

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

Change  
No. 1

5 January 1998

**Effective: 20 January 1998**

**Information Management: Records Management  
CORRESPONDENCE PROCEDURES**

---

FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS  
Colonel, USA  
Deputy Commander/Chief of Staff

/SIGNED/  
TERRENCE N. TIERNAN  
Director, Information Management

DISTRIBUTION:  
A

---

**Summary.** This change incorporates interim message changes (IMCs) 1 through 4, to this regulation. It also reflects changes to Headquarters United States Military Entrance Processing Command (HQ USMEPCOM) office symbols, military entrance processing stations (MEPS) office symbols, the Command Message System (CMS), and other correspondence procedures. It implements USMEPCOM Form 25-32-2-R-E (USMEPCOM Command Group Tasker).

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, Information Management Directorate, Support Services Division. Users will send comments and suggested improvements by memorandum or DA Form 2028 (Recommended Changes to Publications and Blank Forms), to HQ USMEPCOM, ATTN: MIM-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

---

\*This change supersedes IMC 1, 12 January 1996; IMC 2, 7 June 1996; IMC 3, 19 July 1996; and IMC 4, 26 July 1996 to this regulation.

1. New or changed material is indicated by an asterisk (\*).
2. Remove old pages and insert new pages as follows:

**Remove pages**

iii and iv  
2-1 through 2-3  
3-1 through 3-3  
4-1 through 4-5  
C-5 and C-6  
F-1 through F-7  
G-3 through G-10  
H-1 through H-5  
J-1 and J-2  
K-1 through K-8  
Glossary-1  
Index-1 and Index-2

**Insert pages**

iii and iv  
2-1 and 2-2  
3-1 and 3-2  
4-1 through 4-5  
C-5 and C-6  
F-1 through F-8  
G-3 through G-10  
H-1 through H-5  
J-1 and J-2  
K-1 through K-6  
Glossary-1 and Glossary-2  
Index-1 and Index-2

3. File this transmittal page in front of the publication.

	<b>Paragraph</b>	<b>Page</b>
<b>Section II</b>		
<b>Coordination of Correspondence</b>		
Coordination	2-3	2-1
Staff Summary Sheet (USMEPCOM Form 25-32-1-R-E)	2-4	2-1
Other coordination	2-5	2-2
<b>Section III</b>		
<b>Correspondence Package Preparation and Assembly</b>		
Correspondence for signature of commander and signature markers	2-6	2-2
Assembly of correspondence	2-7	2-2
<b>Chapter 3</b>		
<b>Reproduction, Distribution, Mailing, and Facsimile Transmission of HQ USMEPCOM Correspondence</b>		
<b>Section I</b>		
<b>Reproduction of Correspondence</b>		
Quantities under 25 copies per original	3-1	3-1
Quantities over 25 copies per original	3-2	3-1
<b>Section II</b>		
<b>Distribution of HQ USMEPCOM and Eastern Sector Correspondence</b>		
Distribution of HQ USMEPCOM and Eastern Sector correspondence	3-3	3-1
<b>Section III</b>		
<b>Mailing of HQ USMEPCOM and Eastern Sector correspondence</b>		
Mail preparation	3-4	3-1
Routine mail	3-5	3-1
Envelope preparation	3-6	3-1
First class mail service	3-7	3-1
Special mail service	3-8	3-2
Approval of special mail service	3-9	3-2
<b>Section IV</b>		
<b>Facsimile Correspondence</b>		
Use of facsimile correspondence	3-10	3-2
<b>Chapter 4</b>		
<b>*Command Message System (CMS)</b>		
General	4-1	4-1
Individual duties	4-2	4-1
Message formats	4-3	4-2
Procedures for using the CMS	4-4	4-2
Message text preparation	4-5	4-3
	<b>Paragraph</b>	<b>Page</b>
*Message coordination	4-5.1	4-4

*Policy messages	4-5.2	4-4
*Interim message changes	4-5.3	4-4
*Tasker messages	4-6	4-4
*Message distribution	4-7	4-5

### **Appendixes**

<b>A.</b> References		A-1
<b>B.</b> Level of Signature Authority		B-1
<b>C.</b> Instructions - USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet)		C-1
<b>D.</b> Information Paper		D-1
<b>E.</b> Sample Joint Recruitment Commanders Committee (JRCC) Agenda Items Format		E-1
<b>F.</b> Command Message System Formats and E-mail Addresses		F-1
<b>G.</b> Instructions/Format - Informal/Formal Memorandum		G-1
<b>H.</b> Instructions/Format - Endorsements		H-1
<b>I.</b> Instructions/Format - Memorandum of Understanding/ Memorandum of Agreement		I-1
<b>J.</b> Instructions - Official Letter		J-1
<b>K.</b> Formats for Identification Lines, Addresses, and Office Symbols		K-1
<b>L.</b> Assembling Staff Papers		L-1
<b>M.</b> Rank Abbreviations		M-1
<b>N.</b> Various USMEPCOM Formats		N-1
<b>O.</b> USMEPCOM Preferred Word		O-1

<b>Glossary</b>		Glossary-1
-----------------	--	------------

<b>Index</b>		Index-1
--------------	--	---------

## **Chapter 2 Processing Correspondence**

### **Section I Correspondence Approval and Signature Authority**

#### **2-1. Approval of correspondence**

The following actions will be referred to the Deputy Commander/Chief of Staff (MDC/MCS) for approval even though they may be signed by directors and special staff officers:

- a. All nonrecurring correspondence with higher headquarters.
- b. Personal actions of a sensitive nature or pertaining to a sector or MEPS commander.
- c. Actions that, in the opinion of the originating directors and special staff officers, are of sufficient importance to require approval of the Commander or MDC/MCS.
- d. Publications approval.
- e. Other actions as directed by the Commander or MDC/MCS.

#### **2-2. General signature authority**

a. Level of signature authority. All decisions cannot be made personally by the Commander or MDC/MCS; therefore, a level of signature authority is delegated at appendix B. The officials listed in appendix B are given the authority to approve or release the categories of correspondence shown. However, this delegation does not relieve the principal staff members of their responsibility to keep the Commander and MDC/MCS informed of important developments and trends within their functional areas of responsibility. This may be done through information papers, or other informal correspondence.

b. Further delegation of signature authority. The officials listed in appendix B may at their discretion, verbally delegate signature authority to senior level subject matter experts. Also, in the absence of the official, signature authority may be verbally delegated to an individual acting in the place of the official. In the above cases, the signature block on the correspondence will be that of the director with the individual signing "for."

### **Section II Coordination of Correspondence**

#### **\*2-3. Coordination**

Full coordination of staff actions is critical to decision making. Coordination will be accomplished by preparing a USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet). Western Sector and MEPS will receive this form over the USMEPCOM Electronic Publications/Forms Library for electronic generation.

Headquarters and Eastern Sector will receive the electronic version by contacting MIM-SS, Forms Management Officer. The completed form will be locally reproduced on 8 1/2 by 11 inch plain white bond paper. A sample of a completed USMEPCOM Form 25-32-1-R-E is at **figure C-1**.

#### **2-4. Staff Summary Sheet (USMEPCOM Form 25-32-1-R-E)**

a. Staff summary sheets in USMEPCOM must be coordinated properly and fully with all interested parties to ensure decisions are based on the best efforts of the Command. Coordination will be

completed prior to sending a Staff Summary Sheet to the Command Group. The Staff Summary Sheet must be signed by the director or equivalent prior to coordination.

b. Staff summary sheets sent to sectors or MEPS for coordination will allow a minimum of 15 days for sector coordination and 30 days when MEPS coordination is required. When coordinating with MEPS, distribution will be made simultaneously to sectors and MEPS whenever practical.

c. USMEPCOM personnel (at HQ USMEPCOM this is limited to directors and special staff officers) involved in processing Staff Summary Sheets will use the following comments on papers received for coordination.

(1) CONCUR. Concurrence indicates agreement with the facts and recommendations of the paper. "Concur with comment" should not be used to express nonconcurrence with any portion of the paper. If a staff office disagrees with any element of the paper and cannot resolve differences during coordination, that office will nonconcur with the action.

(2) NONCONCUR. If nonconcurrence is involved, the office involved will try to resolve the matter with the action officer. If resolution within the staff is not possible, an informal memorandum indicating nonconcurrence will be prepared and signed personally by the director or equivalent and added to the coordination tab of the Staff Summary Sheet. The proponent staff office will then prepare a (Consideration of Nonconcurrence) and add it as a separate tab to the Staff Summary Sheet. The proponent staff office will provide an informal memorandum indicating consideration of nonconcurrence to the staff office that prepared the nonconcurrence (an annotation to this effect will be entered on the consideration) and send the staff summary sheet to the MDC/MCS for final resolution.

## **2-5. Other coordination**

Coordination on other correspondence not requiring a staff summary sheet will use the following on their office file copy:

COORDINATION:

MRM: CONCUR \_\_\_\_\_ NONCONCUR \_\_\_\_\_ DATE

## **Section III**

### **Correspondence Package Preparation and Assembly**

#### **\*2-6. Correspondence for signature of Commander**

Correspondence prepared for the signature of the Commander or MDC/MCS will be prepared in one final copy designated at tab X and accompanied by a fully coordinated staff summary sheet. A DA Label 116 (Signature or Initial Marker), or a removable arrow sticker, will be used on multipage correspondence for signature of the Commander or MDC/MCS. The DA Label 116 will be paper clipped at the bottom of the page preceding the page that requires a signature. The signature approval arrow sticker will be placed on the page requiring signature.

#### **2-7. Assembly of correspondence**

Correspondence will be assembled in accordance with (IAW) the directions contained in appendix L and submitted in a colored folder, attached with clips, following the color formula below:

Red folder - signature/approval.

Blue folder - information items.

Green folder - efficiency reports.

\*Yellow folder - award packages.

**Chapter 3  
Reproduction, Distribution, Mailing, and Facsimile Transmission of HQ USMEPCOM  
Correspondence**

**Section I  
Reproduction of Correspondence**

**3-1. Quantities under 25 copies per original**

Directorate and special staff offices are responsible for ensuring required copies of correspondence are made to meet not only distribution requirements but office file requirements (not to exceed 25 copies per original).

**3-2. Quantities more than 25 copies per original**

Correspondence requiring more than 25 copies of an original will be done by the Information Management Directorate Printing Officer. Written requests containing printing specifications, i.e., amount, stapling, etc.) in informal memorandum format, signed by the action office, should be forwarded to the Director, IM, ATTN: MIM-SS.

**Section II  
Distribution of HQ USMEPCOM and Eastern Sector Correspondence**

**3-3. Distribution of HQ USMEPCOM and Eastern Sector correspondence**

Distribution of correspondence within HQ USMEPCOM may be accomplished by Headquarters personnel by:

- a. Personally placing it in the distribution boxes located in the copier room on the fourth floor.
- b. Requesting the printing officer, after printing, to ensure distribution by mail room personnel.
- c. Personally delivering correspondence to the mail room and requesting distribution.

**Section III  
Mailing of HQ USMEPCOM and Eastern Sector Correspondence**

**\*3-4. Mail preparation**

All correspondence from 2834 Green Bay Road, North Chicago, IL, activities to units at Great Lakes Naval Training Center, Great Lakes, IL, will be prepared for dispatch by the originating element. It will be placed in a properly addressed Standard Form (SF) 65-B (U.S. Government Messenger Envelope) and deposited in the outgoing mail receptacle at the mail room.

**3-5. Routine mail**

Mailing routine correspondence to USMEPCOM elements and designated support activities will be accomplished by mail room personnel. It will be consolidated in the mail room and mailed out, in bulk, every Monday and Thursday.

**3-6. Envelope preparation**

Correspondence not intended for consolidated mailing will be in an envelope with both the to and from addresses typed in capital letters and limited to five lines each IAW USMEPCOM Reg 25-50.

**3-7. First class mail service**

Correspondence requiring first class service must be identified by typing "Send First Class" in the lower

**3-8. Special mail service**

Special mail services from 2834 Green Bay Road, North Chicago, IL. Approval must be obtained from the Command Official Mail Control Manager, MIM-SS, to use any special mail service. An informal memorandum signed by the director, chief of section, or his/her representative justifying the service will accompany the correspondence. Correspondence requiring express service must be delivered to the mail room by the times listed below:

- a. United States Postal Service (USPS) - NLT 0815 daily.
- b. United Parcel Service (UPS) - NLT 1400 daily.
- c. Federal Express (FEDEX) - NLT 1300 daily.

**3-9. Approval of special mail service**

Approval for special mail service at Western Sector and all MEPS will be IAW USMEPCOM Reg 25-50. Dispatch of correspondence will be IAW locally established mail pick-up times.

**Section IV**

**Facsimile Correspondence**

**3-10. Use of facsimile correspondence**

Facsimile (fax) correspondence will only be used as outlined in USMEPCOM Reg 25-10 (Telecommunications Management), paragraph 15b(2), using the below listed header sheets:

**Chapter 4****\*Command Message System (CMS)****\*4-1. General**

The new Command Message System (CMS) replaced the Military Entrance Processing Reporting System (MEPRS) message system. The major difference is that messages are transmitted electronically via the electronic-mail (e-mail) system. Throughout this regulation "message" refers to an official CMS message. E-mail correspondence, other than CMS, is informal in nature and not subject to this regulation.

**4-2. Individual duties****\*a. The message writer is responsible for:**

- (1) Indicating coordination addresses and sequencing for outgoing messages.
- \* (2) Ensuring Command Distribution Group, "distrib", is provided a copy of all messages.
- \* (3) Maintaining a file copy of the original message.

**b. HQ USMEPCOM Command Executive Officer is responsible for:**

- \* (1) Releasing all USMEPCOM tasking, policy, and interim message change (IMC) messages.
- \* (2) Assigning a control number that identifies a message as either tasker or policy.
- \* (3) Ensuring the Command Distribution Group identifier "distrib" is included on all released messages.
- (4) Maintaining a numerical sequence file of all tasking and policy messages sent.
- (5) Coordinating with the Command Requirements Control Officer when information or data is being requested or when a reporting requirement is being established.
- (6) Ensuring CMS messages are coordinated through MIM-SS before release.

**\*c. The Command Requirements Control Officer is responsible for:**

- \* (1) Ensuring the requested data is not already being collected by another source.
- \* (2) Assigning a requirements control symbol (RCS).

**\*d. MIM-SS is responsible for:**

- \* (1) Ensuring IMC numbers are correct.
- \* (2) Distributing IMCs to the USMEPCOM Electronic Publications/Forms Library.

### 4-3. Message formats

\*a. All official messages (except for taskers, policy messages, and IMCs) will be transmitted via message format (**fig. F-1**). Messages must be single-spaced, in appropriate uppercase and lowercase letters and be as concise as possible.

b. HQ USMEPCOM tasker messages to sectors and MEPS will be prepared using the format at **figure F-2**.

\*c. Internal taskers will be initiated by MDC/MCS using USMEPCOM Form 25-32-2-R-E (USMEPCOM Command Group Tasker). This form is initiated by the Command Group and is used to generate suspense dates on correspondence. A completed sample is at **figure F-3**.

d. HQ USMEPCOM policy messages will be prepared using the format at **figure F-4**.

\*e. All IMC messages will be prepared using the format at **figure F-5**. Immediate priority changes to USMEPCOM publications can only occur with MDC/MCS approval. All IMC messages will have the changed page(s) as an attached file. This allows the MEPS to quickly replace the old page with the new one.

\*f. A listing of headquarters/sectors and MEPS e-mail addresses are at **figures 6 and 7** respectively.

\*g. Command Group personnel, directors and special staff officers (or acting) at HQ USMEPCOM, and commander-designated sector/MEPS personnel are the only personnel who may release messages.

\*h. A point of contact (POC) is required on all messages, usually as the last line of the final paragraph. Include name, rank or grade, phone, office symbol, e-mail address and fax number. If the message is a tasking message, include how organizations should reply (via e-mail, fax, phone call, etc.)

i. **No classified information can be transmitted or stored on this system.** However, as a matter of routine, personal and other mission sensitive information is often passed via this system. Messages containing this type of information must contain the following statement typed in 3/16-inch print (about 16 pitch) before the beginning of the text: "FOR OFFICIAL USE ONLY." This Message contains Privacy Act information. Safeguard accordingly. The "FOR OFFICIAL USE ONLY" statement will be in uppercase letters as shown.

### 4-4. Procedures for using the CMS

a. To access the CMS, one must log-on to the Command e-mail network first.

\*b. Before sending a message via "m" for mail, the system will ask the preparer several questions before he or she get to the text portion of the message. They include:

\* (1) FROM: The "From" block will not appear as a message prompt, the CMS will automatically fill in with the sender's e-mail return address when any message is sent.

\* (2) TO. This must be sent to an e-mail address or alias. Always include "distrib" as an addressee.

\* (3) Subject. All USMEPCOM messages will start with "Msg" followed by a space and then an abbreviated subject line, e.g., "Msg MEPRS Phase-out." Since this will appear in the e-mail message

index, it is wise to keep it as short as possible. The preparer will be able to give it another name in the

\*(4) Copies to. At a minimum, include your own user ID.

#### **4-5. Message text preparation**

All messages submitted for release will be single-spaced, in appropriate uppercase and lowercase letters and will contain the following format requirements and information:

a. Classification line: On the first line of available text, tab over twice, type "UNCLASSIFIED" in upper case letters, tab over twice again, type "UNCLASSIFIED" again, and finally, space permitting, tab over twice and type "UNCLASSIFIED" once again. This "UNCLASSIFIED" banner, more than anything else, will distinguish a CMS electronic transmission from an ordinary e-mail transmission.

b. From line: Double space down from the classification line and type in "From." There is no need to punctuate. Tab over twice and insert office symbol.

c. Subject line: Double space down from the "From" line and type "Subj". Again, there is no need for punctuation. Tab over twice and type in the all-important subject. Be concise. Rarely should a second line ever be used here because it may be referenced in the future. A rule of thumb: the shorter, the better.

d. To line: Double space down from the "Subject" line, indent two spaces, and type "To." This is your chance, if you are coordinating a message between several people or offices, to show the exact sequence you want the message to follow. Type "IN TURN" under the last office symbol to show that you intend for the message to be coordinated. The last office in the IN TURN routing will forward the message back to the originator for final review.

e. Reference line: Two spaces down from the "To:" line are the reference lines. Only include references to clarify a point -- they must be cited if you include them in your message. If more than one reference (ref) is used, single space down to Ref B, Ref C, etc. Examples of references include (subject always follows comma, as in the examples shown):

(1) Letter:                   8 Dec 94 MCS ltr, MEPRS Phase-out.

(2) Message:                8 Dec 94/123657 MCS msg, MEPRS Phase-out.

Date Time Group (DTG). Include DTG, if known. In the example above, "123657" indicates that a message was transmitted at 12:36:57 on 8 Dec 94. Every e-mail and message shows this. Disregard the "-0600 (CST)" that appears after the DTG.

(3) Phone call:            8 Dec 94 COL Doe/Maj Smith telecon, MEPRS Phase-out.

f. Text of the message: Double space down and the preparer will come to the text of the message. Number each paragraph, indent two spaces, and start typing. Should a message only have one paragraph, do not number it. State what the message is all about in the first sentence, i.e., put the bottom line at the top. If the writer explains the who, what, where, when, why and how of the situation in concise terms, he or she will have a first rate message to send. Remember, the last line of every message will be the POC line and will include: name, rank or grade, phone, office symbol, e-mail address, and fax number.

#### **4-5.1 Message coordination**

- a. Writer will ensure full coordination by using one of the following coordination procedures.

- \* (1) Sequential Coordination

- (a) First coordinating addressee will forward his comments on to the next addressee.

- (b) The final coordination addressee will send the message back to the originator for resolution and final submission.

- \* (2) In-Parallel coordination

- (a) Writer forwards message to all addresses at the same time.

- (b) All addresses send responses back to the writer for resolution and final submission.

- b. Writer will the send the message to the Command Executive Officer (MXO).

**\*4-5.2. Policy messages**

- a. The MXO will assign a control number that identifies a policy message. Calendar Year 1997 (CY 97) Policy messages will be numbered P-97-01, P-97-02, etc.

- b. The MXO will then forward messages to MIM-SS by e-mail to cmd pubs editor for coordination. MIM-SS will send the message to the MXO for release to the field.

**\*4-5.3 Interim message changes**

- a. The proponent will forward the IMC by e-mail to MIM-SS mailbox called cmd pubs editor.

- b. MIM-SS will verify regulation and IMC numbers and IMC format , then forward to MXO. If the numbers or format are incorrect, MIM-SS will notify the proponent. The proponent will make corrections and forward a final e-mail to the MIM-SS mailbox for review and release to MXO.

- c. The MXO will, in the IMC release message, indicate the appropriate suspense to the sectors to provide responses to the proponent within 14 working days.

- d. Sectors must select a minimum of seven MEPS to review each IMC.

- e. The proponent will then convert the IMC to a permanent change with consistent numbering and forward it to MIM-SS for signature, dating, and distribution. Information messages will be forwarded by the writer to the end addressee. MIM-SS will track that proponents meet the required timelines to publish a permanent change at the end of the 14 working days.

**\*4-6. Tasker messages**

- \*a. The CMS is HQ USMEPCOM's formal vehicle for tasking field elements. All Sectors and MEPS will be held responsible for taskings that have been announced or transcribed via this system.

Additionally, all higher USMEPCOM queries that are informal in nature also deserve an answer.

- b. Tasking messages (excluding Interim Message Changes) will have at least a 30-day suspense for

5 January 1998

C1, USMEPCOM Reg 25-32

the field to respond, if possible. If the suspense must be less than 30 days due to mission contingencies, the originating office shall be responsible for submitting the message to the Command Executive Officer along with written justification for forwarding to the MDC/MCS for decision. Also, directors and special staff officers may discuss matters with the MDC/MCS and obtain his/her approval for the short suspense and include a statement in the transmittal e-mail to MXO stating approval was received vice the written justification.

c. After approval, the MXO will assign a tasker control number. Calendar Year (CY 97) taskers will be numbered T-97-01, T-97-02, etc.

d. All messages requesting information from sectors and MEPS must be coordinated with each HQ USMEPCOM directorate or special staff office as needed, prior to sending the message to the Command Executive Officer.

e. The message writer will determine the coordination sequence for both tasking and policy messages.

f. The e-mail by directorates and special staff offices used to forward a tasking to the Command Group for release will contain the two standard statements listed below. The first statement will include the name of the person authorizing release of the tasker (normally the director or special staff officer) to the Command Group. The second statement will include the office symbols for those offices coordinating on the tasker.

(1) Tasker released by:

(2) Tasker coordinated with:

**\*4-7. Message distribution**

Besides the desired addresses you list in the message-prompted "to" box, include the alias "distrib." This ensures that HQ USMEPCOM Command Group, directorates, Special Staff Offices, USMEPCOM Liaison Officer, and sector commanders receive a copy of all USMEPCOM message traffic.

(MIM-SS)

FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS  
Colonel, USA  
Deputy Commander/Chief of Staff

\*/SIGNED/

TERRENCE N. TIERNAN  
Director, Information Management

DISTRIBUTION:

A



**\*Figure C-2. (Rescinded)**

**Appendix F**  
**Command Message System Formats and E-mail Addresses**

**F-1.** There are four Command Message System formats: informative (see figure F-1), tasking (see figure F-2), policy (see figure F-3), and Interim Message Change (see figure F-4).

**F-2.** E-mail addresses are shown for HQ USMEPCOM (see figure F-5) and sectors and MEPS (see figure F-6).

5 January 1998

C1, USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>  
Subject: Msg Message Format  
\*To: distrib, mir, meeo, mja, mcp, msea  
Date: Mon, 3 Jul 1995 07:43:24 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

From MXO

Subj New Message Format

\*To HQ USMEPCOM Directorates & Special Staff Officers

Ref A 10 Jan 95 MCS ltr, MEPRS Phase-out

Ref B 10 Jan 95/123657 MCS msg, MEPRS Phase-out

Ref C 10 Jan 95 COL Callen/Maj Doe telecon, MEPRS Phase-out

1. This is the basic message format that USMEPCOM will be using starting mid-1995. It replaces the MEPRS message system. It will be used throughout USMEPCOM until the Oracle Office e-mail system is online at all the MEPS.
  2. The "To" line in the message identification sequence at the very top of the page shows the addressees that automatically appear when the "distrib" alias is typed in. "Distrib" must be typed on all USMEPCOM message traffic.
  3. Specific details for message preparation are included in USMEPCOM Reg 25-32.
- \*4. POC is Maj Doe, (847)688-3680 ext 7572, MXO, e-mail "mxo," fax (847)688-2502.

**Figure F-1. Sample format of a USMEPCOM message**

5 January 1998

C1, USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>  
Subject: Msg T-95-01  
\*To: distrib, meps  
Date: Mon, 3 Jul 1995 07:45:04 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Tasker Msg T-95-1

S:

From MCDR

Subj Tasker Message Format

\* To HQ USMEPCOM Directors and Special Staff Officers  
All Sector and MEPS Commanders

1. This is the basic message format that HQ USMEPCOM will be using for tasking messages starting mid-1995. Tasking messages are easily identifiable with an ID number in the upper left hand corner of the message text. This message is tasker T-95-01. If referenced in the future, it would simply be known as T-95-01.

2. Adding the message number is the only format item that distinguishes a tasking message from other messages.

3. The "To" line in the message identification sequence at the very top of the page shows the addressees that automatically appear when the "directorates," "sectors," "meps," and "distrib" aliases are typed in. "Distrib" must be typed on all USMEPCOM message traffic.

\*4. POC is Maj Doe, (847) 688-3680 ext 7572, MXO, e-mail "mxo," fax (847) 688-2502.

**\*Figure F-2. Sample format of a USMEPCOM tasker message**

# USMEPCOM Command Group

# tasker

From: MDC Date: 7 Nov 97  
 Subject: Use of Tasker  
 To: See Distribution  
 Suspense Date: 25 Nov 97 File Name: T1212

This form is initiated and used by the Command Group for suspense dates.

Encl  
as

JOHN E. JONES  
Colonel, USA  
Deputy Commander/Chief of Staff

Distribution:

A                 L                                         I     I  
 MOP MMD MIM MRM MFA MHR MIG MJC MPA MJA MCP MEE0 MIR MHC MCOE MCOW  
 L = LEAD      A = ACTION      I = INFORMATION

Lead office is responsible for taking appropriate staff actions to respond to the tasking, preparing the staff package, and obtaining appropriate coordinations (even if an appropriate office did not receive the tasker).  
 Action offices are provided a copy based on the expectation of action involvement in the topic; work with the lead office to provide inputs.  
 Information offices are provided a copy based on the expectation of needing to know about the topic, the lead office may determine an action is required by an office receiving an information copy.

USMEPCOM Form 25-32-3-R-E, 1 Nov 97

**\*Figure F-3. Sample format of a completed USMEPCOM Form 25-32-3-R-E**

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Policy Msg P-95-01

From MCDR

Subj Policy Message Format

\*To HQ USMEPCOM Directors and Special Staff Officers  
All Sector and MEPS Commanders

\*1. This is the basic message format that HQ USMEPCOM will be using for policy messages starting mid-1995. Policy messages are easily identifiable with an ID number in the upper left hand corner of the message text. For example, this message is policy message P-95-01. If referenced in the future, it would simply be known as P-95-01.

2. Policy messages will summarize the policy memorandum; it may also include an effective date. HQ USMEPCOM Support Services-coordinated policy memorandums will follow the policy message as soon as practicable.

3. Adding the message number is the only format item that distinguishes a policy message from regular other messages.

4. The "To" line in the message identification sequence at the very top of the page shows the addressees that automatically appear when the "directorates," "sectors," "meps," and "distrib" aliases are typed in. "Distrib" must be typed on all USMEPCOM message traffic.

\*5. POC is Maj Doe, (847) 688-3680, ext 7572, MXO, e-mail "mxo," fax (847)688-2502.

**\*Figure F-4. Sample format of a HQ USMEPCOM policy message**

5 January 1998

C1, USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>  
\*Subject: Msg IMC to USMEPCOM Reg 25-32  
\*To: mgonzal, swidern  
Date: Mon, 3 Jul 1995 08:10:49 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

\*IMC 1 to USMEPCOM Reg 25-32, 28 Dec 95

From MCDR

\*Subj Correspondence Procedures

To HQ USMEPCOM Directorates and Special Staff Officers  
All Sector and MEPS Commanders  
MIM-SS

1. Interim message changes are done only when an expeditious change is needed to a USMEPCOM regulation or memorandum. The message will be filed in front of the regulation or memorandum being changed until receipt of the permanent change.

2. Begin an IMC by identifying very specifically:

a. What is being changed.

\*b. A page change will be sent along as an attached file for every IMC.

\*c. The date (14 days from the date of message) that the permanent change to the regulation can be expected.

\*d. If applicable, why the change is necessary.

3. IMCs are easily identifiable with an ID number in the upper left-hand corner of the message text.

\*4. Permanent changes to the affected regulation will be coordinated through HQ USMEPCOM Support Services to ensure the permanent change is published within 14 days.

5. The "To" line in the message identification sequence at the very top of the page shows the addressees that automatically appear when the "directorates," "sectors," "meps," and "distrib" aliases are typed in. Support Services, msg address "im-ssd," is also an IMC addressee. "Distrib" must be typed on all USMEPCOM message traffic.

\*6. POC is Maj Doe, (847) 688-3680, ext 7572, MCS-S, e-mail "mxo," fax (847) 688-2502.

**\*Figure F-5. Sample format of a USMEPCOM IMC message**

<u>HQ USMEPCOM office</u>	<u>Msg address</u>
Commander . . . . .	mcd
Command Sergeant Major . . . . .	msea
Inspector General . . . . .	mig
Command Judge Advocate . . . . .	mja
*USMEPCOM Liaison . . . . .	ddn: mclarty@smtpgate.fmp.osd.mil
Deputy Commander/Chief of Staff . . . . .	*mdc/mcs
Command Executive Officer . . . . .	mxo
Public Affairs . . . . .	mpa
Equal Employment/Opportunity . . . . .	meeo
*Headquarters and Headquarters Company . . . . .	mhc
Internal Review . . . . .	mir
Civilian Personnel . . . . .	mcp
Joint Computer Center . . . . .	mjc
Operations Directorate . . . . .	mop
Resource Management Directorate . . . . .	mrn
Information Management Directorate . . . . .	mim
Medical Plans and Policy Directorate . . . . .	mmd
Human Resources Directorate . . . . .	mhr
Facilities Directorate . . . . .	mfa

**\*Figure F-6. HQ USMEPCOM e-mail addresses**

<u>Sector office</u>		<u>Msg address</u>	
HQ Eastern Sector . . . . .			mcoe
HQ Western Sector . . . . .			mcow
<u>MEPS</u>	<u>Msg address</u>	<u>MEPS</u>	<u>Msg address</u>
Albany	albany	Los Angeles	losange
Albuquerque	albuqu	Louisville	louisvi
Amarillo	amarill	Memphis	memphis
Anchorage	anchora	Miami	miami
Atlanta	atlanta	Milwaukee	milwauk
Baltimore	baltimo	Minneapolis	minneap
Beckley	beckley	Montgomery	montgom
Boise	boise	Nashville	nashvil
Boston	boston	New Orleans	neworle
Buffalo	buffalo	New York	newyork
Butte	butte	Oakland	oakland
Charlotte	charlot	Oklahoma City	oklahom
Chicago	chicago	Omaha	omaha
Cleveland	clevela	Philadelphia	philade
Columbus	columbu	Phoenix	phoenix
Dallas	dallas	Pittsburgh	pittsbu
Denver	denver	Portland, ME	portlme
Des Moines	desmoin	Portland, OR	portlor
Detroit	detroit	Raleigh	raleigh
El Paso	elpaso	Richmond	richmon
Fargo	fargo	Sacramento	sacrame
Ft. Jackson	ftjacks	Salt Lake City	saltlak
Harrisburg	harrisb	San Antonio	sananto
Honolulu	honolul	San Diego	sandieg
Houston	houston	San Juan	sanjuan
Indianapolis	indiana	Seattle	seattle
*Jacksonville	jaxvill	Shreveport	shrevep
Jackson	jackson	Sioux Falls	siouxfa
Kansas City	kansasc	Spokane	spokane
Knoxville	knoxvil	Springfield	springf
Lansing	lansing	St. Louis	stlouis
Little Rock	littler	Syracuse	syracus
Little Rock	littler	Tampa	tampa

\*Figure F-7. Sector and MEPS e-mail addresses

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

MEMORANDUM FOR DIR, RES MGT

1

2

SUBJECT: HQ USMEPCOM Single Addressee Informal Memorandum with References

1

2

3

1. References:

a. USMEPCOM Reg 25-32, undated, Correspondence Procedures.

b. Telephone conversation between Mr. Jones, this office, and Mr. Smith of Operations Directorate, 15 Jun 95, subject: Correspondence Procedures.

c. Memorandum, HQ USMEPCOM, MIM-SS, 10 Jun 95, subject: Format for Informal Memorandum.

d. DA Msg, 1314000Z OCT 95, subject: Correspondence Procedures.

2. Reference a, above, prescribes the format for informal memorandums. During our telephone conversation; reference b, above, you requested an example of an informal memorandum.

3. References c and d, above, were provided to your office in compliance with your request.

4. This particular example is of an informal memorandum between directorates at HQ, USMEPCOM which also has references. References must be cited in the text of the document.

5. When only one enclosure is listed and identified in the body, list as below.

1

2

3

4

5

Encl  
as

JOHN L. CLARK  
Colonel, USA  
Director, Information Management

Figure G-2. Sample of an informal memorandum within HQ USMEPCOM with references

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

\*MEMORANDUM FOR  
DIR, OPS  
DIR, HUMAN RES  
DIR, RES MGT

1

2

SUBJECT: HQ USMEPCOM Single Addressee Informal Memorandum with  
References in Text Using Effective Writing

1

2

3

1. USMEPCOM Reg 25-32, Corrspondnence Procedures, covers the informal memorandum format. This publication is currently undated.
2. After our phone conversation on 15 Jun 95, I knew all your questions would be answered if you received the 10 Jun 95 memo from MIM-SS, subject: Format for Informal Memordandum. I've enclosed it.
3. This particular example is of an informal memorandum between directorates at HQ, USMEPCOM. It uses the Command's preferred effective writing style which puts the references within the document. More importantly, it puts the bottom line at the top when writing.
4. It is the prescribed type of correspondence for official communication between staff elements in USMEPCOM, and is prepared on white bond paper.
5. When only one enclosure is listed and identified in the body, list as below.

1

2

3

4

5

Encl  
as

JOHN L. CLARK  
Colonel, USA  
Director, Information Management

**\*Figure G-3. Sample of an informal memorandum within HQ USMEPCOM with reference in text using effective writing and multiple addressees**

(AGENCY LETTERHEAD)

(SEAL)

1  
2 MID-S (MARKS NUMBER OPTIONAL) DATE

1  
2

3 MEMORANDUM FOR

1  
2

\*COMMANDER, UNITED STATES ARMY RECRUITING COMMAND,  
ATTN: XYZ-AA, FORT KNOX, KY 40121-5000

\*COMMANDER, UNITED STATES NAVY RECRUITING COMMAND, ATTN:  
CAPT JONES, 801 NORTH RANDOLPH STREET, ARLINGTON, VA 22203-1991

\*COMMANDER, UNITED STATES ARMY FORCES COMMAND, ATTN: AFCS-TC  
FORT MCPHERSON, GA 30330-6000

2 \*SUBJECT: Formal Memorandum With Multiple Addressees

1  
2

3 1. When preparing a multiple addressed memorandum (more than one but less than six), list addressees as above. Refer to appendix K for proper use of addresses.

2. This example has two enclosures which are not identified in the body of the memorandum.

3. This example also uses an authority line and copies furnished.

1  
2

FOR THE COMMANDER:

1  
2

3  
4

5

2 Encls  
1. Orders 114-6  
2. Personnel Listing, 24 Jun 92

JOHN P. JONES  
Colonel, USA  
Deputy Commander/Chief of Staff

1  
2

CF:  
\*CDR, FORT MCCOY, WI  
\*DIR, INFO MGT

**Figure G-4. Sample of a formal memorandum outside USMEPCOM with multiple addressees**

S: DATE

12 MIM-SS (MARKS NUMBER OPTIONAL)

DATE

123 MEMORANDUM FOR SEE DISTRIBUTION12 SUBJECT: Example of an Informal Memorandum With a SEE DISTRIBUTION  
ADDRESSEE and Being Continued on a Second Page123

1. This example shows an informal memorandum which has a see distribution addressee.
2. Formal memorandums will follow the same procedures except when they are prepared on letterhead.
3. It is used when there are more than five addressees.
4. This memorandum will also show how to annotate two enclosures that have not been identified in the text of the memorandum, and it shows the placement of a suspense date.
5. It will also show the correct format for continuing an informal memorandum on a second page.
6. Distribution lists may also be continued on a second page.
7. The rules are the same for continuing the text of both formal and informal memorandums on a second page and continuing a distribution list on a second page.
8. Type the office symbol at the left margin on the eighth line down from the top edge of the paper. The subject is then typed at the left margin below the office symbol.
9. Begin the continuation of the text or the continuation of the distribution list at the left margin on the third line below the subject phrase.
10. When continuing a memorandum on another page
  - a. Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.
  - b. Include at least two words on each page of any sentence divided between two pages, and do not hyphenate a word between two pages.
  - c. Do not type the authority line and the signature block on the continuation page without at least two line of the last paragraph. If, however, a paragraph or subparagraph has only one line, place it alone on the continuation page with the authority line and signature block.

**\*Figure G-5. Sample of a continuation of an informal memorandum with distribution addressee**

MIM-SS

SUBJECT: Example of an Informal Memorandum With a SEE DISTRIBUTION  
ADDRESSEE and Being Continued on a Second Page

1

2

3

11. Listed below are multiple enclosures (1 through 3 of the original 4) withdrawn.

12. This completes the example of an informal memorandum with a see distribution addressee and a continuation page.

1

2

3

4

5

4 Encls  
wd encls 1-3  
4. nc

MARY L. POE  
Colonel, USA  
Director, Information Management

1

2

DISTRIBUTION:  
\*CDR, E SEC USMEPCOM  
\*CDR, W SEC USMEPCOM  
\*DIR, RES MGT  
\*DIR, OPS  
\*DIR, HUMAN RES  
\*DIR, JCC  
\*DIR, FAC

**\*Figure G-5. Sample of a continuation of an informal memorandum with distribution addressee - continued**

(AGENCY LETTERHEAD)

(SEAL)

1

2 MCO-WAM (MARKS NUMBER OPTIONAL)

DATE

1

2

3 \*MEMORANDUM THRU CDR, E SEC, USMEPCOM

1

2 \*FOR CDR, CHICAGO MEPS

1

2 SUBJECT: A Single-Addressed "THRU MEMORANDUM"

1

2

3 1. Use "THRU" memorandum to keep the "THRU" addressee informed or to give the opportunity to comment or approve.

2. This example shows the format a MEPS would use when corresponding with Headquarters, and keeping sector informed.

\*3. For multiple thru addresses see figure G-4 and substitute MEMORANDUM FOR with MEMORANDUM THRU. Address line, Distribution line, and Copy Furnished (CF) line will be in capital letters.

4. In this example, we have a total of six enclosures; two have been added and four removed.

5. Point of contact at this Headquarters is Mr. Jones at DSN 000-0000 or commercial (000) 000-0000.

1

2

3

4

5

6 Encls  
wd encls 1-4  
Added 2 encls  
5. AR 25-50  
6. DA Form 31

JOSEPH S. SMITH  
Major, USMC  
\*Commanding

**\*Figure G-6. Sample of a formal memorandum with THRU addressee**

(AGENCY LETTERHEAD)

(SEAL)

1

2

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

\*MEMORANDUM FOR COMMANDER, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND, ATTN: ABCD-XY FORT MONROE, VA 23651-5000

2

SUBJECT: Formal Memorandum to Addressee Outside USMEPCOM

1

2

3

1. This is an example of a formal memorandum from this Headquarters to an agency outside USMEPCOM.

2. Full addresses will be used on all memorandums addressed to agencies outside USMEPCOM.

3. Addresses will be typed in all upper case.

4. Use complete geographical addresses to include nine-digit ZIP codes.

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

\*6. This example uses an authority line, e.g., FOR THE COMMANDER.

1

2

FOR THE COMMANDER:

1

2

3

4

5

Encl  
Station List fwd sep

JOHN A. JONES  
Colonel, USA  
Director, Information Management

Figure G-7. Sample of a formal memorandum outside USMEPCOM

(AGENCY LETTERHEAD)

(SEAL)

1

2

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

\*MEMORANDUM FOR COMMANDER, UNITED STATES ARMY RECRUITING  
COMMAND, ATTN: RCPER-SE, FORT KNOX, KY  
40121-2726

1

2

SUBJECT: Formal Memorandum With One Reference

1

2

3

1. Reference USMEPCOM Reg 25-32, undated, Correspondence Procedures.
2. Above reference standardizes correspondence procedures for all elements of USMEPCOM.
3. Further, it prescribes responsibilities, policies and procedures for written correspondence prepared throughout the Command.
4. It also prescribes the use to USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet).

1

2

FOR THE COMMANDER:

1

2

3

4

5

JOHN A. JONES  
Colonel, USA  
Director, Information Management

**\*Figure G-8. Sample of a formal memorandum with one reference**

**Appendix H  
Instructions/Format - Endorsement**

- H-1.** Endorsements are usually used to respond to formal and informal memorandums.
- H-2.** Type or handwrite endorsements on the same page if there is sufficient space at the end of a memorandum or preceding endorsement to type the endorsement and signature block. Omit the office symbol, date, MARKS number, and subject of the basic memorandum for a same page endorsement.
- H-3.** For a separate page endorsement, type the preparer's office symbol at the left margin 1-1 1/2 inches from the top of the paper. Space twice and type the office symbol and the date of the basic memorandum in parenthesis. Space twice and enter the MARKS number in parenthesis. Space twice and type the endorsement number.
- H-4.** The format of the body and the closing of an endorsement is the same as for the basic memorandum.
- H-5.** Next, place the writer's name, typist's initials, and the action officer's telephone number. If it cannot be accomplished on the endorsement line, continue on the next line flush with the left margin. Single space down to the subject line. (See figure H-2)
- H-6.** On a separate page endorsement, the address of the endorsing office serves as a return address. Type it at the left margin on the third line below the subject. The date will be placed as close to the right margin on the last line of the return address.
- H-7.** Type "FOR" on the second line below the last line of the endorsing office address. Type the "FOR" address one space after the "FOR."
- H-8.** It is not necessary to have a point of contact paragraph in the text of an endorsement unless it is different than the preparer. The preparer is identified in the endorsement line.
- H-9.** Center page number approximately 1 to 1 1/2 inches from the bottom of the page.
- H-10.** See figures H-1 through H-4 for format examples.
- H-11.** The rules contained in appendix G regarding enclosures, copies furnished, continuation pages, and authority lines also apply to endorsements.

1 MIM-SS (MARKS NUMBER OPTIONAL) DATE

2

3 \*MEMORANDUM FOR DIR, RES MGT, ATTN: MRM-FM

1

2 SUBJECT: Preparing a Same-Page Endorsement of an Informal Memorandum

1

2

3 1. Type endorsement on the same page if there is sufficient space at the end of a memorandum or preceding endorsement to type the endorsement and signature block.

2. Omit the office symbol, date, MARKS number, and subject of the basic memorandum.

1

2

3

4

5 JOHN P. JONES  
Colonel, USA  
Director, Information Management

1

2 MOD-P 1st End Mrs. Douglas/pas/3000

1

2

3 \*DIR, RES MGT DATE

1

2 \*FOR DIR, INFO MGT

1

2

3 1. Use the endorsement to respond to a memorandum.

2. Office symbol addresses will be used within Headquarters, sectors, and MEPS.

1

2

3

4

5 ALICE P. SMITH  
Captain, USN  
Director, Operations

**Figure H-1. Sample of an endorsement on the same page**

MIM-SS (MCO-ES/1 May 94) (MARKS NUMBER OPTIONAL) 1st End  
Ms. Hoffman/daj/DSN 792-3300  
SUBJECT: Preparing a Separate Page Endorsement

1

2

3

\*CDR, USMEPCOM, ATTN: MIM-SS

DATE

1

2

\*FOR CDR, ALBANY MEPS

1

2

3

1. Type the preparer's office symbol at the left margin on the eighth line from the top of the paper. Space twice and type the office symbol and the date of the basic memorandum in parentheses. Space twice and enter the MARKS number in parentheses. Space twice and type the endorsement number.

2. Next place the writer's name, typist's initials and the action officer's telephone number. If it cannot be accomplished on the endorsement line, continue on the next line flush with the left margin.

3. This endorsement has two enclosures which were identified in the basic memorandum, and will use the authority line "FOR THE COMMANDER."

4. Remember; memorandum addresses or office symbols will be used within USMEPCOM, and complete addresses will be used when corresponding outside the Command.

1

2

FOR THE COMMANDER:

1

2

3

4

5

2 Encls  
nc

JOHN P. JONES  
Colonel, USA  
Director, Information Management

1

2

CF:  
CDR, E SEC, USMEPCOM

**Figure H-2. Sample of an endorsement on a separate page**

MCDR (ASQL/18 Mar 89) (MARKS NUMBER OPTIONAL) 1st End  
SUBJECT: Preparing a Separate Page Endorsement Going Outside the Command Signed  
by the Commander

1

2

3

COMMANDER, UNITED STATES MILITARY ENTRANCE PROCESSING  
COMMAND, 2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094  
DATE (Return Address)

1

2

FOR COMMANDER, UNITED STATES ARMY 2D RECRUITING BRIGADE,  
BUILDING 841 FORT GILLEM, FOREST PARK, GA 30050-5000

1

2

3

1. The address of the endorsing office serves as a return address. Type it at the left margin on the third line below the subject.

2. Type "FOR" on the second line below the last line of the endorsing office address. Type the FOR address one space after the "FOR."

3. The rules for continuing an endorsement on a second page are the same as continuing a memorandum on a second page.

4. It is not necessary to have a point of contact paragraph in the text of an endorsement unless it is different than the writer. The writer is identified in the endorsement line. An endorsement being signed by the Commander, HQ USMEPCOM, does not have an endorsement line. Therefore, a point of contact paragraph will be provided unless the writer is the Commander.

1

2

3

4

5

PAULA G. POPE  
Colonel, USAF  
\*Commanding

**Figure H-3. Sample of a separate page endorsement outside the command**

MIM-SS (MAAG/2 May 93) (MARKS NUMBER OPTIONAL) 1st End  
Mrs. Hoffman/sal/DSN 700-9000  
SUBJECT: Example of a Single-Addressed "THRU" Endorsement Going Outside the  
Command

1

2

3

\*COMMANDER, UNITED STATES MILITARY ENTRANCE PROCESSING  
COMMAND, 2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094 DATE  
(Return Address)

1

2

\*THRU COMMANDER, UNITED STATES ARMY RECRUITING COMMAND,  
ATTN: RCPER-A, FORT KNOX, KY 40121-2726

1

2

\*FOR COMMANDER, UNITED STATES ARMY 2D RECRUITING BRIGADE,  
BUILDING 841, FORT GILLEM, FOREST PARK, GA 30050-5000

1

2

3

1. This example shows a single thru addressed endorsement.
2. Type "THRU" on the second line below the last line of the from address.
3. Type "FOR" on the second line below the last line of the THRU address.
4. This example also uses an authority line.
5. Center page number approximately 1 to 1 1/2 inches from the bottom of the page.

1

2

FOR THE COMMANDER:

1

2

3

4

5

JOHN P. JONES  
Colonel, USA  
Chief of Staff

**\*Figure H-4. Sample of an endorsement with a single thru address**

**Appendix J**  
**Instructions - Official Letter**

**J-1. Print**

Official letters will be prepared using Times New Roman Regular or Courier Regular type styles. Modified block style will be used.

**J-2. Office designations**

Will be used on official letters i.e., Office of the Commander if "Reply to the Attention of" is incorporated into the letterhead. Use a point of contact and civilian telephone number in the last paragraph if applicable.

**J-3. Acronyms**

Do not use abbreviations, acronyms, or military words/phrases that will not be familiar to the reader.

**J-4. Enclosure(s)**

Refer to them in body of letter, if applicable.

**J-5. Dates**

Centered two lines below letterhead. Use civilian date (center month, day, and year).

**J-6. Address**

Begin not less than two lines below the office designation. Address by name, using Mr., Mrs., Ms., or military rank. If name is not known and you are writing to an activity, address by title. Use complete street address, city, state and zip code. States may be abbreviated using the two letter designations.

**J-7. Salutation**

Type two lines below the last line of the address.

**J-8. Text**

The first line of text will begin on the second line below the salutation at the left margin.

**J-9. Paragraphs**

The first paragraph will state the purpose of the letter. If you are responding to a letter, state that you are responding to letter of (date) regarding (subject). If you are initiating the letter, state that you are writing regarding (subject). Paragraphs will begin on the left margin and will not be numbered.

**J-10. Page**

Try to limit the letter to one page. If more than one page is necessary, put a minimum of two lines of text on the second page. Leave at least a 1 inch margin at the bottom of multiple page letter. For second and consecutive pages, center the page number on the fifth line from the top edge of the paper. Use a hyphen on each side of the page number (-2-). Start the text on the fifth line below the page number, keeping margins the same as the preceding pages.

**\*J-11. Closing**

Start the closing on the second line below the last line of the text. If the person is the same rank or higher, use the closing "Very Respectfully" instead of "Sincerely"

**J-12. Signature block**

Signature block will be in upper and lower case beginning at the center. Do not use abbreviations in the signature block, except Jr., II, III, etc.

**J-13. Enclosure(s)**

List two lines below the signature block.

**J-14. Copy furnished**

Copy furnished is spelled out and is two lines below the enclosure. Addresses are typed completely.

**J-15. Sample**

See **figure J-1** for sample of an official letter.

**Appendix K**  
**Formats for Identification Lines, Addresses, and Office Symbols**

**K-1.** Abbreviated identification lines will be used on informal/formal memorandums within USMEPCOM. Informal/formal memorandums with a single addressee will be addressed to the appropriate office symbol(s). Examples follow:

MEMORANDUM FOR CDR, ALBANY MEPS  
or  
MEMORANDUM FOR CDR, ALBANY MEPS, ATTN: MCO-EAL-O

\*MEMORANDUM FOR CDR, W SEC, USMEPCOM  
or  
\*MEMORANDUM FOR CDR, W SEC, USMEPCOM, ATTN: MCO-WO

MEMORANDUM FOR DIR, INFO MGT  
or  
MEMORANDUM FOR DIR, INFO MGT, ATTN: MIM-SS

**\*K-2.** Multiple addressed informal/formal memorandums (not more than five addresses); attention lines may be added if desired.

**INFORMAL**

**FORMAL**

MEMORANDUM FOR  
CDR, E SEC, USMEPCOM  
CDR, W SEC, USMEPCOM  
DIR, MED  
SP STF OFCRs

MEMORANDUM FOR  
CDR, E SEC, USMEPCOM  
CDR, W SEC, USMEPCOM  
DIR, OPS  
CDR, ALBANY, MEPS  
CDR, ALBUQUERQUE, MEPS

**\*Note:** When addressing a formal or informal memorandum to all directors and/or special staff officers, use the abbreviations “DIRs and SP STF OFCRs” respectively, see sample below.

MEMORANDUM FOR  
CDR, E SEC, USMEPCOM  
CDR, W SEC, USMEPCOM  
DIRs  
SP STF OFCRs

**\*K-3.** The format for USMEPCOM-wide distribution is as follows:

DISTRIBUTION:  
CDR, EA USMEPCOM SECTOR  
CDR, EA MEPS  
DIRs  
SP STF OFCRs

**K-4.** Addresses listed under distribution or copy furnished on multiple addressed letters. (Note: If more than one copy is required, indicate the number of copies to be sent preceding the word "CDR"; e.g., 3-CDR, ea Sector.)

DISTRIBUTION:  
CDR, E SEC, USMEPCOM  
CDR, ATLANTA MEPS  
CDR, CLEVELAND MEPS  
CDR, COLUMBUS MEPS  
CDR, DES MOINES MEPS

or

DISTRIBUTION:  
COMMANDER  
NTC GLKS  
RTC GLKS  
USAREC  
PSD

or

CF:  
CDR, EA USMEPCOM SECTOR  
CDR, EA MEPS  
EA DIR/SP STF OFCR

**K-5.** Examples of memorandums addressed to military organizations and commands are as follows:

**ARMY:** Commander, U.S. Army Recruiting Command, ATTN: RCRO-PP-C (COL Megan C. Jones-Smith), Fort Knox, KY 40121

**NAVY:** Chief of Naval Operations, ATTN: NO-09B33, Department of the Navy, Washington, DC 20370-5000

**AIR FORCE:** Director, Manpower and Organization, ATTN: DCS/MPM, Department of the Air Force, Washington, DC 20330-5000

**MARINE CORPS:** Commandant, U.S. Marine Corps, ATTN: MC-MR, Washington, DC 20380-0001

**COAST GUARD:** Commandant, U.S. Coast Guard Recruiting Center, ATTN: Captain Percy Norwood, 4200 Wilson Boulevard, Suite 450, Arlington, VA 22203-1804

**\*K-6. (Rescinded)**

**K-7. HQ USMEPCOM Sectors, and MEPS office symbols.**

**HQ USMEPCOM OFFICE SYMBOLS**

<b>OFFICE SYMBOL</b>	<b>OFFICE</b>	<b>MEMORANDUM ADDRESS</b>
<b>MCDR</b>	<b>Commander</b>	<b>CDR</b>
*MDC/MCS	Deputy Commander/Chief of Staff	DEP CDR/COS
MJA	Judge Advocate	CJA
MIG	Inspector General	IG
MMD	Command Surgeon	DIR, MED
MSEA	Senior Enlisted Advisor	SR ENL ADV
MCL	USMEPCOM Liaison	
<b>MDC/MCS</b>	<b>Deputy Commander/Chief of Staff</b>	<b>DEP CDR/COS</b>
MXO	Command Executive Officer	CMD EXEC OFCR
MIR	Internal Review	CH, INT REV
MHC	Headquarters and Headquarters Company	CDR, HHC
<b>MHR</b>	<b>Human Resources Directorate</b>	<b>DIR, HUMAN RES</b>
MHR-PE	Personnel Division	
MHR-PE-A	Awards	
MHR-PR	Programs Division	
MHR-PR-C	Congressional	
MHR-TR	Training Division	
<b>MOP</b>	<b>Operations Directorate</b>	<b>DIR, OPS</b>
MOP-AD	Accession Division	
MOP-AD-P	Processing Branch	
MOP-TD	Testing Division	
MOP-NG	Army National Guard Advisor	
MOP-LA	Liaison Division	
*MOP-AE	Program Analysis and Evaluation Division	
*MOP-TA	Technical Advisor	
<b>MCP</b>	<b>Civilian Personnel Officer</b>	<b>CIV PERS OFCR</b>
<b>MEEO/EO</b>	<b>Equal Employment Opportunity</b>	<b>EEO/EO OFCR</b>
*MEO-AD	Equal Opportunity Advisor	
*MEEO-SE-PM	Special Emphasis Program Manager	
<b>MRM</b>	<b>Resource Management Directorate</b>	<b>DIR, RES MGT</b>
MRM-FM	Financial Management Division	
MRM-FM-PB	Program, Budget, and Policy Branch	
MRM-FM-FS	Field Support Branch	
<b>OFFICE SYMBOL</b>	<b>OFFICE</b>	<b>MEMORANDUM ADDRESS</b>

MRM-MD	Manower/Force Development Division	
MRM-LO	Logistics Division	
*MRM-LO-P	Supply Accounting	
*MRM-LO-S	Logistics Services	
*MRM-LO-C	Contracting	
*MRM-LO-H	HQ Logistic Support	
MRM-BP	Business Practices Division	
<b>MIM</b>	<b>Information Management Directorate</b>	<b>DIR, INFO MGT</b>
*MIM-DD	Deputy Director	
*MIM-SA	Systems Analysis and Support Division	
*MIM-SD	Software Development Division	
MIM-SS	Support Services Division	
*MIM-CD	Communications Division	
<b>MJC</b>	<b>Joint Computer Center</b>	<b>DIR, JCC</b>
MJC-PD	Plans Division	
MJC-ES	Executive Software Division	
MJC-DS	Data Services Division	
<b>MFA</b>	<b>Facilities Directorate</b>	<b>DIR, FAC</b>
MFA-RB	Realty and Budget Division	
MFA-AE	Architect/Engineer Division	
MFA-AE-A	Architect Branch	
MFA-AE-E	Engineer Branch	
<b>MPA</b>	<b>Public Affairs</b>	<b>PUB AFF OFCR</b>
MPA-CI	Command Information	
*MPA-PI	Public Information	
*MPA-VI	Visual Information	
<b>MMD</b>	<b>Medical Plans and Policies Directorate</b>	<b>DIR, MED</b>
MMD-PD	Professional Division	
MMD-AD	Administrative Division	
<b>MIG</b>	<b>Inspector General</b>	<b>IG</b>
MIG-ID	Inspection Division	
MIG-AI	Admin/Assistance/Investigation Division	

## EASTERN SECTOR OFFICE SYMBOLS

COMMANDER

MCO-E

DEPUTY COMMANDER/EXECUTIVE OFFICER  
 COMMAND SERGEANT MAJOR  
 OPERATIONS OFFICER  
 CHIEF SUPPORT GROUP  
 EQUAL OPPORTUNITY ADVISOR  
 SURGEON

MCO-ED  
 MCO-ECSM\*  
 MCO-EO  
 MCO-ES  
 MCO-EEO\*  
 MCO-EM

EASTERN SECTOR MILITARY ENTRANCE PROCESSING STATIONS OFFICE  
 SYMBOLS

ALBANY	MCO-EAL	ATLANTA	MCO-EAT
BALTIMORE	MCO-EBA	BECKLEY	MCO-EBE
BOSTON	MCO-EBO	BUFFALO	MCO-EBU
CHICAGO	MCO-ECH	CHARLOTTE	MCO-ECT
CLEVELAND	MCO-ECL	COLUMBUS	MCO-ECO
DETROIT	MCO-EDT	FORT JACKSON	MCO-EFJ
HARRISBURG	MCO-EHA	INDIANAPOLIS	MCO-EIN
JACKSON	MCO-EJA	JACKSONVILLE	MCO-EJV
KNOXVILLE	MCO-EKN	LANSING	MCO-ELN
LOUISVILLE	MCO-ELO	MEMPHIS	MCO-EME
MIAMI	MCO-EMI	MONTGOMERY	MCO-EMO
NASHVILLE	MCO-ENA	NEW YORK	MCO-ENY
PHILADELPHIA	MCO-EPH	PITTSBURGH	MCO-EPI
PORTLAND	MCO-EPD	RALEIGH	MCO-ERA
RICHMOND	MCO-ERI	SAN JUAN	MCO-ESJ
SPRINGFIELD	MCO-ESP	SYRACUSE	MCO-ESY
TAMPA	MCO-ETA		

\* These and the use of 1SG at the MEPS level are the only approved deviations from the established formula.

## WESTERN SECTOR OFFICE SYMBOLS

COMMANDER	MCO-W
DEPUTY COMMANDER/EXECUTIVE OFFICER	MCO-WD
COMMAND SERGEANT MAJOR	MCO-WCSM*
OPERATIONS OFFICER	MCO-WO
CHIEF SUPPORT GROUP	MCO-WS
EQUAL OPPORTUNITY ADVISOR	MCO-WEO
SURGEON	MCO-WM

WESTERN SECTOR MILITARY ENTRANCE PROCESSING STATIONS OFFICE  
SYMBOLS

ALBUQUERQUE	MCO-WAQ	AMARILLO	MCO-WAM
ANCHORAGE	MCO-WAN	BOISE	MCO-WBI
BUTTE	MCO-WBU	DALLAS	MCO-WDA
DENVER	MCO-WDN	DES MOINES	MCO-WDM
EL PASO	MCO-WEP	FARGO	MCO-WFA
HONOLULU	MCO-WHO	HOUSTON	MCO-WHU
KANSAS CITY	MCO-WKC	LITTLE ROCK	MCO-WLR
LOS ANGELES	MCO-WLA	MILWAUKEE	MCO-WMI
MINNEAPOLIS	MCO-WMN	NEW ORLEANS	MCO-WNO
OAKLAND	MCO-WOA	OKLAHOMA CITY	MCO-WOK
OMAHA	MCO-WOM	PHOENIX	MCO-WPH
PORTLAND	MCO-WPO	SACRAMENTO	MCO-WSC
SALT LAKE CITY	MCO-WSL	*SAN ANTONIO	MCO-WSA
SAN DIEGO	MCO-WSD	SEATTLE	MCO-WSE
SHREVEPORT	MCO-WSH	SIOUX FALLS	MCO-WSF
SPOKANE	MCO-WSK	ST. LOUIS	MCO-WST

\*These and the use of 1SG at the MEPS level are the only approved deviations from the established formula.

## **Glossary**

### **Section I**

#### **Abbreviations**

##### **AR**

Army Regulation

##### **DA**

Department of the Army

##### **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

##### **JRCC**

Joint Recruitment Commanders Committee

##### **MEPS**

Military Entrance Processing Station

##### **NCOIC**

noncommissioned officer-in-charge

##### **NLT**

not later than

##### **OF**

Optional Form

##### **SF**

Standard Form

##### **USMEPCOM**

United States Military Entrance Processing Command

### **Section II**

#### **Terms**

##### **formal memorandum**

Memorandum used for correspondence outside the Headquarters.

##### **informal memorandum**

Memorandum used for correspondence which is internal to the HQ USMEPCOM.

**IMC message change**

Electronic transmission of an immediate change to a USMEPCOM regulation.

**message**

An official Command Message System (CMS) electronic transmission of information, guidance, administrative coordination, and tasks.

**writer**

Person who writes/composes a message.

**Index**

**This index is organized alphabetically by topic and by subtopic within a topic. Topics and subtopics are identified by paragraph numbers unless otherwise identified.**

Abbreviations, 1-3, 1-9, J-3, J-12  
Acronyms, 1-9, J-3, O-3  
Addresses, 1-18, 4-6, G-10, G-11, J-14, K-1, K-2, K-4  
Assembling staff papers, 2-6, 2-7, C-6  
Blue note, N-1  
Brevity codes, 1-9  
Colored folder, 2-7  
Command message system, 4-5  
    Classification line, 4-5  
    Classified information, 4-3  
    Command distribution group, 4-2  
    Command Message System Formats, F-1  
    Control number, 4-2  
    \*Coordination, 4-2  
    Copies to, 4-4  
    \*Distribution, 4-7  
    File copy, 4-2  
    From line, 4-5  
    Individual duties, 4-2  
    \*Interim Message Change , 4-5.3  
    Message format, 4-3  
    Point of contact, 4-3  
    \*Policy messages, 4-5.2  
    Preparation, 4-5  
    Privacy Act, 4-3  
    Procedures, 4-4  
    Reference line, 4-5  
    Release messages, 4-3  
    Subject line, 4-5  
    Suspense, 4-7  
    \*Taskers, 4-6  
    Text of the message, 4-5  
    To line, 4-4  
Coordination, 2-3, 2-4, 2-5, 4-2, C-4  
Copies, 3-1, 3-2  
DA Label 116, 2-6  
  
Dating of correspondence, 1-11  
    Expressing dates, 1-11  
    Suspense dates, 1-15  
Distribution, 3-3  
Enclosures, 1-10  
Endorsements, 1-5, H-1  
    Authority lines, G-6

- Continuation of, H-11
- Copies furnished, placement of, H-11
- Date, placement of, H-6
- Enclosures, placement of, H-11
- MARKS number, placement of, H-3
- Office symbol, placement of, H-3
- Signature block, placement of, 1-13
- Subject, placement of, H-5
- Suspense date, placement of, G-2
- Envelope preparation, 3-6
- Facsimile, 3-10
- Fonts, 1-12
- Formal Memorandum, 1-5, G-1
  - Authority lines, G-6
  - Continuation of, G-9
  - Copies furnished, placement of, G-11
  - Date, placement of, G-2
  - Enclosures, placement of, G-8
  - Letterhead, use of, G-1
  - MARKS number, placement of, G-1
  - Office symbol, placement of, G-1
  - Signature block, placement of, 1-13
  - Subject, placement of, G-4
  - Suspense dates, placement of, G-2
- Grammar, O-4
- Identification lines, page K-1
- Informal memorandum. See Formal Memorandum
- Information paper, 1-5, 2-2
- JRCC agenda item, 1-5
- Letterhead, 1-8, G-1
- Mailing correspondence, 3-4
  - Federal Express, 3-8