

|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------|----------------------|-----|---------------|
|                                                                                  |                                                                                                                                                                                                               | 1 | ①                      |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               | 2 |                        |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               | 3 |                        |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               | 4 | DEPARTMENT OF THE NAVY | ②                    |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | NAME OF ACTIVITY     |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | ADDRESS              |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | CITY, STATE ZIP + 4  |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 |                                                                                                                                                                                                               |   |                        | SSIC                 | } ③ |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | Coder/Serial<br>Date |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | From: **Title of activity head, name of activity, location when needed                                                                                                                                        |   | ④                      |                      |     |               |
|                                                                                                                                                                   | To: ***Title of activity, name of activity, location when needed (Code)                                                                                                                                       |   |                        |                      | } ⑤ |               |
|                                                                                                                                                                   | Via: *** (1) Title of activity head, name of activity, location when needed (Code)                                                                                                                            |   |                        |                      |     |               |
|                                                                                                                                                                   | ***** (2) Pattern of (1) repeated for next endorser                                                                                                                                                           |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 1                                                                                                                                                                 | Subj: **NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED                                                                                                                                                        |   | ⑥                      |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | Ref: *** (a) Communication or document that bears directly on the subject at hand                                                                                                                             |   |                        |                      | } ⑦ |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | Enc: ** (1) Title of material enclosed with letter                                                                                                                                                            |   |                        |                      | } ⑧ |               |
|                                                                                                                                                                   | ***** (2) Title of material separately (sep. cover)                                                                                                                                                           |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | 1. **This example shows the first page of a two-page standard letter. We have used many of the elements that might appear on a standard letter. Mention reference (a) and enclosures (1) and (2) in the text. |   | ⑨                      |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | 2. **Start the "From" line on the second line below the date line. The date may be typed or stamped.                                                                                                          |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | 3. **Arrange paragraphs as shown in figure 2-7 on page 58.                                                                                                                                                    |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | ****a.**Don't start a paragraph at the bottom of the page unless you can carry at least two lines over to the next page.                                                                                      |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | ****b.**Don't number the first page, number only second and later pages.                                                                                                                                      |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | ****c.**Other full-page examples in this chapter and later ones show the spacing to use for correspondence that variously omits "Via," "Ref.," and "Enc." lines.                                              |   |                        |                      |     |               |
| <p>.....</p> <p><b>NOTE:</b></p> <p>* AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.</p> <p>% A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.</p> <p>.....</p> |                                                                                                                                                                                                               |   |                        |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     | ⑩             |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     | Minimum of 1" |

- |                                     |                             |
|-------------------------------------|-----------------------------|
| 1. Typewriter Lines                 | 6. Subject Line (page 38)   |
| 2. Letterhead Format (page 11)      | 7. Reference Line (page 38) |
| 3. Identification Symbols (page 33) | 8. Enclosure Line (page 42) |
| 4. From Line (page 36)              | 9. Text (page 44)           |
| 5. To & Via Lines (page 37)         | 10. Margins (page 33)       |

Figure 2-1. Standard Letter – First Page

# Usaf Correspondence Manual

**Brendan G. Carr**



## **Usaf Correspondence Manual:**

**AF Manual** United States. Department of the Air Force, United States. Dept. of the Air Force, 1956      *USAF Formal Schools* United States. Department of the Air Force, 1987      Air Force Manual United States. Department of the Air Force, United States. Dept. of the Air Force, 1956      *Monthly Catalog of United States Government Publications* United States. Superintendent of Documents, 1995 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index      **Directives, Publications and Reports Index** United States. Coast Guard,      **The United States Air Force JAG Law Review** ,      **The Air Force Education Services Program** United States. Department of the Air Force, 1958      **Discovery** United States Air Force Academy,      *The United States Air Force JAG Law Review* , 1968      **Monthly Catalogue, United States Public Documents** , 1991      **Guide to Federal Records in the National Archives of the United States: Record groups 171-515** United States. National Archives and Records Administration, 1995      *Personal Papers in the United States Air Force Historical Research Center* United States. Air Force. Historical Research Center, 1990      **Personal Papers in the United States Air Force Historical Research Center** , 1990      Photolithographer United States. Department of the Army, 1980      **Air Force AFM.** , 1956      **United States Government Manual** , 1969      *United States Government Organization Manual* , 1969      **Correspondence Manual and Transcribers' Handbook** Leslie Llewellyn Lewis, Marilyn French, 1960      **The United States Air Force JAG Bulletin** , 1962      Air Force Information Services Manual United States. Department of the Air Force, 1956

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