INFO MEMO

FOR: SECRETARY OF DEFENSE

FROM: Name, Title (Principal, Principal Deputy, or ASD if appropriate)

SUBJECT: How to Prepare an Info Memo

• **Purpose.** Use this format to convey information to the SecDef, the DepSecDef, or the ExecSec on important developments not requiring action at the time (e.g., for background and issue papers).

• Explain why it is important and appropriate for the recipient to be informed.

• Sentences should be tight, short, and concise. Avoid passive voice.
    - Use Times New Roman, 12-pitch, two spaces after a period, and the oxford comma. Bullets should be 5 lines or less.

• **(CUI)** Portion mark every classified bullet, insert two spaces after a portion marking. Follow published guidance on use of CUI and other classifications.

Attachment(s):
TAB A – Supplemental Information (if needed)
TAB B – Coordination (always last tab; must include General Counsel; coordination at Principal or Principal Deputy level in OSD or Top 4 on Joint Staff)