manufacture, or use of atomic weapons, the production of special nuclear material, or the use of special nuclear material in the production of energy, but will not include data declassified or removed from the RD category under the Atomic Energy Act of 1954, as amended, Public Law No. 83-703 (1954).  
1  
2 2. (S-RD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing RD are further indicated by the additional abbreviation of "RD" following the collateral level, as shown in the beginning of this paragraph.  
1  
2 3. (S) A document containing RD also has the additional warning shown below. When documents contain both RD and FRD, the RD additional warning notice takes precedence and the FRD notice is omitted.  
1  
2 4. (S) Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The CLASSIFIED BY line is still required.

CLASSIFIED BY: CG W-5, Joint DOE-DOD Nuclear  
Weapon Classification Policy Guide, Jan 84  
REASON: 1.5(a)

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

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-2. Preparing a restricted data additional warning notice memorandum

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

1 NGB-MS

2 SUBJECT: Additional Warning Notice for Restricted Data (U)

3

4

5

5. (U) Because this sample consists of two or more pages, the RD warning notice and the CLASSIFIED BY line would be shown only on the first page. Portion and overall page markings would be shown throughout the document.

1

2

3

4

5

FOR THE CHIEF, NATIONAL GUARD BUREAU:

GEORGE B. HILDEGAARD  
Chief, Office of Military Support

2

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8–2. Preparing a restricted data additional warning notice memorandum (continued)



**077SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

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

1 IAPD 1 Date  
2  
1  
2  
3 MEMORANDUM FOR Users of Army Regulation 25-50  
1  
2 SUBJECT: Additional Warning Notice for Formerly Restricted Data (U)  
1  
2  
3 1. (U) Formerly restricted data is information that has been removed from the restricted data category by a Joint determination by the Department of Energy (or antecedent agencies) and DOD. Such information relates primarily to the military use of atomic weapons and can be safeguarded adequately as classified defense information.  
1  
2 2. (S-FRD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing FRD are further indicated by the additional abbreviation of "FRD" following the collateral level, as shown in the beginning of this paragraph.  
1  
2 3. (U) A document containing FRD also has the additional warning shown below.  
1  
2 4. (C-FRD) Downgrading or declassification markings are not included on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The CLASSIFIED BY line is still required.

CLASSIFIED BY: Projectile,  
Atomic, 155 MM  
SCG, 19 Jun 13  
REASON: 1.5(a)

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

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-3. Preparing a formerly restricted data additional warning notice memorandum

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

0

IAPD

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

1

2

3

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

1

2

FOR THE COMMANDER:

1

2

3

4

5

BARNEY S. FLAGG

Colonel, GS

Deputy for Policy and Development

2

**SECRET**

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-3. Preparing a formerly restricted data additional warning notice memorandum (continued)



**CONFIDENTIAL**  
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY  
**DEPARTMENT OF THE ARMY**  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY STATE 12345-1234

1  
2 IAIG 1 Date  
1  
2  
3 MEMORANDUM FOR Users of Army Regulation 25-50  
1  
2 SUBJECT: Unclassified Transmittal Documents  
1  
2  
3 1. Mark the top and bottom of an unclassified transmittal document with the highest overall classification of its enclosures. In this case, confidential information is attached to this transmittal document. If this transmittal document has two or more pages, mark only the first page.  
1  
2 2. Because this transmittal document itself does not contain classified information, portion marking and parenthetical classification symbols ( ) after the subject title do not apply. Do not put a CLASSIFIED BY line and downgrading or declassification instructions on an unclassified transmittal document.  
1  
2 3. In addition to the top and bottom markings required by classified enclosures, display any additional warning notices, when applicable (examples include "RD," "FRD," and "CNWDI").  
1  
2 4. Mark this transmittal document to show that standing alone it does not contain classified information (see notation below).  
1  
2 FOR THE INSPECTOR GENERAL:  
1  
2  
3  
4  
5 Encl HARRY SMITH  
Security Manager

REGRADE UNCLASSIFIED WHEN  
SEPARATED FROM CLASSIFIED  
ENCLOSURE

**CONFIDENTIAL**  
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-4. Marking unclassified transmittal documents



**TOP SECRET**  
 CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY  
**DEPARTMENT OF THE ARMY**  
 ORGANIZATIONAL NAME/TITLE  
 STANDARDIZED STREET ADDRESS  
 CITY STATE 12345-1234

1 DAAR-ZA 1 Date

2 MEMORANDUM FOR Users of Army Regulation 25-50

3 SUBJECT: Classified Transmittal Document (U)

1 1. (TS) Mark the top and bottom of a classified transmittal document with the highest overall classification of information in the transmittal document and its enclosures. If this transmittal document has two or more pages, mark each page with the highest classification level of information revealed on that page or "unclassified," whichever is appropriate.

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

1 3. (S) Remember that a classified transmittal document requires a CLASSIFIED BY line and downgrading or declassification instructions.

2 4. (U) Ensure that the first page of a top secret document also contains the TS control number (if used) and copy number in the lower right corner.

1 FOR THE CHIEF, ARMY RESERVE:

2  
1  
2  
3  
4  
5 ELLIOT R. BROWN  
 CW3, GS  
 Security Manager

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

TS-88-0069  
 Cp 1R of 2

**TOP SECRET**  
 CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-5. Marking classified transmittal documents



**CONFIDENTIAL**  
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY  
**DEPARTMENT OF THE ARMY**  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY STATE 12345-1234

- 1  
2 DALO-RMS-B 1  
1 2 Date  
2  
3 MEMORANDUM FOR Users of Army Regulation 25-50  
1  
2 SUBJECT: Classified Working Paper (U)  
1  
2  
3 1. (U) Classified working papers are documents and draft material accumulated or created in the preparation of a finished product. At a minimum, they are dated when created, marked with the highest classification of any information they contained, and safeguarded the same as other classified documents.
2. (C) They will be marked "Working Papers."
3. (U) Classified working papers are also accounted for, safeguarded, and marked in the same way as a finished document when one or more of the following occurs:
- a. (U) When released by the originator outside the activity or transmitted through message center channels.
  - b. (U) When permanently filed (in records repositories).
  - c. (U) When retained more than 90 days from the date of preparation.
  - d. (U) When they contain top secret information.

A. B. SMITH  
Colonel, GS  
Deputy Director, Resource and  
Management

**CONFIDENTIAL**  
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-6. Marking classified working papers

## **Appendix A References**

### **Section I Required Publications**

#### **AR 25-51**

Official Mail and Distribution Management (Cited in paras 1-27, 1-32, 5-1b(2)(d), 5-10, and C-2.)

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS) (Cited in paras 1-20a, 1-20e, 1-36, and 2-4a(2).)

#### **AR 380-5**

Department of the Army Information Security Program (Cited in paras 1-21a, 1-21b, 1-29d(4), 1-29d(5) Note, 5-5 Note, 8-1a(2), 8-1b, 8-2a, 8-2b, 8-2c, 8-3a, 8-3b, and 8-3c.)

#### **PL 111-274**

Plain Writing Act of 2010 (Cited in paras 1-10 and, 1-36a.) (Available at <http://www.gpo.gov/fdsys/>.)

### **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 (Available at <http://nsa.nato.int/nsa/zPublic/ap/aap15/AAP-15.pdf>.)

#### **AR 11-2**

Managers' Internal Control Program

#### **AR 25-1**

Army Information Technology

#### **AR 25-2**

Information Assurance

#### **AR 25-30**

The Army Publishing Program

#### **AR 25-52**

Authorized Abbreviations, Brevity Codes, and Acronyms

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program

#### **AR 735-5**

Property Accountability Policies

#### **DA Pam 25-40**

Army Publishing Program Procedures

#### **DA Memo 25-52**

Staff Action Process and Correspondence Policies

#### **DOD 5110.04-M, Vol. 1**

DOD Manual for Written Material: Correspondence Management (Available at <http://www.dtic.mil/whs/directives/>.)

#### **DODM 5200.01, Vol. 2**

DOD Information Security Program: Marking of Classified Information (Available at <http://www.dtic.mil/whs/directives/>.)



**EO 9397**

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

**EO 13556**

Controlled Unclassified Information, November 4, 2010 (Available at <http://www.archives.gov/federal-register/executive-orders/>.)

**JP 1-02**

Department of Defense Dictionary of Military and Associated Terms (Available at [http://www.dtic.mil/doctrine/dod\\_dictionary/index.html](http://www.dtic.mil/doctrine/dod_dictionary/index.html).)

**NATO Handbook**

Organization and Structures (Available at <http://www.nato.int/docu/handbook/2006/hb-en-2006.html>.)

**U.S. Army Addresses and Office Symbols Online**

(Available at <https://www.rmda.army.mil/AAO/Welcome.aspx>.)

**U.S. Government Printing Office Style Manual**

(Available at <http://www.gpoaccess.gov/stylemanual/browse.html>.)

**USPS Pub 28**

Postal Addressing Standards (Available at <http://pe.usps.gov/text/pub28/welcome.htm>.)

**5 USC 552a**

Records maintained on individuals (also may be cited as the "Privacy Act of 1974.") (Available at <http://www.gpo.gov/fdsys/search/home.action>.)

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>), and OFs are available on the U.S. General Services Administration Web site (<http://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 paras 7-7, 7-8.)

**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*, 7-9.) (Available through normal forms supply channels.)

**OF 65–C**

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

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>), and SFs are available on the U.S. General Services Administration Web site (<http://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.

**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.

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SECRETARY OF DEFENSE  
DEPUTY SECRETARY OF DEFENSE  
SECRETARIES OF THE MILITARY DEPARTMENTS<sup>1</sup>  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE<sup>2</sup>  
DEPUTY CHIEF MANAGEMENT OFFICER  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE<sup>3</sup>  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANTS TO THE SECRETARY OF DEFENSE<sup>4</sup>  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF DEFENSE AGENCIES<sup>5</sup>  
DIRECTORS OF DOD FIELD ACTIVITIES<sup>6</sup>

*Note.*

1. When addressing memorandums to only two of the Secretaries of the Military Departments, list the individual Secretaries in the following order: (1) Secretary of the Army, (2) Secretary of the Navy, and (3) Secretary of the Air Force.
2. When addressing memorandums to two or more but not all Under Secretaries of Defense, list them in the following order: Under Secretary of Defense for Acquisition, Technology and Logistics; Under Secretary of Defense for Policy; Under Secretary of Defense Comptroller/Chief Financial Officer; Under Secretary of Defense for Personnel and Readiness; and Under Secretary of Defense for Intelligence. List the individual Under Secretaries in the same order.
3. Assistant Secretaries of Defense include the Assistant Secretaries of Defense for: Acquisition; Asian and Pacific Security Affairs; Global Strategic Affairs; Health Affairs; Homeland Defense and Americas' Security Affairs; International Security Affairs; Legislative Affairs; Logistics and Materiel Readiness; Networks and Information Integration/DOD Chief Information Officer; Nuclear, Chemical, and Biological Defense Programs; Operational Energy Plans and Programs; Public Affairs; Research and Engineering; Reserve Affairs; Readiness and Force Management; and Special Operations and Low Intensity Conflict. When addressing memorandums to two or more but not all Assistant Secretaries of Defense, list them separately, by title, in alphabetical order.
4. Assistants to the Secretary of Defense include: Special Assistants to the Secretary and Deputy Secretary of Defense; the Executive Secretary of the Department of Defense; the Assistant to the Secretary of Defense (Intelligence Oversight); the Defense Advisor, U.S. Mission to NATO; the Director, Joint Improvised Explosive Device Defeat Organization; and other assistants as the Secretary or Deputy Secretary of Defense may designate from time to time.
5. Directors of Defense Agencies include the Directors of the: Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics 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. When addressing memorandums to two or more but not all Directors of Defense Agencies, list them separately, by title, in alphabetical order.
6. Directors of DOD Field Activities include the Directors of the: Defense Media Activity, Defense Prisoner of War/Missing Personnel Office, Defense Technical Information Center, Defense Technology Security Administration, DOD Education Activity, DOD Human Resources Activity, DOD Test Resource Management Center, Office of Economic Adjustment, TRICARE Management Activity, and Washington Headquarter Services. When addressing memorandums to two or more but not all Directors of DOD Field Activities, list them separately, by title, in alphabetical order.

*Note.* When appropriate, the commanders of the combatant commands will be listed after the Deputy Chief Management Officer and before the Assistants to the Secretary of Defense.

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**Figure B–1. Addressing the Office of the Secretary of Defense**

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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  
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY  
DEPUTY UNDER SECRETARY OF THE ARMY  
CHIEF INFORMATION OFFICER/G-6  
THE INSPECTOR GENERAL  
THE AUDITOR GENERAL  
EXECUTIVE DIRECTOR, ARMY NATIONAL MILITARY CEMETERIES  
CHIEF OF LEGISLATIVE LIAISON  
DIRECTOR, SMALL BUSINESS PROGRAMS  
CHIEF OF PUBLIC AFFAIRS  
CHIEF, NATIONAL GUARD BUREAU  
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-8  
CHIEF, ARMY RESERVE  
CHIEF OF ENGINEERS  
THE SURGEON GENERAL  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
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).

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

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## **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.* If uncertain of gender, contact the appropriate post public affairs, protocol, or administration office to assist in verification. Use the title “Ms.” instead of “Mrs.” in addressing a woman if you have any uncertainty about the preferred title; if the correspondent uses the title “Ms.,” address the response “Ms.” to indicate the correspondent’s preference.

#### **C-2. Form for addresses, salutations, and complimentary closes**

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.

**Table C-1  
The Executive Branch**

Addressee	Address in letter and on envelope	Salutation and complimentary close
<b>The White House</b>		
The President	The President The White House 1600 Pennsylvania Avenue NW Washington, DC 20500-0003	Dear Mr./Madam President: Respectfully, or Respectfully yours,
Spouse of the President	Mrs. (full name) or Mr. (full name) The White House 1600 Pennsylvania Avenue NW Washington, DC 20500-0003	Dear Mrs./Mr. (surname): Respectfully, or Respectfully yours,
Assistant to the President	Honorable (full name) Assistant to the President The White House 1600 Pennsylvania Avenue NW Washington, DC 20500-0003	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Secretary to the President	Honorable (full name) Secretary to the President The White House 1600 Pennsylvania Avenue NW Washington, DC 20500-0003	Dear Mr./Mrs./Ms./Miss (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./Mrs./Ms./Miss (surname): Respectfully, or Respectfully yours,
<b>The Vice President</b>		
The Vice President <i>The Vice President is addressed as the "President of the Senate" in submitting proposed legislation and certain reports required by law.</i>	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,
<b>Executive departments</b>		
Members of the Cabinet addressed as "Secretary"	Honorable (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./Mrs./Ms./Miss (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of (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
<b>Military departments</b>		
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./Mrs./Ms./Miss (surname): Sincerely,
Assistant Secretary of a Department	The Honorable (full name) Assistant Secretary of the (Department) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (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,
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,
<b>Independent offices, agencies, and establishments of the Federal Government</b>		
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./Mrs./Ms./Miss (surname): Sincerely,
Head of a Federal Agency	The Honorable (full name) (Title, name of agency) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Head of a major organization within an agency (if the official is appointed by the President)	Honorable (full name) (Title, name of organization) (Name of Agency) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a Board	Honorable (full name) President, (name of board) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a Commission	Honorable (full name) President, (name of commission) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Chairman of a Board	Honorable (full name) Chairman, (name of board) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Chairman of a Commission	Honorable (full name) Chairman, (name of commission) (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
<b>Chiefs of American missions</b>		

**Table C-1  
The Executive Branch—Continued**

Addressee	Address in letter and on envelope	Salutation and complimentary close
American Ambassador	The Honorable (full name) American Ambassador (City) (Country)	Formal: Sir:/Madam: Dear Madam Ambassador: Very truly yours, or Informal: Dear (Mr.) Ambassador: Dear Mrs./Ms./Miss (surname): Sincerely,
American Ambassador (with military grade)	(Full grade) (full name) American Ambassador (City) (Country)	Formal: Sir:/Madam: Very truly yours, or Informal: Dear Mr./Madam Ambassador: Dear (grade, surname): Sincerely,
American Minister	The Honorable (full name) American Minister (City) (Country)	Formal: Sir:/Madam: Dear Madam Minister: Very truly yours, or Informal: Dear (Mr.) Minister: Dear Mrs./Ms./Miss (surname): Sincerely,
American Minister (with military grade)	(Full grade) (full name) American Minister (City) (Country)	Formal: Sir:/Madam: Very truly yours, or Informal: Dear Mr./Madam Minister: Dear (grade, 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 Chairman/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 Chairwoman: Sincerely,
Subcommittee Chairman, United States Senate	The Honorable (full name) Chairman, Subcommittee on (name) United States Senate Washington, DC (ZIP+4)	Dear Senator (surname): Sincerely,
United States Senator (Washington, DC, office)	The Honorable (full name) United States Senate (Room Number) Washington, DC (ZIP+4)	Dear Senator (surname): Sincerely,

**Table C-2**  
**The Congress and legislative agencies—Continued**

Addressee	Address in letter and on envelope	Salutation and complimentary close
(Away from Washington, DC)	The Honorable (full name) United States Senator (Local address)	Dear Senator (surname): Sincerely,
United States Senator (Majority or Minority Leader) (Washington, DC, office)	The Honorable (full name) Majority (or Minority) Leader United States Senate (Room Number) Washington, DC (ZIP+4)	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) Majority (or Minority) Leader United States Senate (Local address)	Dear Senator (surname): Sincerely,
United States Senator-elect	The Honorable (full name) United States Senator-elect (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Deceased Senator	(Secretary's full name, if known) The Secretary of the late Honorable (full name) United States Senate (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Mr./Madam Speaker: Sincerely,
Committee Chairman, House of Representatives	The Honorable (full name) Chairman, Committee on (name) United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Chairman/Chairwoman (surname): Sincerely,
Subcommittee Chairman, House of Representatives	The Honorable (full name) Chairman, Subcommittee on (name) United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Chairman/Chairwoman (surname): Sincerely,
Representative (Washington, DC, office)	The Honorable (full name) United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Representative (surname): Sincerely,
(Away from Washington, DC, office)	The Honorable (full name) United States Representative (Local address)	Dear Representative (surname): Sincerely,
Representative (Majority or Minority Leader) (Washington, DC, office)	The Honorable (full name) Majority (or Minority) Leader United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Representative (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) Majority (or Minority) Leader United States House of Representatives (Local address)	Dear Representative (surname): Sincerely,
Representative-elect	The Honorable (full name) Representative in Congress-elect (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative at Large	The Honorable (full name) United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Representative (surname): Sincerely,



**Table C-2**  
**The Congress and legislative agencies—Continued**

Addressee	Address in letter and on envelope	Salutation and complimentary close
Deceased Representative	(Secretary's full name, if known) Secretary to the late Honorable (full name) United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Resident Commissioner of Puerto Rico	The Honorable (full name) United States House of Representatives (Room Number) Washington, DC (ZIP+4)	Dear Representative (surname): Sincerely,
Librarian of Congress	The Honorable (full name) Librarian of Congress (Street) Washington, DC (ZIP+4)	Dear Mr./Mrs./Ms./Miss (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./Mrs./Ms./Miss (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./Mrs./Ms./Miss (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 majority or minority leader, address them as such; if they sign as Senator or Representative, address them as such.

**Table C-3**  
**The Judiciary**

Addressee	Address in letter and on envelope	Salutation and complimentary close
The Chief Justice of the United States	Chief Justice of the United States The Supreme Court (Street) Washington, DC (ZIP+4)	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 Judge (surname): Sincerely,
Clerk of a Court	(Mr./Madam) (full name) Clerk of the (name of court; if a U.S. District Court, give district) (Local address)	Dear Mr./Madam (surname): Sincerely,

**Table C-4  
Military personnel**

Addressee	Address in letter and on envelope	Salutation and complimentary close
<b>U.S. Army officers</b>		
General of the Army	General of the Army (full name) (Local address)	Dear General (surname): Sincerely,
General	General (full name) (Address)	Dear General (surname): Sincerely,
Lieutenant General	Lieutenant General (full name) (Address)	Dear General (surname): Sincerely,
Major General	Major General (full name) (Address)	Dear General (surname): Sincerely,
Brigadier General	Brigadier General (full name) (Address)	Dear General (surname): Sincerely,
Colonel	Colonel (full name) <sup>1</sup> (Address)	Dear Colonel (surname): Sincerely,
Lieutenant Colonel	Lieutenant Colonel (full name) <sup>1</sup> (Address)	Dear Colonel (surname): Sincerely,
Major	Major (full name) <sup>1</sup> (Address)	Dear Major (surname): Sincerely,
Captain	Captain (full name) <sup>1</sup> (Address)	Dear Captain (surname): Sincerely,
First Lieutenant	First Lieutenant (full name) <sup>1</sup> (Address)	Dear First Lieutenant (surname): Sincerely,
Second Lieutenant	Second Lieutenant (full name) <sup>1</sup> (Address)	Dear Second Lieutenant (surname): Sincerely,
Chief Warrant Officer	Chief Warrant Officer (full name) <sup>1</sup> (Address)	Dear Mr./ Mrs./Ms./Miss (surname): <sup>2</sup> Sincerely,
Warrant Officer	Warrant Officer (full name) <sup>1</sup> (Address)	Dear Mr./ Mrs./Ms./Miss (surname): <sup>2</sup> Sincerely,
<b>U.S. Marine Corps officers</b>		
Commandant of the Marine Corps	General (full name) (Local address)	Dear General (surname): Sincerely,
General	General (full name) (Address)	Dear General (surname): Sincerely,
Lieutenant General	Lieutenant General (full name) (Address)	Dear General (surname): Sincerely,
Major General	Major General (full name) (Address)	Dear General (surname): Sincerely,
Brigadier General	Brigadier General (full name) (Address)	Dear General (surname): Sincerely,
Colonel	Col (full name) <sup>1</sup> (Address)	Dear Colonel (surname): Sincerely,
Lieutenant Colonel	LtCol (full name) <sup>1</sup> (Address)	Dear Lieutenant Colonel (surname): Sincerely,
Major	Maj (full name) <sup>1</sup> (Address)	Dear Major (surname): Sincerely,
Captain	Capt (full name) <sup>1</sup> (Address)	Dear Captain (surname): Sincerely,
First Lieutenant	1stLt (full name) <sup>1</sup> (Address)	Dear First Lieutenant (surname): Sincerely,
Second Lieutenant	2ndLt (full name) <sup>1</sup> (Address)	Dear Second Lieutenant (surname): Sincerely,

**Table C-4  
Military personnel—Continued**

<b>Addressee</b>	<b>Address in letter and on envelope</b>	<b>Salutation and complimentary close</b>
Chief Warrant Officer	CWO (full name) <sup>1</sup> (Address)	Dear Chief Warrant Officer (surname): <sup>2</sup> Sincerely,
Warrant Officer	WO (full name) <sup>1</sup> (Address)	Dear Warrant Officer (surname): <sup>2</sup> Sincerely,
<b>U.S. Navy officers</b>		
Fleet Admiral	FADM (full name) <sup>1</sup> (Address)	Dear Admiral (surname): Sincerely,
Admiral	ADM (full name) <sup>1</sup> (Address)	Dear Admiral (surname): Sincerely,
Vice Admiral	VADM (full name) <sup>1</sup> (Address)	Dear Admiral (surname): Sincerely,
Rear Admiral	RADM (full name) <sup>1</sup> (Address)	Dear Admiral (surname): Sincerely,
Captain	CAPT (full name) <sup>1</sup> (Address)	Dear Captain (surname): Sincerely,
Commander	CDR (full name) <sup>1</sup> (Address)	Dear Commander (surname): Sincerely,
Lieutenant Commander	LCDR (full name) <sup>1</sup> (Address)	Dear Commander (surname): Sincerely,
Lieutenant	LT (full name) <sup>1</sup> (Address)	Dear LT (surname): <sup>2</sup> Sincerely,
Lieutenant Junior Grade	LTJG (full name) <sup>1</sup> (Address)	Dear LT (surname): <sup>2</sup> Sincerely,
Ensign	ENS (full name) <sup>1</sup> (Address)	Dear ENS (surname): <sup>2</sup> Sincerely,
Chief Warrant Officer	CWO5 (full name) <sup>1</sup> CWO4 (full name) CWO3 (full name) CWO2 (full name) (Address)	Dear Chief Warrant Officer (surname): <sup>2</sup> Sincerely,
<b>Academy members</b>		
Midshipman	Midshipman (full name) <sup>3</sup> (Address)	Dear (Mr.) (Midshipman) (surname): Sincerely,
<b>U.S. Air Force officers</b>		
General	General (full name) (Address)	Dear General (surname): Sincerely,
Lieutenant General	Lieutenant General (full name) (Address)	Dear General (surname): Sincerely,
Major General	Major General (full name) (Address)	Dear General (surname): Sincerely,
Brigadier General	Brigadier General (full name) (Address)	Dear General (surname): Sincerely,
Colonel	Col (full name) <sup>1</sup> (Address)	Dear Colonel (surname): Sincerely,
Lieutenant Colonel	LtCol (full name) <sup>1</sup> (Address)	Dear Colonel (surname): Sincerely,
Major	Maj (full name) <sup>1</sup> (Address)	Dear Major (surname): Sincerely,
Captain	Capt (full name) <sup>1</sup> (Address)	Dear Captain (surname): Sincerely,
First Lieutenant	1stLt (full name) <sup>1</sup> (Address)	Dear Lieutenant (surname): Sincerely,

**Table C-4  
Military personnel—Continued**

<b>Addressee</b>	<b>Address in letter and on envelope</b>	<b>Salutation and complimentary close</b>
Second Lieutenant	2ndLt (full name) <sup>1</sup> (Address)	Dear Lieutenant (surname): Sincerely,
<b>U.S. Army enlisted personnel</b>		
Sergeant Major of the Army	Sergeant Major (full name) <sup>1</sup> (Address)	Dear Sergeant Major (surname): Sincerely,
Command Sergeant Major	Command Sergeant Major (full name) <sup>1</sup> (Address)	Dear Sergeant Major (surname): Sincerely,
Sergeant Major	Sergeant Major (full name) <sup>1</sup> (Address)	Dear Sergeant Major (surname): Sincerely,
First Sergeant	First Sergeant (full name) <sup>1</sup> (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	Master Sergeant (full name) <sup>1</sup> (Address)	Dear Master Sergeant (surname): Sincerely,
Sergeant First Class	Sergeant First Class (full name) <sup>1</sup> (Address)	Dear Sergeant First Class(surname): Sincerely,
Staff Sergeant	Staff Sergeant (full name) <sup>1</sup> (Address)	Dear Staff Sergeant (surname): Sincerely,
Sergeant	Sergeant (full name) <sup>1</sup> (Address)	Dear Sergeant (surname): Sincerely,
Corporal	Corporal (full name) <sup>1</sup> (Address)	Dear Corporal (surname): Sincerely,
Specialist	Specialist (full name) <sup>1</sup> (Address)	Dear Specialist (surname): Sincerely,
Private First Class	Private First Class (full name) <sup>1</sup> (Address)	Dear Private First Class (surname): Sincerely,
Private	Private (full name) <sup>1</sup> (Address)	Dear Private (surname): Sincerely,
<b>U.S. Marine Corps enlisted personnel</b>		
Sergeant Major of the Marine Corps	Sergeant Major (full name) (Address)	Dear Sergeant Major (surname): Sincerely,
Master Gunnery Sergeant	MGySgt (full name) <sup>1</sup> (Address)	Dear Master Sergeant (surname): Sincerely,
First Sergeant	1stSgt (full name) <sup>1</sup> (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name) <sup>1</sup> (Address)	Dear Master Sergeant (surname): Sincerely,
Gunnery Sergeant	GySgt (full name) <sup>1</sup> (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name) <sup>1</sup> (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	Sgt (full name) <sup>1</sup> (Address)	Dear Sergeant (surname): Sincerely,
Corporal	Cpl (full name) <sup>1</sup> (Address)	Dear Corporal (surname): Sincerely,
Lance Corporal	LCpl (full name) <sup>1</sup> (Address)	Dear Corporal (surname): Sincerely,
Private First Class	PFC (full name) <sup>1</sup> (Address)	Dear Private (surname): Sincerely,
<b>U.S. Navy enlisted personnel</b>		
Master Chief Petty Officer of the Navy	(Full rank) (full name), (Service abbreviation) (Address)	Dear Master Chief Petty Officer (surname): Sincerely,

**Table C-4  
Military personnel—Continued**

Addressee	Address in letter and on envelope	Salutation and complimentary close
Master Chief Petty Officer	(Full rank) (full name), (Service abbreviation) (Address)	Dear Master Chief Petty Officer (surname): Sincerely,
Senior Chief Petty Officer	(Full rank) (full name), (Service abbreviation) (Address)	Dear Senior Chief Petty Officer (surname): Sincerely,
Chief Petty Officer	(Full rank) (full name), (Service abbreviation) (Address)	Dear Chief Petty Officer (surname): Sincerely,
Petty Officer First Class, Second Class, Third Class	(Full rank) (full name), (Service abbreviation) (Address)	Dear Petty Officer (surname): Sincerely,
Seaman, Seaman Apprentice, Seaman Recruit	(Full rank) (full name), (Service abbreviation) (Address)	Dear Seaman (surname): Sincerely,

**U.S. Air Force enlisted personnel**

Chief Master Sergeant of the Air Force	CMSAF (full name) (Address)	Dear Chief (surname): Sincerely,
Senior Master Sergeant	SMSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Technical Sergeant	TSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Senior Airman	SrA (full name) (Address)	Dear Airman (surname): Sincerely,
Airman First Class	A1C (full name) (Address)	Dear Airman (surname): Sincerely,
Airman	Amn (full name) (Address)	Dear Airman (surname): Sincerely,
Airman Basic	AB (full name) (Address)	Dear Airman (surname): Sincerely,

*Note.*

1. Abbreviations are optional; titles may be spelled out. For additional abbreviations and instructions for Army use, see AR 25-52.
2. Optional. Depends on the desire of the individual.
3. Mr., Miss, or Ms., Midshipman, Air Cadet, full name is permissible.

**Table C-5  
State and Government officials**

Addressee	Address in letter and on envelope	Salutation and complimentary close
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./Mrs./Ms./Miss (surname): Sincerely,
Lieutenant Governor of State	The Honorable (full name) Lieutenant Governor of (State) (Street) (City, State ZIP+4)	Dear Mr./Mrs./Ms./Miss (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,

**Table C-5  
State and Government officials—Continued**

<b>Addressee</b>	<b>Address in letter and on envelope</b>	<b>Salutation and complimentary close</b>
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,
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)	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./Mrs./Ms./Miss (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./Mrs./Ms./Miss (surname): Sincerely,
Speaker of the Assembly or of the House of Delegates or of the House of Representatives of a State (see note)	The Honorable (full name) Speaker of the House of Representatives of the State of (name) (Street) (City, State ZIP+4)	Dear Mr./Mrs./Ms./Miss (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./Mrs./Ms./Miss (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./Mrs./Ms./Miss (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**

<b>Addressee</b>	<b>Address in letter and on envelope</b>	<b>Salutation and complimentary close</b>
Protestant Minister, Pastor, or Rector (with scholastic degree)	The Reverend (full name, initials of degree) (Title, name of church) (Local address)	Dear Dr. (surname): Sincerely,
Protestant Minister, Pastor, or Rector (without scholastic degree)	The Reverend (full name) (Title, name of church) (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
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 (Local 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,
<b>Eastern Orthodox forms of address</b>		
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 and province) (Local address)	Formal: Your Eminence: Dear Archbishop Informal: (Christian name): Sincerely,

**Table C-6  
Ecclesiastical officials—Continued**

<b>Addressee</b>	<b>Address in letter and on envelope</b>	<b>Salutation and complimentary close</b>
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**

<b>Addressee</b>	<b>Address in letter and on envelope</b>	<b>Salutation and complimentary close</b>
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./Mrs./Ms./Miss (full name) President, (name of institution) (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Dean of a school (with scholastic degree)	(Full name, initials of degree) Dean, School of (name) (Name of institution) (Local address)	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):
Associate Professor or Assistant Professor	Mr./Mrs./Ms./Miss (full name) Associate (or Assistant) Professor 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./Mrs./Ms./Miss (full name): Attorney at Law (Local address)	Dear Mr./Mrs./Ms./Miss (full name): Sincerely,
Two or more private individuals	Mr. (full name) Mr. (full name) (Local address)	Gentlemen: (or) Sirs: Sincerely,
	Mrs. (full name) Miss (full name) (Local address)	Mesdames: Sincerely,
	Mr. (different full name) (Local address)	Dear Mr. (surname): Sincerely,
Private individuals	Mr. (full name) Mrs. (full name) Ms. (full name) Miss (full name) Mesdames (full names) Messrs. (full names) Misses (full names) (Local address)	Dear Mr. (surname): Dear Mrs. (surname): Dear Ms. (surname): Dear Miss (surname): Mesdames: Gentlemen (or Sirs): Dear Misses (surnames): 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 (Sirs): (Ladies and Gentlemen) Sincerely,
To a federation	(Name of official) (Title, name of federation) (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a company or corporation (or other official)	Mr./Mrs./Ms./Miss (full name) President (or other title) Company (Local address)	Dear Mr./Mrs./Ms./Miss (surname) Sincerely,
To an individual or a company, corporation, or federation when the name is not known; for example, President, Treasurer, Editor, 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 envelope	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
<b>United Nations</b>		
Secretary General of the United Nations	His/Her Excellency (full name) Secretary General of the United Nations (Street) New York, NY (ZIP+4)	Formal: Excellency: Very truly yours, or Informal: Dear Mr./Madam Secretary General: Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
United States Representatives to the United Nations	The Honorable (full name) United States Representative to the United Nations (Street) New York, NY (ZIP+4)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

**Table C-10**  
**International organizations—Continued**

Addressee	Address in letter and on envelope	Salutation and complimentary close
Chairman, United States Delegation to the United Nations Military Staff Committee	The Chairman United States Delegation United Nations Military Staff Committee United States Mission to the United Nations (Street) New York, NY (ZIP+4)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Senior Military Adviser 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+4)	Informal: Dear (grade) (surname): Sincerely,
<b>United States Representatives to the General Assembly of the United Nations</b>		
Economic and Social Council	The Honorable (full name) United States Representative on the Economic and Social Council (Street) New York, NY (ZIP+4)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
United Nations Disarmament	The Honorable (full name) United States Representative on the Disarmament Commission (Street) New York, NY (ZIP+4)	Formal: Sir/Madam Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Trusteeship Council	The Honorable (full name) United States Representative on the Trusteeship Council (Street) New York, NY (ZIP+4)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss (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+4)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
<b>Officials of the Organization of American States</b>		
Secretary General of the Organization of American States	His/Her Excellency (full name) Secretary General of the Organization of American States Pan American Union (Street) Washington, DC (ZIP+4)	Formal: Excellency: Dear Mr./Madam Secretary General: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss/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+4)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss/Dr. (surname) Sincerely,

**Table C–10**  
**International organizations—Continued**

Addressee	Address in letter and on envelope	Salutation and complimentary close
United 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+4)	Formal: Sir/Madam: Very truly yours, or Informal: Dear Mr./Mrs./Ms./Miss/Dr. (surname): Sincerely,

*Note.* Communications to the United Nations will be addressed to the United States Representative to the United Nations, through the State Department. Exemptions, which are sent directly to the United States Representative, include those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session).

**Table C–11**  
**Addressing 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,
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 25-52 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 as shown in figure D-13.

---

1  
2  
3  
4  
5

JOHN RANCHER  
Lieutenant General, USA  
Commanding

Figure D-1. Signed by the commanding general of a command

---

FOR THE COMMANDER:  
1  
2  
3  
4  
5

J. R. HEPBURN  
Major General, USA  
Deputy Commander

FOR THE COMMANDER:  
1  
2  
3  
4  
5

R. L. SCOTT  
Major General, GS  
Chief of Staff

FOR THE COMMANDER:  
1  
2  
3  
4  
5

JOHN W. SMITH  
Lieutenant Colonel, AG  
Adjutant General

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

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1  
2  
3  
4  
5

AARON THOMAS  
Lieutenant General, USA  
Chief of Engineers

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

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FOR THE CHIEF OF ENGINEERS:

1  
2  
3  
4  
5

F. H. BURTON  
Colonel, EN  
Executive Officer

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

---

1  
2  
3  
4  
5

T. R. TRAVIS  
Colonel, IN  
Commanding

---

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

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---

FOR THE COMMANDER:

1  
2  
3  
4  
5

D. B. SMOKE  
LTC, AG  
Adjutant General

FOR THE COMMANDER:

1  
2  
3  
4  
5

R. S. ELLIS  
Major, AG  
Assistant Adjutant General

FOR THE COMMANDER:

1  
2  
3  
4  
5

ARTHUR H. BROWN  
Major, AG  
Chief, Personnel Division

FOR THE COMMANDER:

1  
2  
3  
4  
5

JOHN D. BEY  
CW3, USA  
Chief, Systems Division

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

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FOR THE TRANSPORTATION OFFICER:

1  
2  
3  
4  
5

LUCY L. SMITH  
LTC, TC  
Chief, Freight Division

FOR THE STAFF JUDGE ADVOCATE:

1  
2  
3  
4  
5

R. H. HAMPTON  
LTC, JA  
Chief, Military Justice Branch

FOR THE FINANCE AND ACCOUNTING OFFICER:

1  
2  
3  
4  
5

N. L. BROWN  
Captain, FI  
Deputy Finance and Accounting  
Officer

---

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

---

FOR THE CHIEF, CIVILIAN PERSONNEL DIVISION:

1  
2  
3  
4  
5

ERIC E. JONES  
Chief, Civilian Personnel Branch

1  
2  
3  
4  
5

DAVID B. GREEN  
Director, Research and Engineering  
Directorate

---

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

---



1  
2  
3  
4  
5

JOSEPH W. BROWN  
CPT, AR  
Co B, 2/34 Armor

1  
2  
3  
4  
5

KENNETH JOHNSON  
CW2, USA  
Co A, 2/34 Armor

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

Richard D. Ames  
Major General, U.S. Army  
Commanding

R.P. Barker  
Colonel, U.S. Army  
Chief of Staff

Nancy S. Bunk  
Major, U.S. Army  
Transportation Officer

Ronald F. Smith  
Lieutenant General, U.S. Army  
Deputy Chief of Staff for Personnel

J. R. Smith  
Warrant Officer, U.S. Army  
Chief, Signal Office

John R. White, Jr.  
Major, U.S. Army Reserve  
Assistant Adjutant General

Robert A. Williams  
Captain, U.S. Army  
Assistant Adjutant General

A. B. Seaman  
Director, Nuclear Testing  
and Accident Prevention

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

JOHN J. JONES  
Colonel, USA Retired

ROBERT S. BROWN  
Captain, USA Retired

F. A. SMITH  
Major, USA Retired

JOHN T. BROWN  
Major General, USA Retired

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

**Figure D–11. Signature blocks for retired military personnel**

---

*Long form*

*Abbreviated form*

R. S. JONES  
Lieutenant Colonel, GS  
Chief, Administrative Systems Division

R. S. JONES  
LTC, GS  
Chief, Admin Sys Div

ROME D. SMITH  
Colonel, GS  
Director, Administrative Management

ROME D. SMITH  
COL, GS  
Dir, Admin Mgt

---

**Figure D–12. Abbreviated titles**

---

CLINTON R. SMITH  
Chief Warrant Officer, GS  
Chief, Operational Testing and  
Licensing Division

A. B. SEAMAN  
Colonel, IN  
Assistant Inspector General for  
Military Operations for Plans  
and Procedures

MARTY T. JONES  
Major, AG  
Chief, Minority Grievance, Review  
and Inspection Board

MICHAEL M. JOHNSON  
Director, Nuclear Testing and  
Accident Prevention Division

---

**Figure D–13. Unabbreviated titles**

---

WILLIAM H. SARGENT  
Command Sergeant Major, USA

KENNETH B. THOMAS  
1SG, USA

JOHN L. JONES  
First Sergeant, USA

SAMUEL R. MANN  
SFC, USA  
Acting First Sergeant

RONALD L. STANLEY  
MSG, USA  
Operations Sergeant

HAROLD R. JACKSON  
SFC, USA  
Platoon Sergeant

BRYAN J. GRAMPS  
SFC, USA Retired

---

**Figure D–14. Noncommissioned officer signature blocks**

---

---

FOR THE COMMANDER:

1  
2  
3  
4  
5

TYSON L. NEAL  
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

ROBERT L. MOORE  
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

ZACHERY B. CLAYTON  
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

ELIZABETH S. JACKSON  
MAJ, IG  
Chief, Inspections Branch

---

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

---

---

FOR THE COMMANDER:

1  
2  
3  
4  
5

STEVEN B. MORRIS  
COL, MC  
Command Surgeon

**Figure D-19. Signed by a medical corps officer**

---

FOR THE COMMANDER:

1  
2  
3  
4  
5

MARSHALL D. JONES  
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

LAUREN E. BRODY  
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

ANTHONY L. BRYANT  
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

JOSEPH G. LUKE  
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

KEITH J. ROMAN  
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**

Mass mailings must meet all standards of format, style, organization, and content as outlined in this regulation.

*a.* Commanders, directorates, and staff agency chiefs will identify who within their organization retains the authority to release mass mailing correspondence based on message content and intended recipients.

*b.* The commander, director, or agency authority will ensure that all mass mailing correspondence is error-free, timely, and properly addressed before mailing.

*c.* 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.

*d.* All commands, directorates, and staff agencies will develop their own 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 embarrass or adversely affect the Army.

#### **E–3. Special instructions**

When the sender is not acquainted with the mass mailing recipients, the commander, agency’s director, or staff chief will take precautions to alleviate unnecessary heartache caused by mass mailings being unknowingly addressed to deceased Soldiers. Therefore, before sending electronic or postal mass mailings to individuals unknown to the sender, the sender must ensure that all individuals receiving the planned communication are NOT named in the weekly death file produced by the Defense Manpower Data Center and NOT named in the up-to-date list of decedents produced by the Casualty and Mortuary Affairs Operations Center by emailing the mass mailing recipient list to [usarmy.knox.hrc.mbx.tagd-dcips@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-dcips@mail.mil) for confirmation.

## **Appendix F**

### **Internal Control Evaluation**

#### **F-1. Function**

The function covered by this evaluation is Army correspondence.

#### **F-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.

#### **F-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).

#### **F-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?

#### **F-5. Supersession**

Not applicable.

#### **F-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the Records Management and Declassification Agency, 7701 Telegraph Road, Casey Building, Room 102, Alexandria, VA 22315.

## **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

#### **ASCC**

Army service component command

#### **Bld**

boulevard

#### **B.S.**

bachelor of science

#### **C**

confidential

#### **cc**

courtesy copy

#### **CF**

copy furnished

#### **CG**

commanding general

#### **CNWDI**

Critical Nuclear Weapons Design Information

#### **DA**

Department of the Army

**DAC**

Department of the Army civilian

**DCS, G-1**

Deputy Chief of Staff, G-1

**DCS, G-2**

Deputy Chief of Staff, G-2

**DCS, G-3/5/7**

Deputy Chief of Staff, G-3/5/7

**DOD**

Department of Defense

**DOE**

Department of Energy

**DRU**

direct reporting unit

**DSN**

Defense Switched Network

**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

**FRD**

formerly restricted data

**Ft**

fort

**FY**

fiscal year

**GS**

general staff

**HON**

Honorary



**HQ**  
headquarters

**HQDA**  
Headquarters, Department of the Army

**IG**  
inspector general

**Jr.**  
junior

**KSARNG**  
Kansas Army National Guard

**memo**  
memorandum

**M.F.A.**  
Master of Fine Arts

**MFR**  
memorandum for record

**Mltry Pstl Svc Agcy**  
Military Postal Service Agency

**MOA**  
memorandum of agreement

**MOU**  
memorandum of understanding

**NATO**  
North Atlantic Treaty Organization

**NCO**  
noncommissioned officer

**OF**  
optional form

**OSA**  
Office of the Secretary of the Army

**Ph.D.**  
Doctor of Philosophy

**PL**  
public law

**POC**  
point of contact

**RD**  
restricted data

**Ret**  
retired

**S**  
suspense

**SA**  
Secretary of the Army

**SAB**  
subject as above

**SCG**  
security classification guide

**SF**  
standard form

**Sr.**  
senior

**St**  
street

**TOW**  
tube-launched, optically-tracked, wire-guided

**TRADOC**  
U.S. Army Training and Doctrine Command

**TRICARE**  
Tri-Service Medical Care

**TS**  
top secret

**U**  
Unclassified

**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

**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**

That 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, microforms, and so forth. It does not include reading file copies or copies held for convenience or reference.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

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