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## SECTION D

### MEMORANDUMS

2-33. General. A memorandum provides an informal way to correspond within an activity or between DON activities. Subordinates may use it to correspond directly with each other on routine official business.

2-34. Formats. There are seven memorandum formats. Choose the one that suits the subject, occasion, and audience. Here are your choices, starting with the most informal:

a. Memorandum For The Record (MFR). Use a MFR as an internal document to record supporting information in the record that is not recorded elsewhere. Examples include such things as results of a meeting, important telephone conversations, oral agreements, and your thinking behind a standard letter. Type or handwrite these most informal memorandums. See figure 2-17, page 75. A full "signature" block and identification symbols are not required; however, it should be dated, signed, and show the organizational position of the signer. If it is only two or three lines, include it on the file copy of your document. Leave out the subject line if you add your MFR to the file copy.

b. "From-To" Memorandum. The "from-to" memorandum may be directed to one or more addressees. If very informal, it may be handwritten. If the subject is insignificant, a file copy is not required. There are three versions of the "from-to" memorandum:

(1) Printed Memorandum Forms. Use printed memorandums to communicate informally within your activity (see figure 2-18, page 76). They may be handwritten.

(a) Choices. There are two types of memorandum forms: OPNAV 5216/144A (8-1/2 by 11 inches) and OPNAV 5216/144B (8-1/2 by 5-1/2 inches).

(b) Identification Symbols. The only identification symbol you need is the date, unless local practice calls for more.

(c) "From-To" Line. Use names, titles, or codes in the "From:" and "To:" line.

(d) Adding References and Enclosures. Type reference and enclosure headings under the printed headings. Allow a 1-inch left margin.

(e) Signature. The writer signs his or her name without an authority line.

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(2) Plain-Paper Memorandum. Use plain-paper memorandums for informal communications within your activity. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.

(a) Identification Symbols. The only identification symbol you need is the date, unless local practice calls for more.

(b) Format. Prepare on white bond paper. Start typing the date on the sixth line, flush with the right margin. See figure 2-19, page 77.

(3) Letterhead Memorandum

(a) When direct liaison with individuals outside of your activity is authorized, the letterhead memorandum may be used to correspond on routine matters that neither make a commitment nor take an official stand. A full signature block is not required because the "From:" line identifies the signer. See figure 2-20, page 78. For example: You have been appointed chairperson of a committee and need to correspond with other members of the committee outside your activity.

(b) The letterhead memorandum may be used within your activity and provides more formality than the printed form or plain-paper memorandum.

(4) When only requesting an approval/disapproval decision from a single addressee, it's appropriate to type a decision block at the left margin, two lines below the signature block in the following format:

COMMANDING OFFICER DECISION:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other

c. "Memorandum For" Memorandum. The "memorandum for" is the most formal memorandum. Use it for communications between high level officials who use the format, such as the Secretary of Defense, the Secretary of the Navy, and Assistant Secretaries (see figure 2-21, page 79). It is prepared on letterhead stationery and follows standard letter practice, except as indicated below.

(1) Address. Type "MEMORANDUM FOR" in capital letters on the third line below the date, followed by the addressee's title

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and organizational identification. Use enough organizational identification to ensure delivery. Names should not be used. If the addressee's title is longer than one line, the second line should be indented two additional spaces, as shown in figure 2-21, page 79.

#### MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS

(2) Two or More Addressees. When your memorandum is directed to two or more addressees, type their titles and office identifications after the phrase "MEMORANDUM FOR," like this:

MEMORANDUM FOR DIRECTOR OF NAVAL INTELLIGENCE (N2)  
DIRECTOR OF NAVAL RESERVE (N095)

(3) Signature Block. Because the "Memorandum For" does not have a "From:" line, show the signer's title below the typed name in the "signature" block.

(4) When only requesting an approval/disapproval decision from a single addressee, it's appropriate to type a decision block at the left margin, two lines below the signature block in the format as shown in paragraph 2-34b(4).

#### d. Memorandum of Agreement or Memorandum of Understanding

(1) Use. The Memorandum of Agreement or Understanding may be used to document mutual agreements of facts, intentions, procedures, limits on future actions, and areas of present or future coordination, or commitments, etc.

(2) Format. Center "MEMORANDUM OF AGREEMENT" on the second line below the date line. Center "BETWEEN" on the next line and follow with the names of the agreeing activities (centered). To prepare a "memorandum of understanding," substitute those words for "memorandum of agreement," and follow the same format as shown in figures 2-23 and 2-24, pages 81 and 82. Number and letter paragraphs and subparagraphs the same as other correspondence. The basic text may contain, but is not limited to, the following titled paragraphs:

(a) Purpose. This paragraph defines or states in as few words as possible, the purpose of the agreement.

(b) Problem. Present a clear, concise statement of the problem, to include a brief background.

(c) Scope. Add a short statement specifying the area covered by the agreement.

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(d) Agreement, Understanding. Spell out the agreement or understanding and responsibilities of and between each of the parties involved.

(e) Effective Date. Enter the date the agreement will take effect.

(3) Letterhead. On plain bond, type the command titles so the senior is at the top. If the activities are in different cities or states, follow each title with its address.

(4) Signatures. Arrange "signature" blocks so the senior official is at the right. Place the "signature" block of a third cosigner in the middle of the page. Precede all signature blocks by overscoring as shown in figures 2-22 and 2-24, pages 80 and 82.

(5) Copies. If your activity is the last to sign, send copies of the signed agreement to all cosigners.

2-35. Endorsement of Informal Memos. An endorsement that forwards an informal memo without comment, may consist of the endorser's initials and date, like this:

Via: Code 311\_\_\_\_\_

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25 Jul 99

MEMORANDUM FOR THE RECORD

Subj: MEMORANDUM FOR THE RECORD

1. Use a "Memorandum For The Record" (MFR) as an internal document to record information in the record that is not recorded elsewhere. Examples include such things as results of a meeting, telephone conversations, oral agreements, and other relevant information.
2. Type or handwrite these most informal memorandums. If it is only two or three lines, include it on the file copy of your document. Leave out the subject line if you add your MFR to the file copy.
3. A full "signature" block and identification symbols are not required; however, it should be dated, signed, and show the signers organizational code.



M. L. ONES  
N161C

**Figure 2-17. Memorandum for the Record**

OPNAV 5216/144A (Rev. 8-81)  
S/N 017-LF-052-2320

DEPARTMENT OF THE NAVY  
**Memorandum**

DATE: 6 Mar 99  
FROM: Code 30  
TO: Code 301  
SUBJ: PRINTED MEMORANDUM FORM  
Ref: (a) SECNAVINST 5216.5D  
Encl: (1) Printed Form

1. This printed form is used among individuals and offices of the same activity. Very informal memorandums may be handwritten.
2. The memorandum form comes in two sizes:
  - a. OPNAV 5216/144A (8-1/2 by 11 inches): 
  - b. OPNAV 5216/144B (8-1/2 by 5-1/2 inches): 
3. The only identification symbol you need is the date, unless local practice calls for more.
4. Use names, titles, or codes in the "From:" and "To:" line.
5. Type reference and enclosure headings under the printed headings. Note the headings for reference (a) and enclosure (1). Allow a 1 inch left margin.
6. The writer signs his or her name without the organizational titles.

Signature

Figure 2-18. Printed "From-To" Memorandum

	1	
	2	
	3	
	4	
	5	
	6	
		8 Jul 99
1		
<u>2</u>	MEMORANDUM	
1		
<u>2</u>	From: Head, DON Records Management Branch (N161)	
	To: Head, Technical Library Branch (N21)	
	Head, Mail and Files Branch (N13)	
	Via: Head, Office Services Division (N1)	
1		
<u>2</u>	Subj: PLAIN-PAPER MEMORANDUM	
1		
<u>2</u>	1. The plain-paper "from-to" memorandum may be used within your activity. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.	
1		
<u>2</u>	2. The only identification symbol you need is the date, unless local practice calls for more. Start typing the date on the sixth line, flush with the right margin.	
	3. Prepare a plain-paper memorandum on white bond.	
1		
2		
3		
<u>4</u>	J. C. JAY	

Figure 2-19. Plain-Paper "From-To" Memorandum

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DEPARTMENT OF THE NAVY  
NAVAL AIR FACILITY  
DETROIT, MI 48045-5008

5216  
Memo 28/83  
5 Jan 99

1  
2

1  
2  
1

MEMORANDUM

2

From: Head, Management Services Department, Naval Air Facility, Detroit  
To: Operations Officer, Navy Regional Data Automation Center, San Francisco

1  
2

Subj: LETTERHEAD MEMORANDUM

1  
2

1. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form or the plain-paper memorandum.

1  
2

2. A letterhead memorandum may be sent outside your activity if:

- a. Direct liaison is authorized,
- b. The matter is routine,
- c. The memo neither makes a commitment nor takes an official stand.

1  
2

3. Generally follow the standard letter format, but type "MEMORANDUM" as shown here.

1  
2  
3  
4

E. F. GEE

Figure 2-20. Letterhead Memorandum





DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

5216  
Ser N00/345  
18 Mar 99

1  
2  
  
1  
2  
  
1  
2  
1  
2  
  
1  
2  
  
1  
2  
3  
4

MEMORANDUM FOR VICE CHIEF OF NAVAL OPERATIONS (N09)  
DIRECTOR OF NAVAL INTELLIGENCE (N2)  
DIRECTOR OF TEST AND EVALUATION AND  
TECHNOLOGY REQUIREMENTS (N091)

Subj: THE MEMORANDUM FOR

1. The "memorandum for" is the most formal of all the memorandums. Senior officials use it to correspond with other senior officials.
2. Use letterhead paper and follow the format shown here. In place of the "From:" and "To:" line, you use an "address" line (see above). Because the "memorandum for" lacks a "From:" line, show the signer's title below the typed name.
3. List multiple addressees as shown above. If an addressee's title is longer than one line, the second line should be indented two additional spaces, as shown above.

H. I. JAY  
Director, Navy Space  
Systems Division

Figure 2-21. Memorandum For Memorandum

20 MAY 1998

	<p>1 2 3 4</p> <p>DEPARTMENT OF THE NAVY MILITARY SEALIFT COMMAND (20398-5100) NAVAL INTELLIGENCE COMMAND (20389-5000) WASHINGTON, DC</p>	
	<p>1 2</p>	<p>NAVINTCOM 5216 Ser N7/702 20 Dec 99</p>
	<p>MSC 5216 Ser N02/234 18 Dec 99</p>	
<p>1 2</p>	<p>MEMORANDUM OF AGREEMENT BETWEEN COMMANDER, MILITARY SEALIFT COMMAND AND COMMANDER, NAVAL INTELLIGENCE COMMAND</p>	
<p>1 2</p>	<p>Subj: MEMORANDUM OF AGREEMENT</p>	
<p>1 2 1 2 1 2</p>	<p>1. This example shows a one page "memorandum of agreement" (MOA).</p> <p>2. On plain bond, type the command titles so the senior is at the top. If the activities are in different cities or states, follow each title with its address.</p>	
<p>1 2</p>	<p>3. Center "MEMORANDUM OF AGREEMENT" on the second line below the date line. Center "BETWEEN" on the next line and follow with the names of the agreeing activities (centered). To prepare a "memorandum of understanding" substitute those words for "memorandum of agreement." If your agreement is two or more pages long, number and letter paragraphs and subparagraphs the same as a standard letter.</p>	
<p>1 2</p>	<p>4. Arrange "signature" blocks so the senior official is at the right. Type a signature line above the signature blocks.</p>	
<p>1 2</p>	<p>5. If your activity is the last to sign, send copies of the signed agreement to all cosigners.</p>	
<p>1 2 3 4</p>	<p>_____ U. R. SEAWORTHY Acting</p>	<p>_____ I. M. WATERLOGGED Deputy</p>

Figure 2-22. Memorandum of Agreement

28 MAY 1998

	1	
	2	
	3	
	4	
		DEPARTMENT OF THE NAVY
		NAVAL SEA SYSTEMS COMMAND (20362-5101)
		NAVAL AIR SYSTEMS COMMAND (20361-0001)
		WASHINGTON, DC
		1
NAVSEASYS	2	NAVAIRSYS
COM		COM
5216		5216
Ser N02/234		Ser N7/702
12 Nov 99		15 Nov 99

1	
2	MEMORANDUM OF UNDERSTANDING
	BETWEEN
	COMMANDER, NAVAL SEA SYSTEMS COMMAND
	AND
	COMMANDER, NAVAL AIR SYSTEMS COMMAND

1	
2	Subj: MEMORANDUM OF AGREEMENT OR MEMORANDUM OF UNDERSTANDING
1	
2	Ref: (a) SECNAVINST 5216.5D
1	
2	1. <u>Purpose</u> . This example shows the first page of a two page
	"memorandum of understanding" (MOU). This paragraph defines or
	states in as few words as possible, the purpose of the agreement or
	understanding. Use the MOU or MOA to informally document mutual
	agreements of:
1	
2	a. Facts.
1	
2	b. Intentions.
1	
2	c. Procedures.
1	
2	d. Limits of future actions either or both will take.
1	
2	e. Present or future coordination.
1	
2	f. Present or future commitments.
1	
2	2. <u>Problem</u> . Present a clear, concise statement of the problem, to include
	a brief background. Mention reference (a) and any other references in the
	text.
1	
2	3. <u>Scope</u> . Add a short statement specifying the area covered by the
	agreement.

Figure 2-23. Memorandum of Understanding (Page 1 of 2)

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1  
2  
3  
4  
5

Subj: MEMORANDUM OF AGREEMENT OR MEMORANDUM OF UNDERSTANDING

1  
2 4. Agreement/Understanding. Spell out the agreement or understanding and responsibilities of and between each of the parties involved.

1  
2 5. Effective Date. Enter the date the agreement will take effect.

1  
2  
3  
4

\_\_\_\_\_

W. T. DOOR

\_\_\_\_\_

C. CRUISE  
Acting

2

Figure 2-24. Memorandum of Understanding (Page 2 of 2)