

Listing of Addressees and Addressing DoD Memorandums

as of April 1, 2015

Please note that per the Manual for Written Material, 5110.04-M-V1 and V2, the maximum number of addressees to be shown on the "MEMORANDUM FOR" format is 15; however, if the memorandum is short and will fit on one page, then it is ok to list more than 15 addressees. For more than 15 addressees where the memorandum will be on two or more pages, use the "MEMORANDUM FOR: SEE DISTRIBUTION" format.

"Standard" Multi-Memo Listing (15 Components)

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

Multi-Memo with Specific Addressees (use the order below)

SECRETARIES OF THE MILITARY DEPARTMENTS When addressing memorandums to only two of the Secretaries of the Military Departments, list them separately, by title, in the following order:

SECRETARY OF THE ARMY
SECRETARY OF THE NAVY
SECRETARY OF THE AIR FORCE

UNDER SECRETARIES OF DEFENSE When addressing memorandums to two or more but not all of the Under Secretaries of Defense, list them separately, by title, in the following order:

UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS
UNDER SECRETARY OF DEFENSE FOR POLICY
UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DOD
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS
UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE

CHIEFS OF THE MILITARY SERVICES When appropriate, the Chiefs of the Military Services will be listed after the Deputy Chief Management Officer and before the Chief of the National Guard Bureau. When not all Chiefs of the Military Services are used list them separately, by title, in the following order:

CHIEF OF STAFF OF THE ARMY
COMMANDANT OF THE MARINE CORPS
CHIEF OF NAVAL OPERATIONS
CHIEF OF STAFF OF THE AIR FORCE

COMMANDANT OF THE COAST GUARD When appropriate, the Commandant of the U.S. Coast Guard will be listed after the Chief National Guard Bureau and before the Commanders of the Combatant Commands.

COMMANDERS OF THE COMBATANT COMMANDS When appropriate, the Commanders of the Combatant Commands will be listed after the Chief of the National Guard Bureau and before the General Counsel of the Department of Defense. When addressing memorandums to two or more but not all Commanders of the Combatant Commands, list them separately, by title, in alphabetical order.

COMMANDER, U.S. AFRICA COMMAND
COMMANDER, U.S. CENTRAL COMMAND
COMMANDER, U.S. EUROPEAN COMMAND
COMMANDER, U.S. NORTHERN COMMAND
COMMANDER, U.S. PACIFIC COMMAND
COMMANDER, U.S. SOUTHERN COMMAND
COMMANDER, U.S. SPECIAL OPERATIONS COMMAND
COMMANDER, U.S. STRATEGIC COMMAND
COMMANDER, U.S. TRANSPORTATION COMMAND

ASSISTANT SECRETARIES OF DEFENSE When addressing memorandums to two or more but not all Assistant Secretaries of Defense, list them separately, by title, after the Assistant Secretary of Defense for Legislative Affairs, in alphabetical order.

ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
ASSISTANT SECRETARY OF DEFENSE FOR ACQUISITION
ASSISTANT SECRETARY OF DEFENSE FOR ASIAN AND PACIFIC SECURITY
AFFAIRS
ASSISTANT SECRETARY OF DEFENSE FOR ENERGY, INSTALLATIONS, AND
ENVIRONMENT
ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS
ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND GLOBAL
SECURITY
ASSISTANT SECRETARY OF DEFENSE FOR INTERNATIONAL SECURITY AFFAIRS
ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIAL READINESS
ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS
ASSISTANT SECRETARY OF DEFENSE FOR NUCLEAR, CHEMICAL, AND
BIOLOGICAL DEFENSE PROGRAMS
ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT

ASSISTANT SECRETARY OF DEFENSE FOR RESEARCH AND ENGINEERING
 ASSISTANT SECRETARY OF DEFENSE FOR SPECIAL OPERATIONS AND LOW
 INTENSITY CONFLICT
 ASSISTANT SECRETARY OF DEFENSE FOR STRATEGY, PLANS, AND CAPABILITIES

DIRECTORS OF THE DEFENSE AGENCIES When addressing memorandums to two or more but not all Directors of the Defense Agencies, list them separately, by title, in alphabetical order.

DIRECTOR, DEFENSE ADVANCED RESEARCH PROJECTS AGENCY	DARPA
DIRECTOR, DEFENSE COMMISSARY AGENCY	DECA
DIRECTOR, DEFENSE CONTRACT AUDIT AGENCY	DCAA
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY	DCMA
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE	DFAS
DIRECTOR, DEFENSE HEALTH AGENCY	DHA
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY	DISA
DIRECTOR, DEFENSE INTELLIGENCE AGENCY	DIA
DIRECTOR, DEFENSE LEGAL SERVICES AGENCY	DLSA
DIRECTOR, DEFENSE LOGISTICS AGENCY	DLA
DIRECTOR, DEFENSE SECURITY COOPERATION AGENCY	DSCA
DIRECTOR, DEFENSE SECURITY SERVICE	DSS
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY	DTRA
DIRECTOR, MISSILE DEFENSE AGENCY	MDA
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY	NGA
DIRECTOR, NATIONAL RECONNAISSANCE OFFICE	NRO
DIRECTOR, NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE	NSA/CSS
DIRECTOR, PENTAGON FORCE PROTECTION AGENCY	PFPA

DIRECTORS OF THE DOD FIELD ACTIVITIES When addressing memorandums to two or more but not all Directors of the DoD Field Activities, list them separately, by title, in alphabetical order.

DIRECTOR, DEFENSE MEDIA ACTIVITY	DMA
DIRECTOR, DEFENSE PRISONER OF WAR/MIA ACCOUNTING AGENCY	DPMO
DIRECTOR, DEFENSE TECHNICAL INFORMATION CENTER	DTIC
DIRECTOR, DEFENSE TECHNOLOGY SECURITY ADMINISTRATION	DTSA
DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY	DODEA
DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY	DHRA
DIRECTOR, DEPARTMENT OF DEFENSE TEST RESOURCE MANAGEMENT CENTER	TRMC
DIRECTOR, OFFICE OF ECONOMIC ADJUSTMENT	OEA
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES	WHS

**Listing of Addressees and Addressing DoD Memorandums with Military Chiefs,
Commandant of the Coast Guard, and Commanders of the Combatant Commands**

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
CHIEFS OF THE MILITARY SERVICES
CHIEF OF THE NATIONAL GUARD BUREAU
COMMANDANT OF THE COAST GUARD
COMMANDERS OF THE COMBATANT COMMANDS
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

**Multi-Memo with Mixed Department of Defense and Outside the Department of Defense
Addressees**

MEMORANDUM FOR SECRETARY OF STATE
SECRETARY OF HOMELAND SECURITY
ATTORNEY GENERAL OF THE UNITED STATES
DIRECTOR OF NATIONAL INTELLIGENCE
SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF

Miscellaneous Notes

- When addressing memorandums that also include other DoD officials, refer to the DoD Order of Precedence Memorandum to determine the appropriate placement order.
- When appropriate, the Assistant Secretaries of the Services will be listed before Deputy Under Secretaries of Defense.
- When appropriate, the Deputy Under Secretaries of Defense will be listed before the Directors of the Defense Agencies and the Directors of the DoD Field Activities.
- When appropriate, the Deputy Assistant Secretaries of Defense will be listed after the Directors of the Defense Agencies and the Directors of the DoD Field Activities.

Position and Names

CJCS (GEN Martin E. Dempsey, USA)

VCJCS (ADM James A. Winnefeld Jr., USN)

CHIEF OF STAFF OF THE ARMY (GEN Raymond T. Odierno)

COMMANDANT OF THE MARINE CORPS (Gen Joseph F. Dunford)

CHIEF OF NAVAL OPERATIONS (ADM Jonathan W. Greenert)

CHIEF OF STAFF OF THE AIR FORCE (Gen Mark A. Welsh III)

CHIEF OF THE NATIONAL GUARD BUREAU (GEN Frank J. Grass, USA)

COMMANDANT OF THE COAST GUARD (ADM Paul F. Zukunft)

Commanders of the Combatant Commands and Commandant of the Coast Guard names and mailing addresses

A memorandum addressed to the Commanders of the Combatant Command and Commandant of the Coast Guard must be mailed via USPS rather than using OSD distribution.

Gen Philip M. Breedlove, USAF
COMMANDER, USEUCOM/SACEUR
UNIT # 21420
APO AE 09705

ADM William E. Gortney, USN
COMMANDER, USNORTHCOM
250 VANDENBERG STREET, SUITE B016
PETERSON AFB, CO 80914-3801

GEN Joseph L. Votel III, USA
COMMANDER, USSOCOM
7701 TAMPA POINT BOULEVARD
MACDILL AFB, FL 33621-5323

Gen Paul J. Selva, USAF
COMMANDER, USTRANSCOM
508 SCOTT DRIVE, Suite 300
SCOTT AFB, IL 62225-5357

ADM Cecil D. Haney, USN
COMMANDER, USSTRATCOM
901 SAC BOULEVARD, SUITE 2A1
OFFUTT AFB, NE 68113-6000

ADM Samuel J. Locklear III, USN
COMMANDER, USPACOM
BOX 64028
CAMP H.M. SMITH, HI 96861-4028

Gen John F. Kelly, USMC
COMMANDER, USSOUTHCOM
9301 NW 33rd Street
MIAMI, FL 33172

GEN Lloyd J. Austin III, USA
COMMANDER, USCENTCOM
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AFB, FL 33621-5101

GEN David M. Rodriguez, USA
COMMANDER, USAFRICOM
UNIT 29951
APO AE 09751

ADM Paul F. Zukunft
COMMANDANT OF THE U.S. COAST GUARD
2703 Martin Luther King Jr. Ave SE STOP 7000
WASHINGTON, DC 20593-7000

Commanders of the Combatant Commands Liaison Offices

COMMANDER, USAFRICOM	Liaison Office 2B865
COMMANDER, USCENTCOM	Liaison Office 2C889A
COMMANDER, USEUCOM/SACEUR	Liaison Office 2C861
COMMANDER, USNORTHCOM	Liaison Office 2A872
COMMANDER, USPACOM	Liaison Office 2D835
COMMANDER, USSOCOM	Liaison Office 2B877
COMMANDER, USSOUTHCOM	Liaison Office 2D844
COMMANDER, USSTRATCOM	Liaison Office 2D831
COMMANDER, USTRANSCOM	Liaison Office 2B835

References

- Department of Defense Manual for Written Material: Correspondence Management (Volume 1), 5110.04-M-V1, dated October 26, 2010
- Department of Defense Manual for Written Material: Examples and Reference Material (Volume 2), 5110.04-M-V2, dated October 26, 2010
- Revised Department of Defense (DoD) Order of Precedence,” dated November 10, 2014
- “Listing of Addressees and Addressing DoD Memorandums,” dated March 11, 2015