

PAPER [Para 1-18]
 FONT & POINT SIZE [Para 1-19]
 INK COLOR [Para 1-20]
 ACRONYMS [Para 1-15]
 BOLDFACE/ITALICS [Para 1-32]
 MARGINS [Para 2-3(c)]
 ¼ INCH INDENTING [Fig 2-1]

STANDARDS FOR WRITING [Para 1-38]
 GENERAL RULES [Para 2-1; Fig 2-1 thru 2-19]
 CONSTRUCTING CORRESPONDENCE [Para 1-39]
 EXPRESSING DATE/TIME [Para 1-25, 1-26]
 ONE BLANK SPACE AFTER ENDING PUNCTUATION [Fig 2-1]

Note: Click on "no spacing" and turn off auto paragraph formatting before you begin!

LETTERHEAD

[Para 1-16, 1-18, 2-3a(1)]

S: [Para 1-27 & 2-4a(4), Fig 2-2]
 DATE [Para 1-25; 2-4a(3)]

OFFICE SYMBOL & ARIMS [Para 2-4, 3-5d; Fig 2-1]

MEMORANDUM FOR [Para 2-4a(5); Fig 2-2] *Place on third line down from Office Symbol.*

Possibilities:

Single Addressee (Para 2-4a(5)(a); Fig 2-3)
 Multiple Addressees [Para 2-4a(5)(b); Fig 2-7]
 SEE DISTRIBUTION [Para 2-4a(5)(c); Fig 2-8, 2-9, 2-10]
 THRU [Para 2-4a(5)(d); Fig 2-11, 2-12]

Note:
 MOAs/MOUs [Para 2-6; Fig 2-15, 2-16]
 Decision Memos [Para 2-8; Fig 2-18, 2-19] *New!*

New—Digital signature requirement after each Thru Line!

RECORD [Para 2-7, Fig 2-17]

SUBJECT: [Para 2-4a(6); Fig 2-2] *Place on second line down from MEMORANDUM FOR.*

1. BODY [Para2-4b; Fig 2-2] *Place on third line down from SUBJECT.*

Note: Spacing [Fig 2-1]

First Paragraph: Place Reference(s) [Para 1-30, 2-4b(1)(a)] *Skip if no known references.*
 Next Paragraph: BLUF-Purpose Statement (Para2-4b(1)(b)) *Use Active Voice [Para 1-38]*
 Next Paragraph: Recommendation [Para2-4b(1)(c)].
Justify to left paper margin each line in paragraph [Fig 2-1 & following for examples].

2. SUBPARAGRAPHS. [Para2-4b(4); Fig 2-1]

Note: Spacing [Fig 2-1]

a. Subparagraph Rules. [Fig 2-1]

Note: Single Paragraph Memo Rules [Fig 2-13]

b. Must be a "b" if there is an "a."

3. Last Paragraph: "POC for this action/request/recommendation/etc. is (list title & name -or- 'the undersigned') at (E-Mail Address), (Phone Number)." [Para 2-4b(1)(e); Fig 2-9]

{FOR THE COMMANDER} *Only used at higher levels*
 Authority Line [Para 2-4c(1), 6-2]

NEW—DIGITAL SIGNATURE REQUIREMENT
 [Para 1-17; App F]

Encls [Para 2-4c(3); 4-2; Fig 2-14]
Same line as signature block.
Total number corresponds as indicated
Encls should be in order presented in body

JOHN J. JONES	<i>All Caps</i>	[Para 6-4c]
Chaplain (CPT) USA	<i>No Commas</i>	[Fig D-23]
Battalion Chaplain	<i>Position Title</i>	

DISTRIBUTION: [If used: Para 2-4a(5)(c); Fig 2-8, 9, & 10]
Place on second line under whichever is lower—
the Enclosure Listing or Signature Block.
 Distribution Formulas [Para 1-33, Fig 2-10]

RSO Signature Block Notes:
Place on 5th line after last paragraph [Para 2-4c(2)]
First letter of block begins at the center of page.
(Setting 3.25 on ruler) [Para 6-4b]
Do not abbreviate Chaplain as "CH". [Para 6-5c]
Active Duty Format [Para 6-4; Fig D-23]
ARNG not on Active Duty [Para 6-5(c)(11)]
USAR not on Active Duty [Para 6-7; Fig D-24]
NCOs [Fig D-14, D-20]; Enlisted [Fig D-15]
Retired [Para 6-6; Fig D-11]
Civilian [Para 6-4, Footnote 2; Para 6-8; Fig D-8]

CF: [If used: Para 1-21(c); 2-4(c)(5); Fig 2-1, 2-8, 2-13 & 2-14]
Place CF: on second line under whichever is lower—
the Signature Block or Distribution Line.

HEADING FOR ADDITIONAL PAGES ON A MULTIPLE PAGE MEMORANDUM [Para 2-5; Fig 2-2; 2-8]
 PAGE NUMBERING [Fig 2-2] *Do not put page number first page of a multi-page memorandum or on one page memorandum.*