Format of the Official Memorandum

[1.75 inches from top of page; flush with the right margin] 15 January 2014

MEMORANDUM FOR ORG/SYMBOL ¶ [Second line below date]
¶
FROM: ORG/SYMBOL ¶ [Second line below MEMORANDUM FOR]
   Organization
   Street address (see paragraph 4)
   City ST 12345-6789 (see paragraph 4)
¶
SUBJECT: Format for the Official Memorandum ¶ [Second line below FROM]
¶
References: (a) AFM 33-326, 25 November 2011, Preparing Official Communications. ¶
(b) DoDM 5110.04-M-V2, October 26, 2010, DoD Manual for Written Material. ¶

1. Use only approved organizational letterhead for all correspondence. This applies to all letterhead, both pre-printed and computer generated. Reference (a) details for the format and style of official letterhead such as centering the first line of the header 5/8ths of an inch from the top of the page in 12 point Copperplate Gothic Bold font. The second header line is centered 3 points below the first line in 10.5 point Copperplate Gothic Bold font. ¶

2. The standard location for the date element is 1.75 inches from the top of the page and flush with the right margin whether it is placed by word processor, typewriter, or date stamp. ¶

3. Place “MEMORANDUM FOR” on the second line below the date. Leave two spaces between “MEMORANDUM FOR” and the recipient’s office symbol. If there are multiple recipients, two or three office symbols may be placed on each line aligned under the entries on the first line. If there are numerous recipients, use a “DISTRIBUTION” element. ¶

4. Place “FROM:” on the second line below the “MEMORANDUM FOR” line. Leave two spaces between the colon in “FROM:” and the originator’s office symbol. The “FROM:” element contains the full mailing address of the originator’s office unless the mailing address is in the header or if all the recipients are located on the same installation as the originator. ¶

5. Place “SUBJECT:” in uppercase on the second line below the last line of the FROM element. Leave two spaces between the colon in “SUBJECT:” and the subject. Capitalize the first letter of each word except articles, prepositions, and conjunctions (this is sometimes referred to as “title case”). Be clear and concise. If the subject is long, try to revise and shorten the subject; if shortening is not feasible, align the second line under the first word of the subject. ¶

6. Body text begins on the second line below the last line in the subject element and is flush with the left margin. If the Reference element is used, then the body text begins on the second line below the last line of the Reference element. ¶
[Page numbers are placed 0.5 inches from the top and flush with the right margin]

a. When a paragraph is split between pages, there must be at least two lines from the paragraph on both pages. Similarly, avoid single-sentence paragraphs by revising or reorganizing the content.

b. Number or letter each body text paragraph and subparagraph according to the format for subdividing paragraphs in official memorandums presented in the Tongue and Quill. When a memorandum is subdivided, the number of levels used should be relative to the length of the memorandum. Shorter products typically use three or fewer levels. Longer products may use more levels—but use only the number of levels needed.

7. If the memorandum is three or more pages, place the page number 0.5 inches from the top of the page at the right margin for page 2 onwards. The first page is never numbered. The second page of a two-page memorandum may be numbered at the discretion of the originator.

8. Follow the spacing guidance for between the text, signature block, attachment element, courtesy copy element, and distribution lists, if used carefully. Never separate the text from the signature block: the signature page must include body text above the signature block. Also, the first element below the signature block begins on the third line below the last line of the duty title: this applies to attachments, courtesy copies, and distribution lists, whichever is used first.

9. The example of this memorandum applies to many official memorandums that Airmen may be tasked to prepare; however, there are additional elements for special uses of the official memorandum. Refer to the Tongue and Quill discussion on the official memorandum for more details, or consult published guidance applicable to your duties.

First M. Last

[Signature block: 4.5 inches from left edge]

[Fifth line below text; 4.5 inches from left edge]

[Indent to align under third character above]

2 Attachments: [Third line below last line of duty title] [If none, delete entire element]
1. [Attachment description, date]
2. [Attachment description, date]

cc: [Second line below last line of attachment element or third line below signature block]
[Rank and name, ORG/SYMBOL, or both] [If none, delete entire element]

DISTRIBUTION: [If none, delete entire element]
[Organization name or ORG/SYMBOL]
[Organization name or ORG/SYMBOL]

[Use 1-inch left, right, top, and bottom margins for page 2 onwards]

* If used, the DISTRIBUTION element begins on the second line below the attachments or courtesy copy, however, it begins on the third line below last line of signature block if the attachment and courtesy copy elements are not used.