

**From:** Lt Col Annette Waddelow  
**To:** directorates, MCOE, MCOW, ES MEPS, WS MEPS  
**Date:** 9/1/98 11:29am  
**Subject:** CORRECTIONS to IMC 1, USMEPCOM Reg 25-32

UNCLASSIFIED UNCLASSIFIED UNCLASSIFIED

<WP Attachments Enclosed>

From MXO

Subj Corrections to IMC 1 to USMEPCOM Reg 25-32

To HQ USMEPCOM Directorates and Special Staff Offices  
Sectors and MEPS

Ref A MXO e-mail Msg IMC1 to USMEPCOM Reg 25-32, dtd 24 Aug 98

1. Ref A released IMC 1 to USMEPCOM Reg 25-32 and is effective 3 Sep 98. We have discovered some minor errors in the table of contents and appendices F and H. Please read the following three items carefully for your choices on how to make corrections.

a. IF you stored the IMC electronically, the attached wordperfect file (25-32ri1.wpd) is the entire IMC with corrections. Please just delete your old copy and save the new version. You can ignore the attached wordperfect file 2532i1pc.wpd.

b. IF you planned to print the IMC, but have not done so, please print the entire corrected version of the IMC, the attached wordperfect file 25-32ri1. You can ignore the other attached wordperfect file (2532i1pc.wpd). The instructions for this option are:

Remove pages:	Insert pages:
Unnumbered page i through iv	Unnumbered page i through iv
1-1 and 1-2	1-1 and 1-2
2-1, 2-2, and 2-3	2-1, 2-2, and 2-3
Chapter 4	4-1 through 4-9
All of Appendix F	F-1 through F-8
G-9 and G-10	G-9 and G-10
H-3 through H-5	H-3 through H-5

c. If you already printed the IMC, to save paper, just the pages containing the corrections are in the attached wordperfect file 2532r1pc.wpd as follows:

Unnumbered page i is a page not contained in the Ref A imc file.

page ii is corrected

page iv is corrected

page F-1 is corrected

page F-5 through F-7 are corrected

page F-8 is a page not contained in the Ref A imc file, nothing changed on this page but if someone has their regulation printed double-sided, you'll need this page.

page H-4 is corrected.

2. I apologize for any inconvenience this causes. The corrections do not affect the basic intent of the changes in the original IMC, thus the coordination suspense date given is Ref A still applies. MEPS should direct any questions to their Sectors. Sectors may call Lt Col Waddelow, MXO, (847) 688-3680, x7572 or DSN 792-3680, ext 7572.

CC: MIM - Support Services

**From:** Lt Col Annette Waddelow  
**To:** DISTRIB, directorates, MCOE - Command Group, MCOW ...  
**Date:** 8/24/98 2:09pm  
**Subject:** Msg IMC 1 to USMEPCOM Reg 25-32

UNCLASSIFIED UNCLASSIFIED UNCLASSIFIED

<WP Attachment Enclosed>

Please print the Attachment using Wordperfect, not from e-mail.

**IMC Effective Date: 3 Sep 98**

IMC Review Suspense: 14 Sep 98

From MXO

Subj IMC1 to USMEPCOM Reg 25-32, Correspondence Procedures

To HQ USMEPCOM Directorates and Special Staff  
All Sector and MEPS Commanders

1. Purpose of this message is to implement changes to USMEPCOM Reg 25-32. Changes are indicated as follows:

Remove pages	Insert pages
ii, iii, and iv	ii, iii, and iv
1-1 and 1-2	1-1 and 1-2
2-1, 2-2 and 2-3	2-1, 2-2, and 2-3
chapter 4	4-1 thru 4-9
F-1 through F-7	F-1 through F-7
G-9	G-9
G-10	G-10
H-3 through H-5	H-3 through H-5

3. Pages G-9, G-10 and H-4 "For the Commander" is deleted.

4. This IMC (attached file 25-32ri1.wpd) is released for implementation on 3 Sep 98 and coordination by 14 Sep 98. Request comments, suggested improvements, and concurrences/nonconcurrences be made in accordance with the guidance prescribed by USMEPCOM Reg 25-33.

5. For HQ USMEPCOM Directors and Special Staff Officers: This message tasks HQ USMEPCOM staff review of this IMC. All comments, suggested improvements, concurrences, and nonconcurrences should be submitted by the suspense date above, to the point of contact Chet Young, (847) 688-3680, ext. 7740 or DSN 792-3680, ext. 7740, MIM-SS, e-mail "cyoung", or fax (847) 688-2828.

6. For Sectors: IMC1 to USMEPCOM Reg 25-32, requires each sector to coordinate the IMC with a minimum of seven MEPS of your choosing.

7. For MEPS: This message authorizes your implementation of the IMC on 3 Sep 98, but you will be notified by your sector if you need to formally review/coordinate on the IMC.

8. If you have any questions about the administrative management of IMCs, please contact Lt Col Waddelow, MXO, (847) 688-3680, ext. 7572 or DSN 792-3680, or ext. 7572. Questions concerning the content of the IMC should be directed to Mr. Young.

**CC:** MIM - Support Services

IMC 1, USMEPCOM Reg 25-32

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 25-32

28 December 1995

**Information Management: Records Management  
CORRESPONDENCE PROCEDURES**

**Summary.** This regulation establishes guidance in the preparation and management of United States Military Entrance Processing Command (USMEPCOM) correspondence. It addresses electronic mail, signature authority, the Command tasking system, and revises the Staff Summary Sheet and its use.

**Applicability.** This regulation applies to all USMEPCOM personnel, who manage, prepare and distribute USMEPCOM correspondence.

**Supplementation.** Supplementation of this regulation as establishment of forms other than USMEPCOM forms is prohibited without prior approval from HQ USMEPCOM, ATTN: MIM-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Director, Information Management (IM). Users will destroy interim changes on the expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM. Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MIM-SS, 2500 Green Bay Road, North Chicago, IL 60064-3094.

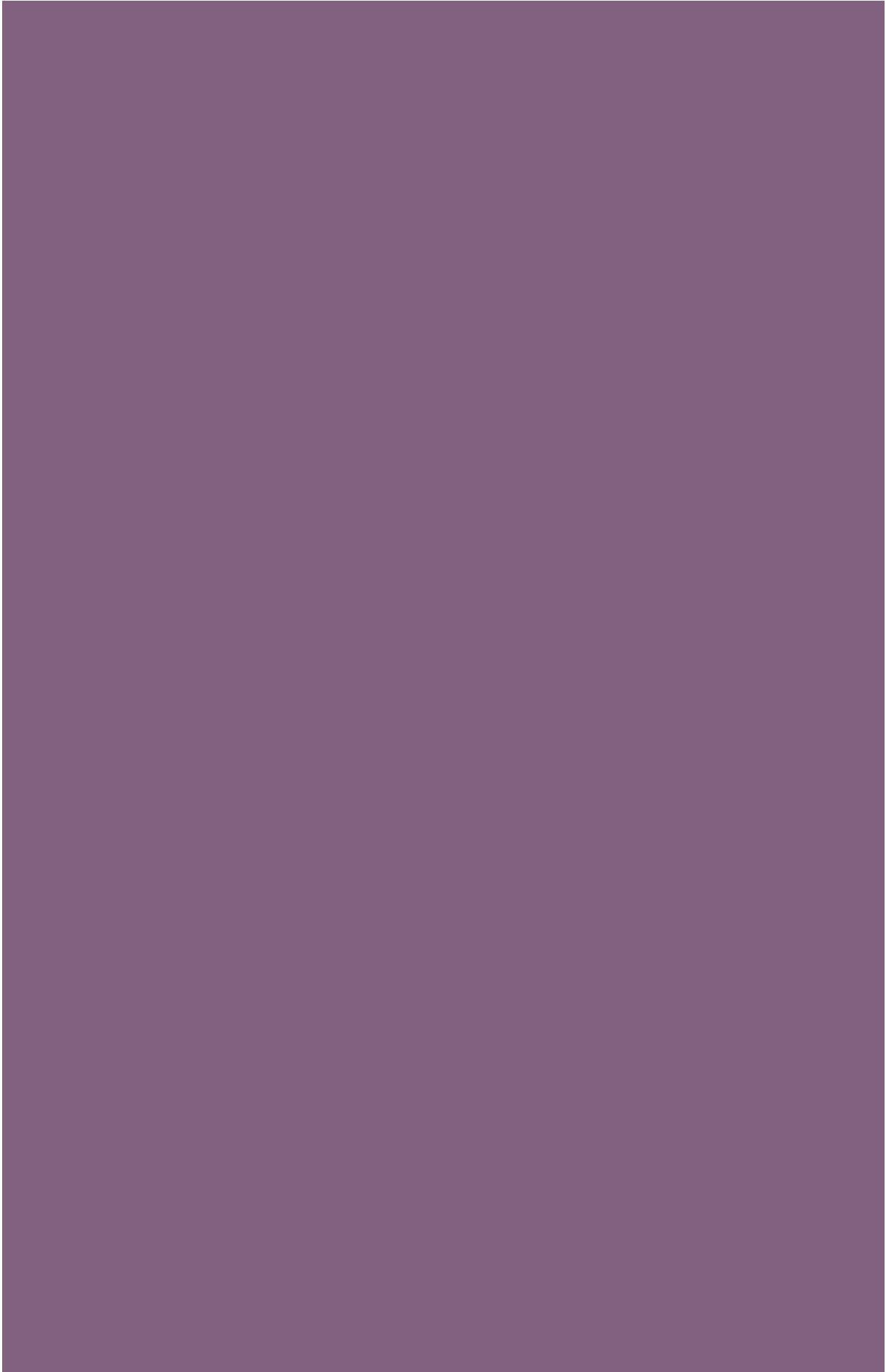
**Internal Management Control Program.** This regulation is not subject to the requirements of OMB Cir A-123 as implemented by Department of Defense (DOD) Directive 5010.38 and Army Regulation (AR) 11-2.

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\*This regulation supersedes USMEPCOM Memo 25-50, 20 October 1989; USMEPCOM Reg 680-1, 15 December 1992; and rescinds Draft USMEPCOM Memo 25-1, 30 June 1995.

3 September 1998

IMC 1, USMEPCOM Reg 25-32



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## **Chapter 1**

### **Preparing Correspondence**

#### **Section I**

##### **General**

##### **1-1. Purpose**

This regulation standardizes correspondence procedures for all elements of USMEPCOM. It prescribes responsibilities, policies and procedures for written correspondence prepared throughout the Command.

##### **1-2. References**

Required publications, required and prescribed forms are at appendix A.

##### **1-3. Explanation of terms**

Abbreviations used in this regulation are explained in the glossary.

##### **\*1-4. Responsibilities**

The Director, IM, will establish correspondence policies and procedures for USMEPCOM. Directors, special staff officers, commanders of MEPS and sectors are responsible for promoting effective writing. They will provide training as required. In the Command Message System, message originators are responsible for using the correct format and ensuring full coordination. The Command Executive Officer has overall responsibility for USMEPCOM tasking, and policy messages. The director Information Management, Support Services Division has overall responsibility for the management of Interim Message Changes (IMC) to regulations. The Command Executive Officer has responsibility for the release, with Deputy Commander/Chief of Staff approval or IMCs and the release of the suspense tasking for formal coordination.

#### **Section II**

##### **General Correspondence Guidance**

##### **1-5. Methods of communication**

- a. **Staff Summary Sheet.** Used to coordinate and route correspondence within Headquarters USMEPCOM. See paragraph 2-4 for the proper use of the staff summary sheet, and appendix C for examples.
- b. **Information Paper.** Used to provide information on select topics at all working levels concerning USMEPCOM. See appendix D for the proper preparation and use of the information paper.
- c. **Joint Recruitment Commanders Committee (JRCC) Agenda Items.** Provides agenda topics for the JRCC. See appendix E for proper use and preparation.

d. **Command Message System.** Used to provide mission essential guidance and requirements throughout the Command. See chapter 4 for use of the Command Message System.

e. **Memorandums.** Will be used for DOD addressees only. Formal memorandums are prepared on letterhead stationery with the DOD seal on it. Informal memorandums are prepared on plain bond paper. See appendix G for proper use and preparation of memorandums.

f. **Endorsements.** Used to respond to formal and informal memorandums within USMEPCOM. See appendix H for proper use and preparation.

g. **Memorandum of Understanding/Memorandum of Agreement.** Used to record official agreement between two agencies. See appendix I for proper use and preparation.

h. **Official Letter.** Used to communicate with individuals and agencies, both within and outside DOD, on a variety of matters. However, DOD applications could include promotions, retirements, condolences, congratulations and personal matters. See appendix J for preparation.

i. **Various USMEPCOM formats.** Included in appendix N are various correspondence formats including Blue Notes, Memorandums for Record (MFR) and Trip Reports.

#### **1-6. Titles**

USMEPCOM, sector, and Military Entrance Processing Station (MEPS) commanders will be referred to as "Commanders" as opposed to Commanding Officers, in correspondence.

#### **1-7. Processing incoming correspondence**

Incoming correspondence procedures at HQ USMEPCOM will be in accordance with USMEPCOM Reg 25-50 (Official Mail and Distribution Management Program). Sectors and MEPS will establish their own procedures.

#### **1-8. Letterhead stationery**

HQ USMEPCOM, MEPS, and sectors are authorized to have letterhead stationery printed for their commands. To ensure uniformity, letterhead stationery will be printed in blue ink on 8 1/2 by 11 inch paper only. The address will be a maximum of four lines. Telephone numbers, names, or titles of individuals will not appear on letterhead stationery. A sample of a four line address follows:

DEPARTMENT OF DEFENSE  
Buffalo Military Entrance Processing Station  
1007 Federal Building, 111 West Huron Street  
Buffalo, NY 14202-2383

## **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. Routine correspondence, where the director/special staff officer is delegated authority for a program, will sign correspondence using their signature block. The authority line "FOR THE COMMANDER" will not be used on such correspondence. Only the MDC/MCS can sign "FOR THE COMMANDER". The director/special staff officer is responsible to determine if an action under their authority requires review or signature by MCDR and/or MDC/MCS prior to being released from the headquarters. 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**

\*a. 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.

\*b. If a HQ USMEPCOM tasker is being answered with a staff package, the tasker form will be included in the folder on the left-hand side. Staff packages should be submitted to the Command Group by putting the folder in the Command Group in-box on the Command Executive NCO's desk.

**\*Chapter 4**  
**Command Message System**

**4-1. General**

USMEPCOM uses the Command Message System (CMS) to transmit messages 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) Determining the appropriate type of message to be released.
- (2) Indicating coordination addresses and sequencing for outgoing messages.
- (3) Ensuring Command Distribution Group, "distrib", is provided a copy of all messages.
- (4) Maintaining a file copy of the original message.
- (5) Obtaining proper coordination and forwarding the message to their director or special staff officer for release.
- (6) Coordinating with the Command Requirements Control Officer when information or data is being requested or when a reporting requirement is being established.
- (7) Converting an interim message change (IMC) to a permanent change immediately following the 14 working day coordination suspense tasking.

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

- (1) Releasing all USMEPCOM tasking, policy, IMC, and "Messages From MCDR" (Msgs From MCDR) messages.
- (2) Assigning a control number that identifies a message as either tasker, policy, IMC, or Msgs From MCDR.
- (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) Ensuring IMC messages are coordinated through MIM-SS before release.
- (6) Having IMCs approved for release by MDC/MCS.
- (7) Having tasking messages, with less than 30 day suspenses, approved by MDC/MCS.

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

- (1) Ensuring IMC numbers are correct.
- (2) Administratively managing IMCs to include verifying IMCs are converted to a permanent change by the proponent.
- (3) Distributing IMCs to the USMEPCOM Electronic Publications/Forms Library.

#### 4-3. Message formats

- a. All official messages (except for taskers, policy messages, IMCs, and Msgs From MCDR) 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 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. If an e-mail message is released from an e-mail account other than the director or special staff officer, a statement will be included at the end of the e-mail stating the director or special staff officer approved release of the message.
- 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

- 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 gets 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 Facilities Update." 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 message text subject line.

(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, type "UNCLASSIFIED" in upper case letters, space over 10 spaces (do not use the tab key), type "UNCLASSIFIED" again, and finally, space permitting, space over 10 spaces (do not use the tab key) 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. Space over four spaces and insert office symbol.

c. Subject line: Double space down from the "From" line and type "Subj". Again, there is no need for punctuation. Space over four spaces 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. **"IN TURN" will not be used on messages being released by the Command Group, such as taskers, all coordination should be done prior to the messages being sent to the Command Group for release.**

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 97 MCS ltr, FY 98 Budget Update

(2) Message:               8 Dec 97/123657 MCS msg, FY 98 Budget Update.

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 97. Every e-mail and message shows this. Disregard the "-0600 (CST)" that appears after the DTG.

(3) Phone call: 8 Dec 97 COL Doe/Maj Smith telecon, FY 98 Budget Update

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

#### **4-6. 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. Once coordinated, the following decision will be made:

(1) If the message is informational, obtain director or special staff officer approval for release. Either the message will be released from the director's or special staff officer's e-mail account or when released by someone else, a statement will be included at the bottom of the message which states the director or special staff officer approved release of the message.

(2) If the message is a tasking message, obtain director or special staff officer approval to release the message to MXO, see paragraph 4-6.

#### **4-7. Policy messages**

a. Policy messages will first be staffed as a policy memorandum to MCDR for signature. Once signed, the proponent will forward the electronic file of the policy memorandum to MXO.

b. MXO will reformat the memorandum into an electronic version and prepare a release message to transmit the electronic version of the policy memorandum..

c. The MXO will assign a control number that identifies a policy message. Calendar year policy messages will be numbered P-YY-MMM-XX where YY is the calendar year of release, MMM is the month of release, and XX is the sequential number of the message. For example, P-98-JAN-01, P-98-JAN-02, P-98-FEB-03, etc.

d. MXO will maintain the original, signed, policy memorandum. MXO will release the policy message, with the electronic version of the policy memorandum as an attached file to HQ organizations, sectors, and MEPS.

e. When a policy memorandum requires a change, the old policy memorandum will be rescinded and a new memorandum staffed for signature by MCDR.

#### **4-8. Interim message changes**

a. IMCs are regulation change pages and will be an attached file to an IMC message. The proponent will forward the IMC by e-mail to MIM-SS.

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 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. The IMC message will also task HQ USMEPCOM directorates and special staff offices to review and coordinate on the IMC as well. Responses will be sent 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. MIM-SS will track that proponents meet the required timelines to publish a permanent change at the end of the 14 working days. Calendar year IMC messages will be numbered I-YY-MMM-XX where YY is the calendar year of release, MMM is the month of release, and XX is the sequential number of the message. For example, I-98-JAN-01, I-98-JAN-02, I-98-FEB-03, etc.

#### **4-9. 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.

b. Given the organizational structure of USMEPCOM, there are a number of occasions where HQ personnel will phone/e-mail the MEPS to conduct business instead of a formal tasker being done. The terms "formal tasker" and "field-level support" will be used to distinguish between the two. Thus, there will be no such thing as an informal tasker, either an action is providing field-level support or the action should be formally tasked. Following are guidelines and examples to allow HQ personnel to use common sense in deciding whether an action should be formally tasked or if the action is field-level support to accomplish the mission and a tasking is not necessary.

(1) Formal taskers are actions generally characterized by one or more of the following:

(a) The action merits being tracked by the HQ, Sectors, and MEPS with a distinct suspense date.

(b) The action merits the MEPS commanders specifically knowing the action is being worked by MEPS personnel.

(c) The action requests information from multiple MEPS for the same general category of information, although each MEPS might respond differently.

(d) The action merits the Sectors consolidating inputs from their MEPS and two Sector responses are sent back to the HQ.

(e) The action is requesting information needed for future planning processes of the HQ and thus the 30 day suspense is a reasonable pre-planned target.

(f) Examples:

(1) Actions to meet HQ suspenses tasked by non-USMEPCOM organizations where the exact suspense date changes year-to-year. Mid-year and end-of-fiscal-year budget information to provide to our Army executive agent, Service-specific awards nominations, annual statements of assurance on management controls, etc. Justification: Missing suspenses from outside agencies has the potential to embarrass USMEPCOM and thus merit tasking and tracking to ensure suspenses are met.

(2) The HQ needs information on or tasks actions associated with training courses (nominations of attendees, confirming hotel reservations, providing flight and travel voucher information). Justification: training courses require an investment of USMEPCOM staff and budget resources and must be formally managed to insure efficient use of these resources.

(3) Evaluation After-Action Reports, like the Command Logistics Evaluation and Assistance Program visit reports. Justification: these reports contain actions which merit the attention of the MEPS commander and thus should be tasked and tracked.

(4) USMEPCOM Information Gathering, like physical fitness membership data, QUIC user survey, and ASVAB student label survey. Justification: requesting information from multiple MEPS for planning purposes.

(5) USMEPCOM history inputs, X-ray capability study, radiation protection study. Justification: although some of these are directed to a particular MEPS, they all merit tracking by HQ, Sectors, and MEPS to establish when the information is needed and to track the actions are completed.

(2) Field-level support are actions generally characterized by one or more of the following:

(a) HQ personnel are directly involved in a field-level activity to accomplish the mission.

(b) Generally a one-on-one phone call or e-mail between a HQ staff member and a MEPS staff member takes place.

(c) Typically day-to-day support to assist the field in meeting regulatory guidance.

(d) The actions cannot be accomplished at the HQ or Sector level.

(e) Actions, that are so routine, they don't merit the MEPS commander having specific knowledge of the action being worked.

(f) The actions don't merit the tracking by HQ, Sector, and MEPS personnel.

(g) Examples of field-level support not requiring a tasker:

(1) HQ Public Affairs Office providing protocol guidance to a MEPS for a grand opening or change of command ceremonies or providing media guidance to a MEPS for media inquiries, interview requests, and press releases which affect a single MEPS. Justification: one-on-one support for events happening at a specific MEPS.

(2) HQ Civilian Personnel Office providing day-to-day support on issues involving labor

relations; management employee relations; physician and other MEPS civilian recruitment issues; civilian incentive awards; civilian personnel servicing issues and problems; and the suggestion program. Justification: normally actions associated with a single MEPS on individual employees.

(3) HQ Facilities Directorate working a leasing action or construction projects to include IPR participation. Justification: HQ is directly involved with the field-level activity of obtaining a facility for a MEPS.

(4) HQ Resource Management Directorate working individual MEPS budget reconciliation issues. Justification: HQ is directly involved with field-level support to a MEPS assisting them one-on-one with their budget.

(5) HQ Information Management Directorate responding to MIRS trouble calls; queries concerning forms, files management, electronic library, and publication accounts; and replacement of copier equipment. Justification: one-on-one support to a MEPS which does not merit the MEPS commander having specific knowledge of the action being worked.

(6) HQ Operations Directorate reconciling MIRS student testing data; creating new schools on the data base; scoring tested schools; and mailing products to the schools. Justification: day-to day support where the HQ is directly involved in a field-level activity.

(7) HQ Human Resources Directorate reconciling PIMS data on an individual; processing an individual's clearance; working a serious incident report; and arranging training for a MEPS unit alcohol and drug coordinator. Justification: one-on-one support provided to a MEPS concerning day-to-day work.

(8) HQ Command Group Secretary calling a MEPS to coordinate local travel for an MCDR visit.

c. The one tasking exception is when an exact suspense is included in a regulation, these suspenses do not have to be formally tasked through the CMS. The regulation serves as the tasking authority. If the regulation though does not include an exact suspense, then the action should be formally tasked. For example, if a regulation requires a report be provided by the 15th of each month, this would not have to be formally tasked, but if a regulation required a report once a quarter, this action would require a tasking message in order to provide the MEPS an exact suspense date. If a report is required by regulation by a certain date, the HQ proponent may obtain approval from their director or special staff officer to release an informational e-mail reminding the field the regulatory requirement is coming due. The e-mail, if released by the proponent, will contain a statement saying the director or special staff officer approved release of the message.

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

e. Tasking messages will be routed to the Sectors for action. Sectors, in turn, will task the appropriate MEPS for input. MEPS will be tasked by their Sector as to whether their response should go back to the Sector or should be sent directly to the HQ point of contact.

f. After approval, the MXO will assign a tasker control number using the format T-YY-MMM-XX where YY is the calendar year of release, MMM is the month of release, and XX is the sequential number of the message. For example, T-98-JAN-01, T-98-JAN-02, T-98-FEB-03, etc.

g. All tasking messages will be properly coordinated and approved for release to MXO by the director or special staff officer. To facilitate coordination, a tasking message proponent is required to e-mail the draft tasker to the address "Tasker Coordination" found in the HQ USMEPCOM public address list. This address contains designated HQ personnel who will review a tasker and provide any comments or concerns to the proponent. The proponent is required to wait two work days for comments. The proponent is not required to contact non-responding organizations. This process does not alleviate a proponent's responsibility to coordinate their tasker with organizations they know are involved in the action. The two work day process is a safety net in case a proponent did not realize the impact of an action on an organization they did not coordinate with. Exceptions to this procedure will be approved by MDC/MCS when the action is so short notice thus making the two work day requirement unfeasible.

h. 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:

i. If Sectors or MEPS receive a HQ tasking, not released through the CMS by the MXO, MEPS will notify their Sector; Sectors will notify MXO. MXO will contact the appropriate director or special staff officer to determine whether a formal tasker should be released. If so, a tasking message will be released by MXO formalizing the action.

j. If a tasking requires the MEPS to respond directly back to the HQ and the HQ proponent does not receive a response from one or more MEPS, the proponent will contact the applicable Sectors to report which MEPS did not respond. The Sectors are responsible for determining why the MEPS did not respond and to facilitate the eventual response by the MEPS.

k. MEPS with questions regarding a tasker should first contact their Sector. Sectors can then either contact the HQ point of contact or have their MEPS make contact. Note: MXO administratively releases tasker messages, however, questions and responses should be directed to either the Sectors or the HQ point of contact.

l. Suspended actions, having enclosures which cannot be sent electronically (computer printouts, non-USMEPCOM generated products, etc.), will still be tasked using these procedures. The tasking message will include a statement saying the enclosures will be sent via mail. For these instances, the proponent needs to take mailing time into account when determining the suspense date.

#### **4-10. Messages from Commander**

Subjects requiring special emphasis by the MCDR or MDC/MCS will be released to the field, using a "Msg From MCDR" message, by MXO after release approval by MCDR or MDC/MCS. Calendar year messages from MCDR will be numbered M-YY-MMM-XX where YY is the calendar year of release, MMM is the month of release, and XX is the sequential number of the message. For example, M-98-JAN-01, M-98-JAN-02, M-98-FEB-03, etc.

3 September 1998

IMC 1, USMEPCOM Reg 25-32

**4-11. 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 Mangement

DISTRIBUTION:

A

**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-4), and Interim Message Change (see figure F-5).

**F-2.** E-mail addresses are shown for HQ USMEPCOM (see figure F-6) and sectors and MEPS (see figure F-7).

3 September 1998

IMC 1, USMEPCOM Reg 25-32

From: Director, Resource Management Directorate  
Subject: FY 98 MEPS Budget Issues  
To: distrib, ES COMMANDERS, WS COMMANDERS  
Date: Mon, 3 Jul 1998 07:43:24 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

From MRM

Subj FY 98 MEPS Budget Issues

To Sector Commanders  
MEPS Commanders

Ref A 10 Jan 98 MCS ltr, FY 98 USMEPCOM Budget Plan  
Ref B 10 Jan 98/123657 MCS msg, FY 98 USMEPCOM Budget Plan  
Ref C 1 Jul 98 COL Pelis/COL Jones telecon, MEPS Budget Plan

1. This is the basic message format for informational messages. Informational e-mails will be approved for release by the director/special staff officer. The e-mail will be released from either the director/special staff officer or if from another address, the e-mail will include a statement saying the director/special staff officer approved release of the message.
2. The public address "distrib" must be included on all USMEPCOM message traffic.
3. Specific details for message preparation are included in USMEPCOM Reg 25-32.
4. HQ POC is Maj Doe, (708) 688-3680, ext 3680.

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

3 September 1998

IMC 1, USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>  
Subject: Msg T-98-JUL-071  
To: distrib  
Date: Mon, 3 Jul 1998 07:45:04 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Tasking Msg T-98-JUL-071      S: 10 Aug 98

From            MFA  
Subj            FY 99 Facilities Plan  
To              Sector Commanders

1. This is the basic message format that HQ USMEPCOM will use for tasking messages. Tasking messages are easily identifiable with an ID number in the upper left hand corner of the message text. This message is tasker T-98-JUL-071. If referenced in the future, it would simply be known as T-98-JUL-071.
2. Adding the message number and a suspense date are the only format items that distinguish a tasking message from a regular message. Tasking messages must be properly coordinated and they must be sent to the public address "Tasker Coordination" for two work days prior to sending the tasker to MXO for release. Tasking messages can only be released by the Command Group. The transmittal e-mail to MXO will contain two standard statements saying which organizations coordinated on the tasker and who approved release of the tasker from the directorate/special staff office to MXO.
3. Tasking messages will be sent to the Sectors who in turn will task the appropriate MEPS to respond either back to Sector or directly to the HQ point of contact. "Distrib" must be typed on all USMEPCOM message traffic.
4. POC is Maj Doe, (708)688-3680, ext 3680, e-mail "adoe@USMECOM-stmp.army.mil, fax (708)688-2502.

**\*Figure F-2. Sample of a USMEPCOM tasking 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**

3 September 1998

IMC 1, USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>  
Subject: Msg P-98-JUL-010  
To: distrib, ES COMMANDERS, WS COMMANDERS  
Date: Mon, 3 Jul 1998 07:50:08 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Policy Msg P-98-JUL-010

From MCDR  
Subj Policy Message Format  
To HQ USMEPCOM Directorates and Special Staff Officers  
All Sector and MEPS Commanders

1. This is the basic message format that HQ USMEPCOM will be use for policy messages. 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-98-JUL-010. If referenced in the future, it would simply be known as P-98-JUL-010.
2. Policy messages will include an electronic version of the signed, letterhead policy memorandum as an enclosure. The policy message will say if the policy memorandum is new or is replacing an older version; it may also include an effective date. The message will contain a HQ point of contact for the policy memorandum.
3. Adding the message number is the only format item that distinguishes a policy message from a regular message. Policy messages will only be released by the Command Group.
4. The original, signed copy of a policy memorandum will be maintained by MXO. Questions concerning the management of policy messages should be directed to MXO, all other questions should be directed to Sectors or the HQ point of contact. "Distrib" must be typed on all USMEPCOM message traffic.

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

3 September 1998

IMC 1, USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>  
Subject: Msg IMC to USMEPCOM Reg 601-4  
To: distrib, ES COMMANDERS, WS COMMANDERS  
Date: Mon, 3 Jul 1998 08:10:49 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

IMC 1 to USMEPCOM Reg 601-4

HQ USMEPCOM Directorates and Special Staff Offices and Sector IMC Review Suspense:

From MOP

Subj Interim Message Change (IMC) Format

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

1. Interim message changes are done only when an expeditious change is needed to a USMEPCOM regulation. The message will be filed in front of the regulation being changed until receipt of the permanent change.
2. Begin an IMC by identifying very specifically:
  - a. What is being changed and why (if applicable).
  - b. All IMC will contain regulation page changes, indicate which pages are to be removed and replaced by which pages. The page changes will be included as an attached file to the IMC e-mail.
  - c. The effective date of the change.
3. IMC's are easily identifiable with the words IMC in the e-mail subject and by the 14 working day suspense date for IMC review. HQ USMEPCOM Directorates and Special Staff Offices and Sectors are required to review each IMC and provide their coordination or comments to the IMC proponent. The proponent is then responsible for making the IMC a permanent change. Sectors are required to task seven MEPS to review an IMC. MEPS should wait until tasked by their Sector to formally review an IMC.
4. Permanent changes to the affected regulation will be coordinated through HQ USMEPCOM Support Services in a timely manner following the 14 working suspense given to HQ organizations and Sectors. HQ USMEPCOM Support Services is responsible for verifying all IMCs are converted to permanent changes by the proponents.
5. MXO will copy HQ USMEPCOM Support Services on all IMCs released to the field. "Distrib" must be typed on all USMEPCOM message traffic.
6. IMC messages will include a HQ point of contact and phone number.

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

HQ USMEPCOM office

	<u>Msg address</u>
Commander . . .	.mcdr
Command Sergeant Major . . .	.msea
Inspector General . . .	.mig
Command Judge Advocate . . .	.mja
*USMEPCOM Liaison . . .	*.mcl
Deputy Commander/Chief of Staff . . .	*.mcs
Command Executive Officer . . .	.mxo
Public Affairs . . .	.mpa
Equal Employment/Opportunity . . .	meeo
*HQ Company . . .	.mhc
Internal Review . . .	.mir
Civilian Personnel . . .	.mcp
Joint Computer Center . . .	.mjc
Operations Directorate . . .	.mop
Resource Management Directorate . . .	.mrm
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**

Sector officeMsg address

HQ Eastern Sector .  
 HQ Western Sector .

mcoe  
 mcow

MEPSMsg address

Albany alban  
 Albuquerque albuqu  
 Amarillo amarill  
 Anchorage anchora  
 Atlanta atlanta  
 Baltimore baltimo  
 Beckley beckley  
 Boise boise  
 Boston boston  
 Buffalo buffalo  
 Butte butte  
 Charlotte charlot  
 Chicago chicago  
 Cleveland clevela  
 Columbus columbu  
 Dallas dallas  
 Denver denver  
 Des Moines desmoin  
 Detroit detroit  
 El Paso elpaso  
 Fargo fargo  
 Ft. Jackson ftjacks  
 Harrisburg harrisb  
 Honolulu honolul  
 Houston houston  
 Indianapolis indiana  
 \*Jacksonville jaxvill  
 Jackson jackson  
 Kansas City kansasc  
 Knoxville knoxvil  
 Lansing lansing  
 Little Rock littler  
 Little Rock littler

MEPSMsg address

Los Angeles losange  
 Louisville louisvi  
 Memphis memphis  
 Miami miami  
 Milwaukee milwauk  
 Minneapolis minneap  
 Montgomery montgom  
 Nashville nashvil  
 New Orleans neworle  
 New York newyork  
 Oakland oakland  
 Oklahoma City oklahom  
 Omaha omaha  
 Philadelphia philade  
 Phoenix phoenix  
 Pittsburgh pittsbu  
 Portland, ME portlme  
 Portland, OR portlor  
 Raleigh raleigh  
 Richmond richmon  
 Sacramento sacrame  
 Salt Lake City saltlak  
 San Antonio sananto  
 San Diego sandieg  
 San Juan sanjuan  
 Seattle seattle  
 Shreveport shrevep  
 Sioux Falls siouxfa  
 Spokane spokane  
 Springfield springf  
 St. Louis stlouis  
 Syracuse syracus  
 Tampa tampa

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

(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-XYZ FORT MONROE, VA 23651-5000

1

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 uppercase.

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.

1

2

3

4

5

Encl  
Station List fwd sep  
Director, Information Management

JOHN A. JONES  
Colonel, USA

\*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: RCPR-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

3

4

5

JOHN A. JONES  
Colonel, USA

Director, Information Management

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

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  
\*Deputy Commander/Chief of Staff

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 STATE MILITARY ENTRANCE PROCESSING COMMAND,  
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094      DATE

1  
2

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

1  
2

FOR COMMANDER, UNITED STATE 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  
1  
2  
3  
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FOR THE COMMANDER:

JOHN P. JONES  
Colonel, USA

\*Deputy Commander/Chief of Staff

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