



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

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AR

7 Apr 92

MARINE CORPS ORDER 5216.20

From: Commandant of the Marine Corps
To: Distribution List

Subj: HQMC SUPPLEMENT TO THE DEPARTMENT OF THE NAVY (DON)
CORRESPONDENCE MANUAL

Ref: (a) SECNAVINST 5216.5c

Encl: (1) Chapter 11, HQMC Supplement to the DON
Correspondence Manual
(2) LOCATOR SHEET

1. Purpose. To publish a local supplement to the reference.

2. Cancellation. HQO 5216.6H.

3. Summary of Revision

a. This revision contains a substantial number of changes and should be completely reviewed.

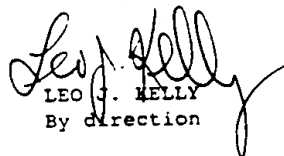
b. Although enclosure (1) is published as chapter 11 of the reference, the format is the same as a Marine Corps publication to provide for easier reading.

4. Action

a. All Headquarters personnel responsible for preparing and approving correspondence should familiarize themselves with the reference and this Supplement. This Order is available to Marine Corps commands for information.

b. This Order will be filed immediately after chapter 10 of the reference and enclosure (2) will be placed in the master directives files indicating this Order's location.

5. Recommendations. The Director of Administration and Resource Management (DirAR) is responsible for supervising correspondence practices at this Headquarters and throughout the Marine Corps. Recommendations concerning the contents of this Supplement are invited and should be addressed to the Commandant of the Marine Corps (AR).


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By direction

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DON CORRESPONDENCE MANUAL

CHAPTER 11

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CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 1: WRITING GUIDE

11100. REFERENCES. When guidance cannot be found in the DON Correspondence Manual, the following references will be used for preparation of correspondence at HQMC:

1. The U.S. Government Printing Office (GPO) Style Manual - a basic guide for English usage and style.
2. The Word Division Supplement to the GPO Style Manual - for proper word division.
3. Any good dictionary.
4. The JCS Pub 1-02, Department of Defense Dictionary of Military and Associated Terms, the preeminent authority for the definition and usage of military terms. The JCS Pub 1-02 is assigned PCN 4030000100 and may be obtained through normal publication channels.
5. MCO P1070.12, Individual Records and Administration Manual (IRAM) - the principal reference for abbreviated military terms.

11101. CAPITALIZATION. Chapters 3 and 4, GPO Style Manual, will be used as the basic guide for capitalization, subject to the exceptions and amplifications listed below:

1. The word "Marine" is always capitalized when used in reference to individuals or things associated with the U.S. Marine Corps. Placing the word at the beginning of a sentence avoids calling undue attention to this practice. Thus, "Marines, soldiers, and sailors crowded on board" is preferred to "Soldiers, sailors, and Marines crowded on board."
2. Code names given to operations, exercises, geographic areas, or activities will have the first letter of all proper names capitalized but will not be written entirely in capitals; e.g., Exercise Bold Eagle, Ocean Venture, Team Spirit, etc.
3. The titles of military units are capitalized only when the complete title of a specific unit is given. General terms designating units of a common type or size are not capitalized.
4. When the specific, formal billet title is used without qualifying adjectives, the title is capitalized. Examples:

a. Commanding General, 1st Marine Division, but, He was the commanding general of the 1st Marine Division.

b. Commanding Officer, Company A, 1st Battalion, 1st Marines, but, Captain Jenks was the commanding Officer of Company A.

11102. COMPOUND WORDS. Chapters 6 and 7 of the GPO Style Manual apply. This source, however, differs in many aspects from the dictionary. The overriding rule of usage should be clarity and consistency. The following examples amend and supplement the GPO reference (The abbreviation u.m. is for unit modifier; n. is for noun.):

air-ground team	helilift
air-weather (u.m.)	helitransportable
antiaircraft artillery	large-unit (u.m.)
antiair warfare	last-minute (u.m.)
antiguerrilla	load-out
antitank	long-range (u.m.)
backload	machine gun
base-wide (u.m.)	mailcall
cakecutting (n., u.m.)	medium-lift (u.m.)
codename	offduty (u.m.)
company-size (u.m.)	prepositioning
counterinsurgency	seaborne
counterguerrilla	small-unit (u.m.)
crew-served (u.m.)	sub-machine gun
firepower-intensive	trooplift (n., u.m.)
fixed-wing (u.m.)	troop space
flag-raising (n., u.m.)	war-torn
Force-in-Readiness	well-aimed
full-scale (u.m.)	well-defined
hard-fought (u.m.)	well-established
heavy-lift (u.m.)	well-fortified
helicopterborne	well-prepared
land-based	well-trained
	worldwide

11103. PUNCTUATION. Chapter 8 of the GPO Style Manual applies but is subject to the following exceptions and clarifications:

1. Apostrophe (GPO 8.3-8.18). Do not use the apostrophe with "Corps" (see GPO 8.7). An apostrophe does not have to be used for the plural of acronyms unless it is essential for clarity. Apostrophes in acronyms will, however, be used to show possession. This is an exception to the guideline expressed in the GPO 8.11.

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2. Comma (GPO 8.35-8.60)

a. Names of states and foreign countries when used in conjunction with other geographic place names will be regarded as words in apposition and will be set off by commas before and after. Examples:

He moved from Austin, Texas, to New York.

The squadron arrived in Atsugi, Japan, on 4 July.

b. In writing titles of organizations where more than one level of command must be given to specify the exact unit, commas will be used to take the place of the words "of" or "of the." Example:

He was assigned as Commanding Officer, Company A, 1st Battalion, 2d Marines on 8 November.

c. The comma will be omitted with the shortened name of military facilities and installations. Example:

MCAS Beaufort

MCB Camp Lejeune

NAS Key West

The squadron departed MCAS Iwakuni, Japan, at 0200.

d. The comma that is normally required before and after Jr., Sr., etc., (GPO 8.40) will be deleted after these forms only when full identification of a Marine is made. Example:

Corporal Thomas A Smith, Jr. 123 45 6789/0311 USMC

e. Refer to GPO 8.144 and 8.48 regarding placement of commas and periods inside quotation marks.

3. Hyphen (GPO 8.9-8.95)

a. The numerical designation of aviation squadrons and groups will be linked to the abbreviated title of the unit by a hyphen is not used when the full name of the unit is written out, nor with ground units, nor with the hull designators for Navy ships, nor to separate the names of an exercise from the year in which it occurs. Examples:

VMA-223

Marine Attack Squadron 223 MAG-32

USS Alabama (BB 60)

BLT 2/3

Bold Eagle 86

ENCLOSURE (1)

b. Refer to the Word Division Supplement to the GPO Style Manual before hyphenating a word at the end of a line.

c. As a general rule, only three lines of text should be hyphenated per page, and no successive lines should be hyphenated.

11104. ABBREVIATIONS. Chapter 9 of the GPO Style Manual contains general guidelines, but common military practices differ significantly from GPO rules. Chapter 6 of the IRAM is the principal reference for abbreviated military terms.

1. Abbreviations are used only if they are well-established in ordinary military service usage and then only if their adoption is warranted to save space or avoid annoying repetition. There must be a good reason for them, and they should be as well or better known than the term for which they stand.

2. The use of all capitals for military abbreviations is largely a result of the necessities of communications usage will not be followed in correspondence unless the abbreviation is made up entirely of the initial letters of major words; i.e., unless it is an acronym. Examples:

HQMC	but,	FMFLant
USMC		MedEvac

3. In general, periods are not used with military abbreviations and acronyms; the letters are run together as shown above, without separation by space or punctuation. This run-together rule does not apply where abbreviations or acronyms include numbers of any kind - Roman, Arabic, or ordinal. Except for the abbreviations of military grades and dates, which are exceptions to this rule, abbreviations will be spaced as follows:

CG III MEF	24th MEU
BLT 2/3	2d MAW
7th Mar	CG FMFPac
CG 1st MarDiv	

4. All acronyms will be introduced upon first usage by including the complete terms for which they stand, and will be used consistently thereafter in lieu of the full term. Acronyms will not be given unless they are going to be used.

5. Where abbreviations of states are used to simplify addresses or reduce their length, the two-letter style of the U.S. Postal Service will be used (GPO 9.13). Note that there are no punctuation marks and no spaces in DC (District of Columbia).

ENCLOSURE (1)

6. Abbreviations for months will conform with the three-letter style specified in the IRAM rather than the GPO Style Manual (GPO 9.44).

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

7. "United States" used as an adjective in the text may be abbreviated to U.S. (note use of periods and no space), but is spelled out when used as a noun (GPO 9.9-9.10). Example:

U.S. Marine Corps, but, The United States and other countries are negotiating.

8. In correspondence, "Retired" should be abbreviated in parentheses (Ret.) at the end of the retired individual's name, if the service is abbreviated. If the service is spelled out, Retired should also be spelled out. Examples:

Master Gunnery Sergeant John P. Jones, USMC (Ret.)

Master Gunnery Sergeant John P. Jones, U.S. Marine Corps,
Retired

11105. NUMERALS. Chapter 12 of the GPO Style Manual will be used as a basic reference. Please note that military units are expressed in figures at all times unless they begin a sentence (GPO 12.10). Example:

2d Marine Aircraft Wing, not Second Marine Aircraft Wing

11106. MILITARY ORGANIZATIONS. U.S. Marine Corps units will be designated by the use of letters for companies and batteries; Arabic numerals for divisions, regiments, battalions, platoons, and squads; and Roman numerals for forces. Examples:

Fleet Marine Force Pacific/Atlantic (FMFPac/FMFLant)

III Marine Expeditionary Force (III MEF)

1st Marine Division (1st MarDiv)

4th Marine Expeditionary Brigade (4th MEB)

2d Force Service Support Group (2d FSSG)

6th Marines (6th Mar)

22d Marine Expeditionary Unit (22d MEU)

Company A

1st Platoon
2d Squad
1st Marine Aircraft Wing (1st MAW)
Marine Aircraft Group 33 (MAG-33)
Marine Fighter Squadron 212 (VMF-212)
Marine Medium Helicopter Squadron 163 (HMM-163)

Note the use of 2d, 3d, 22d vice 2nd, 3rd, 22nd.

11107. MILITARY GRADES. Full military grades will be used in correspondence. The term "rank" will not be used in the text when "grade" is intended. Appendix A to this supplement contains models of addresses for Marines and will be used vice the models shown in the DON Correspondence Manual.

11108. MILITARY DECORATIONS. It is poor form to refer to an individual as having "won" a decoration or award, implying that there was a contest. Alternative words or phrases are "received," "was awarded," "was recognized by," "a recipient of," etc.

11109. WORDS, SENTENCES, AND PARAGRAPHS

1. Sentences. Examples of some of the common writing difficulties follow, with suggestions for overcoming or at least avoiding them:

a. Short sentences are preferable to long, but either can become monotonous with continuous use. Mixing them for a change of pace will produce rhythmic, balanced paragraphs that can stand the test of being read aloud.

b. Transitional words, phrases, and clauses are necessary to provide coherence and smooth, flowing copy. The writer should be wary of beginning sentences with such tired pivot-words as "however," "moreover," and "meanwhile." Bury these connectors inside the sentence immediately after the word(s) to which they refer, or search for other and less repetitive ways of making transitions.

c. The writer should favor the active over the passive voice; the positive over the negative statement.

d. Except for necessary emphasis, the repetition of words and phrases should be avoided by taking advantage of appropriate synonyms.

e. The writer should keep verbs in one voice within a sentence and avoid splitting verb forms, particularly infinitives.

ENCLOSURE (1)

f. The relative pronoun should be placed as near as possible to the noun for which it stands.

2. Unwanted words. The following should be avoided:

a. Redundant expressions, such as:

(1) thorough and complete

(2) considered opinion

(3) true facts

(4) my own personal

(5) loyal devotion

b. Flossy and little used words, such as:

(1) denouement (the solution of a complex situation)

(2) mnemonic (assisting the memory)

c. Words/phrases that don't appear in any dictionary.

(1) thru

(2) decisioned

(3) a myriad of

3. Paragraphs. When paragraphs are subdivided, numbered, or lettered, follow the guide below to determine correct sequence and space indentations. If the paragraph has a title, it should be underlined and followed by a period if the text of the paragraph begins on the same line. There is no period after a paragraph title standing alone.

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Example:

1. Title of Major Paragraph. (Text begins on same line).

2. Title of Major Paragraph

a.
5*

(1)
9*

(a)
13*

1 Never subdivided this far in
17* correspondence, but you may need to in
MCO's and similar types of work.

a
19*

* Figures indicate the number of spaces to be used for the specific paragraph indentation. When a two-digit paragraph number is necessary (e.g., 10), all space indentions move one additional space to the right.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 2: STANDARD LETTER

11200. SPECIAL INSTRUCTIONS. Prepare standard letters in the format provided in the DON Correspondence Manual, chapter 2, and as supplemented by the following instructions:

1. Correspondence leaving the Headquarters will be sent "From: Commandant of the Marine Corps."
2. Address correspondence to the individual in command or in charge (by functional title).
3. Use complete address, to include nine-digit ZIP code.
4. When correspondence is sent via Marine Corps organizations/activities/units, spell out the complete title, organization, and geographical location or mailing address of the first via addressee. Abbreviations may be used to identify the organization/activity/unit of subsequent via addressees.
5. Classified Standard Letter
 - a. The DirAR (ARF) will assign and affix the classified serial number to all copies at the time of dispatch from Headquarters or when approved for reproduction.
 - b. Overstamp the classification in red ink. Identify the classification of the subject line and each paragraph and subparagraph (preceding the paragraph) by "(U)," "(FOUO)," "(C)," "(S)," or "(TS)"; and affix downgrading instructions as appropriate. Detailed instructions are contained in OPNAVINST 5510.1.
6. Dot Matrix printers will not be used for the following unless the printers have the capability to produce high resolution print:
 - a. For correspondence requiring the signature of the CMC, ACMC, or the C/S.
 - b. To correspond with activities outside of the Marine Corps.
 - c. To produce documents requiring OCR font.
 - d. To produce correspondence of permanent value.

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11201. USE OF ORGANIZATION CODES

1. The organization code system is alphanumeric, consisting of one to four alpha characters that may be followed by a hyphen and one or two numeric characters. Use the following criteria in developing or redesignating organization codes:

- a. One alpha character for departments (M).
- b. Two alpha characters for divisions (MR).
- c. Three alpha characters for branches (MRR).
- d. Four alpha characters for sections (MRRO).
- e. One numeric character for units (MRRO-1).
- f. Two numeric characters for subunits and individuals (MMEA-52).

2. Place the originator's organization code on correspondence directly below the SSIC on the first page of the standard and business letter, except for correspondence to be signed by SecNav. On the second and succeeding pages of business letters, place it at the right hand side of the page, leaving a top margin of at least 1 inch and a right margin of approximately 1 inch.

3. In outgoing correspondence, directives, and messages that ask organizations or persons to provide information to this Headquarters, include a sentence or paragraph such as:

a. Notify the Commandant of the Marine Corps (*) or the CMC (*)....

b. Request addressees to the Commandant of the Marine Corps (*) or the CMC (*).

* In the parentheses, insert organizational code; e.g., AR, I&L, etc.

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CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 3: AUTHORITY TO SIGN CORRESPONDENCE AND MESSAGES

11300. GENERAL. All official correspondence, to include messages, emanating from HQMC will be issued in the name of the CMC.

11301. AUTHORITY TO SIGN CORRESPONDENCE. Personnel assigned to or acting in, the following billets are authorized to sign correspondence from the CMC (unless restricted elsewhere in this section).

1. By Title

Assistant Commandant of the Marine Corps

Chief of Staff

Deputy Chief of Staff for Aviation

Deputy Chief of Staff for Installations and Logistics

Deputy Chief of Staff for Manpower and Reserve Affairs

Deputy Chief of Staff for Plans, Policies and Operations

Fiscal Director of the Marine Corps

Deputy Chief of Staff for Requirements and Programs

Assistant Chief of Staff, Command, Control, Communications,
Computer and Intelligence

Counsel for the Commandant

Inspector General of the Marine Corps

Legislative Assistant to the Commandant

Staff Judge Advocate to the Commandant

The Medical Officer, U.S. Marine Corps

President, Permanent Marine Corps Uniform Board

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Director of Marine Corps History and Museums

Director of Intelligence

Director, Judge Advocate Division

Director of Public Affairs

2. By Direction*

Director of Administration and Resource Management

The Dental Officer, U.S. Marine Corps

The Chaplain, U.S. Marine Corps

Military Secretary to the Commandant (MilSec)

Military Assistant to the Assistant Commandant of the
Marine Corps (MilAsst)

Secretary of the General Staff (SGS)

Director, Special Projects Directorate

* This authority does not include correspondence which effects a change in existing policy or which disapproves a recommendation of a general officer.

11302. REDELEGATION OF "BY TITLE" SIGNATURE AUTHORITY. Heads of staff agencies may redelegate "by title" signature authority to general officers/SES members serving as division directors. Redelegations must be in writing with a copy to the DirAR.

11303. REDELEGATION OF "BY DIRECTION" SIGNATURE AUTHORITY. Personnel who are authorized to sign official correspondence over their titles or "By direction" may redelegate authority to officers and civilians in their organizations. Redlegation will include authority to release messages, unless specifically excluded, and will be:

1. In writing, preferably in an internal staff agency directive, listing all authorizations by table of organization billet titles.

2. Subject to the limitations of this section.

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3. Reviewed for need and currency annually by 15 September and reissued in writing with a copy to the DirAR. The DirAR is the office of record for redelegation of "By direction" signature authority.

11304. LIMITATIONS

1. "By direction" authority will be used only to sign correspondence and messages covering subjects which fall within the signer's area of responsibility and which good judgment indicates need not be forwarded to higher authority for signature. The chart below lists types of communications (correspondence/messages/directives) which must be signed by personnel in certain billets.

<u>Types of Communication</u>	<u>Signature</u>
To higher authority regarding mission or general efficiency of the Marine Corps.	CMC
Required by law or regulation to be signed by CMC	CMC
Letters of condolence to the next of kin in case of the death of a Marine	CMC
Marine Corps directives, including message-type Additionally, the	See MCO P5215.1. MilSec, MilAsst, and SGS may sign message-type directives.
Congressional correspondence	See section 7 of this supplement.
General public correspondence addressed to The President of the United States but forwarded to this Headquarters for direct reply	CMC, ACMC, C/S, or DC/S M&RA
Letters to SecNav, JCS, CNO, or comparable officials in other governmental departments requiring action in the immediate office of the addressee	* Normally CMC, ACMC, or C/S unless excepted by custom or directive from higher authority
Letters to the field which specify major shifts in Marine Corps policy	* Normally CMC, ACMC, or C/S

* If in doubt, refer the correspondence to the Secretary of the General Staff for a determination.

2. Civilian personnel other than heads of staff agencies will not sign correspondence which might be construed as a reflection on the performance of duty of a commanding officer.

3. Personnel may not sign "for" another individual authorized to sign "By direction."

11305. ADDITIONAL "BY DIRECTION" AUTHORITY. Heads of staff agencies having a need to sign correspondence "By direction," not provided for within the foregoing general authorizations, will submit to the C/S a list of specific requirements for additional authority.

11306. USE OF THE FACSIMILE SIGNATURE OF THE COMMANDANT OF THE MARINE CORPS

1. Personnel filling certain billets at HQMC are authorized by title to use a facsimile rubber stamp which reproduces the signature of the CMC. When the reproduced signature is initialed by the person so authorized, it becomes the official signature of the CMC (or the individual acting in that capacity).

2. Facsimile signature authorizations are issued by letter to the DirAR under the signatures of the CMC and the Acting CMC. These letters identify who, by billet title, may use the facsimile signatures and for what purpose. The DirAR retains the original letters and sends certified copies to the incumbents of each billet listed. To add to or retitle billets listed, submit a request to the DirAR. The DirAR will forward the request to the C/S for approval.

3. The DirAR must keep a current record of facsimile signature authorizations, with billets and incumbency data. Should an authorization no longer be needed or an incumbent change, notify the DirAR in writing. For a new incumbent, include the billet title, name, grade, and sample initial(s) to be used in authenticating the facsimile signature.

4. Before using a facsimile stamp, personnel authorized should check with their administrative office to determine whether to use the CMC or an Acting CMC signature. The CMC absences are published by the SGS.

5. Secure facsimile signature stamps in a locked container except when in use by the person authorized. Return worn-out stamps to the DirAR for replacement.

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CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 4: CORRESPONDENCE/COMMUNICATIONS WITH MARINE CORPS
FIELD COMMANDS

11400. GENERAL

1. This Headquarters must be responsive to inquiries from the field. When a commander communicates with this Headquarters, he shouldn't feel that his letter or message has become lost in the paperwork shuffle.

2. All incoming communications should be answered completely and expeditiously. Unfortunately, not all issues lend themselves to easy answers. In-depth study and staffing may cause delays in our response. When required, we will make, within one week, an interim reply acknowledging receipt of the communication, action taken to date, and an estimated date of final reply. Periodic updates will be provided as required.

3. Send Headquarters correspondence to Marine Corps field commands via the chain of command, unless:

a. Direct correspondence is authorized. (See figure 11-1.)

b. It replies to routine administrative correspondence on a subject about which major commands have authorized their subordinate elements to correspond directly with HQMC.

11401. APPLICABILITY. Authority for direct correspondence does not apply to that which:

1. Requires action, comment, or review by seniors in the chain of command.

2. Affects the planning capability of higher echelons in the chain of command.

3. Deals with policy.

4. Pertains to disciplinary or investigative matters, unless time is an overriding factor.

5. Pertains to casualties, unless authorized by MCO P3040.4, MARCORCASPROC MAN.

11402. DOUBTFUL CASES. When in doubt, send correspondence/communications via the chain of command. In the case of messages, officials through whom a letter would normally be forwarded shall be made information addressees.

ENCLOSURE (1)

11403. TELEPHONIC RESPONSE. In normal operations, the criteria for correspondence apply to telephone calls. Persons communicating by telephone will ensure that other interested persons are notified of the substance of the conversation, if such notification would have been otherwise required. Under emergency military operations, keep interested personnel informed.

ENCLOSURE (1)

1. Routine correspondence pertaining to reenlistments and career advisory matters.
2. Replies to requests for personnel information; e.g., for dates of prior service, prior overseas duty, and grade.
3. Replies to requests for documents such as DD Form 214 (MC), Certificate of Release or Discharge from Active Duty; certificates in lieu of discharge; and statements of service.
4. Personal effects claims.
5. Baggage center correspondence.
6. Letters regarding elections under the Survivor Benefit Plan or the Retired Serviceman's Family Protection Plan.
7. Welfare reports to geographically separated subordinate commands with copies to major commands.
8. Issuance of stock fund allotments directly to Camp Butler.
9. Routine communications on items of supply shipped directly to using organizations instead of via logistics support bases or parent units.
10. Correspondence pertaining to supply of blank forms.
11. Subsistence operational analysis reports.
12. Correspondence regarding repair criteria, planned replacement, assignment of serial numbers, record cards, delivery dates, and disposition of commercial motor vehicles.
13. Correspondence concerning transportation and traffic matters such as checkages covering shipment of excess household goods, routings, rate quotations, travel information, space available transportation, etc.
14. Matters of public information when timeliness is of overriding importance.
15. News releases to posts and stations of the Marine Corps.

Figure 11-1.--Areas in Which Direct Correspondence is Authorized.

ENCLOSURE (1)

16. Notifications of inspections by the IGMC with copies furnished CG FMFLant, CG FMFPac, and ComMarCorBasesPac.
17. Congressional correspondence. The intermediate command is furnished a copy. The authority for direct correspondence in this case is not intended to indicate that congressional correspondence is routine, but to expedite investigation and submission of information.
18. Data processing technical and operational information which does not affect policy matters or influence the operational capability of the major command concerned.
19. Letters replying to publications and printing requests, requests for copies of the Marine Corps seal and emblem, and letters dealing with printing matters and operation of printing plant equipment.
20. Letters concerning allotment accounting procedures and allotment status reports.
21. Correspondence addressed to the President of the United States and referred to this Headquarters for direct reply to the originator.
 - a. Interim and/or final reply - directly to originator if the originator is a Marine. No copies required for the command.
 - b. When the correspondence requires information from the immediate command of either the originator or the subject of the correspondence prior to direct reply, direct liaison is authorized to the immediate command of the Marine. The intermediate command is furnished a copy.
 - c. The direct correspondence authorized above is intended to both protect the private nature of the correspondence and to expedite the investigation if one is required.
22. Correspondence between the Director, Morale, Welfare and Recreation Activity, M&RA and Marine Welfare and Recreation Activity directors and personnel in charge of Marine Corps clubs and messes to disseminate nonpolicy information.
23. Correspondence requesting additional data required to permit proper evaluation of unsatisfactory equipment reports.

Figure 11-1.--Areas in Which Direct Correspondence is Authorized--Continued.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 5: CONTROLLED CORRESPONDENCE

11500. GENERAL

1. Controlled correspondence includes the following:
 - a. Congressional correspondence
 - b. Secretary of the Navy Administrative Office coordinated controlled correspondence
 - c. Freedom of Information Act requests
 - d. White House inquiries and requests
2. Controlled correspondence is received at HQMC by the following means:
 - a. Mail/telephonic inquiries addressed to a HQMC official or HQMC staff agency
 - b. Mail addressed to the CMC, ACMC, C/S by title or name
 - c. From the Secretary of the Navy Administrative Office (SECNAVAD)
 - d. From the Secretary of the Navy Office of Legislative Affairs
 - e. From the Legislative Assistant to the Commandant
 - f. From the White House Liaison Office

11501. PROCEDURES

1. Control
 - a. The SECNAVAD has responsibility for maintaining an automated record of receipt, routing, and action taken on controlled correspondence acted on within the Department of the Navy components/agencies.
 - b. The DirAR (ARF) has responsibility and maintains a record of receipt, routing, and action taken on controlled correspondence received by or referred to Headquarters Marine Corps. The means by which the SECNAVAD and the DirAR

ENCLOSURE

manage a record of receipt, routing, and action taken on controlled correspondence is the Secretariat and Headquarters Information Processing System (SHIPS). A SHIPS terminal is maintained by the DirAR (ARF).

c. Because the DirAR (ARF) forwards, unopened, all mail addressed by name to the addressee or designated representative, controlled correspondence that is addressed to an HQMC official by name (except the CMC, ACMC, or C/S) should be forwarded to the DirAR (ARF) for processing. Controlled correspondence or telephonic requests addressed directly to a staff agency should also be forwarded to the DirAR (ARF) for processing.

d. Controlled correspondence addressed by name to the CMC, ACMC, or C/S is controlled by the Secretary of the General Staff (SGS). Staff agencies will respond according to instructions provided on individual CMC, ACMC, C/S taskings. If a letter that was apparently intended to be read by the CMC, ACMC, or C/S is received directly by a staff agency, call the SGS for instructions.

2. Routing and Rerouting

a. The DirAR (ARF) routes controlled correspondence to staff agencies by the Automated Navy Route Slip (OPNAV 5216/175). Action or cognizance is assigned to a particular staff agency based upon the major theme or subject matter. The action or cognizant staff agency for controlled correspondence is determined by matching the major theme or subject of the correspondence with a listing of approximately 7,000 subjects with staff agency responsibility as extracted from the Headquarters Marine Corps Organizational Manual, Headquarters Administrative Manual, and other applicable directives. The DirAR (ARF) initiates action quarterly requesting staff agency review of the subject listing. The staff agency assigned primary action is responsible for coordinating replies to multiple subject correspondence. (See figures 11-2 through 11-4 for samples of Automated Navy Route Slips and explanation of Route Slip Purpose and codes.)

b. Before a change of action or primary cognizance will be authorized, another staff agency must agree to accept the change. Changes must be accomplished by the original staff agency within 2 working days of receipt. At that time, another staff agency may be tasked to provide information on which to base a reply, but they are not required to accept action reassignment. Record all rerouting on a copy of the Automated Navy Route Slip, listing the date, name, and phone number of the person accepting the change of action, and forward immediately to the DirAR (ARF).

c. Keep the Automated Navy Route Slip with the correspondence at all times. Submit all written replies, both interim and final, to the DirAR (ARF) for out-processing. Staff agencies will retain the official file copy.

3. Deadlines. Almost all controlled correspondence requiring an action or coordination will have a deadline. The CMC policy is that a deadline will be met, or, at a minimum, appropriate action will be taken to get it extended. If an item of controlled correspondence has a due date, that date will be reflected on the Automated Navy Route Slip. If that date cannot be met, action in the form of an interim response, or due date extension from the SecDef or SecNav action office, as applicable, must be granted.

4. Interim Replies. On controlled correspondence for which an interim response is authorized, the interim reply must address the circumstances which preclude meeting the due date and project a reasonable date of expected completion.

5. Closures. After completing action on an item of controlled correspondence, take the following action to close the case:

a. If the action required is to forward a reply to a SecDef or SecNav action office, attach the reply to the original Automated Navy Route Slip and forward to the SECNAVAD.

b. If the action required is to reply to the originator of the controlled correspondence, attach a copy of the signed response to the original Automated Navy Route Slip and forward to the SECNAVAD.

c. In all cases forward a copy of the Automated Navy Route Slip to the DirAR (ARF) with signature and date completed in the Secondary Routing Section; the date reflected is the date the response was forwarded to the SECNAVAD or originator of the controlled correspondence.

d. Telephonic closures are usually acceptable for controlled correspondence which authorized a direct reply to the originator (does not apply to taskings originated by the SGS). If correspondence is answered by telephone, in addition to completion of the Secondary Routing Section on the Automated Navy Route Slip, insert an annotation in the Comments Section reflecting the date and name of the person to whom the response was made. The original Automated Navy Route Slip with annotations should be forwarded to the SECNAVAD.

ENCLOSURE (1)

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

AUTOMATED NAVY ROUTE SLIP OPNAV 5216.20 (12-81) 50100-10 (02-92)		PRIMARY CONTROLLING OFFICE CMC		CLASSIFICATION OF ATTACHED MATERIAL UNCLASSIFIED	
FROM HR	VISCLOSFY		DATE 28JAN92	DATE RECEIVED 07FEB92	DCN 20065429
TC CMC	SERIAL	FILE NUMBER (SIC)	NO OF COPIES RECEIVED	REC NO	
SUBJECT/ABSTRACT CHAMPUS QUESTION MARRS/CONG					
CR1 B 099	CR2 MARRS	CR3 DANA	CR4		
REMARKS/DISTRIBUTION					
TC	TYPE	CAT	DCR	YR	RELEN (ANALYST/ROUTER)
R	C	Y			
DOC DUE TO HR	DATE 19FEB92	DUE TO CMC	DATE 19FEB92	DUE TO	DATE
CONTROL CENTER PRIMARY ROUTING			SECONDARY ROUTING		
TC	PC	DATE	SIGNATURE	DATE	TC
MED	C				
COMMENTS					

- PURPOSE CODES**
- A - Prepare reply for signature
 - B - Necessary action. See figure 11-4.
 - C - Reply direct
 - D - Forward copy on which to base a reply
 - E - Information and consultation
 - F - Lead office for coordination required
 - G - For signature
 - H - Information and report
 - I - Comments and recommendation
 - J - Coordinate with action office
 - K - Coordinate with lead office
 - L - Reply to be copied by this office
 - S - Reply to be input by this office
- INSTRUCTIONS**
- WARNING: DO NOT ENTER CLASSIFIED SUBJECT OR TITLE ON THIS FORM

CONGRINT

MICRO FILE NO	DCN
	20065429
CLASSIFICATION OF ATTACHED MATERIAL UNCLASSIFIED	

Figure 11-2.--Sample Automated Navy Route Slip for Congressional Correspondence.

1-B

ENCLOSURE (1)

MCO 5216.20
7 Apr 92

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

AUTOMATED NAVY ROUTE SLIP OPNAV 5216.20 (31 JAN 81) ED 0101 (11 APR 82) 2475 REV 01-1985-174		PRIMARY CONTROLLING OFFICE SECNAVD	CLASSIFICATION OF ATTACHED MATERIAL UNCLASSIFIED
FROM OSD	KRAFT	DATE 20JAN92	DATE RECEIVED 05FEB92
TO	SERIAL	FILE NUMBER (DDC)	NO. OF COPIES RECEIVED 1
SUBJECT/ABSTRACT		DOC# 2U001166	REC. NR.

EXECUTIVE SUMMARY - IRAN'S STRATEGY AND NUCLEAR CAPABILITIES

CR1 TASK FORCE	CR2 EXECUTIVE	CR3 SUMMARY	CR4 IRAN
CR5 STRATEGY	CR6 NUCLEAR	REMARKS/DISTRIBUTION ATTN: OP61, OP604, OP614	
TC	TYPE	CAT	DCN
H	C		
DOC DUE TO	DATE	DOC TO	DATE
OSD	18MAR92	SECNAVD	16MAR92
CONTROL CENTER PRIMARY ROUTING			
TO	PC	DATE	SIGNATURE
OP09BMR	E		
CMC	A		
RDA	E		
SECNAV	E		
USN	E		
OPA	E		
OLA	E		
PA	E		
SECONDARY ROUTING			
TO	PC	DATE	SIGNATURE
AR	A		

COMMENTS

PURPOSE CODES	INSTRUCTIONS
A - Policy reply for signature B - Policy reply C - Reply direct D - Forward data on which to base a reply E - Information and retention F - Lead other for information purposes G - on file signature H - Information and return I - Comments and recommendation J - Coordinate with other office K - Coordinate with lead office L - Reply to be prepared by this office S - Reply to be signed by this office	See figure 11-4.
WARNING: DO NOT ENTER CLASSIFIED SUBJECT OF TITLE ON THIS FORM	

MICROFILE NO	DCN
	2U001166
CLASSIFICATION OF ATTACHED MATERIAL UNCLASSIFIED	

Figure 11-3.--Sample Automated Navy Route Slip for SecNav Correspondence.

ENCLOSURE (1)

- A - Prepare reply for signature. Prepare the reply for the signature of the official designated by the "S" code.
- B - Necessary action. Record the action taken (or "no action required") in the "Comments" section of the route slip.
- C - Reply direct. Reply is authorized directly to the originator.
- D - Furnish data on which to base a reply. Furnish the lead office with appropriate data.
- E - Information and retention. Self-explanatory.
- F - Lead office for coordination, rewrites. Identifies the appropriate "responsible" office.
- G - In for signature. Not applicable. For SecNav Admin use.
- H - Information and return. Self-explanatory.
- I - Comment and recommendation. Self-explanatory.
- J - Coordinate with action office. Coordinate with the office assigned an "A," "B," or "D" code.
- K - Coordinate with lead office. Coordinate with office assigned the "F" code. If coordination is for a reply to be signed by the SecDef or the SecNav, then it must be cleared by a flag officer. This is accomplished by signature on the Automated Navy Route Slip.
- L - Reply to be cleared by this office. Self-explanatory. For SecNav Admin use.
- S - Reply to be signed by this office. Self-explanatory. For SecNav Admin use.

Figure 11-4.--Explanation of Route Slip Purpose Codes.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 6: WHITE HOUSE CORRESPONDENCE

11600. GENERAL. The White House Liaison Office (WHLO) is located in the office of the SecNav to coordinate and prepare responses to correspondence addressed to the President of the United States which has been referred to the DoD or DON for reply. The WHLO's primary function is to minimize administrative delays in order to meet the White House-imposed 72-hour deadline.

11601. COORDINATION. In most cases, the WHLO will request pertinent information by telephone to save time. The DirAR (ARF) furnishes the WHLO a subject matter listing and staff agency phone numbers so that the WHLO can coordinate directly with staff agencies.

11602. PROCEDURES. White House inquiries have priority over other controlled correspondence. Written inquiries and responses will be hand-carried from place to place.

1. Telephone Inquiries and Responses. When a member of the WHLO phones and authorizes a telephone reply, staff agencies will prepare a memorandum for the record which discusses the circumstances of the inquiry and the response supplied. The original memorandum will be retained on file by the staff agency, and a copy provided to the DirAR (ARF).

2. Written Inquiries and Telephone Responses. Telephone responses may be authorized for some written inquiries for the WHLO. When a telephone response is made, staff agencies will prepare a memorandum for the record as discussed above, providing a copy to the DirAR (ARF) attached to a copy of the WHLO route sheet. (An Automated Navy Route Slip is not used route White House correspondence.)

3. Written Responses. Written responses to White House correspondence will be composed, assembled, and processed in the same manner as responses to correspondence from the SecDef or the SecNav.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 7: CONGRESSIONAL CORRESPONDENCE

11700. GENERAL. This section provides guidance for processing congressional inquiries. Personnel responsible for preparing responses to congressional inquiries will be familiar with the DON Correspondence Manual, MCO 5216.11, and this supplement.

11701. PROCEDURES. Congressional inquiries are referred to this Headquarters in a variety of ways (e.g., mail, telegram, and telephone). Because most inquiries are by correspondence, this section concentrates on written responses. Regardless of how they are referred, congressional inquiries shall receive responsive and timely replies. Congressional inquiries will not be referred to a field command to reply directly to the Member of Congress.

11702. DEADLINES

1. The DON Correspondence Manual directs a 5-working-day suspense from receipt to reply. Congressional inquiries received under the FOIA, however, are authorized a 10-working-day response deadline.
2. Deadlines for the HQMC-controlled congressional correspondence are adjusted by interim responses only.
3. Deadlines for congressional correspondence referred to the CMC from the SecNav are controlled by the SecNav Administrative Office.

11703. INTERIM REPLIES

1. Interim replies are expected when a response deadline cannot be met. They shall give the status of the inquiry and the reason a final reply cannot be made, and will include the date when the Member of Congress can expect a final reply.
2. Deliver each interim reply and a copy of the Automated Navy Route Slip to the DirAR (ARF). The DirAR will then add 10 working days to the response deadline and will mail the interim reply to the Member of Congress.
3. Prepare copies of interim responses per MCO 5216.11 and the DON Correspondence Manual, chapter 9.

ENCLOSURE (1)

11704. COMPOSITION AND COPIES

1. Refer to the DON Correspondence Manual and MCO 5216.11 for guidance in composing and addressing congressional responses.
2. Review inquiries to determine where the Member of Congress desires a response be sent (field office or Washington, DC, office). See figure 11-5 for proper format.
3. In addition to the copies specified in the DON Correspondence Manual, provide a courtesy copy of the final reply to the field command that furnished information on which the reply was based.

11705. SIGNING REPLIES TO CONGRESSIONAL CORRESPONDENCE

1. The CMC, APMC, or C/S will normally sign replies to congressional correspondence which has the personal signature of Members of Congress, and which are addressed to the CMC by name. This does not include those inquiries received from Members of Congress in the form of brief referral slips or those of an extremely routine nature. Any congressional letter addressed to CMC by name which has not been seen by CMC should be delivered to the SGS immediately upon receipt by a staff agency.
2. Authority to sign replies to congressional correspondence may not be redelegated below the staff agency head level without the written approval of the C/S. Authority has been redelegated to the individuals assigned to the following billets (or person acting in that capacity) to sign replies to congressional correspondence subject to the limitations and provisions of this section:
 - a. The DirAR may sign replies to routine congressional correspondence pertaining to ARDiv matters, and may readdress congressional mail erroneously addressed to HQMC.
 - b. Personnel filling the following billets within the Manpower and Reserve Affairs Department may sign replies to routine congressional correspondence:
 - (1) Director, Personnel Management Division (MM)
 - (2) Director, Reserve Affairs Division (RA)
 - (3) Director, Personnel Procurement Division (MR)
 - (4) Director, Manpower Plans and Policy Division (MP)
 - (5) Director, Human Resources Division (MH)

ENCLOSURE (1)

(6) Director, Morale, Welfare and Recreation Support Activity (MW)

(7) Director, Manpower Management Information Systems Division (MI)

(8) Head and Assistant Head, Special Correspondence Branch, Manpower Department (MC)

c. The Head, Personnel Management Support Branch, Personnel Management Division (MMSB) is authorized to sign replies to the following types of requests:

- (1) Last-known addresses
- (2) Soldiers' and sailors' certificates
- (3) Authentication of signature certificates
- (4) Certificates in lieu of lost or destroyed discharge certificates
- (5) Certified copies of reports of separation
- (6) Corrections to reports of separation
- (7) Statements of service
- (8) Any letter which transmits a document that has been signed by the Head, Records Correspondence Section, or Head, Personnel Management Support Branch, Personnel Management Division, Manpower and Reserve Affairs Department.
- (9) Notifications of referral of correspondence to the BUMED on requests for medical records.

d. The Military Law Branch, Judge Advocate Division (JAM) may sign replies to routine congressional correspondence.

3. Replies to congressional correspondence forwarded to the SGS for signature by the CMC, ACMC, or C/S should be assembled per section 13 this supplement.

ENCLOSURE (1)

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

IN REPLY REFER TO:

(SSIC)
(Code)

The Honorable John Glenn
United States Senate
Washington, DC 00000-0000 (Use nine digit ZIP code if known)

Attention: Ernestine J. Hunter

Dear Senator Glenn:

This responds to your letter... _____

Complimentary close,

Figure 11-5.--Sample Letter for Response to Congressional
Inquiries with Attention Line.

ENCLOSURE (1)

CHAPTER 11

SECTION 8: THE SECRETARY OF DEFENSE AND THE SECRETARY OF THE
NAVY CORRESPONDENCE

11800. GENERAL. This section provides guidance for processing the SecDef and the SecNav correspondence. For correspondence that is to go "via" SecDef or SecNav, include letters that are ready for their signature.

11801. THE SECDEF CORRESPONDENCE. The office of the SecDef has placed a 4-working-day deadline on all correspondence received from the senior staff at the White House, members of the Cabinet and the Congress, and State Governors which requires a written response signed by the SecDef or the Deputy SecDef.

1. When a final response cannot be formulated, coordinated, and signed within the allotted time, an interim reply which contains as much information as possible, including reasons for the delay and the approximate date the final reply can be expected, will be prepared.
2. When an interim reply is required and the final letter is to be signed by the SecDef or the Deputy SecDef, the interim reply must also be signed by the SecDef or the Deputy SecDef.

11802. THE SECNAV PERSONAL REPLIES. The SecNav requires that correspondence of a personal nature be answered or acknowledged within 48 hours after receipt by the office of the SecNav. To ensure that this requirement is met, the following instructions apply:

1. Personal correspondence of the SecNav referred to HQMC will be controlled by the DirAR (ARF). All referrals for the Secretarial signature can be identified by the "SecNav Personal Correspondence" imprinted on the routing sheet. If any of the subject correspondence is received by a HQMC staff agency directly from the SecNav mailroom, immediately hand-deliver to the DirAR (ARF), room 1006, for entry into the HQMC control system.
2. The assigned HQMC action office must take action immediately to ensure that a reply, or an interim reply stating the date when an answer to the letter may be expected, is delivered by hand to the DirAR (ARF), room 1006, within 48 hours. Prepare an interim reply for signature every 10 calendar days until a final reply is made.
3. The C/S will sign memoranda for the SecNav when sending final replies, and heads of staff agencies will sign memoranda forwarding interim replies.

ENCLOSURE (1)

4. Send a copy of each interim reply to the DirAR (ARF). Return the completed Automated Navy Route Slip and the final reply, "unenveloped," to the DirAR (ARF) for hand delivery to the Office of the SecNav.

11803. THE SECDEF AND SECNAV EXTENSION PROCEDURES

1. If a final response cannot be made by the due date, obtain an extension from the originating office or intermediate tasking office, at least 2 working days prior to the due date, and record the information on the Automated Navy Route Slip:

- a. Date extension granted.
- b. Name and phone number of individual who granted extension.
- c. New due date established.

Provide a copy of the Automated Navy Route Slip to the DirAR (ARF) with the above information.

2. When a written response is made to SecNav or SecDef controlled correspondence, the written response and the Automated Navy Route Slip must be hand-delivered to the DirAR (ARF). When a telephone response is made, or when no action is required, complete the Automated Navy Route Slip to show the name, grade, telephone number, and office code of the action officer involved.

11804. MEMORANDA CORRESPONDENCE

1. Memoranda for the SecNav and Under SecNav require the signature of the CMC, ACMC, C/S, or, when the subject matter does not establish or change existing Marine Corps policy, the head of a staff agency.

2. The memorandum itself should contain all that is needed to make a decision, and should not exceed one page. Tabs may be used with additional information as necessary. Use good judgment in analyzing the issue and organizing the subject matter coherently. The material should be presented so that the recipient is able to concentrate on the substance of the issue, compare the available alternatives, and make a decision. The action or decision memorandum must be available early enough for the Navy Secretariat's consideration.

3. Preparation of Memoranda Correspondence

a. Memoranda addressed to the SecNav or a civilian executive assistant will be prepared on HQMC letterhead bond paper; prepare second and succeeding pages on plain bond paper. (If you need SecNav/SecDef letterhead stationery, hand-carry a memorandum requesting the stationery to the DirAR (ARG), room 1203.)

ENCLOSURE (1)

(1) Type the SSIC, originator's organization code, and subject on all pages of the memorandum.

(2) Stamp or type the date and signature sections after signature.

b. Memoranda for the SecNav signature which are addressed to the SecDef will be prepared on the SecNav letterhead bond paper in the form of an Executive Summary/Cover Brief and should not exceed one page. Refer to Figure 11-6 for more information on how to prepare the Executive Summary/Cover Brief.

(1) When preparing correspondence addressed to SecDef to be signed or transmitted by SecNav, indent paragraphs and do not number. This is contrary to the DON Correspondence Manual, but is the format used within DoD. (DoD Administrative Instruction number 7 provides detailed guidance for preparing and submitting SecDef and DepSecDef correspondence.)

(2) Never staple any original correspondence submitted for signature.

c. Memoranda for decision by the SecNav or a civilian executive assistant will be prepared in the format illustrated in figure 11-7. The format provides guidance for ACTION and DECISION memoranda to accompany all material submitted for action or decision. The guidelines are not inflexible; the format should be modified as necessary to best present the subject matter. For routine issues, the memorandum may be a few lines on one page. On more complex issues, it may contain several paragraphs but should not exceed one page. Additional information may be put in an enclosure.

ENCLOSURE (1)

EXECUTIVE SUMMARY/COVER BRIEF

MEMORANDUM FOR THE SECRETARY OF DEFENSE

THROUGH: DEPUTY SECRETARY OF DEFENSE

FROM: H. Lawrence Garrett, III (signature here)
SECRETARY OF THE NAVY

SUBJECT: How to prepare the executive summary/cover brief

PURPOSE: (Insert "ACTION--" or "INFORMATION--" followed by a single sentence or phrase explaining the purpose of the communication)

DISCUSSION: The executive summary/cover brief has essentially replaced the standard "MEMORANDUM FOR" and must be used to communicate with the SecDef or DepSecDef. It must not be longer than one page--amplifying information may be attached as TAB(s). The "DISCUSSION" should describe the action-forcing event, any deadline for SecDef action and positions of other relevant agencies. If alternative options are provided, the pros and cons of each should be summarized.

RECOMMENDATION

(If ACTION is required, state the recommendation here. Indicate here also those who concur, and those who do not concur, in the recommendation. Coordination(s) should be at a TAB to basic correspondence. If no action is required, still include the "RECOMMENDATION" block, but indicate "None. Provided for information only.")

SECDEF DECISION

_____ Approved

_____ Disapproved

_____ Other: _____

TAB A - Briefly describe the TAB

TAB B - A TAB must be used to provide essential information which could not be provided on the executive summary/cover brief due to space restrictions (the executive summary/cover brief may not exceed one page).

Figure 11-6.--Sample Executive Summary/Cover Brief for SecDef.

ENCLOSURE (1)

IN REPLY REFER TO

(SSIC)
(Code)

MEMORANDUM FOR THE SECRETARY OF THE NAVY
(Or Appropriate Official)

Subj: (BRIEF DESCRIPTIVE STATEMENT OF THE SUBJECT)

Ref: (If applicable)

Encl: (If applicable)

1. Issue. A succinct statement of the issue. For example:
"The enclosed proposed Executive Summary/Cover Brief for your signature to the Deputy Secretary of Defense responds to a memorandum to the military service secretaries of 3 September 1991 which proposed. . . and requested military service comments."

2. Background/Analysis (May be put in an enclosure)

a. A brief recital of the important facts and background underlying the issue which will provide a basis for analysis. A brief history of the subject may be in order.

b. An analysis flowing from the background statement, taking into account impacts and other relationships as appropriate.

3. Options. A concise outline of each option in a few sentences or short paragraphs, and a concise statement of the resource/budget implications of each option, in terms of manpower and funding. The presentation of options should come from the analysis and should assess the impacts and other consequences adopting each option.

4. Recommendations

Classified by _____

Declassify on _____

CLASSIFICATION

Figure 11-7.--Sample Memorandum for SecNav.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 9: MISCELLANEOUS CORRESPONDENCE

11900. GENERAL. Miscellaneous correspondence refers to inquiries received from or sent to Marines, the general public, or any other correspondence not addressed in this supplement. The term "general public" refers to correspondents other than active duty Marines, reservists on active duty, or members of the Marine Corps Reserve establishment. General public inquiries may be from family members of Marines, retired or discharged Marines, or from any number of civilian sources. Such inquiries normally are uncontrolled but may be sent by control sheets from other military departments or governmental agencies for action. Inquiries from the general public will be answered, either wholly or in part, at this Headquarters, or, after appropriate acknowledgements, may be referred to a field command with a request that the correspondent be provided additional information or a complete reply. Replies/acknowledgements will be brief and courteous.

1. Anonymous Correspondence. Correspondence which does not contain an identifiable name or a signature is considered anonymous and is generally uncontrolled, but may be sent by control sheets from other military departments or governmental agencies for action. Anonymous correspondence can occasionally be identified with a command even though it does not bear a name or signature, and, depending on its contents, can be referred to the identified command for information and action. If identification cannot be determined, the correspondence will be destroyed.

2. Obscene or Threatening Correspondence

a. If the sender can be identified, obscene correspondence will be referred to the DirJAD for settlement. Anonymous, obscene correspondence will not be circulated but destroyed by the original recipient.

b. Forward correspondence which contains an actual or implied threat to person, property, or national security (with its original envelope and wrappings) to the DirAR (ARF).

3. Incoherent Correspondence. Sometimes correspondence is received that is generally termed "crank mail." It is incoherent and appears to have been written by an emotionally disturbed person. This type of correspondence will be destroyed, not circulated.

4. Unsolicited Inquiries from Active Duty Marines. Process general inquiries from active duty Marines using the format of figure 11-8. A copy of the

inquiry need not be retained. If the action agency wants to be informed of the action taken by the individual's parent command, process the letter using the format of figure 11-9. When response to the inquiry is impractical in whole or in part, use a letter similar in format to figure 11-10.

5. Correspondence from the General Public. Process inquiries from the general public as soon as possible. Screen the subject matter to ensure that information provided to the correspondent eliminates the need for further correspondence. When the inquiry cannot be answered by this Headquarters, use replies similar to figures 11-11A and 11-11B.

6. Acknowledge Correspondence. Give prompt attention to correspondence requiring action or reply. Legitimate inquiries addressed to this Headquarters which are not answered within a reasonable time reflect adversely on the Marine Corps. When there may be a delay in replying, the NAVMC HQ 388 form, Communication Acknowledgement, should be used and should include an approximated reply date. The postcard acknowledges receipt of the correspondence, does not constitute a reply, and should not be used to request additional information. Do not use the NAVMC HQ 388 form for congressional correspondence.

11901. CORRESPONDENCE TO MARINES ON ACTIVE DUTY. In preparing letters to Marines on active duty, show the organization to which the Marine belongs as a via addressee. Depending on the nature of the communication, you may omit the remaining organizations in the chain of command if an information copy will meet the needs of intermediate channels. For letters to Marines assigned to HQMC, see HQO P5000.12, HQADMINMAN, for appropriate chain of command. Correspondence through higher echelon/official channels should appear as:

From: Commandant of the Marine Corps

To: Grade Name SSN/MOS USMC

Via: (1) Functional title of senior commander whose endorsement is required, name or activity, location, or mailing address (or "Copy to:" as appropriate)

(2) Functional title of the subordinate commander

(3) Functional title of the commander of the activity/unit to which the Marine is assigned (if known)

Use guard mail versus U.S. mail between HQMC; HQBn, HQMC; MarBks, Washington; MCCDC; MARCORSYSCOM; NAF Andrews; and Clarendon.

11902. CORRESPONDENCE TO RESERVE MARINES NOT ON ACTIVE DUTY. Before preparing correspondence to a reservist, check the Marine's record for grade, social security number, MOS, and current organization. Prepare and forward letters through official channels.

ENCLOSURE (1)

11903. CORRESPONDENCE TO RETIRED MARINES. Before preparing correspondence to a retired Marine, verify the individual's grade and home address with records maintained by the DC/S M&RA (MMSB). Prepare as follows:

From: Commandant of the Marine Corps

To: Grade Name, USMC (Ret.)
Home address (City, State, and ZIP Code)

11904. IDENTIFICATION OF MARINES IN BUSINESS LETTERS. In business letters pertaining to a Marine, include the complete identification in the first paragraph; i.e., grade, full name, and branch of service. Once complete identification is made, further references shall be made by grade and last name. If the letter is to a relative of a Marine and the incoming correspondence used first name, refer to the Marine by first name. The Privacy Act of 1974 forbids using social security numbers in correspondence addressed outside the DoD.

ENCLOSURE (1)

IN REPLY REFER TO

(SSIC)
(Code)
(Date)

From: Commandant of the Marine Corps
To: Private First Class John D. Doe 123 45 6733/0311 USMC
Via: Commanding General, 2d Marine Division, FMF, Marine
Corps Base, Camp Lejeune, NC 28542-5501
Subj: REQUEST FOR INFORMATION
Ref: (a) Your ltr of (Date) to the Commandant of the Marine
Corps

(b) Marine Corps Manual, par. 2805

1. Your letter of _____ 1992 requested information concerning overseas employment. You can obtain that information from the Department of Labor, Constitution Avenue and 14th Street, NW, Washington, DC 20210.
2. You also requested information on the status of your pay and made complaints regarding your duty assignment. These matters should have been referred to your commanding officer for information or advice. A copy of reference (a) and this letter have been forwarded to your commanding officer.
3. The via addressee is requested to direct the commanding officer to inform Private First Class Doe of the procedures for appearing at request mast per reference (b) and appropriate command directives. Private First Class Doe will also be counseled on the correct administrative procedures for communicating with higher headquarters.

A. B. SEE
By direction

Copy to:
CO _____

Figure 11-8.--Sample Letter Replying to an Unsolicited Inquiry from an Active Duty Marine When a Portion or All of the Inquiry Can Be Answered.

ENCLOSURE (1)

IN REPLY REFER TO:

(SSIC)
(Code)
(Date)

From: Commandant of the Marine Corps
To: Commanding General, 2d Marine Division, FMF, Marine
Corps Base, Camp Lejeune, NC 28542-5501

Subj: LETTER FROM PRIVATE FIRST CLASS JOHN D. DOE 124 96 6733/
0311 USMC TO THE COMMANDANT OF THE MARINE CORPS

Encl: (1) Subject Letter

1. The enclosure is forwarded for information and appropriate
action. Please provide the Commandant of the Marine Corps ()
a brief report of action taken.

A. B. SEE
By direction

Copy to:
CG FMFLant

Figure 11-9.--Sample Letter Transmitting an Unsolicited Inquiry
from an Active Duty Marine With Report of Action
Required.

ENCLOSURE (1)

IN REPLY REFER TO:

(SSIC)
(Code)
(Date)

From: Commandant of the Marine Corps
To: Commanding General, 2d Marine Division, FMF, Marine
Corps Base, Camp Lejeune, NC 28542-5501

Subj: LETTER FROM PRIVATE FIRST CLASS JOHN D. DOE, JR.
124 96 3857/0311 USMC TO THE COMMANDANT OF THE MARINE
CORPS

Encl: (1) Copy of Subject Letter

1. The enclosure is forwarded for information and appropriate
action.

A. B. SEE
By direction

Copy to:
CG FMFLant

Figure 11-10.--Sample Letter Transmitting an Unsolicited
Inquiry from an Active Duty Marine Without
Report of Action Required.

ENCLOSURE (1)

IN REPLY REFER TO:

(SSIC)
(Code)
(Date)

Mrs. Evelyn Smith
1405 Howitzer Street
Jacksonville, NC 28542

Dear Mrs. Smith:

Your letter of (Date) has been referred to me for a reply.

The matters addressed in your letter are under the jurisdiction of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina. I have forwarded a copy of your letter to the commanding general and have asked him to reply directly to you.

Thank you for your interest in the Marine Corps and in the welfare of its members.

Sincerely,

I. M. RIGHT
Brigadier General, U.S.
Marine Corps
Deputy Chief of Staff
for ...

Figure 11-11A.--Sample Letter Responding to an Inquiry from the General Public When Unanswerable by this Headquarters.

ENCLOSURE (1)

IN REPLY REFER TO:

(SSIC)
(Code)
(Date)

From: Commandant of the Marine Corps
To: Commanding General, Marine Corps Base, Camp Lejeune, NC
28542-5001

Subj: MRS. SMITH'S LETTER TO THE COMMANDANT OF THE MARINE
CORPS

Encl: (1) Copy of Subject Letter
(2) Copy of CMC Interim Reply

1. Enclosures (1) and (2) are forwarded for appropriate action and direct reply to Mrs. Smith. Provide a copy of your response to the Commandant of the Marine Corps ().

I. M. RIGHT
Deputy Chief of Staff for ...

Figure 11-11B.--Sample Letter Responding to an Inquiry from the
General Public When Unanswered by this
Headquarters--Continued.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 10: THE HEADQUARTERS MARINE CORPS ROUTING SHEET (5211)

111000. USE OF THE HEADQUARTERS MARINE CORPS ROUTING SHEET
(5211)

1. The HQMC Routing Sheet (5211) is used for routing incoming and outgoing correspondence within HQMC. The HQMC Routing Sheet is printed on 8 1/2 by 11-inch prescribed color bond paper as follows:

a. Unclassified. Canary-colored bond paper, NAVMC HQ 335 (Rev. 5-89).

b. Confidential. Light blue-colored bond paper, NAVMC HQ 355i (Rev. 10-89).

c. Secret. Pink-colored bond paper, NAVMC HQ 335h (Rev. 10-89).

d. Top Secret. Red-hatched border and red printing on white bond paper, NAVMC HQ 335g (Rev. 10-89).

e. Classified/Controlled JCS Papers. Attached only by the DirAR (ARF).

2. Use a standard blank master form (10 3/4 by 14 inches) for each HQMC Routing Sheet (5211) cited above, to request printing of 8 1/2- by 11-inch routing sheets. These masters may be obtained on a walk-in basis from the DirAR (ARG), room 1203, by the principal administrative offices for each staff agency. Administrative offices are encouraged to be the principal custodians of the blank master forms. Type components of the staff agency in the lower portion of the masters as required. When inserting the titles of subordinate activities on each blank form, the subordinate organizations should conform to T/O's and MCO 5216.9.

3. Deliver requests to reproduce the blank masters to the Reproduction Unit, room 1314, using DD Form 844, Requisition for Local Duplicating Service.

4. Additionally, staff agencies are encouraged to utilize the Electronic HQMC Routing Sheet, NAVMC HQ 335(E) to enhance productivity and material savings. This "electronic copy" of the HQMC Routing Sheet, provided by the DirAR (ARDB), is actually a WordPerfect document which, when used, will allow a preparer to fill in the blanks on the image of the form seen on the PC screen and to print out a hard copy on a laser printer using the appropriate blank color paper.

5. All correspondence forwarded to the CMC, APMC, or C/S will be submitted via the SGS under the HQMC Routing Sheet (5211) with no letter codes shown in block 5 (also do not use highlighter markers to highlight SGS, APMC, or CMC).
6. The routing sheet will be:
 - a. Used to route correspondence throughout MCCDC, and MARCORSSYSCOM.
 - b. Prepared and placed on outgoing correspondence by the originating office.
 - c. Securely fastened, but not stapled, to incoming correspondence when forwarding it to the SGS.
 - d. Filed with correspondence to which it pertains.
 - e. Retained with correspondence of permanent value that is being retired ONLY if it contains pertinent record information.

111001. INSTRUCTIONS FOR PREPARATION OF THE HQMC ROUTING SHEET

1. Block 1-Date. Enter date of signature on the route sheet.
2. Block 2-Operation Code. This block is the routing code selection key. The blank spaces to the right of the letters "H" and "O" on block 2 may be used to insert instructions not otherwise provided.
3. Block 3-Subject. Enter source and subject; e.g., Mrs. A. B. Doe's ltr to CMC, Subj: SON'S ALLOT-CHECK. Use standard abbreviations. For routing sheets on classified documents (NAVMC HQ 335g, h, and i), use unclassified subject (paraphrase if necessary) so routing sheet will not be classified.
4. Block 4-RTG. Enter numbers to show order of routing. Correspondence forwarded to the CMC, APMC, and C/S shall be routed no further than the SGS.
5. Block 5-OPR Code. Enter letter(s) from block 2 to indicate why staff agencies are receiving your correspondence. (Do not insert codes in block 5 for C/S or above.)
6. Block 6-Addresses. This block is the list of HQMC functional staff agencies. To flag the attention of a particular element of another staff agency, insert the appropriate office code (e.g., following DirAR insert AREC, if a proposed Marine Corps directive is being submitted to the Publications and Printing Branch, Directives Control Section).
7. Block 7-Date. Indicate the date the correspondence is received (1/20), and the date the correspondence is released (1/22).

ENCLOSURE (1)

8. Block 8-Initials. Place initial(s) in either the concur or nonconcur column. If a staff agency nonconcur, a dated and signed statement of nonconcurrency must accompany the routing sheet. Statements may be made by using available space in the remarks section (block 11) or by attaching plain bond paper headed with the subject line as it appears in block 3. Routing sheets forwarding correspondence to the SGS for signature of, or decision by, the CMC, ACMC, or C/S must be initialed by the head of the staff agency. Staffing comments will also be signed by the head of the staff agency. In the absence of the head of the staff agency, the deputy or acting head may initial or sign.

9. Block 9-Nature of Action Required. Following the guidelines below, enter the appropriate initials and due date, if any:

a. Dates entered in the ROUTINE box may be initialed by the originator/action officer. Dates entered in the URGENT box will be initialed only by the head, deputy, acting, or assistant head of the staff agency.

b. If a staff agency cannot respond by the due date, request an extension from the originator/action officer cited in block 10 of the routing sheet.

10. Block 10-References Held By: Enter the name, military/civilian grade, office code, and telephone extension of the individual who holds the references and who may be consulted for background data.

11. Block 11-Remarks and Signature. Enter the basic information which will permit the addressee in block 4 to take the action required. On those route sheets forwarding a paper for decision include a concise "Problem" and "Solution" statement. If additional space is necessary, use plain bond paper headed with the subject line as it appears in block 3. Date and sign all comments in the remarks section. If a routing sheet is more than one page, ensure last page is signed. For correspondence forwarded to CMC, ACMC, or C/S via SGS, indicate who should see/sign correspondence. Do not put classified remarks on any route sheet.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 11: DOCUMENT FORMATS AT HQMC

111100. STANDARDIZATION OF DOCUMENT FORMATS

1. Staff agencies must respond rapidly with accurate and authoritative information in preparing staff response papers. These papers often are prepared quickly, yet need to contain sufficient detail to satisfy important requirements. This paragraph provides several formats to permit some selectivity in the level of staff responses.

2. The following formats are prescribed for use in this Headquarters. Figures 11-12 through 11-18 are samples.

a. Position Paper (Figure 11-12). The position paper is a staff action document prepared by an action officer. It is a study-type document which develops and recommends an official position on a particular proposition. It includes a clear statement of why an official position is required, essential background on the problem or subject, and a rationale for the recommended position. A position paper usually requires rapid research to identify key sources of information pertaining to the topic. The author must make a sound analysis of the information and write the paper in a clear and accurate format. Figure 11-12 provides the doctrinal format for the position paper. The heading contains the classification of the paper, the office code of the originator, the date, and the caption "POSITION PAPER." The subject is indicated in simple terms. If references are used, they should be standard and self-explanatory. The problem statement tells what the problem is for which the position is being developed. This problem statement is usually stated, "To develop a . . . position." The author also states why a position is required. The background states what has gone before. The positions of other agencies are addressed when appropriate; otherwise, this part of the position paper has the caption "Not Applicable" inserted. The recommended position is stated in clear, concise terms. The rationale includes statements which support the position taken. The recommendation is what you recommend to be done, e.g., "approve attached statement" or "study..." as well as a decision block for the decision to be recorded.

b. Point Paper (Figure 11-13). The point paper is a concise document designed to present key points, facts, positions, or questions in a brief and orderly fashion. It has often been referred to as a discussion. It is normally used as a reminder and assumes complete knowledge of the subject by the intended user. Logical sequence is desirable, but not mandatory if

deadline precludes, or if relative transience or unimportance of the subject matter does not warrant a more detailed treatment. It may be distributed to individuals for retention. Local formats may vary; however, figure 11-13 depicts the doctrinal format from FMFM 3-1. The paper normally does not exceed one page. It should be written in a brief, "telegraphic" style which can stand alone; however, graphs, schedules, and background data may be attached. The heading contains the classification of the paper, the office code of the originator, the date, and the caption "POINT PAPER." The subject is indicated in concise terms. Next, the salient points which relate to the subject are listed in short, concise statements which are logically arranged. These points are followed by an even more concise summary. This may include any conclusion or position which is appropriate.

c. Talking Paper (Figure 11-14). A talking paper is a narrative form which can be used to advance a point of view or summarize an action or proposal. It is a document that provides concise comments for use during a meeting or oral presentation. The talking paper should stand by itself without reference to back-up material. It should be written by an action officer for use by his superior as a "memory tickler" or quick reference outline. Hence, the author should think of what the user will say and include key facts that the user will require. The talking paper can either be tabled or distributed at the staff meeting. Figure 11-14 depicts the doctrinal format for the talking paper. The heading contains the classification of the paper, the office code of the originator, the date, the caption "TALKING PAPER," and for whom the paper is prepared. The subject is indicated in concise terms. The background sets forth what has gone before. The discussion is a concise narrative of all the salient points relating to the topic under discussion. References that are used as a source are cited in the discussion. Recommendations are reduced to clear, succinct statements providing the approving authority with a means for simple authentication of the paper. The name of the action officer who prepared the paper should be included in the last paragraph.

d. Memorandum for the Record (Figure 11-15). A memorandum for the record is prepared to record the impressions, information, conclusions, or decisions which arise out of formal or informal discussions, conference, meetings, or telephone conversations. This document is frequently used as an in-house record of significant information that would otherwise not be recorded in writing. It is usually filed for future reference. Often the memorandum for the record is a record of action underway and reasons for the action. A staff can also use this document to pass information up the chain of command, in order to keep seniors apprised of events or actions within the author's purview. In this case, the choice of a memorandum for the record or a formal letter normally depends on the policy of the staff agency. Figure 11-15 depicts the doctrinal format for the memorandum for the record.

e. Information Paper (Figure 11-16). An information paper is normally used to provide factual information in concise terms to prepare the recipient for discussions and/or meetings. Only essential facts concerning the subject should be included and developed in an orderly and logical manner. Information papers are self-explanatory and will not refer to enclosures except for additional tabular data, charts, etc. Information papers are normally attached to other documents, hand-carried, or transmitted by informal note. An address and signature block are not required. See figure 11-16 for recommended information paper format. Place the appropriate office symbol/code and date in the upper right hand corner of the page. (The date is the day of dispatch from the originating agency.) The format may be altered to meet specific needs.

f. Action Brief (Figure 11-17). An action brief is a condensed version of a staff study, other staff paper, or directive. It may be used to address specific points of unresolved nonconcurrence or to explain to a superior why an accompanying document should be approved, signed, or released. Figure 11-17 depicts the doctrinal format for the action brief. This figure is self-explanatory.

g. Trip Report (Figure 11-18). Staff members often execute TAD trips for the purpose of effecting liaison and coordination with other agencies. Upon return from such a trip, a staff officer will normally be required to submit a trip report which outlines and documents what was accomplished during the trip. While formats for this type of report may vary, figure 11-18 depicts a commonly used form. See this figure for recommended information which may be included in this staff document.

3. The definitions and formats prescribed are contained in FMFM 3-1, Command and Staff Action. These are to be used in preparing written data for CMC, ACMC, or C/S. They are designed to limit and direct staff effort to specific needs in a standardized format for each requirement to avoid "over-response."

4. The formats prescribed above are not intended to be used in supporting the CMC and Operations Deputy in JCS matters. Standard formats are prescribed in HQO P5216.7 for processing JCS papers and related correspondence.

ENCLOSURE (1)

CLASSIFICATION

Code/Office
Date

POSITION PAPER

Subj: The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

Ref: (a) References are listed as appropriate.
(b) If none are appropriate, enter the notation "None."

1. PROBLEM

The problem statement tells what the problem is for which the position paper is being developed. Usually stated "To develop a . . . position"

2. WHY REQUIRED

a. A position paper also states why the paper is required.

b. Is it directed by higher headquarters?

c.

3. BACKGROUND

a. The background sets forth in concise terms what has gone before.

b. It provides answers to such potential questions as: Is this an ongoing thing? Did something occur requiring reexamination?

c.

4. POSITION OF OTHER AGENCIES

The position of other agencies are addressed when appropriate, otherwise this part of the position paper has the caption "Not Applicable" inserted.

Figure 11-12.--Format for Position Paper.

ENCLOSURE (1)

5. RECOMMENDED MARINE CORPS POSITION:

The recommended position is stated in clear, concise terms. When it is to be promulgated, it is usually attached on a separate sheet.

6. RATIONALE

a. The rationale includes concise statements which support the position taken.

b.

7. RECOMMENDATION

The recommendation is what you recommend be done: e.g., "Approve the Marine Corps position contained in paragraph 5," or "reconsider. . . ." A decision block is also included for the decision to be recorded by the approving authority.

/s/ _____

(Staff Agency Head)

For Decision by the Commandant

(NOTE: Refer to figure 11-20 when preparing a decision ladder for approval by the CMC, ACMC, or C/S.)

C/S Recommends: Approval _____

 Disapproval _____

ACMC Recommends: Approval _____

 Disapproval _____

CMC Decision: Approved _____

 Disapproved _____

CLASSIFICATION

Figure 11-12.--Format for Position Paper Continued.

ENCLOSURE (1)

CLASSIFICATION

Code/Office
Date

POINT PAPER

Subj: The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

1. (The salient points which relate to the subject are listed.)
2. (These points written as short, concise statements.)
3. (The points are arranged in logical sequence (time permitting).)
4.
5.

SUMMARY:

The salient points are followed by an even more concise summary. This summary includes any conclusion or position which is appropriate.

Classified by _____
Declassify on _____

CLASSIFICATION

Figure 11-13.--Format for Point Paper.

ENCLOSURE (1)

CLASSIFICATION

Code/Office
Date

TALKING PAPER

For use by (name or title of person for whose use the paper is prepared)

Subj: The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

BACKGROUND: The background sets forth in concise terms what has gone before. It provides answers to such potential questions as: Is this an ongoing thing? Did something suddenly create this requirement?

DISCUSSION: The discussion is a concise narrative of all the salient points related to the topic under discussion. References that are used as a source are cited in the discussion.

RECOMMENDATION: Recommendations are reduced to clear, concise statements permitting simple approval or disapproval by the approving authority.

APPROVAL: An approval block is provided for authentication by the approving authority.

ACTION OFFICER: (The name of the action officer who prepared the paper should be included.)

Classified by _____
Declassify on _____

CLASSIFICATION

Figure 11-14.--Format for Talking Paper.

ENCLOSURE (1)

CLASSIFICATION

(SSIC)
(Code)

MEMORANDUM FOR THE RECORD

Subj:

1. Information on the (meeting, conference, telephone conversation, person involved, etc.)
2. This and subsequent paragraphs will contain:
 - a. Background and discussion (when necessary for clarity).
 - b. Conclusions reached and decisions made.
 - c. Staff agencies responsible for specific action (if applicable).

/s/ (Name)
(Grade)

Classified by _____
Declassify on _____

CLASSIFICATION

Figure 11-15.--Format for Memorandum for the Record.

ENCLOSURE (1)

CLASSIFICATION

Office Symbol/Code
Date

INFORMATION PAPER

SUBJECT: Subject is addressed concisely.

ISSUE: State the issue in question

FACTS:

1. Facts and salient points are listed in logical order.
2.
3.

Signature
Title

Classified by _____
Declassify on _____

CLASSIFICATION

Figure 11-16.--Format for Information Paper.

ENCLOSURE (1)

CLASSIFICATION

ACTION BRIEF

SUBJECT

Identify the subject in relation to the basic staff study, other staff paper, or directive.

1. PROBLEM. The question in consideration or point of unresolved difference is stated in concise and specific terms.
2. DISCUSSION. The unresolved question is analyzed, points of difference are compared, and the author's conclusions are stated in this paragraph. Supporting documents are essential and they are appended as Tabs A, B, etc.
3. RECOMMENDATIONS. Recommendations are submitted as clear, concise statements followed in each recommendation by spaces identified as APPROVED or DISAPPROVED to permit simple initialing action by the approving authority.

Classified by _____
Declassify on _____

CLASSIFICATION

Figure 11-17.--Format for Action Brief.

ENCLOSURE (1)

CLASSIFICATION

TRIP REPORT

Office Symbol/Code
Date

From: Staff Officer Who Executed the Trip

To: Appropriate Senior/Staff Member/File

Subj: Liaison/Coordination Trip of . . .

1. Purpose. Briefly state the reason for your trip.
2. Traveler(s). List by grade, initials, and last name.
3. Itinerary. List location(s) visited, inclusive dates of travel, and key personnel contacted.
4. Discussion. Include in this section a discussion of the findings and/or problems encountered at the conference, assistance visit, or other type visitation. State the objective of your trip. If the visitation supports a requirement, recommendation, or position, an amplified discussion section and supporting documents may be appended to this report. If appropriate, include your contributions to the visitation. In cases where you are provided complete minutes of the meeting(s), the trip report may serve as a summary sheet with the minutes attached. The exact format of this report is not particularly important, as long as you keep it simple and convey the mission contribution of your trip.
5. Conclusions/Recommendations. Use this section to summarize your findings or recommended action(s) as a result of the trip.

Signature
Title

Classified by _____
Declassify on _____

CLASSIFICATION

Figure 11-18.--Format for Trip Report.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 12: USE OF THE TABS/TAGS

111200. CORRESPONDENCE SIGNAL TAB (OPNAV 5216/139). The green OPNAV 5216/139, Correspondence Signal Tab will be used for identifying the parts of assembled correspondence. (This type of tab will not be used on correspondence forwarded to the SGS for CMC, APMC, or C/S.) This tab is in the supply system and should be requisitioned through the normal supply channels.

111201. FIVE-POSITION INDEXES (FULL PAGE TABS). Full page tabs will be used for all correspondence forwarded to the SGS. Full page tabs should be attached so as to present a neat, uniform appearance. Full page tabs will be arranged starting from the bottom right and working up.

111202. URGENT/PRIORITY TAGS

1. NAVMC HQ 191, Urgent Tag, or NAVMC HQ 195, Priority Tag, may be used for correspondence routed within the Headquarters. They should also be affixed to any urgent routing sheet being sent to the SGS for CMC, APMC, or C/S (include a brief explanation for the urgency).

2. These tags are in the supply system and should be requisitioned through the normal supply channels.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 13: PREPARATION OF CORRESPONDENCE FOR SIGNATURE FOR
CMC, ACMC, OR C/S

111300. CORRESPONDENCE CONTROL

1. C/S Taskers

a. Controlled. The C/S office will assign a control number and due date to correspondence coming from the CMC, ACMC, or C/S that has a deadline. A "Correspondence Control Sheet" listing all unanswered taskers will be published daily and distributed to all staff agencies. Extensions will be granted to the normal 10 working-day response time only if:

(1) Calls are made to the C/S office prior to the due date.

(2) An interim reply has been sent (if appropriate). See figure 11-19.

(3) The CMC, ACMC, or C/S did not personally impose the deadline, or the tasking does not indicate no extension will be granted.

b. Uncontrolled

(1) The C/S office will not assign a control number or due date to correspondence that:

(a) Is to be answered by the head of a staff agency or other general officer-equivalent within the staff agency i.e., a "staff reply."

(b) Is for information/retention.

(c) Is for appropriate action.

(2) Unless the tasker specifically asks for a copy of the response to be returned to the C/S office, do not send copies of staff replies to the SGS.

(3) An uncontrolled tasker that directs a "staff reply" will not be answered by a phone call alone. Always send a letter that confirms the phone call, especially in response to congressional correspondence.

(4) C/S taskers will be given priority treatment within staff agencies.

ENCLOSURE (1)

c. "See Me" Taskers

(1) If a C/S tasker directs a meeting with CMC, ACMC, or C/S, the due date on the tasker is the date by which the meeting must be scheduled, not take place.

(2) Schedule all meetings of the staff and the CMC, ACMC, or C/S with the individual identified on the tasking.

(3) Once a meeting is scheduled, the tasker which directed it will be deleted from the Correspondence Control Sheet, and the follow-up action will be the responsibility of the cognizant staff agency.

2. Personal Mail

a. If correspondence addressed personally to the CMC, ACMC, or C/S is received directly by a staff agency, deliver it immediately to the SGS, no matter how the envelope is addressed. For instance, if the envelope says CMC (MMOA) and the letter says, Dear General _____ or the content of the letter appears to be meant for the general, himself, bring the letter to the SGS for a determination.

b. If personal mail to the CMC, ACMC, or C/S is tasked as a "staff reply," the introductory sentence should read: "This responds to your letter to General (name) of (date), concerning (subject)."

111301. CORRESPONDENCE PREPARATION

1. Standards. Pen changes and strikeovers are not allowed on correspondence submitted for the signature of the CMC, ACMC, or C/S. Correspondence containing errors in spelling, punctuation, hyphenation, grammar, content, or format will be returned to the cognizant staff agency for correction.

2. References

a. For format and general writing standards, use the DON Correspondence Manual and section 1 of this supplement. See paragraph 111302 of this section for additional guidance.

b. For word division, use the Word Division Supplement to the GPO Style Manual. If the word cannot be found, use any good dictionary. No more than three lines per page should be hyphenated, and never hyphenate successive lines when preparing correspondence for signature of the CMC, ACMC, or C/S.

3. Proofreading. Proofread correspondence several times and check it carefully to ensure it has been correctly prepared. A recommended method of proofreading follows:

ENCLOSURE (1)

- a. Do not read for substance until you are sure everything else is right.
- b. Look at the "framework" of the correspondence:
 - (1) Is letterhead correct/straight?
 - (2) Are margins 1 inch?
 - (3) Are page numbers centered 1/2 inch from the bottom of the page?
 - (4) Is there enough/too much room for the date?
 - (5) Are paragraphs aligned/indented properly?
 - (6) Are paragraphs sequentially numbered/lettered?
 - (7) Are enclosure markings correct?
 - (8) Are more than three lines hyphenated, and are successive lines hyphenated?
- c. Next, look for typographical errors, misspelled words, improper punctuation, improper spacing, and incorrect grammar:
 - (1) Read slowly; look at each word separately.
 - (2) Look up all hyphenated words you are not sure of.
- d. Lastly, read again for content.

111302. CORRESPONDENCE SUBMISSION/ROUTING INSTRUCTIONS

1. Once correspondence is in final form (staffing complete, ready for signature, etc.) route it to the SGS for processing to the C/S, ACMC, or CMC.
2. Use a dated route sheet to submit all correspondence. Ensure the route sheet is appropriately classified and that no classified material has been inserted into an unclassified package as it "traveled up the chain" or during staffing. A classified cover sheet attached to an unclassified route sheet will not suffice. Redo the route sheet if classified material is inserted. Use only one route sheet per package, and use the following guidelines to prepare it:

ENCLOSURE

a. Be specific when describing the subject so the C/S Administrative Office can track your correspondence. For example, "CERTIFICATE OF COMMENDATION" is too vague, but "CERTIFICATE OF COMMENDATION FOR CPL JAMES T. MARINE, USMC," is sufficiently specific.

b. List all references and enclosures in the "Remarks" section as you would in a letter. Provide a summary of your package in this section or on a separate memorandum. Give enough information to identify the contents of the package; say if it is for information or action; have a recommendation on action to be taken; and who should see or sign.

(1) The route sheet and/or remarks must be signed/chopped by the head (or acting head) of the staff agency, if you desire a signature or decision by the CMC, ACMC, or C/S.

(2) Packages coordinated with another staff agency will include the "principal's" chop on the routing sheet being forwarded to the SGS. (When in doubt, coordinate.) Prepare staff agency comments on plain bond paper. Include the organization code in the upper right-hand corner, general reference title of the staff agency as a heading in capital letters and underlined (e.g., ADMINISTRATION AND RESOURCE MANAGEMENT DIVISION COMMENTS on . . .), a subject line, and reference/enclosure lines as appropriate. Refer to appendix B of this supplement for general reference titles.

3. On decision packages, always provide a decision ladder (See figure 11-20).

4. Attach all references and enclosures. If a reference is too bulky, attach a copy of the pertinent page(s). Neatly tab all references and enclosures using full-page tabs, and assemble the package as follows:

- a. Dated route sheet.
- b. Proposed reply (with enclosures if applicable).
- c. Incoming correspondence; CMC, ACMC, or C/S memo, etc.
- d. Background information, brief sheet, references (if applicable).
- e. Interim reply (if applicable).

Note: Use full-page dividers to separate the different parts of the package. Start tabs at bottom right and work up.

5. If the package is in response to a C/S tasker, always return the original tasker with the package.

ENCLOSURE (1)

6. If a package has been reworked, always return the paperwork that indicates the previous error(s). Proofread and use spell check on reworked correspondence.
7. Route all proposed messages through the Communications Center before routing to the SGS for CMC, ACMC, or C/S signature or concurrence. Likewise, route all proposed MCO's and MCBul's through AR prior to routing to the SGS.
8. If a package is truly urgent, attach an "urgent tag" to it and briefly explain the urgency. Otherwise, it may be processed as routine. Do not "front-door" packages or attempt to circumvent the administrative chain; this only delays processing your correspondence.
9. Deliver all correspondence for the CMC, ACMC, or C/S to the C/S Administrative Office, room 2014.
 - a. If correspondence is unclassified and routine, leave it in the "incoming" box.
 - b. If correspondence is urgent, hand-deliver it to a clerk in the C/S Administrative Office.
 - c. If correspondence is classified, never leave it in the incoming box. Hand-deliver it to a clerk in the C/S Administrative Office.
10. Ensure that outgoing correspondence is picked up from the C/S Administrative Office at least twice each day (preferably early morning and mid-afternoon).
11. If you have any doubt about how to process a piece of correspondence or if you have recommendations for improving "the system," please call the C/S Administrative Office (4-1128/2828).

ENCLOSURE (1)

MCO 5216.20
7 Apr 92

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO
(SSIC)
(Code)
(Date)

Mr. Xxxxxx X. Xxxxxx
Title (if any)
Address
City, State ZIP Code

Dear Mr. Xxxxxx:

We have received your letter of February 7, 1992, to the Commandant concerning your son, Xxxxxx.

The Commandant has asked that we conduct an inquiry into the concerns you raised. To do this, we requested information from Xxxxxx's command, which will cause a brief delay. The Commandant will provide you a further reply as soon as our inquiry is completed.

It is a pleasure to be of service.

Sincerely,

Figure 11-19.--Sample Interim Reply to C/S Tasker.

ENCLOSURE (1)

3-B

ACTIONS REQUIRING DECISION BY THE CMC, ACMC, OR C/S

Prepare routing sheets, correspondence, studies, etc. recommending or requiring a decision by the CMC, ACMC, or C/S as follows either directly following the item requiring a decision, or if the document does not lend itself to this format, use a separate page following the signature page. If a separate page is used, give a brief synopsis of the recommendation. For multiple recommendations ensure there is a decision ladder for each recommendation, and provide a brief synopsis of that recommendation. (Ensure there is a subject line at the top of the page(s) where the decision ladder is found.)

For Decision by the Commandant:

(Add one rifle company to each InfBn designated to deploy with a MEU (SOC))

C/S Recommends:	Approval	_____
	Disapproval	_____
ACMC Recommends:	Approval	_____
	Disapproval	_____
CMC Decision:	Approved	_____
	Disapproved	_____

(Repeat for each recommendation as appropriate.)

For Decision by the Assistant Commandant of the Marine Corps:
(Approve the conference costing in excess of \$50,000)

Recommendation #__ (or Paragraph #____)

C/S Recommends:	Approval	_____
	Disapproval	_____
ACMC Decision:	Approved	_____
	Disapproved	_____

(Repeat for each recommendation as appropriate.)

Figure 11-20.--Sample Decision Ladder.

For Decision by the Chief of Staff:

(Approve the conference costing in excess of \$25,000)

C/S Decision: Approved _____

 Disapproved _____

(Repeat for each recommendation as appropriate.)

Figure 11-20.--Sample Decision Ladder--Continued.

ENCLOSURE (1)

CHAPTER 11

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL

SECTION 14: GUIDANCE ON PREPARING CORRESPONDENCE FOR THE CMC,
ACMC, AND C/S

111400. WRITING STYLE

1. Length of correspondence. Avoid sending correspondence that exceeds one page in length. Put detailed information in an enclosure, if absolutely necessary.
2. Words/phrases to avoid
 - a. "As you know,"
 - b. "I can assure you/please be assured/rest assured"
 - c. "I believe/think/feel..." Let facts stand on own merit without personal qualifier.
 - d. Beginning sentence with "However,...."
 - e. Complicated expressions and bureaucratic jargon.
 - f. Acronyms -- spell them out.
 - g. Coined words not found in the dictionary.
3. Words/phrases to use
 - a. Use simple, conversational, straight-forward language.
 - b. Make an effort to personalize replies.
 - c. If the incoming correspondence used the first name when referring to a Marine, refer to the Marine by first name in the response, once the Marine has been fully identified in the first paragraph.
4. Dating correspondence. Never predate correspondence intended for CMC, ACMC, or C/S signature. The C/S Administrative Office will stamp the date after the correspondence is signed, except for star stationery. After letters on star stationery have been signed, the staff agency will type (never stamp) the date, using the same type used to prepare the correspondence.

ENCLOSURE (1)

5. Salutations

a. Use the first name or nickname for personal friends and for generals of equal or lower grade (excludes former Commandants) whom the CMC knows when using 4-star stationery. Refer to appendix B of the DON Correspondence Manual for proper civilian models of address.

b. Use a colon on business letters when not using the first name (Dear Mr. Jones:); use a comma if the first name is used (Dear Sam,). A comma is preferred on star stationery at all times.

6. Complimentary closings. Use the following closings on business letters and star stationery. Remember there is no complimentary close on a standard Naval letter or memorandum. Begin at the center of the page, but do not center.

Examples:

	<u>Normal</u>	<u>Seniors</u>
for CMC	Sincerely,	Very Respectfully,
ACMC	Sincerely,	Very Respectfully,
C/S	Sincerely,	Very Respectfully,

7. Signature blocks for letterhead stationery

a. The Commandant prefers to have his signature block typed on all correspondence before he signs. The appropriate format for each style of correspondence is provided below:

(1) Standard Naval Letter. Type the signature line on the fourth line following the last line of text beginning from the center of the page. (No complimentary close.)

C. E. MUNDY, JR.

(2) Business Letter. Type the required standard complimentary close on the second line following the last line of text beginning from the center of the page.

Sincerely, or Very
Respectfully, (for seniors)
4 lines

C. E. MUNDY, JR.
General, U.S. Marine Corps
Commandant of the Marine
Corps

ENCLOSURE (1)

(3) . The memorandum-for (does not have a "From" or "To" line) is the only style of memorandum appropriate for signature by the Commandant. Type the signature line on the fourth line following the last line of text beginning from the center of the page. (No complimentary close.)

C. E. MUNDY, JR.
Commandant of the Marine
Corps

b. When preparing correspondence to be signed by the ACMC or C/S, leave signature blocks blank except for star stationery and letters authorized to be pen-signed. The C/S Administrative Office will stamp the signature block per the following after the correspondence is signed:

(1) ACMC

(a) Standard Naval Letter: J. R. DAILEY
(From: CMC) Assistant Commandant
of the Marine Corps

(b) Business Letter: Sincerely, or Very
Respectfully, (for
seniors)
4 lines

J. R. DAILEY
General, U.S. Marine
Corps Assistant
Commandant of the
Marine Corps

(c) Memorandum-For: J. R. DAILEY
Assistant Commandant
of the Marine Corps

(2) C/S

(a) Standard Naval Letter: X. X. XXXXXXXX
(From: CMC) Chief of Staff

(b) Business Letter: Sincerely, or Very
Respectfully, (for
(seniors)

X. X. XXXXXXXX
(spell grade), U.S.
Marine Corps
Chief of Staff

(c) Memorandum-For: X. X. XXXXXXXX
Chief of Staff

8. Star Stationery. Always balance the letter so that margins are even, and never type agency codes on star stationery. See figures 11-21 through 11-23 for samples.

a. Date. The staff agency should always type the date, centered, one line below the flag after the correspondence is signed, using the same type used to prepare the letter.

(1) The preferred format is day, month, year: 10 November 1992.

(2) Date stamps are not allowed on CMC, ACMC, and C/S star stationery.

b. Salutation. The salutation will be followed by a comma vice colon. If there is no specific guidance on the tasker, check previous correspondence or call the C/S Administrative Office to see if the CMC is on a first-name basis. When in doubt, use the formal name and title (if applicable) per appendix B of the DON Correspondence Manual. (Figures 11-21 through 11-23 contain additional information.)

c. Paragraphs

(1) Indent all paragraphs.

(2) Use 10-pitch pica type.

(3) Try not to hyphenate more than one word per page. A maximum of three hyphenated lines is allowed, but no successive lines may be hyphenated.

d. Complimentary close. Begin at the center of the page, and follow the closing by a comma. See Figures 11-21 through 11-23 for additional guidance.

e. Requisitioning

(1) CMC and ACMC star stationery will be obtained from the C/S Administrative Office, room 2014. Large and small stationery is available. One page of large stationery should be used vice two pages of small stationery.

(2) Requisition 1-star, 2-star, 3-star, and SES stationery from the DirAR (ARG).

ENCLOSURE (1)

9. Guidance on Use of Stationery/Format. Use letterhead for all routine correspondence prepared for CMC, ACMC, or C/S signature (including correspondence internal to the Headquarters). Use star stationery sparingly. The nature of the incoming correspondence should determine the type of stationery/format used for a reply; i.e., if CMC receives a letter on star (or personal, engraved) stationery, then the reply should be on star stationery. Likewise, if CMC is responding to a "MEMORANDUM FOR THE COMMANDANT OF THE MARINE CORPS," his reply should be a "MEMORANDUM FOR..." on letterhead.

111401. COMMENDATORY CORRESPONDENCE FOR UNSOLICITED LETTERS FROM NON-GOVERNMENT AGENCIES, THE CONGRESS, AND THE GENERAL PUBLIC TASKED TO STAFF AGENCIES FOR PREPARATION OF REPLIES

1. Prepare a standard Naval letter from CMC to each individual being commended, via the senior command. If the Marine(s) being commended is assigned to this Headquarters send the letter via the staff agency head with a "Copy to" the CO, HQBn, HQMC. If the number of commended individuals makes separate letters impractical, one letter to the command, asking that all individuals be recognized, will suffice. The incoming letter will be shown as enclosure (1), and the CMC reply to the incoming letter will be shown as enclosure (2). See figure 11-24.

2. Normally, prepare a business letter on letterhead paper to the individual who wrote the commendatory letter. If the CMC is on a first-name basis with the writer however, the C/S tasker may direct the use of star stationery. No reply is necessary for "in-house" commendatory correspondence received from within the DoD or DON, unless otherwise directed.

3. Prepare an endorsement on a commendatory letter only when the CMC is a "via" addressee.

ENCLOSURE (1)

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL



(TYPE DATE AFTER SIGNATURE USING SAME PITCH AS TEXT)

Dear Mr. Ambassador,¹

The left and right margins will be 1 inch using 10-pitch courier type. Indent the first line of each paragraph to the 5th space. Never put letter on justification and never use date stamp; always type the date after signature.

Mention any enclosures in the text, but do not describe them in an enclosure block. Always balance appearance of text on page. If the text of the letter is 8 lines or less, it will be double-spaced. The maximum number of lines of text and spacing on small 4-star stationery should be 41 lines. If the letter requires a second page, then large 4-star stationery will be used (second and succeeding pages numbered one-half inch from the bottom page and centered). The second page of large 4-star stationery is the same quality grain of stationery as the first page (not bond paper).

Signature block and mailing address should be arranged as shown here.

Very Respectfully,²

C. E. MUNDY, JR.
General, U.S. Marine Corps.
Commandant of the Marine Corps

The Honorable George J. Flynn
American Ambassador
Dublin, Ireland

- Note 1: When writing to Marine Corps general officers (other than former Commandants) and 4-star general/flag officers within the U.S. Armed Forces, the salutation will be: "Dear insert first name or nickname followed by a comma." In most other cases the salutation will be as prescribed by the DON correspondence manual (as modified by Appendix A of this Order).
- Note 2: General Mundy's personal preference is to use "Sincerely," or "Very Respectfully," depending on the seniority of the addressee. As a general rule, "Very Respectfully," is used when writing to members of Congress, cabinet members, and the Secretary of a military Department.
- Note 3: The signature block will be aligned on the bottom star of the stationery, located in the center of the flag as shown.

Figure 11-21.--Sample Letter on CMC Personal Stationery.

ENCLOSURE (1)

HQMC SUPPLEMENT TO THE DON CORRESPONDENCE MANUAL



(TYPE DATE AFTER SIGNATURE USING SAME PITCH AS TEXT)

Dear Mr. Ambassador,¹

The left and right margins will be 1 inch using 10-pitch courier type. Indent the first line of each paragraph to the 5th space. Never put letter on justification and never use date stamp; always type the date after signature.

Mention any enclosures in the text, but do not describe them in an enclosure block. Always balance appearance of text on page. If the text of the letter is 8 lines or less, it will be double-spaced. The maximum number of lines of text and spacing on small 4-star stationery should be 41 lines. If the letter requires a second page, then large 4-star stationery will be used (second and succeeding pages numbered one-half inch from the bottom page and centered). The second page of large 4-star stationery is the same quality grain of stationery as the first page (not bond paper).

Signature block and mailing address should be arranged as shown here.

Very Respectfully,²

J. R. DAILEY
General, U.S. Marine Corps
Assistant Commandant of the Marine Corps

The Honorable Stephen C. Tagg
American Ambassador
Warsaw, Poland

Note 1: In most cases the salutation will be as prescribed by the DON correspondence manual (as modified by Appendix A of this Order).

Note 2: General Dailey's personal preference is to use "Sincerely," or "Very Respectfully," depending on the seniority of the addressee. As a general rule, "Very Respectfully," is used when writing to members of Congress, cabinet members and the Secretary of a military Department.

Note 3: The signature block will be aligned on the bottom star of the stationery, located in the center of the flag as shown.

Figure 11-22...Sample Letter on ACMC Personal Stationery

ENCLOSURE (1)



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001**

IN REPLY REFER TO:

(SSIC)
(Code)

From: Commandant of the Marine Corps
To: Private First Class John D. Doe 123 45 6789/0311 USMC
(or USMCR as appropriate)

Via: Commanding General, Marine Corps Base, Camp Lejeune, NC
28542-5001

Subj: COMMENDATORY CORRESPONDENCE

Ref: (a) *

Encl: (1) Copy of _____'s ltr of _____ **
(2) Copy of CMC reply to _____

1. Enclosure (1) and (2) are forwarded with pride and thanks for a job well done. The manner in which you (assigned/performed/represented, etc.) was a credit to you and to our Corps.

2. Your commanding officer (reporting senior for sergeants and above) is requested to take appropriate action per the reference.

* MCO P1610.7C - Reference used for sergeants and above
MCO 1650.19E - Reference used for corporals and below
BUPERSINST 1616.9 - Reference used for U.S. Navy personnel

** Forward original letter as enclosure (1) if only one individual is being commended.

Figure 11-24.--Sample Letter for Forwarding Commendatory Correspondence.

ENCLOSURE (1)

APPENDIX A

MILITARY MODELS OF ADDRESS FOR MARINES

SECNAVINST 5216.5C, appendix A, contains errors with respect to Marine Corps officer and enlisted models of address. Pending publication of a change to that directive, the models shown below will be used:

Addressee (Letter and Envelope)	Salutation
Officers	
General	Dear General (surname):
Lieutenant General	Dear General (surname):
Major General	Dear General (surname):
Brigadier General	Dear General (surname):
Colonel	Dear Colonel (surname):
Lieutenant Colonel	Dear Colonel (surname):
Major	Dear Major (surname):
Captain	Dear Captain (surname):
First Lieutenant	Dear Lieutenant (surname):
Second Lieutenant	Dear Lieutenant (surname):
Chief Warrant Officer 5	** Dear Chief Warrant Officer (surname):
Chief Warrant Officer 4	** Dear Chief Warrant Officer (surname):
Chief Warrant Officer 3	** Dear Chief Warrant Officer (surname):
Chief Warrant Officer 2	** Dear Chief Warrant Officer (surname):
Warrant Officer	* Dear Warrant Officer (surname):
Enlisted	
Sergeant Major of the Marine Corps	Dear Sergeant Major (surname):
Sergeant Major	Dear Sergeant Major (surname):
Master Gunnery Sergeant	* Dear Master Gunnery Sergeant (surname):
First Sergeant	* Dear First Sergeant (surname):
Master Sergeant	* Dear Master Sergeant (surname):
Gunnery Sergeant	* Dear Gunnery Sergeant (surname):
Staff Sergeant	* Dear Staff Sergeant (surname):
Sergeant	Dear Sergeant (surname):
Corporal	Dear Corporal (surname):
Lance Corporal	Dear Corporal (surname):
Private First Class	Dear Private First Class (surname):
Private	Dear Private (surname):
* Corrections	
** Dear Gunner (surname) may be used for Chief Warrant Officers so designated	

In oral official communications, the modifier may be dropped when addressing an officer whose grade includes a modifier. For example, a lieutenant colonel may be addressed as colonel.

ENCLOSURE (1)

APPENDIX B
ABBREVIATIONS FOR HQMC STAFF AGENCIES

<u>FUNCTIONAL TITLE</u>	<u>ABBREVIATION</u>	<u>GENERAL REFERENCE</u>	<u>CODE</u>
Commandant of the Marine Corps	CMC	Office of the Commandant	CMC
Sergeant Major of the Marine Corps	SgtMajMarCor	Office of the Sergeant Major of the Marine Corps	SGTMAJ
Assistant Commandant of the Marine Corps	ACMC	Office of the Assistant Commandant	ACMC
Chief of Staff	C/S	Office of the Chief of Staff	CS
Secretary of the General Staff	SGS	Secretary of the General Staff	SGS
Legislative Assistant to the Commandant	LegisAsst	Office of the Legislative Assistant	OLA
Counsel for the Commandant	Counsel	Office of the Counsel for the Commandant	CL
Director, Special Projects Directorate	DirSplProj	Special Projects Directorate	SPD
Fiscal Director of the Marine Corps	FDMC	Fiscal Division	FD
Inspector General of the Marine Corps	IGMC	Inspection Division	IG
Deputy Chief of Staff for Aviation	DC/S Avn	Aviation Department	A
Deputy Chief of Staff for Installations and Logistics	DC/S I&L	Installations and Logistics Department	L
Deputy Chief of Staff for Manpower and Reserve Affairs	DC/S M&RA	Manpower Department	M
Deputy Chief of Staff for Plans, Policies and Operations	DC/S PP&O	Plans, Policies and Operations Department	P
Deputy Chief of Staff for Requirements and Programs	DC/S R&P	Requirements and Programs Division	RP
Assistant Chief of Staff, Command, Control, Communications, Computer and Intelligence	AC/S C4I	Command, Control, Communications, Computer and Intelligence	C
Director of Administration and Resource Management	DirAR	Administration and Resource Management	AR
Director of Marine Corps History and Museums	DirMCH&M	History and Museums Division	HD
Director, Judge Advocate Division	DirJAD	Judge Advocate Division	JA
Director of Public Affairs	DirPA	Public Affairs Division	PA
The Chaplain, U.S. Marine Corps	Chaplain	Office of the Chaplain USMC	REL
The Dental Officer, U.S. Marine Corps	DentOff	Office of the Dental Officer USMC	DEN
The Medical Officer, U.S. Marine Corps	MedOff	Office of the Medical Officer USMC	MED
Permanent Marine Corps Uniform Board	MCUB	Permanent Marine Corps Uniform Board	MCUB

NOTE: Staff actions used in Headquarters correspondence and directives should be assigned by the complete functional title or the abbreviated functional title, followed by the cognizant code in parenthesis.

ENCLOSURE (1)

LOCATOR SHEET

Subj: HQMC SUPPLEMENT TO THE DEPARTMENT OF THE NAVY (DON)
CORRESPONDENCE MANUAL

Location: _____
(Indicate the location(s) of the copy(ies) of this
Order.)

ENCLOSURE (2)