

805C-42A-1002
Prepare Correspondence
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned as an HR Specialist and are required to prepare a memorandum. You have been provided a draft memorandum, a personal computer system loaded with Microsoft Office software, AR 25-50 (Preparing and Managing Correspondence), AR 25-30 (Army Publishing Program), AR 380-5 (Department of the Army Information Security Program), a dictionary, and standard office supplies and equipment. This task should not be trained in MOPP 4.

Standard: Prepare a properly formatted formal memorandum for signature, distribution, and filing using MS Word (or other word processing equipment/software); save, print, and assemble the document without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to prepare military correspondence.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Type a three-part memorandum in the correct format.

a. Prepare Heading.

- (1) Enter office symbol.
- (2) Enter Army Records Information Management System (ARIMS) record number.
- (3) Enter date.
- (4) Enter suspense date (if applicable).
- (5) Enter MEMORANDUM FOR addressee(s).
 - (a) Single-address memorandums.
 - (b) Multiple-address memorandums.
 - (c) "SEE DISTRIBUTION" memorandums.
 - (d) Memorandums "THRU."
- (6) Enter subject line.

b. Prepare Body (text).

- (1) Insert reference(s) in first paragraph (when used).
- (2) Prepare beginning of each memorandum with a short, clear purpose sentence.
- (3) Separate each major section.
- (4) Insert writer's identification (point of contact) and address (if necessary).
- (5) Type single-space text with double-spacing between paragraphs and subparagraphs.
- (6) Type paragraph number(s).

Note: Do not number a one-paragraph memorandum. Number paragraphs sequentially.
- (7) Write using correct spelling, capitalization, abbreviations, and punctuation.

c. Prepare Closing.

- (1) Insert authority line (if required).
- (2) Type signature block.
 - (a) Determine proper placement.
 - (b) Determine correct format.

(3) Type enclosure listing (if applicable).

(4) Type distribution listing (if applicable).

(5) Type copy(s) furnished (CF) listing (if applicable) and with/without enclosure(s) notation (if applicable).

(6) Insert page number(s) (second and subsequent pages only).

2. Determine classification level and assemble (when appropriate).

a. Assemble all associated materials in the proper sequence.

b. Apply cover sheet (if applicable).

(1) Standard Form 703 (Top Secret Cover Sheet).

(2) Standard Form 704 (Secret Cover Sheet)

(3) Standard Form 705 (Confidential Cover Sheet).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Typed a three-part memorandum in the correct format.			
a. Prepared Heading.			
(1) Entered office symbol.			
(2) Entered ARIMS record number.			
(3) Entered date.			
(4) Entered suspense date.			
(5) Entered MEMORANDUM FOR addressee(s).			
(6) Entered subject line.			
b. Prepared Body (text).			
(1) Inserted reference(s) in first paragraph (when used).			
(2) Prepared beginning of each memorandum with a short, clear purpose sentence.			
(3) Separated each major section.			
(4) Inserted writer's identification (point of contact) and address (if necessary).			
(5) Typed single-space text with double-spacing between paragraphs and subparagraphs.			
(6) Typed paragraph number(s).			
(7) Wrote using correct spelling, capitalization, abbreviations, and punctuation.			
c. Prepared Closing.			
(1) Inserted authority line (if required).			
(2) Typed signature block.			
(3) Typed enclosure listing (if applicable).			
(4) Typed distribution listing (if applicable).			
(5) Typed copy(s) furnished (CF) listing (if applicable) and with/without enclosure(s) notation (if applicable).			
(6) Inserted page number(s) (second and subsequent pages only).			
2. Determined classification level and assembled (when appropriate).			
a. Assembled all associated materials in the proper sequence.			
b. Applied cover sheet (if applicable).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-30	ARMY PUBLISHING PROGRAM	Yes	No
	AR 25-50	Preparing and Managing Correspondence	Yes	Yes
	AR 380-5	DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7030-01-492-2764		Microsoft Office XP Professional Suite (Word, Excel, Access, Outlook, Publisher, PowerPoint, and Small Business Tools)	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None