



Department of the Navy
Memorandum
Navy-Marine Corps MARS

16 FEB 06

FROM: H. I. Jay, NNN0XXX OR

TO: Oregon State Director

INFO: Oregon Assistant for Training

SUBJ:

REF: Not required. If used and only one, do not number. Number if more than one

ENCL: If there are enclosures, attachements, identify them here.
If more than one number them

1. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form or the plain-paper memorandum.
2. A letterhead memorandum maybe 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,
3. Generally follow the standard letter format, but type "MEMORANDUM" as shown here.

A standard letter must be used if the communication is going beyond your immediate activity (usually state director) and you are not authorized direct communication. In other words, it the communication is required to go via chain of command. For example, regular member to area director on an operational matter. It must go via state director and region director.

ENTER YOUR NAME