Do Not Date

(For 1 inch top margin, insert 4 blank lines and begin on 5th line)

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP

defense agency and dod field activity directors

(1 blank line below the address line)

SUBJECT: How to Prepare a Memorandum for the Secretary of Defense Signature (The first word and all principal words are capitalized and the second line is aligned below the first word in the subject.) (Do not use acronyms in the subject line)

(1 blank line below the subject line)

Use a memorandum for correspondence within the DoD, to the President and the White House staff, and for routine material to other Federal Agencies. The addressee section of this memorandum incorporates changes resulting from the Deputy Secretary of Defense’s review of multi-addressee memos. Normally, a complete listing is not necessary, but the titles should be used in the order shown for any memorandum directed to two or more addressees.

(1 blank line between paragraphs and sub-paragraphs)

Begin the body one blank line below the subject and indent the first line of a paragraph one half inch, single space paragraphs and double space between them. Double space between lines in a memo of one paragraph when it consists of eight lines or less. Use bullets, numbers, or lower case letters for subparagraphs. Indent subparagraphs an additional one half inch. Only carry paragraphs over to the next page when you have at least two lines on each page.

(6 blank lines below the last line of text to allow for SecDef’s signature)

Attachment(s):

As stated