



DEPARTMENT OF THE ARMY
 DEPARTMENT OF MILITARY SCIENCE
 IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY
 132 ARMORY, AMES IOWA 50011-3010

REPLY TO
 ATTENTION OF:

1
2 ATOD-BIA-IS October 12, 2000

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 2 E
3 A MEMORANDUM FOR Commandant, U.S. Army Command and General Staff
 D College, Fort Leavenworth, KS 66027-6900

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2 N SUBJECT: Using and Preparing a Memorandum
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1. This example shows how to prepare a memorandum.
2. Single-space the text of the memorandum; double spacing between the paragraphs.

B 3. When a memorandum has more than one paragraph, number the
 O paragraphs consecutively. When paragraphs are subdivided,
 D designate first subdivisions by letters of the alphabet and
 Y indent them as shown below.

a. When a paragraph is subdivided, there must be at least two subparagraphs.

b. If there is a subparagraph "a," there must be a "b."

(1) Designate second subdivisions by numbers in parentheses, for example, (1), (2), and (3).

(2) Do not subdivide beyond the third subdivision.

(a) However, do not indent any further than for the second subdivision.

(b) This is an example of the proper indentations procedures for a third subdivision.

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- 2 Encls
1. Personnel Listing
 2. DA Form 1827

PAUL F. BURKE
 Major, IN
 Executive Officer