

## **Midshipman Electronic Communication Guide**

With the advent of emails, military courtesies have been adapted for electronic communications. When writing an email to be sent to military personnel, how one opens and closes the email follows specific rules.

When opening an email and addressing the recipient(s), one begins with the greeting of the day, as covered. The time of day which determines your greeting should be based on where you are - for example, a midshipman sending an email at 1100 from San Diego to someone in Ann Arbor, where it would be 1400, will still begin with "Good morning Sir/Ma'am."

When addressing fellow midshipmen who do not hold officer billets, one uses "Midshipman Smith" or the abbreviated form, "MIDN Smith." When sending a mass email to several persons, "Good morning/afternoon/evening all" is an acceptable substitute.

When asking something of an officer, whether over email or in person, one should "respectfully request" of them whatever it is that you need. Do not demand things of them; you are not their boss, they are yours. Also, do not use slang or abbreviations (excepting official military abbreviations or acronyms) in the body of your email; these are unprofessional and therefore should not be included.

When closing an email, one should end with "Very Respectfully," when writing to superiors, and "Respectfully," when writing to subordinates. The abbreviations "V/R" and "R", respectively, may also on occasion be used. In the following line, sign as your abbreviated rank and your last name - for example, "MIDN 4/C Jones."

### **Example Email:**

**Good afternoon Sir,**

**This is the body of the email.**

**Very Respectfully,**

**MIDN 3/C Smith**