

Date in this format
Do not use zero place holder, i.e.
use 9 Feb 08

No space between date line

Two spaces from colon

Four spaces from colon

List in order of importance
Refer to Naval Correspondence
Manual for correct form upon
reaching fleet

Three spaces from colon

Use all capital letters

Two spaces from colon

Use this line if you refer to an
official document

Three spaces follow colon
Use (a), (b), (c) etc.

Two spaces from colon

19 Feb 08

MEMORANDUM

From: Midshipman 1/C Brian Benotz

To: Battalion

Via: Adjutant

Battalion Executive Officer
Battalion Commander

Subj: PROPER MEMORANDUM FORMAT

Ref: (a) SECNAVINST 5216.5D

Encl: (1) Figure 2-1. Standard Letter--First Page
(2) Figure 2-2. Standard Letter--Second Page
(3) Figure 2-19. Plain-Paper "From-To" Memorandum

1. This example shows how memos should be formatted within the battalion. It conforms to the standards for Department of the Navy memoranda set forth in reference (a). Official examples are included as enclosures (1), (2), and (3). If you use a reference or have enclosures, you should mention them in the body of the memo as in the previous sentence.

2. Margins.

a. Use Courier New Font with 11 pt. size. Have one inch margins on all sides.

b. When you have subsections like this, take four spaces in from the margin before the first letter. Let the following lines carry down to the margin as done here.

c. There are four spaces between the left margin and a., b. etc.

(1) If your memo has paragraphs with different subjects, you can set them apart by underlining the subject at the beginning of the paragraph as done in this example.

(2) There are eight spaces between the margin and the (. There is only one space between the) and the first letter.

c. There are two spaces between the period after the letter and the first letter of the sentence.

d. Identify paragraphs or subparagraphs in the following sequence: 1., a., (1), (a), 1., a., (1), (a).

3. There are other guidelines you need to follow.

a. Do not start a new paragraph (a new numbered section) at the bottom of the page unless you can carry at least two lines over to the next page.

Two spaces from period

Four spaces from margin

Two spaces from (

See section 5 for explanation

PROPER MEMORANDUM FORMAT

b. Do not number the first page, but number the second and later pages in the bottom center of those pages.

5. If you have more than one page, on the first line of the following pages you need to write the subject again in all capital letters and then skip a line before continuing the memorandum.

6. You will notice that this memo is not signed with "Respectfully" or any other salutation. Superiors writing to subordinates and peers writing to one another do not need to use salutations, only the first two initials and last name in all capital letters. Subordinates writing to superiors, however, should write "Very respectfully," after skipping one line after the last paragraph. Three lines should be skipped after the salutation before writing the first two initials and last name in all capital letters. Salutations and names should begin at the center of the page.

See bottom of page 2

7. Use the "Copy to:" section if copies of your memo need to go to people other than those in the "To:" section. You would use this if someone were getting your memo only for informational purposes. For instance, if you were working on a project with another squad, you might send a memo to your platoon commander and send a copy to the other squad leader to keep him/her informed. This will probably be used rarely.

8. This information is taken from the Naval Correspondence Manual, reference (a). It should be available along with this Memorandum, or you can find it online.

9. If Microsoft Word or other word processing application attempts to automatically make an outline for you, use the Ctrl-Z function (Command Z for Macintosh) immediately after the auto-correct to undo the correction.

10. A signature page must have at least two lines of text.

The signature block should be centered (approx. 6 tabs)

Begin signature block on the fourth line from the last paragraph

Title if applicable

Place Copy to: on the second line below the signature block

B. D. BENOTZ
MIDN 1/C BRIAN BENOTZ, USNR

Copy to:
Battalion Website