20 Dec 22

MEMORANDUM

From: Admin Clerk, University of Illinois NROTC

To: University of Illinois NROTC Battalion

Via: Battalion Commander, University of Illinois NROTC

Subj: NAVY MEMORANDUM CORRESPONDENCE REGULATIONS

Ref: (a) SECNAV M-5216.5 CH-1

Encl: (1) Paragraph Arrangement Example

1. Purpose. To provide a clear example for a regulation Navy memorandum.

2. Format. Allow 1-inch top, bottom, left, and right margins on each page. Arrange paragraphs according to enclosure (1). Use Times New Roman size 12 font. Always have two spaces after periods and colons. Do not right, center, or full justify text or use proportional spacing.

3. “From:” Line

 a. General. Every memorandum must have a “From:” line.

 b. Format. Type “From:” at the left margin on the second line below the date line. The text begins two spaces after the colon. If the entry is longer than one line, start the second line under the first word after the heading.

4. “To:” Line

 a. General. Address all correspondence to the activity head of an activity. Because frequent turnover in personnel can result in misrouted mail, avoid using the name of an individual in the “To:” line.

 a. Format. Type “To:” at the left margin on the first line under the “From:” line (do not skip a line). Six spaces follow the colon.

5. “Via:” Line

 a. General. Use a “Via:” line when one or more activities outside of your activity should review a letter before it reaches the action addressee. The format for the “Via:” line is the same as for the “From:” line and “To:” line discusses in paragraphs 5 and 6 above.

 b. Format. Type “Via:” at the left margin on the first line below the “To:” line. Five spaces follow the colon. If the entry is longer than one line, start the second line under the first word after the heading.

 c. Number Via Addressees. Number “Via” addressees if two or more are listed. Follow the chain of command. Routing starts with the addressee listed first.

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| EXAMPLEFrom: Midshipman-In-Charge, First Year Development Program, University of Illinois NROTCTo: Commanding Officer, University of Illinois NROTCVia: (1) Battalion Executive Officer, University of Illinois NROTC (2) Battalion Commander, University of Illinois NROTC |

6. Subject Line

 a. General. The subject line consists of a sentence fragment that tells readers what the letter is about, usually in 10 words or less. Use normal word order and capitalize every letter after the colon. In formal correspondence, do not use acronyms in the subject line. If the subject appears elsewhere in the text of the memorandum, capitalize it using the “Title Case” format. When replying to a memorandum, repeat the subject of the incoming correspondence in the subject line, unless a change is essential for clarity.

 b. Format. Type “Subj:” at the left margin on the second line under the last line of the previous heading. Three spaces follow the colon. If the entry is longer than one line, line the second line under the first word after the heading.

7. Reference Line

 a. General. Use only those references that bear directly on the subject at hand. Avoid unnecessary or complicated references. Many letters may not need a reference, while others are complete with a reference to only the latest communication in a series. List references in the order they appear in the text. Always mention cited references in the text. Additionally, when citing a reference it is not necessary to include the subject of the reference. However, the subject may be included, following all other required elements, if it aids in clarifying or better identifying the reference. To identify a reference in the text use the format of “reference (a)”.

 b. Format. Type “Ref:” at the left margin on the second line below the subject line. Use a lowercase letter in parentheses before the description of every reference. If you have only one reference, list it as “Ref: (a)”. Four spaces follow the colon. References are listed in alphabetical order, a through z. If you have more than 26 references, continue with (aa), (ab), etc. If the entry is longer than one line, line the second line under the first word after the heading.

8. Enclosure Line

 a. General. List enclosures in the enclosure line in the order they appear in the text. Identify an enclosure using the same format of “enclosure (1)”. When identifying a document, cite its subject or title exactly. Never list an item in both the enclosure line and reference line of the same letter.

 b. Format. Type “Encl:” at the left margin on the second line below the last line of the

previous heading. Three spaces follow the colon. Use a number in parentheses before the

description of every enclosure, even if you have only one. One space follows the closing

parenthesis. If the entry is longer than one line, start the second line under the first word after

the heading.

9. Text. Start the text on the second line down from the previous entry. The text shall be left justified. Make the content clear by using plain English. Do not use slang or jargon. Within the text, spell out all acronyms the first time used. After first use, acronyms shall be used throughout the rest of the correspondence.

10. Paragraphs. Start all continuation lines at the left margin. All paragraphs are single spaced

and each paragraph or subparagraph begins on the second line below the previous paragraph or

subparagraph. When using a subparagraph, the first line is always indented the appropriate

number of spaces depending on the level of subparagraphing. All other lines of a subparagraph

continue at the left margin. Do not indent the continuation lines of a subparagraph. If there is a

paragraph 1a, there must be a paragraph 1b; if there is a paragraph 1a(1), there must be a

paragraph 1a(2), etc. It is acceptable for a paragraph to break across pages, but do not begin a

paragraph at the bottom of a page unless there is enough space for at least two lines of text on

that page and at least two lines of text are carried over to the next page. A signature page must

have at least two lines of text preceding the signature.

 a. Identifying Paragraphs or Subparagraph. Identify all paragraphs with a number or letter. See enclosure (1) for an example of paragraph and subparagraph structure and identification.

 b. Limit Subparagraphs. Documents rarely require subdividing to the extent shown in enclosure (1). Do not subdivide past the second level until you have exhausted all re-paragraphing alternatives first. Never subparagraph beyond levels shown in enclosure (1).

 c. Citing Paragraphs. When citing a paragraph or subparagraph, write the numbers and letters without periods or spaces.

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| Example: 2b(4)(a) |

 d. Paragraph Headings. Use paragraph headings in long correspondence with widely varying topics. Be brief but informative. Underline any heading and capitalize its key words using Title Case format. Be consistent across main paragraphs and subparagraphs. If paragraph 1 has a heading, then paragraph 2 would need a heading; if paragraph 1a has a heading, then paragraph 1b would need a heading, etc.

11. Signature Line

 a. General. Only the original, which goes to the action addressee, must be signed; however, the original and all copies must have typed or stamped signature line information below the signature. The last name appears in all capital letters with the exception of a last name beginning with a prefix. Start all lines of the signature line at the center of the page, beginning on the fourth line below the text. The preferred way to identify the signatory is by typing the first initial, middle initial, and last name. If the signatory does not have a middle name, use only their first initial and last name. Signature lines can be changed based on the signer’s preference. Do not include the signatory’s rank or a complimentary close. Add the signature line only when you are sure who will sign the correspondence.

 b. Examples of Signature Lines

 (1) When an activity head will sign the correspondence, the signature line is composed of only their name.

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| EXAMPLE: W. J. REIMER |

 (2) Put the term “By direction” under the name of a subordinate formally authorized to sign official correspondence, but not by their title.

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| EXAMPLE: W. J. REIMER By direction |

12. “Copy To:” Line

 a. General. Use this optional line to list addressees outside your activity who need to know a letter’s content but do not need to act on it. If you use the “Copy to:” line, keep the number of activities to a minimum.

 b. Format. Type “Copy to:” at the left margin on the second line below the signature line. “Copy to” addressees are normally listed in a single column at the left margin and single spaced below the “Copy to:” line. A long list of copy to addressees can be listed in columns, as a paragraph, or may be continued on the next page or placed entirely on a new page. If the signature line of the correspondence is at the bottom of the page and the “Copy to:” line will not fit on that page, type “Copy to: (see next page)” to indicate that the “Copy to:” line is on the next page. Use this format for the “Distribution:” lines as well.

13. Identifying Second and Later Pages. Repeat the subject line at the top of each page of the basic memorandum. Start typing at the left margin on the sixth line from the top of the page (1-inch). Continue the text beginning on the second line below the subject.

14. Page Numbering. Do not number a single-page letter or the first page of a multiple-page memorandum. Center page number 1/2 inch from the bottom edge, starting with the number 2. No punctuation accompanies a page number.

15. Enclosures. An enclosure can prevent a memorandum from becoming too detailed. Try to keep letters short, down to one page whenever possible, and use enclosures for lengthy explanations that cannot be avoided. An enclosure may include such things as manuals, publications, photocopies of correspondence, charts, etc.

 a. Marking Enclosures. Enclosures must be marked on the first page; however, you may mark all pages. An enclosure marking goes in the lower right corner, whether the text is arranged normally or lengthwise. Type “Enclosure” and it’s number in parentheses. You may use pencil so an addressee can remove the marking easily should the enclosure be needed for some later purpose. Arrange the typed pages lengthwise so they can be read from the right.

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| EXAMPLE: (First page. The enclosure line is right justified) Enclosure (1) |

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| EXAMPLE: (Succeeding pages. The enclosure line is right justified and the page number is centered and 2 lines below the enclosure line.) Enclosure (1) 2 |

 b. Numbering of Pages of Enclosures. Number only second and later pages. If you have several different enclosures, number the pages of each independently.

 Z. JIANG

 By direction

Copy to:

Battalion Website

Paragraph Arrangement Example

1. Arrange paragraphs following the formats below.

2. If subparagraphs are needed, use at least two; e.g., a (1) must have a (2).

 a. Indent each new subdivision four spaces and start typing at the fifth space.

 b. After the paragraph identifier, if the identifier ends with a ‘.’ then follow with 2 spaces, otherwise if the identifier ends with a ‘)’ then follow with only 1 space.

 (1) Documents rarely require subdividing to the extent shown below.

 (2) Text

 (a) Do not subparagraph past this level until you have exhausted all re-paragraphing alternatives.

 (b) Text

 1. Text

 a. Text

 (1) Text

 (a) Never subparagraph beyond this level.

 (b) Text

 (2) Text

 b. Text

 2. Text

 Enclosure (1)