

18 SEP 2016

MEMORANDUM

From: MIDN 3/C Quinn, Battalion AOPS
To: University of Michigan NROTC Battalion
Via: MIDN 1/C English, Battalion Operations Officer

Subj: PROPER MIDSHIPMEN CORRESPONDENCE

Encl: (1) Example of a proper e-mail

1. Purpose

- a. To set rules for proper correspondence at battalion events.
- b. To disseminate information on how to properly write a military e-mail.

2. In-Person Guidelines

- a. At battalion events, MIDN will not refer to each other by first name, but rather their MIDN rank and last name.
 - i. MIDN holding officer billets will be referred to as "Ma'am" or "Sir".
- b. When passing a MIDN in an officer billet (senior to you) while you are in uniformed, covered, and outside, you will salute that MIDN.
- c. The chain of command is to be used at all times when dealing with NROTC matters.
 - i. This applies regardless of potential familiarity (ex. being roommates) with other MIDN.
- d. The proper greeting of the day should always be used.

3. Electronic Correspondence Guidelines

- a. If a group chat is created (via text, groupme, facebook, etc.) for NROTC purposes the tone should be kept respectful and the correspondence should remain business related.
- b. All e-mails will be given a subject.
 - i. Subjects will notify the recipient of the purpose of the e-mail.
 - ii. Subjects will be kept short.

- c. The body of the e-mail will always start with the proper greeting of the day.
 - i. This is a sentence not a heading, therefore the first word will be capitalized as well as any proper nouns, otherwise all letters should be lowercase.
 - ii. In the event the sender and recipient are in different time-zones, the greeting of the day will be based on the sender's location.
- d. Proper respect will be shown in all e-mails.
 - i. E-mails should end in "Very respectfully," or "V/r," if sent to a peer or senior, otherwise "Respectfully" or "R/," can be used.
 - ii. Demands should never be made of your seniors, rather phrases like "respectfully request" and "if you wouldn't mind" will be used.
- e. For MIDN, class should be specified or MIDN rank should be used.
- f. Proper spacing in an e-mail consists of one empty line between the greeting and the body, any subsequent paragraphs, before the closing, and in between the closing and your name.
- g. If an acknowledgment of receipt for the e-mail is necessary, a request for it will be put in the original e-mail.
- h. "ACTION REQUIRED" will be put in the subject line of any e-mail that necessitates the recipients do something within a given period of time.
 - i. If the deadline for the action is within 24 hours of it being sent, the phrase "IMMEDIATE ACTION REQUIRED" will be used.
- i. All e-mails should be responded to as soon as possible.
 - i. The absolute deadline for a response to an email is 48 hours, after which disciplinary action may be taken.
- j. E-mails should be properly spelled and grammar checked to ensure professional standards are met.

J. Quinn
Battalion Assistant Operations Officer

Subject: Example of a Proper E-mail

Good morning Battalion,

This is an example of what a proper e-mail should look like. Thank you for your diligence in reading this entire document.

Go Blue/Swoop Swoop!

Very respectfully,

MIDN 3/C Quinn