**ACTION OFFICER CORRESPONDENCE CHECKSHEET**

**OSD Control # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Memo/Info Memo Review**

\_\_\_\_\_ Principal has signed Action Memo/Info Memo, and that it is dated

\_\_\_\_\_ Action Memo/Info Memo is marked and appropriate to the type of correspondence

\_\_\_\_\_ Tabs in Action Memo/Info Memo correctly align with what is stated

\_\_\_\_\_ Action Memo/Info Memo flows well

\_\_\_\_\_ Recommendation line is what Action Memo is requesting (signature, decision, etc.)

\_\_\_\_\_ Coordinations are at proper level and include all of the required coordinations (check CATMS)

**Signature Item Review**

\_\_\_\_\_ Classification/declassification markings of package is accurate and properly marked

\_\_\_\_\_ Use of memo/letter is appropriate to the action (Congress/letter; DoD/memo)

\_\_\_\_\_ Letterhead on signature item corresponds with signee

\_\_\_\_\_ Font size is correct (12 point, Times New Roman)

\_\_\_\_\_ Side and bottom margins are 1 inch; top margin 2 inch on first page with succeeding pages 1

inch margin

\_\_\_\_\_ Page numbers included on the second and succeeding pages located one inch from top at the

right margin or at the bottom center of the page

\_\_\_\_\_ Memorandum For addressee name(s) correct and in proper order

\_\_\_\_\_ Addressee’s name and address on letter are correct and with the correct spacing

\_\_\_\_\_ Sentence structure is sound

\_\_\_\_\_ Spelling is correct

\_\_\_\_\_ Acronym use is minimal and is correctly used throughout document, and is not used in the

Subject line

\_\_\_\_\_ Tabs in Memo/Letter correctly align with what is stated

\_\_\_\_\_ Use enclosure for letter and attachment for memos in the body and at the end of the

document

\_\_\_\_\_ Courtesy copy is noted accurately (if applicable) (lower case cc and component listed below)