

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

USMEPCOM Regulation
No. 25-32

28 December 1995

**Information Management: Records Management
CORRESPONDENCE PROCEDURES**

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

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

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

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 Users will destroy interim changes on the expiration dates unless sooner superseded or rescinded.

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

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

*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 the Command.

1-2. References

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

1-3. Explanation of terms

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

The Director, IM, will establish correspondence policies and procedures for USMEPCOM. Directors, special staff officers, commanders of MEPS and sectors are responsible for promoting effective writing. They will provide training as required. In the Command Message System, message originators are responsible for using the correct format and ensuring full coordination. The Command Executive Officer has overall responsibility for USMEPCOM tasking, policy, and Interim Message Change messages.

Section II General Correspondence Guidance

1-5. Methods of communication

a. **Staff Summary Sheet.** Used to coordinate and route correspondence within Headquarters USMEPCOM. See paragraph 2-4 for the proper use of the staff summary sheet, and appendix C for examples.

b. **Information Paper.** Used to provide information on select topics at all working levels concerning USMEPCOM. See appendix D for the proper preparation and use of the information paper.

c. **Joint Recruitment Commanders Committee Agenda Items.** Provides agenda topics for the JRCC. See appendix E for proper use and preparation.

d. **Command Message System.** Used to provide mission essential guidance and

requirements throughout the Command. See chapter 4 for use of the Command Message System.

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

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

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

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

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

1-6. Titles

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

1-7. Processing incoming correspondence

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

1-8. Letterhead stationery

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

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

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 arises.

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

When identifying a particular enclosure in the body of correspondence, the word "enclosure" 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 on various correspondence as follows:

- a. Dates on military correspondence. Express date as 1 January 1988 or 1 Jan 88.
- b. Dates on official letters. 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 or 10.
- b. Courier Regular; font 12 or 10.

1-13. Signature blocks

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

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

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**.

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 will be use on all correspondence going outside USMEPCOM.

Addresses may be in all caps or upper and lower caps. Whichever you choose, be consistent. Memorandum or office symbol addresses will be used on formal/informal memorandums, and endorsements within USMEPCOM. **See appendix K** for examples.

1-19. Preferred word usage and spelling

Apendix 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 (DC/COS) 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 DC/COS.
- d. Publications approval.
- e. Other actions as directed by the Commander or DC/COS.

2-2. General signature authority

a. Level of signature authority. All decisions cannot be made personally by the Commander or DC/COS; therefore, a level of signature authority is delegated at appendix B. The officials listed in appendix B are given the authority to approve or release the categories of correspondence shown. However, this delegation does not relieve the principal staff members of their responsibility to keep the Commander and DC/COS 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. This coordination will be accomplished by preparing USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet). Western Sector and MEPS will receive this form over the Bulletin Board System for electronic generation. Headquarters and Eastern Sector will receive hard copies which can be locally reproduced on 8 1/2 by 11 inch paper or see MIM-SS, Forms Manager, for a copy of the electronic form.

2-4. Staff Summary Sheet (USEPCOM Form 25-32-1-R-E)

a. Staff summary sheets in USMEPCOM must be coordinated properly and fully with all interested parties to ensure decisions are based on the best efforts of the Command. Coordination will be completed prior to sending a Staff Summary Sheet to the Command Group. The Staff Summary Sheet must be signed by the director or equivalent prior to coordination.

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

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

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

(2) NONCONCUR. If nonconcurrence is involved, the office involved will try to resolve the matter with the action officer. If resolution within the staff is not possible, an informal memorandum indicating nonconcurrence will be prepared and signed personally by the director or equivalent and added to the coordination tab of the Staff Summary Sheet. The proponent staff office will then prepare a (consideration of Nonconcurrence) and add it as a

separate tab to the Staff Summary Sheet. The proponent staff office will provide an informal memorandum indicating consideration of nonconcurrency to the staff office that prepared the nonconcurrency (an annotation to this effect will be entered on the consideration) and send the Staff Summary Sheet to the DC/COS for final resolution.

2-5. Other coordination

Coordination on other correspondence not requiring a Staff Summary Sheet/Command Group decision/approval 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 and signature markers

Correspondence prepared for the signature of the Commander or DC/COS will be prepared in one final copy designated at Tab X accompanied by a fully coordinated Staff Summary Sheet. A DA Label 116 (Signature or Initial Marker) or a removable arrow sticker will be used on multipage correspondence for signature of the Commander or DC/COS. The DA Label 116 will be paper clipped at the bottom of the page preceding the page that requires a signature.

2-7. Assembly of correspondence

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

Red folder - signature/approval.

Blue folder - information items.

Green folder - efficiency reports.

Gray folder - award packages.

Chapter 3

Reproduction, Distribution, Mailing, and Facsimile Transmission of HQ USMEPCOM Correspondence

Section I

Reproduction of Correspondence

3-1. Quantities under 25 copies per original

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

3-2. Quantities more than 25 copies per original

Correspondence requiring more than 25 copies of an original will be done by the Information Management Directorate Printing Officer. Written requests containing printing specifications, i.e., amount, stapling, etc.) in informal memorandum format, signed by the action office, should be forwarded to 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 2500 Green Bay Road, North Chicago, IL, activities to units at Great Lakes Naval Training Center, 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.

3-8. Special mail service

Special mail services from 2500 Green Bay Road, North Chicago, IL. Approval must be obtained from the Command Official Mail Control Manager, MIM-SS, to use any special mail service. An informal memorandum signed by the director, chief of section, or his/her representative justifying the service will accompany the correspondence. Correspondence requiring express service must be delivered to the mail room by the times listed below:

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

3-9. Approval of special mail service

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

Section IV

Facsimile Correspondence

3-10. Use of facsimile correspondence

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

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- a. Optional Form (OF) 99 (Fax Transmittal) within USMEPCOM.
- b. Fax templates on Command approved software may also be used within USMEPCOM.
- c. DA Form 3918 (Facsimile Transmittal Header Sheet) will be used on documents transmitted to outside agencies.

Chapter 4 Command Message System

4-1. General

The new Command Message System (CMS) replaces the old Military Entrance Processing Reporting System (MEPRS) message system. The major difference is that the new messages are transmitted electronically via the electronic-mail (e-mail) system. Throughout this memorandum "message" refers to an official CMS message. Other e-mail is informal in nature and not subject to this memorandum.

4-2. Individual duties

a. The message originator is responsible for:

(1) Indicating coordination addresses and sequencing for outgoing messages.

(2) Ensuring Command Distribution Group, "distrib", is provided a copy of all messages. "Distrib" consists of HQ USMEPCOM's Command Group, Inspector General (IG), directorates and sector commanders.

(3) Maintaining a file copy of the original message. This is done by typing your user identification (ID) when the "copies to" prompt is given.

b. HQ USMEPCOM Command Executive Officer is responsible for:

(1) Releasing all USMEPCOM tasking and policy messages.

(2) Assigning a control number that identifies a message as either tasker or policy. Fiscal Year 1995 (FY95) taskers will be numbered T-95-01, T-95-02, etc. Fiscal Year 1995 policy messages will be numbered P-95-01, P-95-02, etc.

(3) Ensuring thorough coordination is accomplished and keeping a file copy of all coordination comments.

(4) Ensuring the Command Distribution Group identifier "distrib" is included on all messages released by Command Group.

(5) Maintaining a numerical sequence file of all tasking and policy messages sent.

(6) Coordinating with the Command Requirements Control Officer when information or data is being requested.

c. The Command Requirements Control Officer is responsible for ensuring that the requested data is not already being collected by another source.

d. Message coordinating addressees will:

(1) Forward message to next IN TURN addressee with comments as required.

(2) (Final coordination addressee) Send response back to originator for resolution and final submission. Originator will send tasker, policy, or Interim Message Change (IMC) messages to the Command Executive Officer. Normal messages will be forwarded to the end user.

4-3. Message formats

a. All official messages, except for tasking, policy and those containing IMCs, will be transmitted via message format (**figure F-1**). Messages must be single-spaced, in appropriate upper- and lower-case letters and be as concise as possible.

b. HQ USMEPCOM tasking messages will be prepared using the format at **figure F-2**.

c. HQ USMEPCOM policy messages will be prepared using the format at **figure F-3**.

d. All IMC messages will be prepared using the format at **figure F-4**. Immediate priority changes to USMEPCOM publications can only occur with DC/COS approval. The IMC messages will be filed with the appropriate regulation and/or policy memorandum until the IMC is superseded. Action rests with the proponent to produce a hard copy change to the publication within 120 days. It will be sent to the Editor, IM, Support Services Division (MIM-SS). Copies of all IMC messages will be sent to HQ USMEPCOM, Support Services, ATTN: MIM-SS (e-mail: im-ssd).

e. Command Group personnel, directors, acting directors and special staff at HQ USMEPCOM/sector level, and Commander-designated MEPS personnel are the only personnel who may release messages.

f. A point of contact (POC) is required on all messages, usually as the last line of the final paragraph. Include name, rank or grade, phone, office symbol, e-mail address and fax number.

g. **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 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 upper case letters as shown.

4-4. Procedures

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

b. Message "prompts." Before sending a message via "m" for mail, the system will ask you several questions before you get to the text portion of the message. They include:

(1) To. This must be sent to an e-mail address or alias. Always include "distrib" as an addressee.

(2) Subject. All USMEPCOM messages will start with "Msg" followed by a space and then an abbreviated subject line, e.g., "Msg MEPRS Phase-out." Since this will appear in the e-mail message index, it is wise to keep it as short as possible. You will be able give it another name in the message text subject line.

(3) Copies to. At a minimum, include your own user ID.

(4) NOTE: The "From" block will not appear as a message prompt but will be automatically filled in with the sender's e-mail return address when any message is sent.

4-5. Message Text Preparation

All messages submitted for release must be single-spaced, in appropriate upper- and lower-case letters and will contain the following format requirements and information:

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

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

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

d. To line: Double space down from the "Subj" line, indent two spaces, and type "To."

This is your chance, if you are coordinating a message between several people or offices, to show the exact sequence you want the message to follow. Type "IN TURN" under the last office symbol to show that you intend for the message to be coordinated. The last office in the IN TURN routing will forward the message back to the originator for final review.

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

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

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

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

(3) Phone call: 8 Dec 94 COL Callen/Maj Varney telecon, MEPRS Phase-out

f. Text of the message: Double space down and you 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 you explain the who, what, where, when, why and how of the situation in concise terms, you will have a first rate message to send. Remember, the last line of every message will be the POC line and will include: name, rank or grade, phone, office symbol, e-mail address, fax number.

4-6. Message Distribution

Besides the desired addresses you list in the message-prompted "to" box, include the alias "distrib." This ensures that HQ USMEPCOM directorates, Command Group, IG, along with the Eastern and Western Sector Commanders, receive a copy of all USMEPCOM message traffic.

4-7. Command Tasking System

a. The CMS is HQ USMEPCOM's vehicle for tasking field elements. Sectors and MEPS will only be held responsible for taskings that have been announced or transmitted via this system.

b. Field taskings which are too lengthy to be sent via the CMS may be submitted via other

means, e.g., mail or fax. However, a warning message will be sent which will include the tasking number, suspense date, a quick summary, and the method of delivery.

c. Tasking messages will have at least a 30-day suspense for the field to respond, if possible. If the suspense must be less than 30 days due to mission contingencies, the originating office shall be responsible for submitting the message to the Command Executive Officer along with written justification for forwarding to the DC/COS for decision. Also, directors and special staff officers may discuss matters with the DC/COS and obtain his/her approval for the short suspense via initials vice the written justification.

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

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

(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 B
Level of Signature Authority

<u>TYPE OF CORRESPONDENCE</u>	<u>AUTHORIZED SIGNATURES</u>	
	<u>COMMANDER</u> OR <u>DC/COS</u>	<u>DIRECTORS AND</u> <u>SPECIAL STAFF</u>
USMEPCOM mission changes; major changes in policies, plans, or procedures; unexpected developments in major programs; requests to DA for resources.	X	
Tasking subordinate commanders with less than 30 days suspense; reallocating resources; establishing priorities of effort.	X	
Requests and recommendations to higher and lateral headquarters involving policy changes.	X	
Unfavorable responses to higher and lateral headquarters.	X	
Disapproval of request signed personally by a sector commander (or correspondence which criticizes the action of any USMEPCOM subordinate activity commander).	X	
Replies to letters signed personally by the commander of any lateral or higher headquarters and those signed by a general/flag officer.	X	

<u>TYPE OF CORRESPONDENCE</u>	<u>AUTHORIZED SIGNATURES</u>	
	COMMANDER OR <u>DC/COS</u>	<u>DIRECTORS AND SPECIAL STAFF</u>
Communications which affect or involve the good name or reputation of an officer or an organization, including investigations and follow-up actions.	X	
Routine military personnel actions.		Director, Human Resources (HR) or as delegated internally.
Correspondence commending an individual, unit, or sector commander. (NOTE: Multiple addressed memorandums will not be used. If more than one individual, unit, or sector is concerned, individual memorandums will be prepared.)	X	
Memorandum of Reprimand/ Admonishment; Negative letters.	X	
Letters to civil authorities in high positions.	X	
Congressional replies.		HR or as delegated internally.
Matters concerning community relations.		Directors and Special Staff.
Serious accidents or incidents involving personnel of this Command.		HR as authorized by the Commander.
Assignment of relief of Colonels, Lieutenant Colonels, and Majors in command positions assigned to this Command.	X	

TYPE OF CORRESPONDENCE

AUTHORIZED SIGNATURES

	COMMANDER OR <u>DC/COS</u>	<u>DIRECTORS AND SPECIAL STAFF</u>
Reports of financial and logistics/property irregularities.	X	Directors and Special staff or as delegated internally.
Routine communications.		Director, Information Management with approval of DC/COS
HQ USMEPCOM directives (regulations, automated data system manuals).		
Policy Memorandums.	X	
Audit reports and responses to audit/inspections by outside agencies. (NOTE: Nonconcurrences with Army Audit Agency and General Accounting Office (GAO) audits require personal signature of the Commander.)	X	

Appendix C**Instructions - USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet)****C-1. Purpose**

The purpose of the Staff Summary Sheet is to introduce, summarize, coordinate, gain approval for release of, or gain a signature on a correspondence package. It states the purpose, pertinent background information, rationale, and discussion necessary to justify the action desired.

C-2. Background

The staff study is probably the most demanding communication package USMEPCOM personnel handle. If you can understand and can apply the essential elements of problem analysis, you will be better prepared for any staff communication. Actions to take before writing the Staff Summary Sheet:

a. Consider the audience.

b. Limit the problem. At the start, fix the who, what, where, when, why, and how of the situation to limit the problem to its proper perspective. The problem should eventually be stated in one of three ways:

(1) As a question.

(2) As a statement of need or purpose.

(3) As an infinitive phrase (to detect and end the causes...).

c. Analyze the whole problem.

d. Gather data.

e. Evaluate your information.

f. Organize your information. One good way is to list it under headings titled:

(1) Facts.

(2) Assumptions.

(3) Criteria (not useful if you cannot clearly test possible solutions against them).

g. List possible solutions.

h. Test possible solutions.

i. Select final solution. Select the best possible solution, or combination of the best solutions, to fit the mission. Most fall into one of three patterns.

(1) Single best possible solution (of several considered).

(a) List all possible solutions you think will interest the decision maker.

(b) Show how you tested each possible solution against the criteria, listing both advantages and disadvantages. Use same criteria to test each solution.

(c) Show how you weighed each possible solution against the others to select best possible solution.

(d) Clearly indicate the best possible solution.

(2) Combination of possible solutions.

(a) Same as first two above.

(b) Show how you weighed each possible solution against the other possible solutions and why you retained certain ones as a partial solution to the problem.

(c) Show how and why you combined the retained possible solutions.

(3) Single possible solution only.

(a) List your single solution.

(b) Test it against the criteria.

(c) Show how and why this solution will solve the problem.

j. Act. *Word the recommendation so your boss need only sign for action.* You must relieve the decision maker of the research and study necessary to decide from several alternatives. Give precise guidance on what you want the decision maker to do , i.e., "Sign the implementing letter at Tab X." Implementing documents will always be Tab X to the Staff Summary Sheet.

C-3. Placement

The Staff Summary Sheet will be the first page of the correspondence package.

C-4. Preparation

a. It should be a concise (preferably one page) summary of the entire package. If an additional page is necessary, prepare on plain bond paper. Be sure to show date, office symbol, and subject at the upper left-hand corner of the second page.

b. The TO block will be filled out by the originating office. The action block will be completed by the receiving office and will state: concur or nonconcur

c. Summarize complicated or lengthy correspondence or documents. Use the caption "BACKGROUND" for this purpose as shown at **figures C-1 and C-2**.

d. Enclosures/background documents to the Staff Summary Sheet are listed as Tab A, B, C, etc., and are mentioned in the body of the Staff Summary Sheet . Tab X will always be the approval/signature document.

e. Use the caption "RESOURCE IMPACT" when necessary.

f. The Staff Summary Sheet will always have a "RECOMMENDATION (s)" to sign or approve at Tab X.

g. Mandatory coordination for all publications will be through MIR (for internal management controls), MHR (for safety/security as appropriate), MJA (for legal review), MIM (for data management/reports requirements), and MIG. The mandatory coordination must be completed prior to the Editor receiving it. It also requires that the completed staff summary sheet accompany the publication when it goes to the DC/COS for approval.

h. Staff Summary Sheet will be signed by directors and special staff officers at HQ USMEPCOM and designated personnel at sectors and MEPS.

i. Western Sector and MEPS will receive this form over the Bulletin Board System for electronic generation. Headquarters and Eastern Sector will receive hard copies which can be locally reproduced on 8 1/2 by 11 inch paper or see MIM-SS, Forms Management Officer, for a copy of the electronic form.

C-5. Examples

See **figures C-1 and C-2** on pages C-4 and C-5, respectively.

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C-6. Assembly

See appendix L on assembling staff papers.

STAFF SUMMARY SHEET					
For use of this form, see USMEPCOM Reg 25-32					
TO	CONCUR/NONCONCUR	SIGNATURE/GRADE/DATE	TO	CONCUR/NONCONCUR	SIGNATURE/GRADE/DATE
MRM					
MOP					
MHR					
MXO					
MCS					
ACTION OFFICER/OFFICE SYMBOL/EXTENSION CPT John P. Jones/MIM/1111					DATE 13 Jul 95
SUBJECT: Coordination of Correspondence					SUSPENSE DATE 7 Aug 95
<p>1. BACKGROUND:</p> <p style="margin-left: 40px;">a. The Staff Summary Sheet will be used to introduce, summarize, coordinate, and gain approval, or signature on a correspondence package going to the Command Group.</p> <p style="margin-left: 40px;">b. The Staff Summary Sheet will be the first page of a correspondence package. If an additional page is necessary, it will be prepared on plain paper with the office symbol on the first line and the subject on the second line in the upper left-hand corner.</p> <p>2. RECOMMENDATION: The Deputy Commander/Chief of Staff sign the memorandum at TAB X.</p> <p style="text-align: center; margin-top: 100px;">WILLIAM A. BROWN Colonel, USA Director, Information Management</p>					

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Figure C-1. Example of Coordination of Correspondence Staff Summary Sheet

STAFF SUMMARY SHEET					
For use of this form, see USMEPCOM Reg 25-32					
TO	CONCUR/NONCONCUR	SIGNATURE/GRADE/DATE	TO	CONCUR/NONCONCUR	SIGNATURE/GRADE/DATE
MCP					
MFA					
MIR					
MIM					
MHR					
MIG					
Editor					
MXO					
MCS					
ACTION OFFICER/OFFICE SYMBOL/EXTENSION Major Tom Jones/MOP/2222					DATE 14 Jul 95
SUBJECT: Publication Coordination					SUSPENSE DATE 5 Aug 95
<p>1. PURPOSE: To publish USMEPCOM Reg 25-32 (Correspondence Procedures) which implements new procedures for correspondence preparation and staff coordination of correspondence, and administrative publications.</p> <p>2. BACKGROUND:</p> <p style="margin-left: 40px;">a. The enclosed regulation replaces USMEPCOM Memo 25-50 (Correspondence Procedures) dated 20 Oct 89. It provides easily understood directions and examples of correspondence formats and incorporates new procedures for the staffing of USMEPCOM correspondence and publications.</p> <p style="margin-left: 40px;">b. Significant changes include using only "concur" and "nonconcur" as responses in coordination of publications, and that all nonconcurrences will have comments. It also requires that all nonconcurrences will be resolved prior to the draft going to the editor. It implements the requirement that directors and staff officers are responsible for getting mandatory coordination with MIR (for internal management controls), MHR (for safety/security as appropriate), MJA (for legal review), MIM (for data management/reports requirements), and MIG. The mandatory coordination must be completed prior to the Editor receiving it. It also requires that the completed staff summary sheet accompany the publication when it goes to the Deputy Commander/Chief of Staff for approval.</p> <p>3. RECOMMENDATION: That the Deputy Commander/Chief of Staff approve USMEPCOM Regulation 25-32 by concurring and signing in the block above.</p> <p style="text-align: center; margin-top: 20px;">JOHN L. ALLEN Colonel, USA Director, Operations</p>					

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Figure C-2. Example of USMEPCOM Publication Coordination Staff Summary Sheet

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 options.

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/MXO/DSN 792-3820/22 Feb 95

Appendix E Joint Recruitment Commanders Committee (JRCC) Agenda Item Format

JRCC AGENDA ITEM

1
2

Captain G. J. Jones, USAF
MPP/DSN 792-1234
16 July 1995

1
2

3 SUBJECT: Appropriate subject (margin will be 1 inch from the top, if possible; paper should be no more than one page)

BACKGROUND: Briefly summarize the background necessary to provide a clear understanding of the development of the topic. Only factual statements, not assumptions, will be included in this paragraph.

DISCUSSION: This section will normally be the longest and may include more than one paragraph. Paragraphs will not be lettered or numbered. To indicate a new paragraph, double space between paragraphs.

Information should be presented in a brief logical manner that leads to the conclusion and position.

CONCLUSION: Optional. Do not use for information only items.

RECOMMENDATION: This paragraph sets forth a USMEPCOM recommendation on the subject and is a logical result of the discussion and conclusion (if used). If the item is for information only, state "for information only."

{NO SIGNATURE}

Appendix F

Command Message System Formats and E-mail Addresses

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

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

From: Command Exec Officer <mxo>
Subject: Msg Message Format
To: mcdr, mcs, mcoe, mcow, mig, mop, mhr, mrm, mmd, mim, mpp,
mfa, mxo
Date: Mon, 3 Jul 1995 07:43:24 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

From MXO

Subj New Message Format

To MOP

MIM
MCOW
MCOE
IN TURN

Ref A 10 Jan 95 MCS ltr, MEPRS Phase-out
Ref B 10 Jan 95/123657 MCS msg, MEPRS Phase-out
Ref C 10 Jan 95 COL Callen/Maj Doe telecon, MEPRS Phase-out

1. This is the basic message format that USMEPCOM will be using starting mid-1995. It replaces the MEPRS message system. It will be used throughout USMEPCOM until the Oracle Office e-mail system is online at all the MEPS.

2. The "To" line in the message identification sequence at the very top of the page shows the addressees that automatically appear when the "distrib" alias is typed in. "Distrib" must be typed on all USMEPCOM message traffic.

3. Specific details for message preparation are included in USMEPCOM Reg 25-32.

4. POC is Maj Doe, (708)688-3683, MXO, e-mail "mxo," fax (708)688-2502.

Figure F-1. Sample format of a USMEPCOM Message

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USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>
Subject: Msg T-95-01
To: mco, mcseo, mid, mcoi, mcsi, mcsj, mmd, mod, mcop, msd,
mcsp, mcsh, mcocms, mcsq, mcst, mcoe, mcow, alb, ...stlouis,
Date: Mon, 3 Jul 1995 07:45:04 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Tasking Msg T-95-01

From MCDR
Subj Tasker 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 using for tasking messages starting mid-1995. Tasking messages are easily identifiable with an ID number in the upper left hand corner of the message text. This message is tasker T-95-01. If referenced in the future, it would simply be known as T-95-01.
2. Adding the message number is the only format item that distinguishes a tasking message from a regular message.
3. The "To" line in the message identification sequence at the very top of the page shows the addressees that automatically appear when the "directorates," "sectors," "meps," and "distrib" aliases are typed in. "Distrib" must be typed on all USMEPCOM message traffic.
4. POC is Maj Doe, (708)688-3683, MXO, e-mail "mxo," fax (708)688-2502.

Figure F-2. Sample of a USMEPCOM Tasking Message

From: Command Exec Officer <mxo>
Subject: Msg P-95-01
To: mco, mcseeo, mid, mcoi, mcsi, mcsj, mmd, mod, mcop, msd,
mcsp, mcsh, mcocms, mcsq, mcst, mcoe, mcow, albany,
.....stlouis,
Date: Mon, 3 Jul 1995 07:50:08 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Policy Msg P-95-01

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

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

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

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

5. POC is Maj Doe, (708) 688-3683, MXO, e-mail "mxo," fax (708)688-2502.

Figure F-3. Sample format for HQ USMEPCOM Policy Message

28 December 1995

USMEPCOM Reg 25-32

From: Command Exec Officer <mxo>
Subject: Msg IMC to USMEPCOM Memo 25-1
To: mco, mcseeo, mid, mcoi, mcsi, mcsj, mmd, mop, mcop, msd,
mosp, mcsh, mcocms, mcsq, mcst, mcoe, mcow, albany,
...stlouis
Date: Mon, 3 Jul 1995 08:10:49 -0600 (CST)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

IMC 1 to USMEPCOM Memo 25-1

From MCDR

Subj Interim Message Change (IMC) Format

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

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

2. Begin an IMC by identifying very specifically:

- a. what is being changed.
- b. who you desire to either make the pen-and-ink change or post the IMC.
- c. when a permanent change to the regulation or memo can be expected.
- d. (if applicable) why the change is necessary.

3. IMC's are easily identifiable with an ID number in the upper left hand corner of the message text.

4. Permanent changes to the affected regulation or memorandum will be coordinated through HQ USMEPCOM Support Services in a timely manner.

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

6. POC is Maj Doe, (708) 688-3683, MCS-S, e-mail "mxo," fax (708)688-2502.

Figure F-4. Sample format for 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	mclarty@pentagon-hqdadss.army.mil
Deputy Commander/Chief of Staff	mcs
Command Executive Officer	mxo
Public Affairs	mpa
Equal Employment/Opportunity	meeo
HQ Company	mhrhc
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
Plans, Policy and Analysis Directorate	mpp
Facilities Directorate	mfa

Figure F-5. HQ USMEPCOM E-mail Addresses

Sector Office

Msg address

HQ Eastern Sector	mcoe
HQ Western Sector	mcow

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

Figure F-6. Sector and MEPS E-mail Addresses

Appendix G

Instructions/Format - Informal/Formal Memorandum

G-1. An *informal* memorandum is typed on plain bond. Type the office symbol at the upper left margin 1 inch from the top of the page. If desired, type the MARKS number in parentheses, two spaces after the office symbol. A *formal* memorandum is typed on letterhead. Type the office symbol two lines below the official seal. To determine when to use informal (I) or formal (F) memorandum see **figure G-1**, below.

		To:				
		MEPS	SECTOR	HEADQUARTERS	OTHER MEPS	OTHER
From:	MEPS	I*	F	F	F	F
	SECTOR	F	I*	F	F	F
	HEADQUARTERS	F	F	I*	F	F

*Formal may be used if desired.

Figure G-1. Informal/Formal Memorandum Determination Chart

G-2. The date will be typed or stamped on the same line as the office symbol ending at the right margin after the correspondence is signed. If there is a suspense, type it two lines above the office symbol line ending as close as possible to the right margin. This applies to memoranda and endorsements.

G-3. Type MEMORANDUM FOR on the third line below the office symbol. Begin the single address one space following MEMORANDUM FOR. If the MEMORANDUM FOR address extends more than one line, begin the second line under the third letter of the first word after MEMORANDUM FOR. When there are more than five addressees, use MEMORANDUM FOR SEE DISTRIBUTION.

G-4. Type the subject of the memorandum on the second line below the last line of the address. If additional lines are required, line up under the first word after SUBJECT.

G-5. Begin the first paragraph of the text at the left margin on the third line below the last line of the subject.

G-6. When used, type the AUTHORITY LINE at the left margin on the second line below the last line of the text.

G-7. Type the signature block on the fifth line of the text below the authority line (if used) or on the last line of the text beginning in the center of the page. Leave at least a 1 to 1-1/2 inch margin at the bottom of the page.

G-8. Identify enclosures, if any, flush with the left margin beginning on the same line as the signature block. Enclosures are documents that come with the basic communication; they are required to complete the action or to keep the body as brief and concise as possible. Do not withdraw enclosures if it will affect the completeness of the correspondence. When forwarding correspondence, account for all enclosures. This includes all enclosures that are withdrawn or added. The enclosure line (2 Encls, 4 Encls, 6 Encls, and so forth) must act as an audit trail for all enclosures that have ever been a part of the correspondence. For examples on how to list as stated (as), withdrawn (wd), no change (nc), fwd sep (forwarded separately), and added enclosures see **figure G-2 through G-6**.

G-9. If a subsequent page is needed, continue an informal/formal memorandum by typing the office symbol at the left margin 1 inch down. Type SUBJECT of the memorandum at the left margin the next line below the office symbol. Continue the text at the left margin on the third line below the subject phrase.

G-10. FOR DISTRIBUTION addressees. Type DISTRIBUTION on the second line below the last line of the signature block, and block the addresses directly below.

G-11. For indicating copies furnished, type CF: on the second line below the signature at the left margin. Block addresses directly under the letters CF. If distribution addresses are also used, CF addressees will follow the distribution addressees on the second line below the last distribution addressee. Additionally, internal addresses may be listed on formal memorandums.

G-12. All rules regarding enclosures, copies furnished, thru addressees, multiple addressees, see distribution addressees, and authority lines apply to informal/formal memorandums, as shown in **figures G-2 and G-6**.

	MIM-SS (MARKS NUMBER OPTIONAL)	DATE
1		
2		
3	MEMORANDUM FOR XXX	
1		
2	SUBJECT: HQ USMEPCOM Single Addressee Informal Memorandum with References	
1		
2		
3	1. References:	
	a. USMEPCOM Reg 25-32, undated, Correspondence Procedures.	
	b. Telephone conversation between Mr. Jones, this office, and Mr. Smith of Operations Directorate, 15 Jun 95, subject: Correspondence Procedures.	
	c. Memorandum, HQ USMEPCOM, MIM-SS, 10 Jun 95, subject: Format for Informal Memorandum.	
	d. DA Msg, 1314000Z OCT 95, subject: Correspondence Procedures.	
	2. Reference a, above, prescribes the format for informal memorandums. During our telephone conversation; reference b, above, you requested an example of an informal memorandum.	
	3. References c and d, above, were provided to your office in compliance with your request.	
	4. This particular example is of an informal memorandum between directorates at HQ, USMEPCOM which also has references. References must be cited in the text of the document.	
	5. When only one enclosure is listed and identified in the body, list as below.	
1		
2		
3		
4		
5	Encl	JOHN L. CLARK
	as	Colonel, USA
		Director, Information Management

Figure G-2. Sample of Informal Memorandum within HQ USMEPCOM with References

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

MEMORANDUM FOR XXX

1

2

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

1

2

3

1. USMEPCOM Regulation 25-32, Corrspondence Procedures, covers the informal memorandum format. This publication is currently undated.

2. After our phone conversation on 15 Jun 95, I knew all your questions would be answered if you received the 10 Jun 95 memo from MIM-SS, subject: Format for Informal Memordandum. I've enclosed it.

3. This particular example is of an informal memorandum between directorates at HQ, USMEPCOM. It uses the Command's preferred effective writing style which puts the references within the document. More importantly, it puts the bottom line at the top when writing.

4. It is the prescribed type of correspondence for official communication between staff elements in USMEPCOM, and is prepared on white bond paper.

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

1

2

3

4

5

Encl
as

JOHN L. CLARK
Colonel, USA
Director, Information Management

Figure G-3. Sample of Informal Memorandum within HQ USMEPCOM with References
In Text Using Effective Writing

(AGENCY LETTERHEAD)

(SEAL)

1

2

MID-S (MARKS NUMBER OPTIONAL)

DATE

1

2

3

MEMORANDUM FOR

1

2

COMMANDER, XXXX XXXXX, XXXX: XXXX, XXXX XXXXX, XX, XXXXX-XXXX

COMMANDER, XXXX XXXXX, XXXX: XXXX, XXXX XXXXX, XX, XXXXX-XXXX

COMMANDER, XXXX XXXXX, XXXX: XXXX, XXXX XXXXX, XX, XXXXX-XXXX

1

2

SUBJECT: Formal Memorandum With Multiple Addressees

1

2

3

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

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

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

1

2

FOR THE COMMANDER:

1

2

3

4

5

2 Encls

1. Orders 114-6

2. Personnel Listing, 24 Jun 92

JOHN P. JONES

Colonel, USA

Deputy Commander/Chief of Staff

1

2

CF:

CDR, XXXX, XXX XXXXXXXX

DIR, XXXXXXXX XXXXXXXXXX

Figure G-4. Formal Memorandum Outside USMEPCOM with Multiple Addressees

S: DATE

1

2

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

MEMORANDUM FOR SEE DISTRIBUTION

1

2

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

1

2

3

1. This example shows an informal memorandum which has a see distribution addressee.
2. Formal memorandums will follow the same procedures except they are prepared on letterhead.
3. It is used when there are more than five addressees.
4. This memorandum will also show how to annotate two enclosures that have not been identified in the text of the memorandum, and it shows the placement of a suspense date.
5. It will also show the correct format for continuing an informal memorandum on a second page.
6. Distribution lists may also be continued on a second page.
7. The rules are the same for continuing the text of both formal and informal memorandums on a second page and continuing a distribution list on a second page.
8. Type the office symbol at the left margin on the eighth line down from the top edge of the paper. The subject is then typed at the left margin below the office symbol.
9. Begin the continuation of the text or the continuation of the distribution list at the left margin on the third line below the subject phrase.
10. When continuing a memorandum on another page:

Figure G-5. Sample of Continuation of Informal Memorandum with Distribution Addressee

MIM-SS

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

1
2
3

a. Do not divide a paragraph of three line or less between pages. At least two lines of the divided paragraph must appear on each page.

b. Include at least two words on each page of any sentence divided between two pages, and do not hyphenate a word between pages.

c. Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, place it alone on the continuation page with the authority line and the signature block

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

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

1
2
3
4
5

4 Encls
wd encls 1-3
4. nc

MARY L. POE
Colonel, USA
Director, Information Management

1
2

DISTRIBUTION:
XXX-X
XXX-X
XXX-X
XXX
XXX
XXX
XXX-X

Figure G-5. Sample of Continuation of Informal Memorandum with Distribution Addressee - continued

(AGENCY LETTERHEAD)

(SEAL)

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

MCO-WAM (MARKS NUMBER OPTIONAL)

DATE

MEMORANDUM THRU CDR, XXX XXXX

FOR CDR, XXXXXXXXXXX XXXXXXXX XXXXXX

SUBJECT: A Single-Addressed "THRU MEMORANDUM"

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

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

3. Enclosed is our report as required by the quarterly recurring reports listing.

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

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

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

JOSEPH S. SMITH
Major, USMC
Commander

Figure G-6. Formal Memorandum with THRU Addressee

(AGENCY LETTERHEAD)

(SEAL)

1

2

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

MEMORANDUM FOR COMMANDER, XXXX XXXXX, XXXXXXXXX

XXXX XXXXX, XX XXXXX-XXXX

1

2

SUBJECT: Formal Memorandum to Addressee Outside USMEPCOM

1

2

3

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

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

3. Addresses will be typed in all upper case.

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

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

6. This example uses an authority line, e.g., FOR THE COMMANDER or FOR THE DIRECTOR.

1

2

FOR THE COMMANDER:

1

2

3

4

5

Encl
Station List fwd sep

JOHN A. JONES
Colonel, USA
Director, Information Management

Figure G-7. Formal Memorandum Outside USMEPCOM

(AGENCY LETTERHEAD)

(SEAL)

1

2

MIM-SS (MARKS NUMBER OPTIONAL)

DATE

1

2

3

MEMORANDUM FOR COMMANDER, XXXX XXXXX, XXXXXXXXX
XXXX XXXXX, XX XXXXX-XXXX

1

2

SUBJECT: Formal Memorandum With One Reference

1

2

3

1. Reference USMEPCOM Reg 25-32, undated, Correspondence Procedures.

2. Above reference standardizes correspondence procedures for all elements of USMEPCOM.

3. Further, it prescribes responsibilities, policies and procedures for written correspondence prepared throughout the Command.

4. It also prescribes the use to USMEPCOM Form 25-32-1-R-E (Staff Summary Sheet).

1

2

FOR THE COMMANDER:

1

2

3

4

5

JOHN A. JONES
Colonel, USA
Director, Information Management

Figure G-8. Formal Memorandum With One Reference

Appendix H

Instructions/Format - Endorsements

H-1. Endorsements are usually used to respond to formal and informal memorandums.

H-2. Type or handwrite endorsements on the same page if there is sufficient space at the end of a memorandum or preceding endorsement to type the endorsement and signature block. Omit the office symbol, date, MARKS number, and subject of the basic memorandum for a same page endorsement.

H-3. For a separate page endorsement, type the preparer's office symbol at the left margin 1-1 1/2 inches from the top of the paper. Space twice and type the office symbol and the date of the basic memorandum in parenthesis. Space twice and enter the MARKS number in parenthesis. Space twice and type the endorsement number.

H-4. The format of the body and the closing of an endorsement is the same as for the basic memorandum.

H-5. Next, place the writer's name, typist's initials, and the action officer's telephone number. If it cannot be accomplished on the endorsement line, continue on the next line flush with the left margin. Single space down to the subject line. (See figure H-2)

H-6. On a separate page endorsement, the address of the endorsing office serves as a return address. Type it at the left margin on the third line below the subject. The date will be placed as close to the right margin on the last line of the return address.

H-7. Type "FOR" on the second line below the last line of the endorsing office address. Type the "FOR" address one space after the "FOR."

H-8. It is not necessary to have a point of contact paragraph in the text of an endorsement unless it is different than the preparer. The preparer is identified in the endorsement line.

H-9. Center page number approximately 1 to 1 1/2 inches from the bottom of the page.

H-10. See figures H-1 through H-4 for format examples.

H-11. The rules contained in appendix G regarding enclosures, copies furnished, continuation pages, and authority lines also apply to endorsements.

	MIM-SS (MARKS NUMBER OPTIONAL)	DATE
1		
2		
3	MEMORANDUM FOR XXX	
1		
2	SUBJECT: Preparing a Same-Page Endorsement of an Informal Memorandum	
1		
2		
3	1. Type endorsement on the same page if there is sufficient space at the end of a memorandum or preceding endorsement to type the endorsement and signature block.	
	2. Omit the office symbol, date, MARKS number, and subject of the basic memorandum.	
1		
2		
3		
4		
5	JOHN P. JONES Colonel, USA Director, Information Management	
1		
2	MOD-P 1st End	Mrs. Douglas/pas/3000
1		
2		
3	DIRECTOR, XXX (<i>Return Address</i>)	DATE
1		
2	FOR DIRECTOR, XXX	
1		
2		
3	1. Use the endorsement to respond to a memorandum.	
	2. Office symbol addresses will be used within Headquarters, sectors, and MEPS.	
1		
2		
3		
4		
5	ALICE P. SMITH Captain, USN Director, Operations	

Figure H-1. Sample of Endorsement on the Same Page

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

1
2
3
1
2
1
2
3

CDR, XXXXXX (*Return Address*) DATE

FOR CDR, XXXXXX XXXX

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

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

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

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

1
2
1
2
3
4

FOR THE COMMANDER:

5 2 Encls
nc

JOHN P. JONES
Colonel, USA
Director, Information Management

1
2

CF:
CDR, E SEC USMEPCOM

Figure H-2. Sample of an Endorsement on Separate Page

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

by the Commander

1

2

3

COMMANDER, XXXXXXXXXXXX XXXXXXX XXXXXXXXXXX XXXXXXXXXXXXXXXX,
XXX XXXX XXX, XXX XXX, XX XXXXX-XXXX (*Return Address*) DATE

1

2

FOR COMMANDER, XXXXX XXXXX XXXXX XXXXXXX XXXXXXX XXXX
XXXXXXXX, XXXX: XXXX-X, XXXX XXXX XX XXXXX-XXXX

1

2

3

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

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

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

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

1

2

3

4

5

PAULA G. POPE
Colonel, USAF
Commander

Figure H-3. Separate Page Endorsement Outside the Command

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

1
 2
 3

COMMANDER, XXXXXX XXXXX XXXXXX XXXXXX XXXXXX XXX XXXXXX

XXXX, XXXX XXXX XX XXXXX-XXXX (Return Address) DATE

1
 2

THRU COMMANDER, XXXXXX XXXXXX XXXX XXXXXX XXXXXXXX ATTN:
 XXXX-XXX-XX, XXXX XXXX, XX XXXXX-XXXX

1
 2

FOR COMMANDER, XXXXXX XXXXXX XXXXXX XXXXXX XXXX XXX, ATTN:
 XXXX-XXX-XX, XXX XXX, XX XXXXX-XXXX

1
 2
 3

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

1
 2
 1
 2
 3
 4
 5

FOR THE COMMANDER:

JOHN P. JONES
 Colonel, USA
 Chief of Staff

Figure H-4. Endorsement With a Single Thru Address

**Appendix I
Instructions/Format - Memorandum of Understanding/Memorandum of Agreement**

(AGENCY LETTERHEAD)

(SEAL)

1
2 MEMORANDUM OF UNDERSTANDING or MEMORANDUM OF AGREEMENT
 BETWEEN
 THE JOINT SERVICES COMMAND
 AND
 HEADQUARTERS, U.S. MILITARY ENTRANCE PROCESSING COMMAND

1
 2
3 SUBJECT: Mechanics for Preparing a Memorandum of Understanding or Memorandum of Agreement

- 1
 2
3
1. Write the Memorandum of Understanding or the Memorandum of Agreement on letterhead stationery of the preparing agency. Change this provision to meet internal or special requirements.
 2. Center the title MEMORANDUM OF UNDERSTANDING or MEMORANDUM OF AGREEMENT on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN. Change this requirement for centering when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line.
 3. Type "SUBJECT" at the left margin on the third line following the last line of the agreeing agencies' titles.
 4. Begin the first line of the text at the left margin on the third line after "SUBJECT." Precede all signature blocks by over scoring as shown below. Include the name, title, and agency for civilians and name, rank, branch, and title for military personnel. Include the date that each official signs, as shown below.

1
 2
 3
 4
5

 SIGNATURE BLOCK
 XXXXXXXXXXXX, XXX
 XXXXXXXXXXXX, XXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXX

 SIGNATURE BLOCK
 XXXXXXXXXXXX, XXX
 XXXXXXXXXXXX,

1
 2
3

_____ date

_____ date

Appendix J
Instructions - Official Letter

J-1. Print

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

J-2. Office designations

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

J-3. Acronyms

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

J-4. Enclosure(s)

Refer to them in body of letter, if applicable.

J-5. Dates

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

J-6. Address

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

J-7. Salutation

Type two lines below the last line of the address.

J-8. Text

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

J-9. Paragraphs

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

J-10. Page

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

J-11. Closing

Start the closing on the third line below the last line of the text.

J-12. Signature block

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

J-13. Enclosure(s)

List two lines below the signature block.

J-14. Copy furnished

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

J-15. Sample

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

(AGENCY LETTERHEAD)

(SEAL)

July 4, 1995

REPLY TO THE
ATTENTION OF

Office of the Commander

1

2

3

(not less than two lines - adjust lines according to length of letter)

4

5

Mrs. Janet V. Smith
222 State Street
Milwaukee, Wisconsin 54321

1

2

Dear Mrs. Smith,

1

2

This letter will provide basic instructions for an official letter. The date will begin on the second line below the DOD seal. Use civilian dates (month, day, and year).

The address should begin not less than two lines below the date. Address by name, using Mr., Mrs., Ms., or military rank. Use complete street address, city, state, and zip code. States may be abbreviated using the two letter designations.

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).

Figure J-1. Sample of an Official Letter

-2-

If a second page is required, center page number five lines from top of page. Continue with text.

Point of contact is Mrs. Douglas, (801) 555-5430.

1
2
1
2
3
4
5

Sincerely,

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

1
2
1
2
1
2

Enclosure

Copies Furnished:

Commander, Western Sector, U.S. Military Entrance Processing Command, 1234 5th Street, Denver, Colorado 88888-1234
District Engineer, U.S. Army Corps of Engineers, Milwaukee, 3333 Wisconsin Avenue, Milwaukee, Wisconsin 55555-2222

Figure J-1. Sample of an Official Letter - continued

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

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

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

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

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

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

INFORMAL

FORMAL

MEMORANDUM FOR
DIR, RES MGT
DIR, FAC MGT
DIR, MED
DIR, HUMAN RES
DIR, OPS

CDR, E SEC, USMEPCOM
CDR, W SEC, USMEPCOM
CDR, CHICAGO MEPS
CDR, ST. LOUIS MEPS
CDR, ALBUQUERQUE MEPS

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

DISTRIBUTION:
CDR, EA USMEPCOM Sector
CDR, EA MEPS
(Additional addresses will be listed as required.)

K-4. Addresses listed under distribution or copy furnished on multiple addressed letters. (Note:

If more than one copy is required, indicate the number of copies to be sent preceding the word "CDR"; e.g., 3-CDR, ea Sector.)

DISTRIBUTION:

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

or

DISTRIBUTION:

COMMANDER
NTC GLKS
RTC GLKS
USAREC
PSD

or

CF:

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

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

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

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

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

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

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

K-6. HQ USMEPCOM Distribution Scheme. The below listed distribution scheme will be used for all official correspondence dispatched from HQ USMEPCOM including all administrative publications. Sectors may formulate their own schemes as necessary.

DISTRIBUTION A

- 1 ea Headquarters Dir/Sp Stf Ofc
- 1 ea USMEPCOM Sector
- 1 ea MEPS

DISTRIBUTION A (E) A (D)

- Sector
- MEPS

DISTRIBUTION B

- 1 ea Headquarters Dir/Sp Stf Ofc
- 1 ea USMEPCOM Sector

DISTRIBUTION B (E) B (D)

- Sector

DISTRIBUTION C

- 1 ea Headquarters Dir/Sp Stf Ofc
Staff Office

DISTRIBUTION C (E)

- Headquarters Directorate and
Special Staff Office

DISTRIBUTION D

- 1 ea Recruiting service

(Note 1)

(E) Distributed via Bulletin Broadcast System (BBS)

(D) Distributed by diskette

(Note 2) Method of distribution will be determined by MIM-SS.

(Note 3) Any additional copies required by the proponent will be added to the distribution scheme. For example

DISTRIBUTION: A
PLUS
MOP (10)

(Note 4) Any other additional (paper) copies required after publication will be requested from MIM-SS.

(Note 5) Proponents are responsible for determining user distribution based on subject matter.

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

OFFICE SYMBOL	OFFICE	MEMORANDUM ADDRESS
MCDR	Commander	CDR
MDC	Deputy Commander/Chief of Staff	DEP CDR/COS
MJA	Judge Advocate	CJA
MIG	Inspector General	IG
MMD	Command Surgeon	
MSEA	Senior Enlisted Advisor	SR ENL ADV
MCL	USMEPCOM Liaison	
MCS	Deputy Commander/Chief of Staff	DEP CDR/COS
MXO	Command Executive Officer	CMD EXEC OFCR
MIR	Internal Review	CH, INT REV
MHC	Headquarters Company	CDR, HQ CO
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	DIR, OPS
MOP-EP	Enlistment Processing Division	
MOP-TA	Testing Processing Division	
MOP-NG	Army National Guard Advisor	
MCP	Civilian Personnel Officer	CIV PERS OFCR
MEEO/EO	Equal Employment Opportunity	EEO/EO OFCR
MRM	Resource Management Directorate	DIR, RES MGT
MRM-FM	Financial Management Division	
MRM-FM-PB	Program, Budget, and Policy Branch	
MRM-FM-FS	Field Support Branch	

28 December 1995

USMEPCOM Reg 25-32

OFFICE SYMBOL	OFFICE	MEMORANDUM ADDRESS
MRM-MD MRM-LO MRM-CP MRM-BP	Manpower/Force Development Division Logistics Division Contracting and Procurement Policy Division Business Practices Division	
MAE	Program Analysis and Evaluation Directorate	DIR, PGM ANALYSIS & EVAL
MIM MIM-SA MIM-SD MIM-SS MIM-CE	Information Management Directorate Systems Analysis and Design Division Software Development Division Support Services Division Communications-Electronics Division	DIR, INFO MGT
MJC MJC-PD MJC-ES MJC-DS	Joint Computer Center Plans Division Executive Software Division Data Services Division	DIR, JCC
MFA MFA-RB MFA-AE MFA-AE-A MFA-AE-E	Facilities Directorate Realty and Budget Division Architect/Engineer Division Architect Branch Engineer Branch	DIR, FAC
MPA MPA-CI MPA-PI-CA MPA-VI-GA	Public Affairs Command Information Public Information Visual Information	PUB AFF OFCR
MMD MMD-PD MMD-AD	Medical Plans and Policies Directorate Professional Division Administrative Division	DIR, MED

**OFFICE
SYMBOL**

OFFICE

**MEMORANDUM
ADDRESS**

MIG

MIG-ID

MIG-AI

Inspector General

Inspection Division

Admin/Assistance/Investigation Division

IG

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
PORTLAND	MCO-EPD	RALEIGH	MCO-ERA
RICHMOND	MCO-ERI	SAN JUAN	MCO-ESJ
SPRINGFIELD	MCO-ESP	SYRACUSE	MCO-ESY
TAMPA	MCO-ETA		

* These and the use of 1SG at the MEPS 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
FRESNO	MCO-WFR	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
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

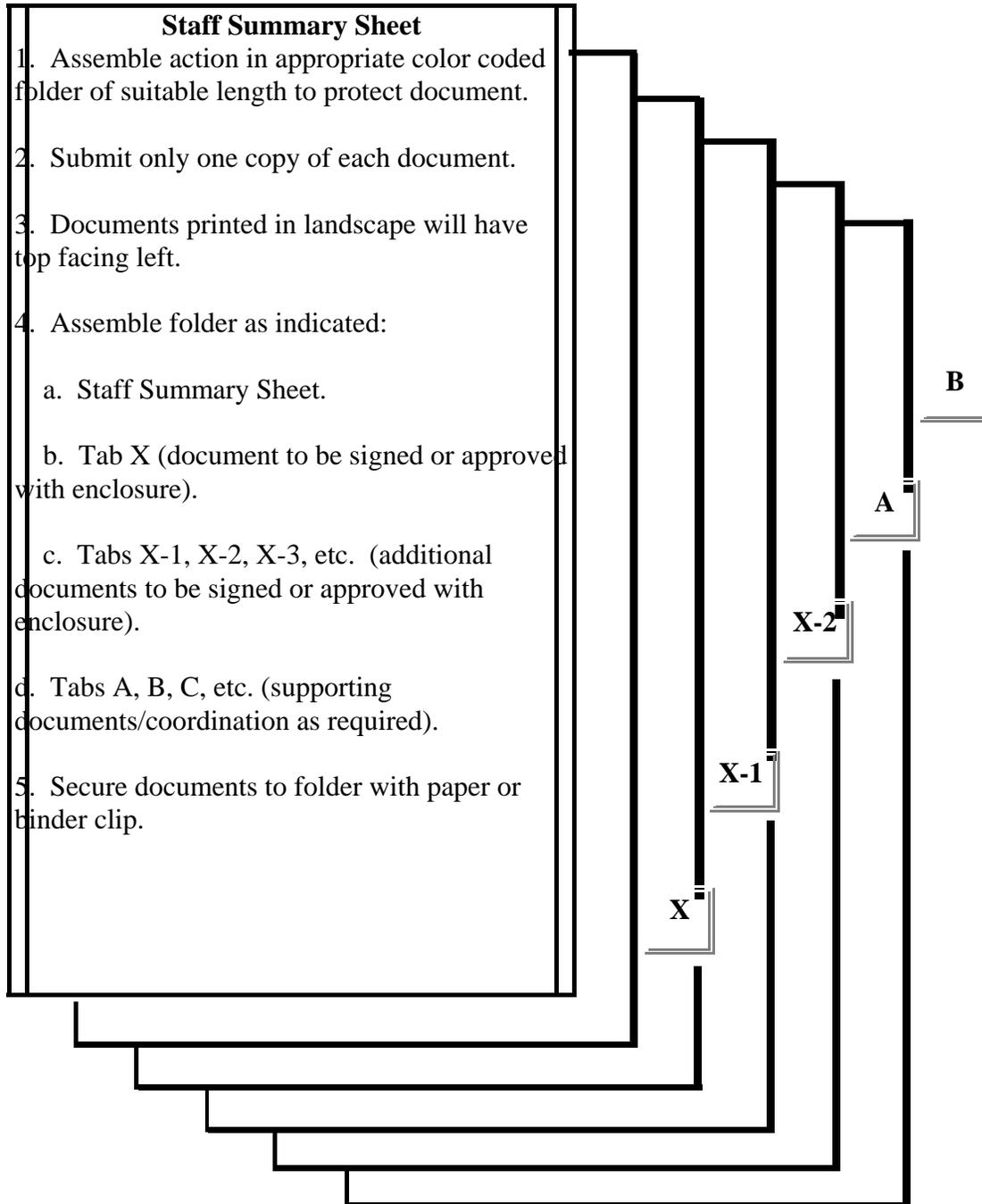


Figure L-1. Assembling Staff Papers

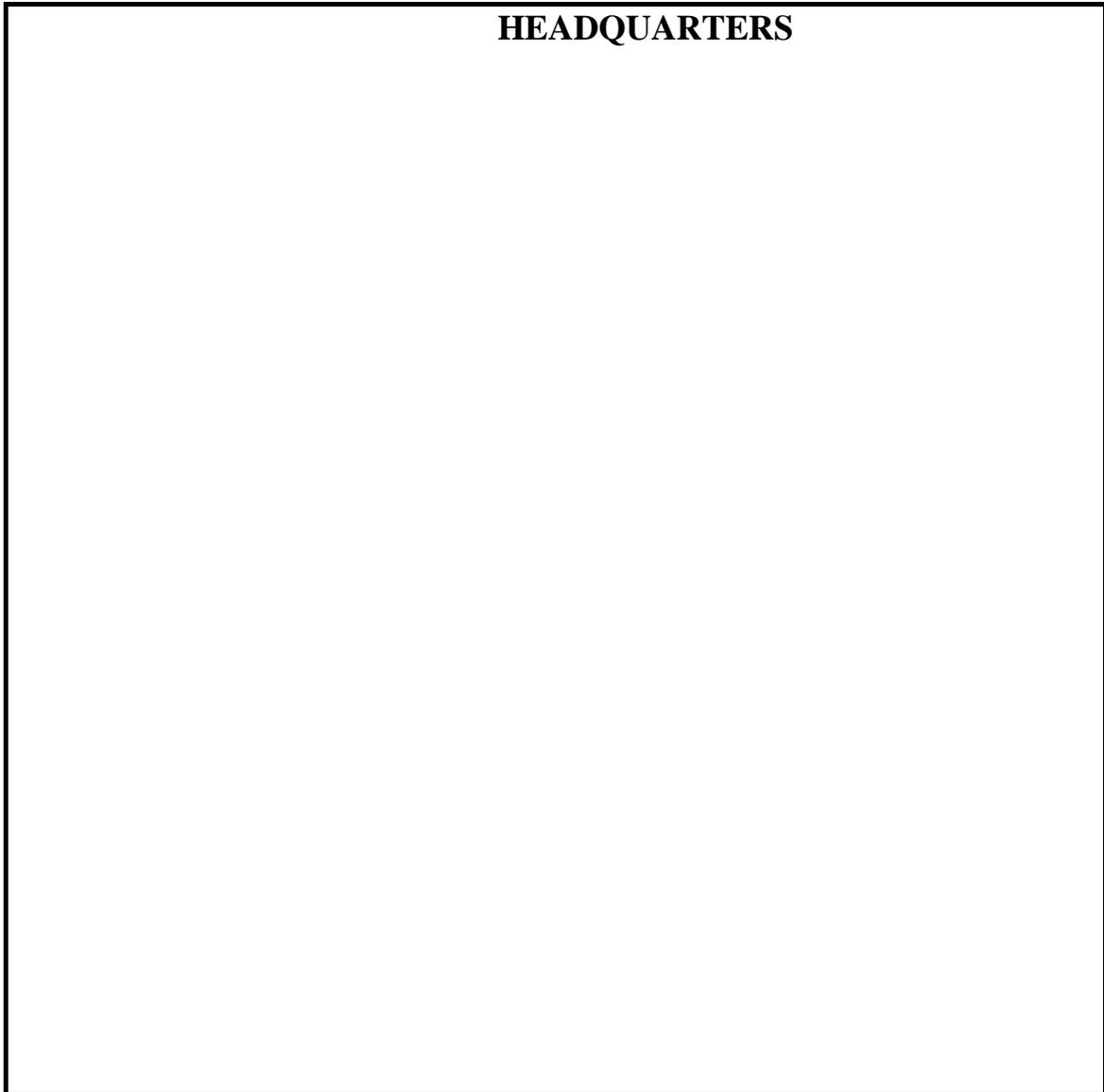
Appendix M Rank Abbreviations

<u>ENLISTED</u>	<u>ARMY</u>	<u>MARINE CORPS</u>	<u>NAVY/COAST GUARD</u>	<u>AIR FORCE</u>
E-1	PVT	Pvt	SR/AR/FR/CR/HR	AB
E-2	PVT	PFC	SA/AA/FA/CA/HA	Amn
E-3	PFC	LCpl	SN/AN/FN/CN/HN	AIC
E-4	CPL/SPC	Cpl	PO3	SrA
E-5	SGT	Sgt	PO2	SSgt
E-6	SSG	SSgt	PO1	TSgt
E-7	SFC	GySgt	CPO	MSgt
E-8	1SG/MSG	1stSgt/MSgt	SCPO	SMSgt
E-9	SGM	MGySgt	MCPO	CMSgt
	CSM	Sgt Maj	MCPON	CMSAF
	SMA			
 <u>OFFICERS</u>				
O-1	2LT	2dLt	ENS	2d Lt
O-2	1LT	1stLt	LTJG	1st Lt
O-3	CPT	Capt	LT	Capt
O-4	MAJ	Maj	LCDR	Maj
O-5	LTC	LtCol	CDR	Lt Col
O-6	COL	Col	CAPT	Col
O-7	BG	BGen	RADM (lower)	Brig Gen
O-8	MG	MajGen	RADM (upper)	Maj Gen
O-9	LTG	LtGen	VADM	Lt Gen
O-10	GEN	Gen	ADM	Gen

Appendix N
Various USMEPCOM Formats

N-1. Blue Note

The blue note is used for informal correspondence to the HQ USMEPCOM Command Group (see figure N-1).



U.S. MILITARY ENTRANCE PROCESSING COMMAND

MEMO TO: (Individual or Title) **DATE:** XX XXX XX

SUBJECT: Blue Note Format

Sir/Ma'am:

1. Type or handwrite text in normal paragraph style. Number the paragraphs only if there is more than one.

2. Limit a "Blue Note" to a single page.

Respectfully, (*used as appropriate*)

Encl (*if needed*)

JOAN P. DOE
Lieutenant Commander, USN
Director, Administration

28 December 1995

USMEPCOM Reg 25-32

Figure N-1. Sample of a Blue Note

N-2. The Memorandum for Record (MFR)

There are two types of MFRs, separate page and same page. The separate page MFR is shown below as **figure N-2**. Same page MFR formats are shown as **figures N-3 and N-4**.

MEMORANDUM FOR RECORD

DATE

SUBJECT: Preparing a Separate Page Memorandum for Record (MFR)

1. Use a separate page MFR as an in-house document to record information that would otherwise not be recorded in writing (for example, telephone conversations or the results of a meeting) and to pass the information to other staff members on an informal basis. An additional "MEMORANDUM FOR" line can be added to specifically target an addressee.
2. Type or write it on a separate sheet of paper in this format. Use 1 inch margins and number the paragraphs. A full signature block is not necessary, but it should be signed.

SIGNATURE BLOCK
Rank, Service Abbreviation
Title

Figure N-2. Sample of a Separate Page Memorandum for Record

The Memorandum for Record (continued)

MEMORANDUM FOR RECORD

DATE

Omit the subject when typing/writing the MFR on the record copy. Space permitting, type/write the MFR below the last line of the signature block. When sufficient space is not available below the letter, type (or write) "MFR ATTACHED" or "MFR ON REVERSE," and type/write the MFR on a separate sheet of paper or on the reverse of the record copy if it cannot be clearly read. Number the paragraphs when there is more than one. No signature block is required; merely sign your last name after the last word of the MFR.

Figure N-3. Example of a Same Page Memorandum for Record

MFR: When you have a very brief MFR and not much space on the bottom of your correspondence, use the tighter format. Sign your last name and put the date following the last word.

Figure N-4. Example of a Same Page Memorandum for Record (Abbreviated Format)

N-3. The Trip Report

MZZ

DATE

MEMORANDUM THRU XXXXXXXXXXX

FOR XXXXXXXXX

SUBJECT: Trip Report

1. Traveler(s): Include rank, first name or initial, and surname. Provide position titles if travelers are from different offices or organizations.
2. Itinerary: List locations(s) visited and inclusive dates.
3. Purpose: Briefly state the reason for your trip. The report should answer the questions who, what, when, where, why, and how much. Enclose meeting minutes or any other background documents that provide more detailed information, if needed.
4. Key personnel contacted: Provide position titles if possible.
5. Discussion: Base the amount of detailed information you include here on the knowledge level of your intended readers. Always include the trip objective, problems encountered, findings, future commitments made, and your contribution to the event.
6. Conclusions/Recommendations: Summarize your findings and/or recommended actions.

SIGNATURE BLOCK
Rank, Service Abbreviation
Title

Figure N-5. Sample Trip Report

Appendix O
USMEPCOM Preferred Word Usage

O-1. Capitalization

associate degree (Associate Degree in Business)
Armed Forces
armed services
bachelor's degree
Command (when referring to a specific Command)
command (when used as a general term)
commercial (i.e., telephone)
excellent rating (not Excellent)
Headquarters (when referring to a specific Headquarters)
headquarters
higher headquarters (not Higher Headquarters)
Nation (when referred to the U.S.)
NCO
NCOs
professional military education
Regular commission (not regular commission)
Reserves
Reserve component
reservist, the
senior NCO (not Senior NCO)
Services (Army, Navy, Marine Corps, Air Force, Coast Guard)

O-2. Spelling

across-the-board	courts-martial
audiovisual	cross-trained
backup	database
below-the-zone (as in promotion)	end-of-year
bloodborne	error-free
bottom-up review	evenhanded
broadminded	ever-increasing
co-worker	farsighted
college-level courses	fee-basis physician
command-sponsored	first-class
commandwide	framework

gameplan
government-wide
hand-carried (when used as a verb)
handpicked (when used as a verb)
handwashed
head-on
in-depth
intermediate service school
level-headed
liaison
long-range planning
memorandums
month-long process
multimillion
nationwide
nonconcur
nonreimbursable
off-duty time
off-station activities
on-the-job training
open-minded
points of contact
quick-thinking
results-oriented
self-improvement
self-inspection
self-reliant
semiannual
senior service school
service member
short-notice
showplace
single-handedly
spendplan
start-up
state-of-the-art
timeframe
top-notch
turn-in
well-known

well-read
well-rounded
workload
workweek
worldwide
yearend

O-3. Commonly Used Acronyms

Armed Forces Qualification Test (AFQT)
Air Force Officer Qualifying Test (AFOQT)
Armed Services Vocational Aptitude Battery (ASVAB)
Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery CAT-ASVAB)
Deputy Assistant Secretary Defense (Military Personnel Policy) (DASD (MPP))
Department of Defense (DOD)
Fiscal Year (FY 96 or FY96 (either one is acceptable but be consistent))
General Services Administration (GSA)
Inter-Service Recruitment Committee (IRC)
Joint Recruitment Commanders Committee (JRCC)
Manpower Accession Policy Working Group (MAPWG)
Manpower Accession Policy Steering Committee (MAPSC)
Military Entrance Processing Station (MEPS)[always capitalized]
Mid-Level Inter-Service Recruitment Committee (MIRC)
MEPCOM Integrated Resource System (MIRS)
Mobile Examining Team (MET) site
Office of Personnel Management (OPM)
Office Secretary of Defense (OSD)
Squadron Officer School (SOS)
For additional acronyms see USMEPCOM Reg 25-30

O-4. Grammar

an NCO
combat-ready warrior
percent (not the symbol)
90-day period
3-week period
2-year-old building
four-state area (always hyphenate a compound modifier preceding a noun)
\$75 to \$750 million (not 75 to 750 million dollars)
U.S. Military Entrance Processing Command (no spaces in U.S.)

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

Index

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