MEMORANDUM

From: MIDN 2/C Gridley, Battalion AOPS
To: University of Michigan NROTC Battalion
Via: MIDN 1/C Wieber, 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.

B. Gridley
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 2/C Gridley