

IMC Message: I-00-JUN-09**IMC Effective Date: 1 August 2000**

From MCEA

Subj IMC 3 to USMEPCOM Regulation 25-32, 25 December 1995, Correspondence Procedures

To HQ USMEPCOM Directors and Special Staff Officers
All Sector and MEPS Commanders**1. Purpose.** This interim message change (IMC) officially—

- Establishes the Command Executive Administrative Support Office (MCEA).
- Changes the proponent of USMEPCOM Regulation 25-32 from MIM-SS to MCEA.
- Implements the Commander's decision to change to DoD format for official letters, memorandums, and cover briefs. **Note:** the Commander previously directed that endorsements be printed on letterhead, this IMC clarifies the requirement for endorsements to be memorandums.
- Eliminates the use of Staff Summary Sheets.
- Authorizes the use of electronic letterhead.
- Deletes informal memorandums.
- Clarifies IMC coordination procedures.

2. New and/or changed material. The new and/or changed material has been annotated by the underscore/strikethrough method. File this IMC transmittal page in front of the publication until it is superseded or rescinded. Remove and insert the pages from USMEPCOM Reg 25-32, 25 December 1995, as follows:

Remove pages

i through iv
1-1 through 1-5
2-1 and 2-3
3-1 through 3-2
4-1 through 4-9
A-1 and A-2
C-1 through C-6
D-1
F-1 through F-8
G-1 through G-10
H-1 through H-5

Insert pages

i through iv
1-1 through 1-19
2-1 and 2-3
3-1 and 3-2
4-1 through 4-9
A-1
C-1
D-1
F-1 through F-8
G-1
H-1

J-1 through J-4	J-1
K-1 through K-8	K-1 through K-5
L-1	L-1
Glossary-1	Glossary-1
Index-1 through Index-4	Index-1 through Index-4

3. Implementation. This IMC is released for implementation on the effective date shown above. Also attached is a Power Point presentation (**file I09encl.ppt**) with slides for your use if you do a training session on these changes. If you elect to do a training session, recommend the attendees have copies of the letter and memorandum templates and the cover brief example included in the IMC – pages 1-6, 1-12, and 1-15. If you print the slides in Black and White, recommend printing the Notes Page view because there are words included with each slide.

4. USMEPCOM Intranet (MEPNET). The IMC transmittal message page (R 25-32RI3M) and its page changes (R 25-32RI3) will be uploaded to the USMEPCOM Intranet (MEPNET) <https://mepnet.mepcom.army.mil> within 72 hours after initial distribution via the Command Message System.

5. POCs.

a. The POCs for the contents of this IMC are TSgt Pearson and TSgt Fuerte , MCEA, DSN 792-3680 ext. 7555/7576 or commercial (847) 688-3680 ext. 7555/7576.

b. The POC for electronic distribution of USMEPCOM publications and forms is SGT Hill at DSN 792-3680 ext. 7738, commercial (847) 688-3680 ext. 7738, or e-mail 1hill@mepcom.army.mil.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500-2834 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 the approved methods for the preparation and submission~~ of United States Military Entrance Processing Command (USMEPCOM) correspondence ~~as well as an acceptable method of organizing and preparing material to provide uniform, clear, concise, and factual documentation at all levels. It further provides grammar, punctuation and editing data unique to Government writing. 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 and~~ establishment of forms other than USMEPCOM forms is prohibited without prior approval from HQ USMEPCOM, ATTN: ~~MIM-SS MCEA, 2500-2834~~ 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 when~~ superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM (~~MCEA~~). 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 MCEA, 2500 MCEA~~. 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.

* 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.

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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 by~~ the Command.

1-2. References

USMEPCOM correspondence procedures are based on Department of Defense (DoD) Administrative Instruction Number 7, dated March 1996. 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 located at the end of this regulation.

1-4. Responsibilities

The ~~Director, IM, Command Executive Administrative Support Office (MCEA)~~ will establish correspondence policies and procedures for USMEPCOM. Directors, special staff officers, sector and MEPS 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 Support Officer has overall responsibility for USMEPCOM tasking, and policy messages. The ~~director~~ Information Management Directorate, Support Services Division has overall responsibility for the management of Interim Message Changes (IMC) to regulations. The Command Executive Support Officer has responsibility for the release, with Deputy Commander/Chief of Staff approval, of 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.~~

a. Official Letters

(1) Official letters are used for correspondence with addressees outside the U.S. Government, for formal correspondence with officials of other Federal Agencies, and private individuals. Figures 1-1 and 1-2 contain examples of official letters.

(2) Use appropriate letterhead stationery for the first page of a letter. Type the second and succeeding pages on plain bond paper. Type the office symbol two lines down from the DoD seal. For letters signed by the Commander, use "Office of the Commander".

(3) Margins. Allow at least one (1) inch for the left, right margins, and bottom page margins. Side margins may be increased to two (2) inches for letters of not more than ten (10) lines. Do not justify

right margins. Use Times New Roman 12 font or Times New Roman 10 font if "sizing" a letter to fit on one page.

(4) Date

(a) Omission of Date at Time of Typing. Omit the date on a letter signed in another office or not signed on the day it is typed. The signing organization's administrative staff will add the appropriate date when the memorandum is signed.

(b) Inclusion. When the date of signing is known, type the date in month, day, year order, two lines below the Department seal beginning 1-1/2 inches from the right margin. Type the month in full. Show the day and the year in numerals. In showing the day, omit endings such as "st" or "th" and use the civilian date style: i.e., January 1, 20XX.

(5) References. Do not list references separately in letter formats. Include references in the text of the letter.

(6) Address Line

(a) Type the address at the left margin, four lines below the Department seal. Single space the address and arrange it in block style.

(b) ZIP Code. ZIP+4 Codes are required on all addresses and assist in the expeditious handling and processing of the mail by the Post Office. ZIP+4 Codes should follow two spaces after the two-letter State identifier.

(c) State Names. Use the two letter abbreviation for states. Omit punctuation when using the two-letter abbreviation. Do not use the two-letter abbreviation in the body of a letter.

(d) Attention Line. Avoid an attention line. When it is required, type "Attention:" on any line of the address above the street or box number. The salutation should be directed to the addressee of the letter, not to the person named in the attention line. Example:

Raleigh Clothing Company
Attention: Ms. B. C. Whitehead
23 Wood Haven Drive
Palm Coast, FL 32164-1000

Dear Sirs:

(7) Salutation. Place the salutation line two (2) lines below the last line of the address. Type the salutation followed by a colon.

(8) Body of Letter

(a) Spacing. Begin the body of a letter on the second line below the salutation. Indent each paragraph five (5) spaces from the left margin. Single space the body of a letter; double space between paragraphs. Double space between lines in letters of one paragraph when they consist of eight lines or less. Single space any letter with two paragraphs regardless of length. Do not justify right margins.

(b) Paragraphing. When there is reason to break the paragraphs into subparagraphs, the units may be indented and also lettered and numbered. Avoid beginning a paragraph near the end of a page

unless there is room for at least two lines on that page. Similarly, avoid carrying a paragraph over to the next page unless at least two lines can be carried over. Do not use one sentence paragraphs in letters.

(c) Quotes

1. Short Quotations. A quotation of less than two lines is run into the text. Quotation marks, both double and single, are used as shown in the following sentence. The regulation clearly states "ambiguous references such as 'herein,' 'above,' 'below,' and the like shall not be used."

2. Long Quotations. A quotation of more than two lines is blocked five spaces from the left and right margins of the text. Quotation marks are usually omitted when the blocked and indented format is used.

(d) Succeeding Pages. Type the second and succeeding pages on plain paper. Number the second and succeeding pages at the bottom center of the page allowing at least two spaces below the last line of text and a one-inch margin at the bottom of the page margin.

(e) Complimentary Close. Type the complimentary close, followed by a comma, two (2) lines below the last paragraph, beginning approximately in the center of the page. Use the standard closing "Sincerely," for closings. If the letter is going to someone higher ranking than the person signing the letter, use "Very Respectfully."

(f) Signature and Title. Type the name of the signer at least four lines below and flush with the complimentary close. If military, type the signer's rank and Service on the next line, flush with the name. For all, type the signer's title on the following line, flush with the preceding line.

(g) Enclosures

1. Enclosures Identified in the Text. When an enclosure(s) that accompanies a letter is mentioned in the text, type "Enclosure(s): As stated" flush with the left margin, two lines below the last line for the signer's title. If you list the enclosures, identify the enclosures as they appear in the text. Example:

<u>Enclosures:</u>	<u>or</u>	<u>Enclosure:</u>
<u>1. Seating Chart</u>		<u>As stated</u>
<u>2. List of Attendees</u>		

2. Enclosures Not Identified in the Text. Enclosures are usually identified in the text. When they are not, list each enclosure on a separate line, beginning on the next line below Enclosure(s): and flush with the left margin. Describe each enclosure by title or in as few words as needed to identify the material. If some enclosures are identified in the text and some are not, list all the enclosures. Example:

Enclosures:
1. DoD 5200.1-R
2. Listing of Classification Authorities

(h) Material Sent Under Separate Cover. When material to which reference is made is to be sent under separate cover, type "Separate Cover:" flush with the left margin, two lines below the title of the signer or any "Enclosure" notation that may precede it. List the material, even though it may be identified in the text. Send a copy of the letter with the material. Example:

Separate Cover:
Annual Defense Department Report

(i) Distribution of Copies. In sending copies of a letter to other than the addressee, indicate by typing "cc:" flush with the left margin and two (2) lines below the signer's title or any other notation preceding it. Below "cc:" list the names or destinations of the addressee, one below the other. Identify a copy for each addressee. You may use alphabetical listings to preclude searching for rank order protocols. Example:

cc:
Director for Budget
Director for Personnel



DEPARTMENT OF DEFENSE

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

Office of the Commander

May 12, 2000

Mr. Walter J. Jones
222 State Street
Milwaukee, WI 54321-1000

Dear Mr. Jones:

This letter provides basic instructions for an official letter. Official letters are used to correspond with addressees outside the U.S. Government, for formal correspondence with officials of other Federal Agencies, and private individuals. Use civilian dates (month, day, and year)

Allow at least one (1) inch for the left, right, and bottom page margins. You can increase side margins to two (2) inches for a letter of not more than ten (10) lines. Double-space letters of eight (8) lines or less in addition to increasing the side margins. Do not justify right margins. Use Times New Roman 12 font or Times New Roman 10 font if "sizing" a letter to fit on one page.

Paragraphs will be unnumbered but indented five (5) spaces. Do not use one sentence paragraphs. To further subparagraph official letters, use letters and numbers as follows: a., (1), (a), 1., a., (1), and (a).

a. Address by name, using Mr., Mrs., Ms., or military rank. Use complete street address, city, state (two letter abbreviation), zip code + 4.

b. Type the salutation two lines below the last line of the address. The first line of text will begin on the second line below the salutation.

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).

Sincerely,

Signature Block (upper & lower case)
Rank, Service (spelled out)
Title

Enclosure(s): (if applicable)
As stated

Figure 1-1. Example of an Official Letter

a.1. Memorandums

(1) Memorandum Types and Letterhead. A memorandum is the primary vehicle used for correspondence within the Department of Defense. See figures 1-3 and 1-4 for examples of memorandums. Use electronic letterhead for the first page for all memorandums sent internal within USMEPCOM. For organizations/agencies outside USMEPCOM, use printed, blue letterhead stationery. Type the second and succeeding pages on plain bond paper. Once the Defense Message System (DMS) is operational, use electronic letterhead for memorandums sent to external organizations when the memorandum is an attachment to a DMS message.

(2) Style. Use a lucid and concise writing style. Concentrate on clear presentation of the facts in all memorandums. In presenting the facts, provide sufficient support, logically organized, as a sound basis for your reasoning. Use an informal style, with crisp sentences, clarity, and precision as the goal. Omit verbosity, ponderous prose, and unnecessary adjectives and clauses. Avoid repetitive use of titles and identification. Append detailed and complex information in the form of attachments.

(3) Margins. Allow at least one (1) inch for the left, right and bottom page margins. Allow top margin of at least one (1) inch on succeeding pages. Do not justify right margins. Use Times New Roman 12 font or Times New Roman 10 font if "sizing" a memorandum to fit on one page.

(4) Date

(a) Omission of Date at Time of Typing. Omit the date on memorandums signed in another office or not signed on the day it is typed. The signing organization's administrative staff will add the appropriate date when the memorandum is signed. Use of date stamp is permissible.

(b) Inclusion. When the date of signing is known, type the date in month, day, year order, two lines below the Department seal beginning 1-1/2 inches from the right margin. Type the month in full. Show the day and the year in numerals. In showing the date, omit endings such as "st" or "th" and use the civilian date style: i.e., January 1, 20XX.

(5) Office Symbol. Type the office symbol two lines below the official seal.

(6) Address Line

(a) Type "MEMORANDUM FOR", in capital letters, four lines below the Department seal. Include the addressee's title and the name or office symbol of the office. Use enough organizational identification to ensure delivery. Do not use names in addressing memorandums prepared on letterhead stationery except using ATTENTION lines (see paragraph 1-5b(7)). Examples:

MEMORANDUM FOR COMMANDER, USMEPCOM

or

MEMORANDUM FOR DIRECTOR, HUMAN RESOURCES

or

MEMORANDUM FOR ASD (FORCE MANAGEMENT POLICY)

(b) When a memorandum is directed to two or more addressees, type their titles and office identifications after the phrase "MEMORANDUM FOR". Examples:

MEMORANDUM FOR COMMANDER, UNITED STATES ARMY RECRUITING COMMAND
COMMANDER, NAVY RECRUITING COMMAND
COMMANDER, AIR FORCE RECRUITING SERVICE
COMMANDING GENERAL, MARINE CORPS RECRUITING COMMAND
DIRECTOR OF PERSONNEL MANAGEMENT, U.S. COAST GUARD

(c) If there is not enough space for all addressees or if there are more than 12 one-line addressees, type "MEMORANDUM FOR: SEE DISTRIBUTION" then type the list at the bottom of the page, flush with the left margin, two (2) lines below the last line of the signature element or last line typed in the case of attachments, etc., under the caption "DISTRIBUTION:" or attach the list of addressees on a separate page. Make as many copies of the list as of the memorandum and attach a copy of the distribution list to each copy of the memorandum. Identify the copy for each addressee.

(7) Attention and Through Lines

(a) Attention Line. When directing a memorandum to the attention of a particular person within the organization addressed, type "ATTENTION:" or "ATTN:" in parenthesis followed by the name or title of the person, one line below and flush with the destination of the addressee. Examples:

MEMORANDUM FOR MCEA
(ATTENTION: MAJ SMITH)

or

MEMORANDUM FOR ASD (FORCE MANAGEMENT POLICY)
(ATTENTION: DIRECTOR, ACCESSION POLICY)

(b) Through Line. When sending a memorandum through an intermediate office, type "THROUGH:" followed by the designation of the intermediate office one line below and flush with the addressee designation. "THROUGH" offices must either sign or initial and date their office element as the document moves through the approval/signature process. Example:

MEMORANDUM FOR USD (PERSONNEL AND READINESS)
THROUGH: ASD (FORCE MANAGEMENT POLICY)
(ATTENTION: LTC JONES)

or

MEMORANDUM FOR COMMANDER, USMEPCOM
THROUGH: COMMANDER, EASTERN SECTOR

(8) Subject Line. Type "SUBJECT:" two (2) lines below the last line of the address element. Two (2) spaces to the right of the colon, type a brief descriptive statement of the subject. If more than one line is required for the subject, begin the succeeding lines flush with the first word in the subject line. Capitalize the first letter of each word, except for conjunctions, articles, and prepositions.

SUBJECT: USMEPCOM Procedures and Guidance for Accomplishing Changes of Command and
Ceremonial Functions

(9) Reference Lines. Type "Reference(s):" at the left margin, three (3) lines below the subject line. List references block style two (2) spaces after the colon. List references as they appear in the text using (a), (b), (c), etc., as indicators. Include the reference's date if this will help eliminate confusion about which document is referenced. If there is only one reference, do not letter. If a reference is attached, state in parenthesis after the reference. Examples:

Reference: USMEPCOM Policy Memorandum 6-2

or

References: (a) Tasking Message T-00-MAY-053
(b) MCOE Letter, May 1, 2000 (copy attached)

(10) Body of a Memorandum

(a) Spacing. Begin the body of a memorandum on the third line below the subject line or reference line, if used. Indent each paragraph five (5) spaces from the left margin. Single space within a paragraph; double space between paragraphs. Double space memorandums of one paragraph when they consist of eight lines or less. Single space any memorandum with two paragraphs regardless of length.

(b) Paragraphing. When there is reason to break the paragraphs into subparagraphs, the units may be indented and also numbered and lettered. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not continue a paragraph to the following page unless at least two lines can be carried over to that page. See the example at Figure 1-3 when lettering or numbering paragraphs.

(c) Numbering Pages. Type the page number on the second and following pages one (1) inch from the bottom of the page, in the center of the page.

(11) Salutation and Complimentary Close. Neither a salutation nor a complimentary close is used in memorandums.

(12) Signature and Title. Type the signer's name in all caps if military and upper and lower case if civilian, at least four (4) lines below the last paragraph and beginning approximately in the center of the page. Type the signers rank and Service on the next line flush with the name. Type the signer's title on the next line also flush with the name. If a run-over line occurs, indent the run-over line two spaces.

(13) Attachments

(a) Attachment Identified in the Text. When an attachment accompanies a memorandum and is identified in the text, type "Attachment(s):" flush with the left margin, two (2) lines below the signature block. You may either list the attachments, numbered 1., 2., etc., flush with the margin or type "As stated" flush with the margin under the word "Attachment(s):".

Attachments:
As stated

or

Attachments:
1. Annual Defense Report
2. Defense Review Panel Members

(b) At Least One Attachment Not Identified in the Text. When at least one attachment is not identified in the text, type "Attachment(s):" two lines below the last typed line, flush with the left margin. On the next line list each attachment on a separate line, by title, or in as few words as necessary to identify the material. An attachment number designator is not required when there is only one attachment. Example:

Attachments:

1. Annual Defense Report
2. Defense Review Panel Members

(c) Material Sent Under Separate Cover When material to which reference is made in a memorandum is to be sent under separate cover, type "Separate cover:" flush with the left margin and two lines below the last typed line. On the next line begin a listing of the items, even though they may be identified in the text. Send a copy of the memorandum with the material sent under separate cover. Example:

Separate cover:

Map of Lake County
Blueprints for MEPS Building (3 copies)

(14) Distribution of Copies. When copies of a memorandum are sent to persons other than the addressee, type "cc:" flush with the left margin, two (2) lines below the last line of the signature element or last line typed in the case of attachments. Below "cc:" list the names or designation of the additional addressees, one below the other. Example:

cc:

Sector Commanders
MEPS Commanders

cc:

Eastern Sector Commander
HQ USMEPCOM Directors
HQ USMEPCOM Special Staff Officers



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

MCEA

May 12, 2000

MEMORANDUM FOR USMEPCOM PERSONNEL

SUBJECT: Instruction for Correspondence Paragraphing

References: (a) DoD Manual for Written Material
(b) USMEPCOM Regulation 25-32

This example shows the arrangement of paragraphs in correspondence so complex that reading guides are needed. These instructions came from Reference (a) and are included in Reference (b).

a. Paragraphs are typed in indented style; i.e., indented five (5) spaces from the left margin. They are single-spaced, with double spaces between each paragraph. Do not justify the right margin.

(1) When a paragraph is subdivided, it must have at least two subdivisions. If there is a subparagraph "a.", there must be a subparagraph "b."

(a) When paragraphs are subdivided, lettered, and numbered, they are designated as follows: a., (1), (a), 1., a., 1, and a.

(b) Each successive subdivision of a paragraph is indented an additional five spaces.

(c) The second and subsequent lines of paragraphs and all subdivisions, except long quoted passages, extend from the left to the right margin.

(2) Begin a paragraph near the end of a page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.

b. Title or captions are used in lengthy communications to increase ease of reference and reading. This arrangement may be varied to meet special requirements, such as those for legal documents.

Direct questions to MCEA.

JOHN D. JONES
Major, USAF
Command Executive Support Officer

Figure 1-3. Example of a Memorandum

a.2. Cover Briefs

(1) General. A cover brief is used to transmit material to the USMEPCOM Commander, USMEPCOM Deputy Commander, and USMEPCOM higher authorities, i.e., Personnel and Readiness, Force Management Policy, and Accession Policy at the Pentagon for either their action (signature or decision) or information. Cover briefs are not required within sectors and MEPS for their internal routing. HQ USMEPCOM staff officers will use a cover brief in all staff packages. Use a Blue Note if a director or special staff office needs to add a note to a staff package, before forwarding to the Command Group. If a Blue Note is used, ensure it is legible (readable handwriting or typed).

(2) Format. Cover briefs are memorandums with a specific format (see Figure 1-5). Use electronic letterhead stationery. Type the date in month, day, year order, two lines below the Department seal beginning 1-1/2 inches from the right margin. Type the month in full. Show the day and the year in numerals. In showing the day, omit endings such as "st" or "th" and use the civilian date style: i.e., January 1, 20XX.

(3) For line. Include a "MEMORANDUM FOR:" line two lines below the date. A "THROUGH:" line may also be included, if applicable, two lines below the "MEMORANDUM FOR:" line.

(4) From line. Two lines down, include a "FROM:" line. If the staff package is going to the Commander or Deputy Commander, list the HQ director or special staff officer who will release the staff package to the Command Group, along with their office symbol. The releasing authority must sign or initial and date on this line. If the package is going from USMEPCOM to the Pentagon, this line should list the USMEPCOM Commander's rank and name, followed by "Commander, USMEPCOM". The second line will include "Prepared by:" followed by the rank, name, office symbol and phone number of the staff officer who prepared the package. The third line will include the date prepared, with the date in civilian format, using the words "Date Prepared:".

(5) Subject line. Two lines down, include a "SUBJECT:" line with a brief subject listed in upper and lower case followed by "- ACTION MEMORANDUM". If the staff package includes something for information, list "- INFORMATION MEMORANDUM".

(6) Purpose line. Two lines down, include a "PURPOSE:" line which concisely states the problem or issue. Urgent or immediate action issues should be flagged here.

(7) Discussion section. Two lines down, include a "DISCUSSION:" section. Make cover briefs short, to the point, and one page. Briefly summarize the issues involved and important background to include a description of the action-forcing event, the organization's position on the matter and an analysis of the impact of any decisions. Attach additional staff-prepared discussions, taskers, and any other pertinent information needed to make an intelligent, informed decision. Make maximum use of the space available for a one-page cover brief. If the discussion section requires multiple paragraphs, indent five spaces beginning with the second paragraph. On cover briefs, sign or initial (as long as identification of the signer is clear) next to your name on the "FROM:" or THROUGH:" office lines.

(8) Coordinations. Two lines down, include a "COORDINATION:" line. The coordinator's office symbol and initials should be reflected on this line. If numerous coordinations are required or if coordinators provided written comments, indicate "See Tab " on the "COORDINATION:" line and attach the coordination sheet or any written coordination(s) at the tab.

(9) Recommendation. Two lines down, include a "RECOMMENDATION:" line. Carefully frame your recommendation to be consistent with the information provided in the rest of the cover brief. Then include the following flush with the left margin:

Approved

Disapproved

Other



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

January DD, YYYY

MEMORANDUM FOR MDC/MCS

FROM: Colonel William Brown, MIM
Prepared by: CPT John P. Jones, MIM, x1111
Date prepared: March 14, 2000

SUBJECT: Coordination of Correspondence – ACTION MEMORANDUM

PURPOSE: To request the Deputy Commander/Chief of Staff sign the memorandum at Tab A.

DISCUSSION: The cover brief is normally a one page memorandum used to transmit material to the Command Group for either their action (signature or decision) or information. The cover brief should briefly summarize why the package is being staffed to the Command Group and includes a recommendation on what the Command Group should do (sign a letter).

The cover brief includes a section for coordinations. You have two choices. You can list those coordinating with a line for their initials and date or if there are a lot, you can say the coordinations are included as a Tab to the package.

COORDINATIONS: MRM _____ MOP _____ MHR _____

RECOMMENDATION: That you sign the attached memorandum.

MDC/MCS DECISION:

_____ Approved

_____ Disapproved

_____ Other

Figure 1-5. Example of a Cover Brief

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. Endorsements are not normally used. When responding to correspondence, include a reference line referencing the correspondence. If there is a unique Service requirement dictating an endorsement, prepare the endorsement as a memorandum with the subject line indicating the memorandum is an endorsement. For example:~~

~~SUBJECT: First Endorsement for Special Duty Assignment Application Letter~~

~~Reference: HQ Western Sector Letter, Special Duty Assignment Application Letter, dtd May 26, 2000~~

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 for other than accountable mail, also in conjunction with USMEPCOM Reg 25-50.

1-8. Letterhead stationery

a. 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 is:

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

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

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

b. HQ USMEPCOM, sectors, and MEPS are authorized to use electronic letterhead created by MCEA for formal correspondence within the Command. Official letters and correspondence addressed outside the Command will use blue preprinted letterhead stationery.

1-9. Preparation and writing

a. Good writing is clear, concise, organized, and to the point. Writers must:

- (1) State the purpose in the first paragraph.
- (2) Use the active voice, whenever possible.
- (3) Use short sentences (an average of 15 or fewer words).
- (4) Use short words (three syllables or fewer).
- (5) Write paragraphs that, with few exceptions, are no more than six lines.
- (6) Use correct spelling, grammar, and punctuation.
- (7) Use "I," "you," and "us" as subjects in lieu of "this office," "this HQ," or "all individuals."
- (8) Do not use "I" when using Authority Line/FOR THE COMMANDER.

b. This regulation and the U.S. Government Printing Office Style Manual will be used as the authority should questions of spelling, punctuation, or capitalization arise.

c. Abbreviations, brevity codes, and use of acronyms will conform to the policies and procedures set forth in AR 310-50, AR 25-50, and USMEPCOM Reg 25-30 (Dictionary of USMEPCOM Unique Abbreviations and Terms), and this regulation. The rank abbreviations in appendix M will be used.

d. Capitalization. When referring specifically to our or another command or headquarters, use initial capital letters (e.g., "Your Command has furnished." "Our Command has been redesignated").

1-10. Enclosures/Attachments

When identifying a particular enclosure/attachment in the body of correspondence, the word "enclosure" or "attachment" will be typed with a lower case initial letter (e.g., the letter is at enclosure 1).

1-11. Date of correspondence

Correspondence should be dated after it is signed. However, it may be postdated when signed if reproduction and distribution will take place at a future date. ~~Dates will be expressed~~ Express dates as 1

January 2000 or 1 Jan 00 on military correspondence (i.e., leave forms, award forms, etc.) with the exception of official letters and memorandums where the civilian style is used: January 1, 2000. Do not separate a date. Do not separate any elements of the date. Keep a date complete on one line. on various correspondence as follows:

- ~~—— a. Dates on military correspondence. Express date as 1 January 1988 or 1 Jan 88.~~
- ~~—— b. Dates on official letter. Express date as January 1, 1988.~~
- ~~—— c. Do not separate a date. Do not separate any elements of the date. Keep a date complete on one line.~~

1-12. Styles and fonts

The following styles and font sizes will be used for all official correspondence:

- a. Times New Roman Regular; font 12 unless “sizing” a letter to fit on a page, in this case use a 10 pitch font or 10.
- b. Courier ~~Regular~~ New; font 12 ~~or 10.~~

1-13. Signature blocks

Signature blocks are typed on the ~~fourth-fifth~~ line after the last line of text or authority line(see Chapter 2-2 for use of authority lines). The following typed signature blocks will be used for correspondence (~~except for official letters see figure J-1~~):

Official Letters:

<u>Military:</u>	<u>John A. Doe</u> <u>Colonel, USAF</u> <u>Director, Human Resources</u>	<u>Civilian: John P. Jones</u> <u>Director, Information Management</u>
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Memorandums:

Military:	JOHN A. DOE Colonel, USAF Director, Human Resources	Civilian:	JOHN P. JONES John P. Jones Director, Information Management
-----------	---	-----------	--

1-14. Expressing time

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

1-15. Suspense dates

A date in which a reply to an action is due. ~~For proper use and placement see figure G-5. Suspenses from the Headquarters to the MEPS are accomplished by formal taskers, see Chapter 4, paragraph 4-9. Suspenses from the Headquarters to the Sector Headquarters can be formally tasked or accomplished using a cover brief. The USMEPCOM Command Group uses an internal tasking system to task Headquarters organizations and Sector Headquarters, see Chapter 4, paragraph 4-3c.~~

~~1-16. Page numbers~~

~~Page numbers help ensure that lengthy correspondence remains in proper order.~~

- ~~—— a. The first page of an item of correspondence does not have a page number. Subsequent pages~~

~~2, 3, 4, etc. are numbered. The page number is centered on the page approximately 1 to 1 and 1/2 inches from the bottom of the page.~~

~~— b. Page numbers on endorsements are placed in the same position as on memorandums. To ensure page numbers are consecutive starting with the last page of the memorandum. This will ensure all pages of the correspondence package are accounted for. For example, a separate page endorsement to a one page memorandum would show the endorsement page as number 2. An endorsement page to a three page memorandum would show the endorsement as page 4.~~

1-17. References

~~List references (publications, previous correspondence, phone calls, etc.) in the first paragraph of the correspondence. Send as enclosures copies of references that the addressee may not have. List and number references in the order they appear in the correspondence. See figure G-2. USMEPCOM prefers the use of effective writing. An example of how to include references within the text of a memorandum is at figure G-3.~~

1-18. Addresses

~~Complete/full addresses in upper and lower case will be used on all correspondence going outside USMEPCOM official letters. Addresses may be in all caps or upper and lower caps. Whichever you choose, be consistent. Memorandum or office Office symbol addresses will be used on formal/informal memorandums, and endorsements within USMEPCOM. See paragraph 1-5b(6) and appendix K for examples.~~

1-19. Preferred word usage and spelling

Appendix O contains a listing of USMEPCOM preferred words, usage, and spelling rules.

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). cover brief as described in Chapter 1, paragraph 1-5c. 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) Cover Brief~~

a. ~~Staff summary sheets~~ Cover briefs 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 cover brief to the Command Group. ~~The Staff Summary Sheet~~ Cover briefs must be signed or initialed by the director or equivalent (the person acting for the director in their absence) prior to coordination.

b. ~~Staff summary sheets~~ Cover briefs 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 cover briefs will use the following ~~comments~~ on papers received for coordination.

(1) CONCUR. When concurring, the director, special staff officer, Sector Commander, or MEPS Commander signs or initials the cover brief in the coordination section. 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 a~~ 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 as an attachment to the cover brief.~~ The proponent staff office will then prepare a memorandum (Consideration of Nonconcurrence) and add it as a separate ~~tab to the Staff Summary Sheet attachment to the cover brief.~~ The proponent staff office will provide ~~an informal a~~ 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 cover brief~~ to the MDC/MCS for final resolution.

2-5. Other coordination

Coordination on other correspondence not requiring a ~~staff summary sheet cover brief~~ 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 double-spaced draft,~~ designated at tab X and accompanied by a fully coordinated ~~staff summary sheet cover brief.~~ A double-spaced letter/memorandum will first be typed as if going final but before printing, highlight the body of the document, and choose the "double" line spacing option under "Format" and "paragraph". The staff package will include the electronic file for the

correspondence on a diskette. 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 paper or binder clips or if using a pocketed folder, placed in the folder pocket, 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~~ designated for correspondence.

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~~ Send written requests containing printing specifications, (i.e., amount, stapling, etc.) in ~~informal~~ memorandum format (using electronic letterhead), signed by the action office, 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~~

~~left hand corner of the envelope. to the mailroom personnel who will place a "FIRST CLASS" stamp/ sticker above the destination address.~~

3-8. Special mail service

Approval for special mail services from 2834 Green Bay Road, North Chicago, IL. Approval must be obtained from the Command ~~Official Mail Control Manager, MIM-SS,~~ **Official Mail Manager, MHC-MP,** to use any special mail service. ~~An informal memorandum Accompanying the correspondence, to be mailed, will be a USMEPCOM Form 25-50-9-R-E~~ signed by the director, chief of section, or his/her representative justifying the service. 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~~ 1130 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

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 Support 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 a 30 day suspenses, be approved by MDC/MCS.

c. The ~~Command Requirements Control Officer~~ Information Management Directorate, Support Services Division 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-~~23~~-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 number, 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 upper 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 number, 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 MCEA, 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. Include an electronic file of the policy memorandum in the staff package going to MCDR.~~

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

c. ~~The MXO MCEA~~ 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 MCEA~~ will maintain the original, signed, policy memorandum. ~~MXO MCEA~~ 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 after coordinating the IMC. Proponents will send an IMC to the e-mail address "IMC Coordination" for 10 working days. Recipients of an IMC via "IMC Coordination" have 10 working days to review and provide comments to the IMC proponent. The proponent will incorporate necessary changes to the IMC based on comments received during the coordination process.

b. MIM-SS will verify regulation and IMC numbers and IMC format, then forward to ~~MXO MCEA~~. 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 MCEA~~.

~~—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 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~~ MCEA 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~~ MCEA 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 POC. On the e-mail tasking the MEPS, sectors will include the HQ tasker POC as an addressee so the HQ POC knows when a tasking is released to the MEPS.

f. After approval, ~~the MXO~~ MCEA 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~~ MCEA 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 2 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 2 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 2 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~~ MCEA, MEPS will notify their Sector; Sectors will notify ~~MXO~~ MCEA. ~~MXO~~ MCEA 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~~ MCEA 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~~ MCEA administratively releases tasker messages; however, questions and responses should be directed to either the Sectors or

the HQ point of contact.

1. 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~~ MCEA 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.

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 Management

DISTRIBUTION:

A

Appendix A
References

Section I
Required Publications

AR 25-50

Preparing and Managing Correspondence. (Cited in para 1-9c).

AR 310-50

Authorized Abbreviations, Brevity Codes, and Acronyms. (Cited in para 1-9c).

Government Printing Office Style Manual

Cited in para 1-9b.

USMEPCOM Reg 25-10

Telecommunications Management. (Cited in para 3-10).

USMEPCOM Reg 25-30

Dictionary of USMEPCOM - Unique Abbreviations and Terms. (Cited in para 1-9c).

USMEPCOM Reg 25-50

Official Mail and Distribution Management Program. (Cited in para 1-7).

Section II

Required Forms

DA Form 3918-R

Facsimile Transmittal Header Sheet. (Cited in para 3-10c).

DA Label 116

Signature or Initial Marker. (Cited in para 2-6).

OF 99

Fax Transmittal. (Cited in para 3-10a).

SF 65-B

U.S. Government Messenger Envelope. (Cited in para 3-4).

Section III

Prescribed Form

USMEPCOM Form 25-32-1-R-E

Staff Summary Sheet. (Prescribed in para 2-4).

Appendix C

Instructions—USEMPCOM Form 25-32-1-R-E (Staff Summary Sheet) (Rescinded)

Appendix D
Format - Information Paper

INFORMATION PAPER
ON
WRITING INFORMATION PAPERS

This format provides a concise, chronological evolution of a problem, a complete summary of an attached staff package, or a more detailed explanation of what appears in an attached information paper. Use the first paragraph to identify the main thrust of the paper.

Main ideas follow the introduction paragraph and may be as long as several sentences or as short as one word (such as "Advantages").

- Secondary items follow with a single dash and subsequent items follow with multiple indented dashes. Secondary and subsequent items can be as short as few words or as long as a paragraph.
- Format varies:
 - Center title; use 1-inch margins all around; single-space; double-space between items; use appropriate punctuation in paragraphs and complete thoughts, but telegraphic statements do not require end punctuation.
 - Headings such as SUBJECT, PROBLEM, BACKGROUND, DISCUSSION, AND CONCLUSION are optional.

Keys to developing a good information paper

- Write the paper according to the knowledge level of the user, i.e., a person who is very knowledgeable on the subject will not need as much detail as one who knows very little.
- Emphasize main points
- Attach additional support data; refer to it in the information paper
- Require minimum length to achieve brevity with short transitions and telegraphic wording
- End with concluding remarks or recommendations

Include writer's identification line as shown (author's rank and name, organization, office symbol, phone number, and date) on first page 1-inch from bottom of page or at least two lines below the last line of text.

Maj Doe/HQ USMEPCOM/~~MX~~**OMCEA**/DSN 792-3820/22 Feb 95

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).

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

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 2 work days prior to sending the tsaker to ~~MXO~~ [MCEA](#) for release. Tasking messages can only be released by the Command Group. The transmittal e-mail to ~~MXO~~ [MCEA](#) 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~~ [MCEA](#).
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)~~[\(847\)](#) 688-3680, ext 3680, e-mail "adoe@USMECOM.army.mil, fax ~~(708)~~[\(847\)](#) 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

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~~ [MCEA](#). Questions concerning the management of policy messages should be directed to ~~MXO~~ [MCEA](#), 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

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:~~
IMC Message: I-YY-MMM-NN

<One Word Enclosure Attached>

IMC Effective Date: DD MMM YYYY

From MOP

Subj Interim Message Change (IMC) Format

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

1. Interim message changes are ~~done only when an expeditious change is needed to a USMEPCOM regulation.~~ **the approved method to make regulation changes between regulation revision cycles.** 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. **For additional information on IMCs, refer to USMEPCOM regulation 25-33.** ~~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.~~

4. ~~MXO~~ **MCEA** will copy HQ USMEPCOM Support Services on all IMCs released to the field. "Distrib" must be typed on all USMEPCOM message traffic.

5. IMC messages will include a HQ point of contact and phone number.

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	mcl
Deputy Commander/Chief of Staff	mcs/mdc
Command Executive Officer Support Office	mxo mcea
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 office
 HQ Eastern Sector
 HQ Western Sector

Msg address
 mcoe
 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 Ft Dix	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

Appendix G
~~Instructions/Format—Informal/Formal Memorandum~~ (Rescinded)

Appendix H
Instruction/Format — Endorsements (Rescinded)

Appendix J
Instructions—Official Letter (Rescinded)

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~~
(ATTN: MCO-EAL-O)

MEMORANDUM FOR CDR, W SEC, USMEPCOM
or
MEMORANDUM FOR CDR, W SEC, USMEPCOM, ~~ATTN: MCO-WO~~
(ATTN: MCO-WO)

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

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

INFORMAL	—————	FORMAL
MEMORANDUM FOR	—————	MEMORANDUM FOR
CDR, E SEC, USMEPCOM	—————	CDR, E SEC, USMEPCOM
CDR, W SEC, USMEPCOM	—————	CDR, W SEC, USMEPCOM
DIR, MED	—————	DIR, OPS
SP STF OFCRs	—————	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~~

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

~~K-5.~~ [\(Rescinded\)](#)

~~K-6.~~ [\(Rescinded\)](#)

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

HQ USMEPCOM OFFICE SYMBOLS

OFFICE SYMBOL	OFFICE	MEMORANDUM ADDRESS
MCDR	Commander	CDR
*MDC/MCS	Deputy Commander/Chief of Staff	DEP CDR/COS
MJA	Judge Advocate	MJA
MIG	Inspector General	IG
MMD	Command Surgeon	DIR, MED
MSEA	Senior Enlisted Advisor	SR ENL ADV
MCL	USMEPCOM Liaison	
MXO <u>MCEA</u>	Command Executive Officer <u>Support Office</u>	CMD EXEC OFCR-SPT OFC
MIR	Internal Review	CH, INT REV
MHC	Headquarters and Headquarters Company	CDR, HHC
MHR	Human Resources Directorate	DIR, HUMAN RES
MHR-PE	Personnel Division	
MHR-PE-A	Awards	
MHR-PR	Programs Division	
MHR-PR-C	Congressionals	
MHR-TR	Training Division	

MOP Operations Directorate
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

DIR, OPS

MCP Civilian Personnel Officer

CIV PERS OFCR

MEEO/EO Equal Employment Opportunity
MEO-AD Equal Opportunity Advisor
MEEO-SE-PM Special Emphasis Program Manager

EEO/EO OFCR

MRM Resource Management Directorate
~~MRM-FM Financial Management Division~~
~~MRM-FM-PB Program, Budget, and Policy Branch~~
~~MRM-FM-FS Field Support Branch~~
MRM-PB Program & Budget Division
MRM-PB-CH Command & Headquarters Branch
MRM-PB-FS Field Support
MRM-FP Financial Policy Division

DIR, RES MGT

**OFFICE
SYMBOL OFFICE**

**MEMORANDUM
ADDRESS**

MRM-MD Manover/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

MIM Information Management Directorate
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

DIR, INFO MGT

MJC Joint Computer Center
MJC-PD Plans Division
MJC-ES Executive Software Division
MJC-DS Data Services Division

DIR, JCC

MFA Facilities Directorate
MFA-RB Realty and Budget Division
MFA-AE Architect/Engineer Division
MFA-AE-A Architect Branch
MFA-AE-E Engineer Branch

DIR, FAC

MPA	Public Affairs	PUB AFF OFCR
MPA-CI	Command Information	
MPA-PI	Public Information	
MPA-VI	Visual Information	
MMD	Medical Plans and Policies Directorate	DIR, MED
MMD-PD	Professional Division	
MMD-AD	Administrative Division	
MIG	Inspector General	IG
MIG-ID	Inspection Division	
MIG-AI	Admin/Assistance/Investigation Division	

EASTERN SECTOR OFFICE SYMBOLS

COMMANDER	MCO-E
DEPUTY COMMANDER/EXECUTIVE OFFICER	MCO-ED
COMMAND SERGEANT MAJOR	MCO-ECSM*
OPERATIONS OFFICER	MCO-EO
CHIEF SUPPORT GROUP	MCO-ES
EQUAL OPPORTUNITY ADVISOR	MCO-EEO*
SURGEON	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
FORT DIX	MCO-EFD		
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 ISG at the MEPS level are the only approved deviations from the established formula.

WESTERN SECTOR OFFICE SYMBOLS

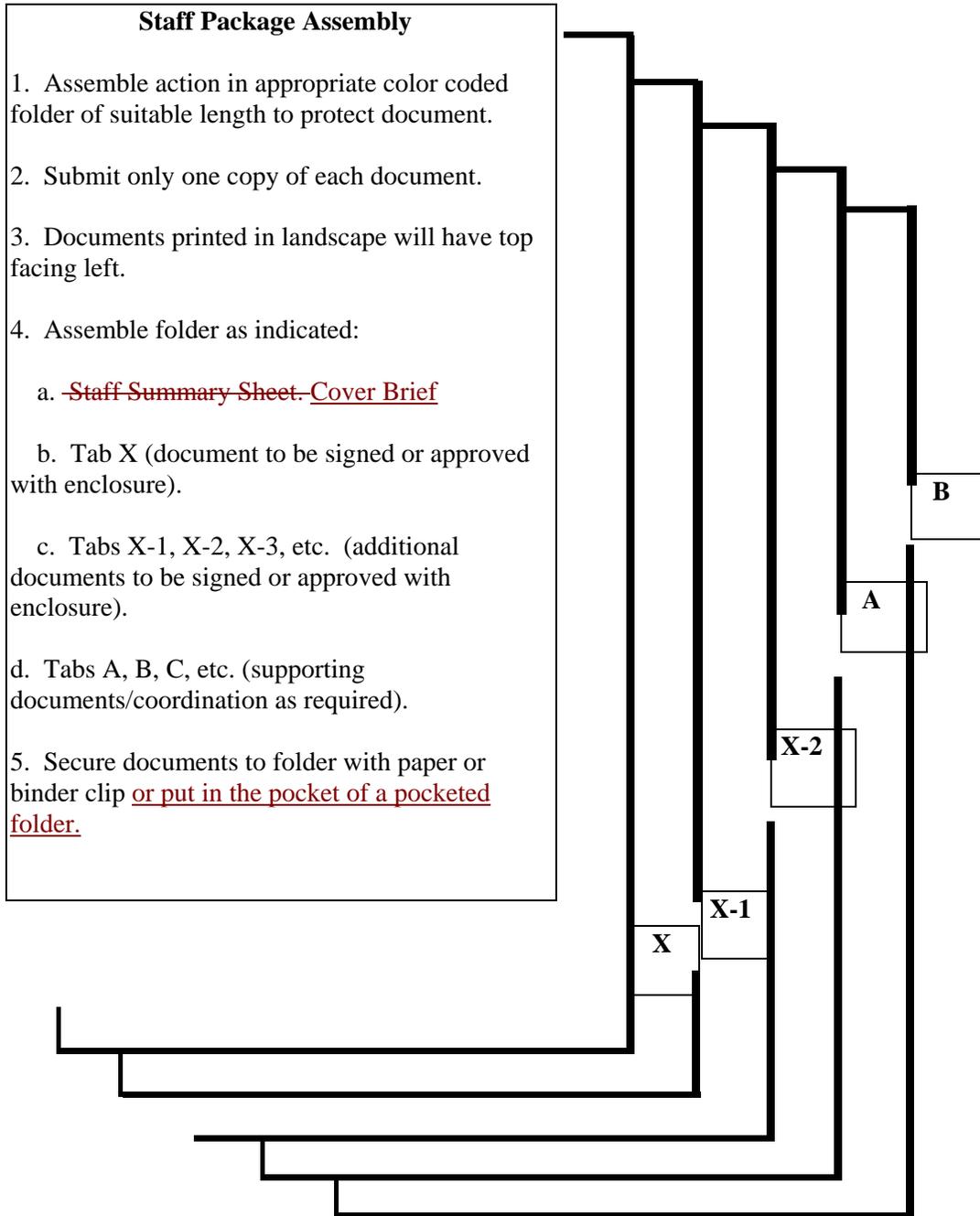
COMMANDER	MCO-W
DEPUTY COMMANDER/EXECUTIVE OFFICER	MCO-WD
COMMAND SERGEANT MAJOR	MCO-WCSM*
OPERATIONS OFFICER	MCO-WO
CHIEF SUPPORT GROUP	MCO-WS
EQUAL OPPORTUNITY ADVISOR	MCO-WEO
SURGEON	MCO-WM

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.

Appendix L Instructions for Assembling Staff Papers



[Figure L-1. Assembling Staff Papers](#)

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 taskers.

writer

Person who writes/composes a message.

Index

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