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Authority NOV 88 2078

CHECK LIST - CONGRESS-DE-CC

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9 FEB 1960

Item 9:

Show what Signature Block
consists of, i.e., name, grade,
branch and title.

C. J. RIGDON



DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

leaveage form
IN REPLY REFER TO

1 inch

208

1

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Check list covers
all phases - no
suggestions.

For accurate measure-
ment. A guide or over-
lay may speed or make
more accurate check.

See Sample -
it is not complete.

Blonger

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Comments on Proposed Checklist

① Too explanatory. Items covered ~~are~~ completely explained in correspondence memos + Office Regulations. Checklist would be only a condensed edition of something already published. (over)

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② A checklist covering only the salient points without explanation would suffice. The more written - the less read.

③ The fundamentals of corres should be known before preparation of letters; therefore, explanatory checklist is not needed.

9 FEB 1960

Stogies

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To Mr. Deakof's

Desk

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ate, attending and in which
If, however, you are not interested
your application making selections of

1 basic training prior to reporting
you must enlist between

11 recruiting office for any other
stment or this school program. Please
completion of the above authorized

ontinued for any reason prior to the
sidered for a related or alternate
ied.

training indicates an initiative which
! progress in a successful Army career.

General, I am pleased to welcome you as
States Army.

Sincerely yours,

C. J. BARRY JR
Colonel USA

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SPECIAL.

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11 FEB 1960

CORRESPONDENCE CHECK LIST
Nonmilitary Letter

1. Letterhead - Is the proper letterhead being used?
2. Classification - Is the classification complete and properly positioned? It should begin 1 carriage turn below the phrase "In Reply Refer To" on the line with the date.
3. Date - Is the day, month, and year typed on the same line as the file reference? The date should end at the right margin.
4. Margins - Are the margins within allowable limits? They should be not less than 1 inch or more than 2 inches on both sides.
5. Address - Is the address complete and positioned properly? It should be 3 carriage turns below the classification on USARCEN letterhead and 6 carriage turns on Washington letterhead.
6. Salutation - Is the salutation positioned properly? It should be 1 carriage turn below the fold mark on USARCEN letterhead and 5 carriage turns below the last address line on Washington letterhead. Use "Dear Miss" when the addressee's marital status is unknown. Use "Dear Sir" only when the addressee's name is unknown.
7. Text -
 - a. Are there 2 carriage turns between the salutation and the text?
 - b. Are the paragraphs properly indented 5 spaces?
 - c. The placement depends on the length. The text should be well-balanced and symmetrically arranged so that when the letter is completed it presents the appearance of a framed picture. Use single spacing with double-spacing between paragraphs if the letter is 10 lines or more long. Otherwise, use double spacing.
 - d. Do not number or letter paragraphs of a nonmilitary letter. Normally, subparagraphing will be avoided; however, in those instances when it is necessary, use the letters a, b, c, etc.

CORRESPONDENCE CHECK LIST
Nonmilitary Letter

8. Complimentary Close- Is the complimentary close 2 carriage turns below the last line of the text? It should begin at the center of the page. "Sincerely yours" will be used unless otherwise directed.
9. Signature - Is the typed name of the signature 5 carriage turns below the complimentary close? It should begin at the center of the page. Check to see that the signature block is complete and correctly spelled.
10. Inclosures - *See attached sheet for change in instructions* Is the word "Incl" typed at the left margin in the same line as the typed name of the signing official? Are all inclosures properly listed and attached to the outgoing letter?
11. When two or more pages are required, the following rules apply:
- a. The classification will be repeated 8 carriage turns from the top.
 - b. The addressee's name will be typed one carriage turn below the last line of the file reference.
 - c. The day, month, and year will be typed on the same line as the file reference ending at the right margin.
 - d. The body will start 2 carriage turns below the addressee's name.
 - e. A paragraph of three lines or less will not be divided.
 - f. When dividing a sentence between pages, at least two words will be included on each page.
 - g. Words will not be hyphenated between pages.
 - h. The close will not be typed on a page with less than 2 lines of the text; however, a paragraph or subparagraph which consists of only one line may be placed on the last page with the close.
 - i. The first page will not be numbered. Succeeding pages will be numbered consecutively, beginning with the second page as number 2. The number will be typed in the center of the page approximately 1 inch from the bottom. Dashes, parenthesis, or other punctuation will not be used.

References: a. USARCEN Memo 340-1-4, 13 Mar 57.
b. Part Five, Office Regulations, TAGO, Apr 59.

10. Inclosures - a. USARCEA letterhead -

Is the word "Incl" typed at the left margin on the same line as the typed name of the signing official? Are all inclosures properly listed and attached to the outgoing letter?

b. TAG letterhead - Is the word "Inclosure(s)" typed at the left margin on the same line as the typed name of the signing official?

NOTE: Inclosures should not be listed on the original and any courtesy copies. ^{a brief} description of the inclosure ~~should~~ ^{be made on all} copies remaining within Department of the Army ~~a brief description should be~~

as follows: Inclosures - { 1. R G, M. X, Y. 3cc,
15 Aug 56
2. AR 600-6

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