

How to Write a Military Memorandum

This document is based on “The Tongue and Quill” produced by the US Air Force. Many of the formats and content requirements from that document have been used below, while others have been omitted where the detail required is not available for use in this assignment.

INTRODUCTION

Use this document as a guide to lay out, organize, and develop the content of your military memorandum. The document has the following sections: introduction, general formatting, memorandum header, memorandum body format, memorandum body content, attachments, and visual support within the text. These sections will address how to set up the document and the type of content that should be included in each section of the document.

GENERAL FORMATTING

This section provides formatting information for your memorandum. Microsoft Word supports the formatting required. If you do not know how to accomplish any of the formatting requirements, there are many good online resources, please consult them.

Paper

- Complete your internal business memorandum on 8 ½ x 11 inch plain white paper.
- Use portrait page orientation with the 11-inch side vertical.
- Do not use templates for the memorandum that include decorative graphics in the header and footer (i.e. do not use memorandum templates from word or elsewhere that have graphics or images in the header and footer).
- Do **NOT use military insignia or official unit titles** in this memorandum, it is **ILLEGAL** to use these outside of official military purposes.

Margins & Page Header

- Set up the document with one-inch margins on all sides.
- Number pages, starting with the second page. Do not number the first page. locate the page number in top margin justified to the right.

Font Style and Text Size

- Use 12-point Times New Roman font for your text. You may shrink the font to 10 or 11 point if it will keep the signature block on the page with the end of the document.

MEMORANUDUM HEADER

This section addresses both the format and content of the memorandum header. This is the lead into a memorandum document NOT a page header and appears only on the first page of the memorandum. The elements of the document header are: title, date, the addressee(s) (memorandum for), the writer (from), the subject of the memorandum (subject), and when

used references (references). In this format additional people or groups to whom the document is addressed are at the end of the body (see figure 2 toward the end of this document).

- Centered on the first line of the memorandum in all capital letters is the part of the military that the writer works in. As is it **ILLEGAL** to use these identifiers for non—official military documents – you will identify yourself as ‘**MILITARY HEADQUARTERS - FIELD OF OPERATIONS**’
- Date: Space down 5 single spaced lines (approximately 1 inch) and Justified to the right put the date of the memorandum using the format **day month year**. The memorandum should be dated with the due date of the memorandum.
- Memorandum for: Space down two lines and add “**MEMORANDUM FOR**”, insert two spaces and then the person or group to whom the memorandum is addressed in all capital letters. Start a new line for each person or group identified.

MILITARY HEADQUARTERS – FIELD OF OPERATIONS

1-inch
margin

13 May 2019

MEMORANDUM FOR GENERAL WALKER, CHIEF OF STAFF
LIEUTENANT COLONEL SINGH, FIELD DIRECTOR LOGISTICS
CORPORAL BROWN, GENERAL COUNSEL

FROM: SARA SMITH, FIELD ENGINEER
Field of Operations Headquarters

SUBJECT: Compose a Title that is Brief and Describes the Content

References: (a) ISBN-13 197592939X, 30 August 2017, *The Official US Army Combat Medic Manual & Trainer's Guide*
(b). DOI 10.1093 /milmed/usy185, March-April 2019, "Stop the Bleed": *A U.S. Military Installations' Model for Implementation of a Rapid Hemorrhage Control Program*
(c) include any articles you use to develop your recommendation

Figure 1: Military Memorandum Header Layout

- From: Space down 2 lines and add “**FROM**” and add your name and title in all capital letters. On the next line aligned with your name include the location “Field of operations headquarters” no longer using all capital letters.
- Subject: Space down 2 lines and add “**SUBJECT**” in all capital letters followed by two spaces the memorandum subject, “capitalize the first letter of each word except articles, prepositions and conjunctions. Be brief and clear to focus readers; if you need a second line align it under the first work of the subject” (US Air Force, 2015, p. 165)
- References: Space down 2 lines and add “**References**” only capitalizing the first letter of the word. Identify each reference with an (a), (b), (c)... put each reference on a new line, aligning each reference letter with the location of the (a). References format references: document identification number (some resources may not have a number), the date of

publication, the title of the document and where it was obtained from (i.e. publication name and/or URL)

MEMORANDUM BODY - FORMAT

Paragraph Set-Up

- Set up your document single spaced. Add a blank line between paragraphs.
- Each primary paragraph is numbered, with no extra indentation after the number. Lines following the first numbered line align on the left with the number.
- Sub-paragraphs, are paragraphs within the same topic following the primary paragraph, are identified with small letters followed by a period starting with “a.” indented 1/4” with the text starting at 1/2”.
- For this assignment the numbered paragraphs content will be as follows: 1. Summary, 2. Analysis, 3. Conclusion

Widows and Orphans

- *Widows* and *orphans* are terms used in document formatting. You need to be aware of these as you should NOT have them in your finished document.
 - *Widows* refers to titles at the bottom of a page where the information after them starts on the next page.
 - *Orphans* refers to one or two lines of a paragraph left at the bottom of the page with the rest of the paragraph on the next page.
- You may set this up as a word rule but should also review your document after it is completely written and edited to make sure there are no widows and orphans.

MEMORANDUM BODY - CONTENT

Introduction

Include the following sections in your memorandum: summary, analysis, and conclusion. These sections may have subsections/additional paragraphs, which should be included if you feel subsections/additional paragraphs will enhance the clarity of your work. Edit the writing for clarity and [conciseness](#). [Reading your document aloud](#) to yourself may help you with this.

(Executive) Summary

- This section follows the header.
- In a long document title this section “Executive Summary”, while in a shorter one, such as this, it can be labeled “Summary”.
- In this section you will describe the context of the problem (for someone new to the problem), what you have been asked to address, name your process of analysis, and the recommendation you are putting forward. The context must get a reader who is unfamiliar with the background of what you are presenting the essential information to understand your memorandum. Present this [concisely](#).

Analysis

- This section follows the summary.
- In this you will explain in plain language your input, analysis approach, findings and recommendation to a non-statistically literate audience, who are not engaged in the issue you are addressing. Specifically, it should address:
 - What you have been asked to address,
 - The data or input you started with,
 - How you approached the analysis and why it is appropriate for this issue in plain language,
 - What you know about the situation because of the analysis, in plain language,
 - Your recommendation.
- This is a section where you can use graphics to enhance your presentation. Use graphics to:
 - Present data or information more compactly or,
 - Present contrasting data together to make the comparison easy to see or,
 - Make complex data, analysis, or discussion easier to understand.

Conclusion

- This section follows the analysis
- This is the bookend to the Summary at the beginning where you restate what you are addressing, and what your recommendation is. It is important that you word this differently than the summary at the beginning; this allows readers a second chance to be clear on what you are telling them.
- You may also include next steps when known.

ATTACHMENTS

Attachments in a document are reserved for content that may be helpful to the reader but would interfere with the document flow if included in the main text of the document.

Documents may have multiple attachments, with each one addressing a separate topic.

- Each attachment starts on a new page with “Attachment:”, a sequential number (starting with 1) and a descriptive title. (see Figure 3 at the end of this document).
- For this work include a summary of the data in a table as your attachment. If you have additional research that you do not want to include in the body, but could be helpful to readers, it may be included as an additional attachment.

VISUAL SUPPORT WITHIN THE TEXT

(this is not a stand-alone section of the document but is integrated within various parts of the document to enhance clarity for readers.)

Using graphics in your professional documents can be helpful in expanding the readers understanding of the material being presented. For this reason, graphics should be included in this document. The information below provides guidance on how to accomplish this.

Use of Graphics

- Do not start your document with a graphic.
- If you find you are using more than two sentences to present your data or analysis, consider the use of a [table](#) to present it.
- Place graphics near where you are discussing the material contained in them and reference the graphic in your document to identify its value to the document – i.e. “(see figure 1 to see the overview of the data)”
- Leave two lines above and below the table, or figure with its number and title and the body of the text to set it apart from the document text. Horizontally Center the graphic on the page.

Identification of Graphics

- Tables are labeled above as “Table #: Brief table description”. Figures are labeled below as “Figure #: Brief figure description”. Number tables in your document starting a 1, figures also start at 1 both a numbered independently (This means if you have both figures and tables they will each start at number 1.) i.e. Figure 1: Field of Operation Crash Data (2010-2015)
- Be sure to include identification of all table and chart elements and a key where it is needed to identify the image or table elements.

MILITARY HEADQUARTERS – FIELD OF OPERATIONS

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 (c) include any articles you use to develop your recommendation

1. This section is the summary. Include the information specified in the body of the guide.
2. This section is the analysis. Include the information specified in the body of the guide. Format as described in the body of the guide.
 - a. If additional paragraphs are used in this section, use small letters (start with a for each group of extra paragraphs).

[Include a graphic to help make the significance of the data clear to the readers. Label as directed in reading.]

3. This section is the conclusion, include content and format as described in the body of the guide.

Sara T. Smith

SARA T. SMITH, Lieutenant, U.S. Military
 Field Engineer, Field of Operations

Attachments:

1. Summary of Fatality Data

cc:

Organization name or individual name 1
 Organization name or individual name 2

Figure 2: Military Memorandum Exemplar, page 1 of 2 (the memorandum is NOT limited to 2 pages)

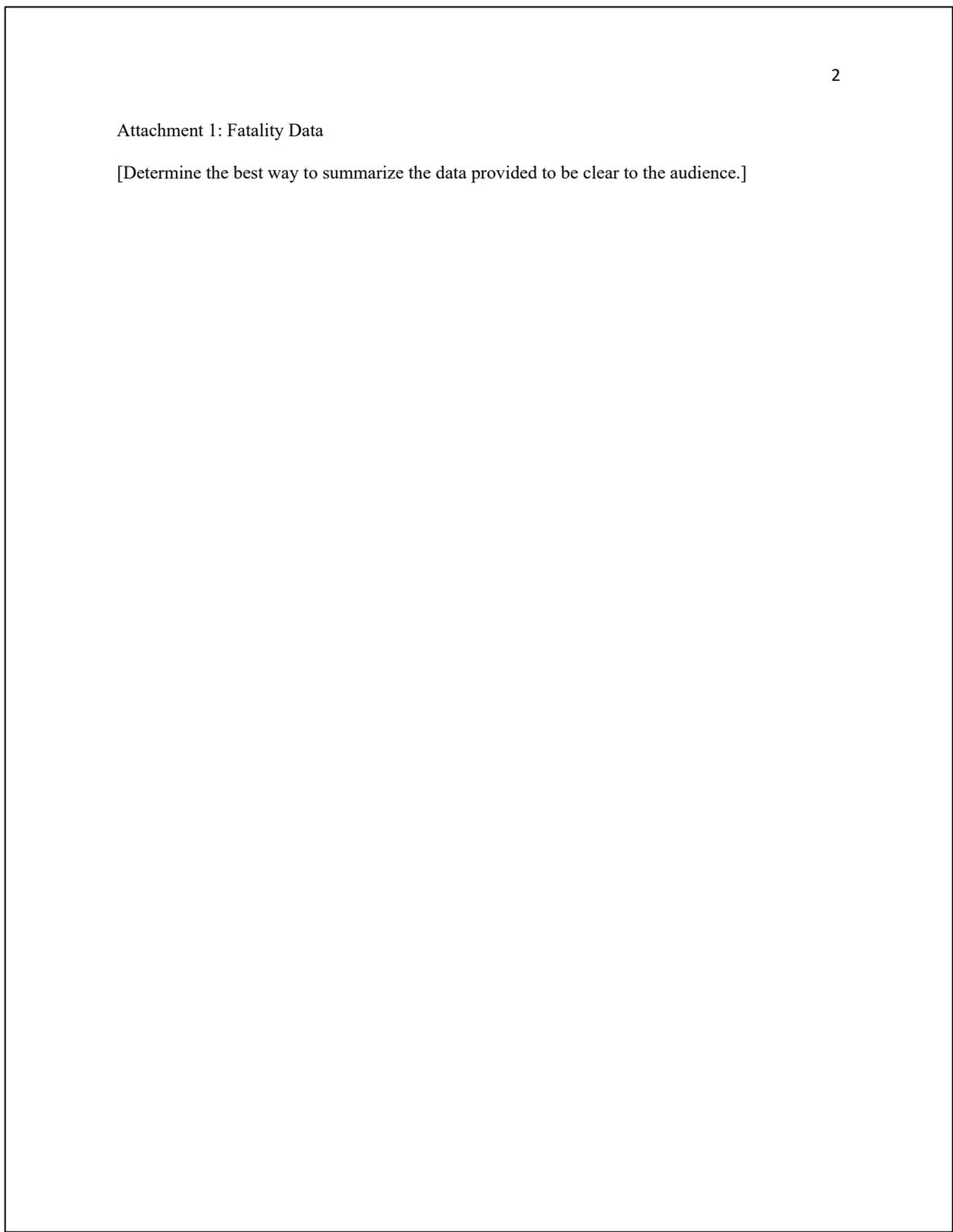


Figure 3: Military Memorandum Examples, page 2 of 2