



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 10-1

18 AUGUST 2015

Administrative Communications

PREPARING OFFICIAL CORRESPONDENCE

This regulation prescribes policies, procedures and formats for the guidance of Civil Air Patrol (CAP) writers, whether preparing hard copy or electronic correspondence (written communications). It is applicable to the National Headquarters staff and all CAP units.

SUMMARY OF CHANGES.

This revision updates formatting of signatures in e-mail correspondence. **Note: Shaded areas identify new or revised material.**

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Notice: CAP publications and forms are available digitally on the National CAP website at:
http://www.capmembers.com/forms_publications_regulations/

1. Writers' Responsibilities. Success or failure in producing correspondence is the result of the actions of the person doing the writing. The writer is responsible for the content of all correspondence he/she writes. Successful written correspondence may be achieved by:

1.1. Managing your written correspondence.

1.1.1. Use Plain Language. Prepare all CAP correspondence using plain language. Plain language saves time, effort, and money. Plain language means using logical organization and common, everyday words, except for necessary technical terms. For more plain language techniques, check <http://www.plainlanguage.gov>.

1.1.2. Organize your material to help the reader. Identify your audience for the document; write to get their attention and anticipate their questions. Consider any additional readers or that your correspondence may be referenced in other documents. Always start by putting your main message up front. Present information in the subsequent paragraphs in a logical order.

1.1.3. Structure your communication with your audience in mind. Consider that your reader may not be familiar with some abbreviations, may not share your technical expertise on a subject or just may have a limited background on your topic. Define each abbreviation or acronym the first time used by writing out the full term followed by the abbreviation or acronym in parentheses. Use the same term consistently to identify a specific thought or object. Use words in a way that does not conflict with ordinary or accepted usage. Ambiguous phrasing, confusing legal terms and technical jargon could mislead your reader.

1.1.4. Using military jargon rather than common terminology may confuse your reader.

1.1.5. Use "you" and other pronouns to speak directly to readers (active voice). Referring to people as if they were inanimate objects may be offensive. Address the reader as "you." "You" reinforces that the message is intended for your reader. Use "we" in place of your organization's name. Be careful using "you" if it sounds accusatory or insulting. Instead, put the emphasis on the organization by using "we."

1.1.6. Active voice is the best way to identify who is responsible for what action. To communicate effectively, write the majority (around 75%) of your sentences in the active voice.

1.1.7. Short sentences deliver a clearer message. Your sentences should average less than 20 words; never make them longer than 40 words. Complex sentences confuse the reader by losing the main point in a forest of words. Resist the temptation to put everything in one sentence. Break up your idea into its logical parts and make each one the subject of its own sentence. Cut out words that are not really necessary.

1.2. Using CAP office symbols. Office symbols (see attachment 1) are shortcuts representing the organization structure and functional responsibility. Office symbols may be used on correspondence, e-mail, forms, etc. Major functions have two-letter symbols, e.g., director of operations (DO). Since basic functions report to major functions, basic functions have three-letter (or more) symbols, e.g., emergency services officer (DOS). A basic function's office symbol starts with the same letters as the parent function's office symbol, and adds one more letter, e.g., emergency services training officer (DOST); assistant ES officer (DOSA).

1.3. Distributing correspondence on a need-to-know basis. CAP units will not send initial correspondence directly to any military personnel outside of CAP-USAF. Initial correspondence to non CAP-USAF personnel will be routed through Headquarters CAP-USAF or CAP-USAF liaison regions unless specifically authorized by other CAP directives. Subsequent correspondence with non CAP-USAF military personnel will be in accordance with the directions of the CAP-USAF element that made/coordinated the initial contact.

1.4. Selecting the appropriate distribution method. Some distribution methods include: e-mail, facsimile (FAX) and United States Postal Service (USPS). Consider the needs of the recipient when choosing the distribution method. Send computer-generated information electronically if the receiver needs to have the information on his/her computer.

1.5. Conserving paper. Consider if you can communicate with other means, such as a telephone call or e-mail. Do not print and surface mail correspondence originally sent by e-mail, unless requested to do so. Satisfy the minimum distribution requirements only. Use two-sided printing whenever feasible.

1.6. Using e-mail before using FAX or USPS. Sensitive information shall not be sent unless it is appropriately marked/identified. For more information refer to CAPR 60-3, CAP Emergency Services Training and Operational Missions, and the NHQ CAP emergency services [website](#). When delegating an e-mail task to another person, send a courtesy copy (cc) to the originator.

2. Types of Written Correspondence.

2.1. Most written CAP correspondence fall into one of three types. These three types are described below:

2.1.1. Memorandum Style Letter. This style will be used for correspondence between CAP units and when communicating with military agencies (see para 1c). A sample memorandum style letter is at [attachment 2](#).

2.1.2. Business Style Letter. This style will be used for correspondence with private concerns and individuals not connected with CAP. Sample business style letters are at [attachments 3](#) and [4](#).

2.1.3. Electronic Mail (E-mail).

2.1.3.1. A traditional e-mail ([see attachment 5](#)) replaces or supplements other CAP written correspondence such as official memorandums or letters. For additional information, see Electronic Communications and Social Media (Chapter 12, AFH 33-337, *The Tongue and Quill*), available on the publications page on the National CAP website under [Other Publications](#).

2.1.3.2. A memorandum style e-mail ([see attachment 6](#)) may be used if guidelines for a memorandum style letter are followed.

2.1.3.3. E-mails may also be used as a means of transmitting correspondence. This may be done by attaching correspondence in electronic format.

2.1.3.4. There are a number of factors to consider before using any form of e-mail. The advantages are: 1) it's fast; 2) it can get to more people; 3) it's paperless. The disadvantages

are: 1) it's fast - a quickly written e-mail can fan as many fires as it extinguishes; 2) it can get to more people - copies can be forwarded into the wrong hands; 3) it's paperless, it does leave an electronic trail, but fluctuations can make things disappear.

2.2. Other types of CAP written correspondence include, but are not limited to, (1) CAP forms; (2) personalized letters; (3) meeting minutes; (4) point, talking, background and position papers (reference AFH 33-337); (5) greeting/note cards and (6) hand-written notes.

2.3. Standard paper is 8 1/2-inch by 11-inch white paper.

3. E-mail.

As part of a nationwide effort to better brand and create public awareness of Civil Air Patrol, a required standard signature block for use when conducting official CAP business was added in January 2015 to CAPR 10-1. Branding is the image of the organization that comes to mind when people think of Civil Air Patrol. Our brand is shaped by letting people know who we are and what we do. Those messages must be consistent in order to be effective, which is why this first step in branding was taken as part of an overall branding strategy. Resources for creating this signature block are provided at <http://goo.gl/oN0sg8>.

3.1. CAP ranks/grades should be abbreviated in official Air Force style with no periods. (See CAPR 35-5, paragraphs 1-3. <http://goo.gl/Phlryr>.)

3.2. The unit and duty assignment should be on one line and written out per CAPR 20-1 and/or eServices. (NOTE: Standardize unit name by always spelling out name; refer to CAPR 20-1 for assistance.)

Follow these examples of duty titles:

Pacific Region Commander

New Mexico Wing Inspector General

Florida Wing Group 5 Cadet Programs Officer

South Oakland Cadet Squadron Aerospace Education Officer

If you have more than one duty assignment, add another line with the highest organizational level on top.

3.3. The phone numbers use a dot instead of a hyphen, and addition or removal of phone numbers is okay.

3.4. The CAP website goes directly under the "U.S. Air Force Auxiliary" text (note: use "U.S." as the Air Force does).

3.5. A unit website may be added after the CAP website.

3.6. The http:// and/or www are not used, and the hyperlink of the website should be verified and set to ensure that it is clickable. (One way to do this is copy the wing web address into Word and then delete the http, www and any other extraneous characters. Copy this smaller version into the signature block. The full web address should still be embedded in the name.)

3.7. The national social media icons may be used if hyperlinked. However, no additional social media icons/links are authorized. The icons may be deleted if appropriate due to e-mail replies attaching them versus embedding them.

3.8. Note that your unit's social media icons should be at the top of your unit's website to ensure ready visibility to visitors, and not in your signature block. Only the main unit landing page will be used as a website destination.

3.9. No other disclaimer, official use (FOUO) reference, or motivational quote will be used unless required by law or operating under [CAP Sensitive and Classified Mission Programs](#).

3.10. Preferred Signature Block.

3.10.1. Cut and paste figure 1 (Attachment 5 (cont.)) to add the preferred signature block directly into your e-mail program's client signature section to automatically add it to each e-mail message. Use 12 point Arial font.

3.10.2. If you have already done this, please verify the style to ensure that the size, colors, font, and text details are correct.

3.11. **Plain Text Signature Block.** We recognize that personally implementing this change in e-mail communication may be a challenge for some members. Some CAP volunteers use "personal" e-mail addresses, work e-mails, e-mail apps on smartphones and tablets, and official CAP e-mail systems, which make it hard to provide a single solution that fits everyone's individual needs. To meet the intent of the requirement, a plain text option is provided. Cut and paste figure 2 (Attachment 5 (cont.)). The same rules apply as the preferred signature block with some variations. The words "Civil Air Patrol" and a comma will be added before "U.S. Air Force Auxiliary." The websites should have http:// and/or www added before the URLs to be readable for certain e-mail clients. Bold your name if your system allows.

3.12. **Mobile Signature Block.** Certain mobile devices only allow you to manually type in a signature block. If that is the case, use your rank/grade, name, and official office symbol. If able, you may also type "Civil Air Patrol" on line two. Instructions for how to do this for Apple and Android devices are available at the bottom of this link. <http://goo.gl/oN0sg8> . See figure 3 (Attachment 5 (cont.)).

4. Letterhead.

4.1. Preprinted letterhead is preferred when writing a memorandum style letter or a business style letter. The use of preprinted letterhead is optional for other types of written correspondence.

4.2. Letterhead must include these elements: unit designation; the words "Civil Air Patrol"; "United States Air Force Auxiliary"; and the geographic location of the unit. Letterhead will start 1/2 inch from the top edge of the page and be centered. Letterhead should be in a non-serif font. Arial is preferred. The words "United States Air Force Auxiliary" and the geographical information may be a smaller font than the unit designation and "Civil Air Patrol". See examples below:

HEADQUARTERS MISSOURI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 15604
Kansas City MO 64108-5000

RIVERDALE COMPOSITE SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1276 Airline Street
Trenton MI 12345-5100

4.3. A CAP seal, CAP emblem, patch, or other distinctive decoration may be printed on the letterhead as long as it is in good taste (Refer to CAPR 900-2, *Use of Civil Air Patrol Seal and*

Emblem; Use and Display of the United States Flag and Civil Air Patrol Flags, for instructions on use and illustrations of the CAP seal and emblem). The CAP seal will be 1 inch in diameter. Wing/unit distinctive emblems will be 1 inch wide. Align the seal/emblem 1/2 inch from the left and top edges of the paper. CAP seal graphics are available on the National CAP website in the Public Affairs toolkit. If a higher headquarters seal is placed in the upper left corner, subordinate units may add their unit seal/patch in the upper right corner. The unit seal/patch will be 1 inch wide and will be positioned 1/2 inch from the right and top edges of the paper. Letterhead stock printed prior to the date of this regulation may be used until exhausted.

4.4. Letterhead may be superimposed into an e-mail that is intended to be an official correspondence.

5. Memorandum Style Heading Element. The heading element normally applies to a hard copy memorandum or a memorandum prepared as an attachment to an e-mail, but may be used in a memorandum style e-mail as well.

5.1. Date. Type or stamp the date on the right margin of the memorandum and on the third line below the last line of the letterhead (Note: if no letterhead is used, place the date 1 inch from the top edge of the page). Indicate the date in the format of day, month, and year; for example, 6 Jun 12 or 6 June 2012. Unless the date of signature has legal significance, date the original and all copies of the correspondence at the time of dispatch. However, you should date correspondence prepared for reproduction with the date it will enter the distribution system.

5.2. MEMORANDUM FOR. Type on the second line below the date. Type in all capital letters (no abbreviations) or use abbreviated organizational code, office symbol, title, or name (all in capital letters). Enter multiple-addressees when you are sending the same memorandum to several offices. Use a new line for each addressee. Be consistent and use the same format throughout. See examples below:

MEMORANDUM FOR CAP NATIONAL COMMANDER
CHIEF OPERATING OFFICER
NORTHEAST REGION COMMANDER

or

MEMORANDUM FOR CAP/CC
NHQ/CO
NER/CC

5.2.1. When your list of addressees is too long to list in the heading, you may place the distribution list on a separate page and attach it to the memorandum or type them in the lower left corner of the last page of the letter, two lines below the last attachment or where "cc:" (courtesy copy) element (if used), or where the attachment element would begin. The heading element would be: "MEMORANDUM FOR DISTRIBUTION."

5.2.2. Prepare an "IN TURN" memorandum when you want to send the correspondence to several addresses in sequence. Align "IN TURN" under the first word of the last addressee. See example below:

MEMORANDUM FOR NHQ/DP
NHQ/GC
NHQ/CO
IN TURN

5.2.3. ATTENTION. If an "ATTENTION" or "THROUGH" line is used, type "ATTENTION:" or "ATTN:" or "THROUGH:" or "THRU:" in all caps, one line after "MEMORANDUM FOR" caption. Align under addressee. See example below:

MEMORANDUM FOR NHQ/COX
ATTENTION: MR. JAMES SMITH

5.3. FROM. Type "FROM:" in all capital letters, on the second line below the last line of the "MEMORANDUM FOR" caption. If the letterhead contains the organization's full mailing address, enter the office symbol of the sender (see attachment 2). If the full mailing address of the function originating the correspondence is not in the letterhead or there is no letterhead, the first line will include the organization abbreviation and office symbol. Enter the delivery address (street or PO Box number), room or suite number, and then the city, state, and zip code on the next two lines. If you wish to include contact names, fax numbers, phone numbers or e-mail addresses, place them in the last paragraph of the letter. See example below:

FROM: MOWG/DA
PO Box 15604
Kansas City MO 64108-5000

5.4. SUBJECT. Type "SUBJECT:" in all capital letters (no abbreviation), on the second line below the last line of the "FROM" caption. Be brief and clear. Capitalize the first letter of each word except articles, prepositions and conjunctions. If you need a second line, begin it directly under the first word of the subject's first line. If you refer to an earlier communication to or from the addressee on the same subject, or to another correspondence or a directive, cite it in parentheses immediately after the subject. Send a copy of the referenced correspondence if you feel the reader may not have it. See examples below:

SUBJECT: Work Center Standard (Our Memo 3 Jun 12)

You may include a suspense date in the subject line by typing "SUSPENSE" or "SUSP" followed by a colon and the date after the subject title. See example below:

SUBJECT: CAP Letterhead Stationery (Suspense: 3 Jun 12)

If the correspondence supersedes a previous correspondence, you may place a statement in the subject line. Use "S/S" to indicate supersession. See example below:

SUBJECT: Appointment of On-the-Job Monitor for First Quarter of 2012 (S/S Our Memo, 23 Jun 12)

6. Business Style Heading Element.

6.1. Date. See paragraph 4a.

6.2. Return Address. If the stationery is not preprinted with the full address of the sender or sender's organization, then you must type a return address. Begin typing the return address at the left margin four lines below the date. Include name, grade and the complete mailing address of the sender.

6.3. To Address. Type the recipient's "To" address three lines below the return address. If your full address is in the letterhead, then type the "To" address four lines below the date.

6.4. Salutation. Suggested salutations are: "Dear Sir/Ma'am" if the letter is to an organization, or "Dear Inspector Jones" or "Dear Mr. Brown" if writing to a friend or associate. Type the salutation two lines below the last line of the To Address. Do not use punctuation at the end of the salutation. Use punctuation after abbreviations such as "Mr.," "Mrs." and "Dr."; however, no punctuation is used with CAP/military grade abbreviations.

7. Body of Letter.

7.1. Margins. Standard margins on hard copy letters should be 1 inch (top, bottom, left and right) on all pages. This does not apply to the letterhead margin specified in paragraph 3b.

7.2. Font. The standard font for all letters is Times New Roman 12. The font used in e-mail is at the discretion of the writer.

7.3. Paragraphing.

7.3.1. Memorandum style and e-mail. Start the first paragraph two lines below the last line of the subject. Number and letter each paragraph and subparagraph. A single paragraph is not numbered. In other words, you cannot have an (a) without a (b), or a (1) without a (2). Double space between each paragraph. See attachment 2.

7.3.2. Business style. Start the first paragraph two lines below the last line of the salutation. Each paragraph should be indented. Do not number paragraphs. Double space between each paragraph. Single paragraph letters of less than eight lines may be double spaced. See attachments 3 and 4.

8. Closing Element.

8.1. FOR THE COMMANDER (Memorandum Style Only).

8.1.1. FOR THE COMMANDER is only used when the writer is directed to write correspondence, or if the writer is issuing correspondence that would normally be issued by the commander.

8.1.2. Type element beginning at the center of the page, three lines below the last line of text. Show FOR THE COMMANDER in capitals. See example below:

FOR THE COMMANDER

JONATHAN Q. OFFICER, Colonel, CAP
Commander

8.2. Complimentary Close (Business Style Only). Use "Sincerely" typed two lines below the last line of text beginning at the center of the page.

8.3. Signature Block. The signature block begins at the center of the page on the fifth line after the preceding text. The writer's signature is placed in the space immediately above the signature block.

8.3.1. Two-Line. This is the preferred signature block. It consists of the writer's name in all capital letters followed by a comma, the writer's grade in normal upper and lower case followed by a comma, and the capital letters CAP on the first line (other organizational designations, such as AF Aux or USAFA, are not authorized). The second line states the writer's duty title in normal upper and lower case. See examples below:

JONATHAN Q. OFFICER, Colonel, CAP
Commander

JASON P. KIDD, C/TSgt, CAP
Cadet Logistics Officer

8.3.2. Three Line. A three-line signature block may be used when the name and grade or the duty title are too long for a two-line format. See examples below:

JONATHAN Q. OFFICER, Colonel, CAP
Assistant Wing Deputy Director for
Operational Resource Management

ARTHUR J. FELDEMEN, JR
Brigadier General, CAP
National Vice Commander

8.3.3. Graphics are inappropriate with either type of signature block.

8.4. Signing for the Writer. Occasionally the person who would normally sign the correspondence is not available to apply his/her signature. In this case, the individual who has temporarily assumed responsibility for the unavailable individual may sign in that person's place. In addition to signing his/her own name, the signer inserts the word "for" just prior to the writer's printed name. See example below:

Jon R. Jones
for JONATHAN Q. OFFICER, Colonel, CAP
Commander

8.5. //SIGNED//. When the correspondence has been approved for transmission by the writer and applying a hand-written signature is not feasible, //SIGNED// may be used to indicate that

the correspondence is approved. //SIGNED// may also be used on text copies of correspondence when the original was signed, and may also be used for signing e-mails. Consider written correspondence received via e-mail, copied or stamped “//SIGNED//” as authoritative. Place the //SIGNED// six spaces to the right of the center of the page. See example below:

//SIGNED//
 JONATHAN Q. OFFICER, Colonel, CAP
 Commander

8.6. For traditional electronic correspondence (e-mail), the closing element is positioned at left edge of the document rather than at the center of the page. For memorandum style e-mail, follow the signature block guidance (paragraph 7c). The use of civilian/personal signature elements is inappropriate for CAP e-mail correspondence.

9. Attachment Element. Type "Attachment(s):" at the left margin, three lines below the signature element. If there is more than one attachment, list each one by number in the order you refer to them in the memorandum. Describe each attachment briefly. Cite the office or origin, the type of correspondence and the date. The attachment element should not be split by a page break. See examples below:

Attachment:
 CAP/CC Memo, 3 Jan 12

Attachments:
 1. CAP/CC Memo, 3 Jan 12
 2. NHQ/CO Ltr, 4 Feb 12

10. Courtesy Copy Element. If information copies are sent to individuals other than the addressee(s), type "cc:" at left margin, two lines below the attachment element; if there is no attachment element, type the courtesy listing three lines below the signature element. List names or organization designations and office symbols of those to receive copies, one below the other. If a courtesy copy is sent without including the attachment(s), indicate such by adding "w/o Atch" at the end of the line. See example below:

cc:
 CAP/CC
 CAP/CV w/o Atch
 CAP/CS Atch 2 only

11. Endorsements. When the content of a correspondence needs approval or comment by an individual higher in the chain of command, this may be done in a separate correspondence or by an endorsement of the existing correspondence.

11.1. For hard copy correspondence, endorsements follow the original correspondence and appear as shown below:

1st Endorsement
 TO: (Office Symbol)
 Approved.

JONATHAN Q. OFFICER, Colonel, CAP
 Commander

11.2. For electronic correspondence (e-mail), endorsements may be positioned either above or below the original correspondence. The endorsement signature block is positioned at the left edge.

12. Coordination Process.

12.1. Coordinate with offices affected by the proposed action during the draft stage to minimize the need to revise the final version. Coordinate by telephone or e-mail when possible.

12.2. Remember to coordinate with each office that has a functional interest. Consider the chain of command to ensure complete coordination. Schedule enough time to finish review and coordination.

13. Suspense Actions.

13.1. Set realistic time limits for answering priority and routine correspondence. Establish a suspense (due date) only when absolutely necessary to accomplish the assigned task. Notify the action agency of the suspense date as early as possible.

13.2. Control suspenses at all offices tasked with answering correspondence. Notify the originating agency before the due date if the reply is delayed.

Joseph R. Vazquez
Major General, CAP
Commander

Attachment 1 – Functional Address Symbols

Office symbols may be used alone (CC) or with the organization designation (CAP/CC). Some office symbols apply to specific command levels or organizations (e.g., CAP/XX for National volunteer leadership; NHQ/XX for National Headquarters; GLR/XX for Great Lakes Region; MIWG/XX for Michigan Wing; MI248/XX for Kellogg Senior Squadron; CAP-USAF/XX for Headquarters, CAP-USAF).

Commander	CC	Historian	HO
Vice Commander	CV	Information Technology	IT
Deputy Commander	CD	Inspector General	IG
Deputy Commander for Cadets	CDC	Legal Officer	JA
Deputy Commander for Seniors	CDS	Logistics	LG
Chief Operating Officer (NHQ only).....	CO	A/C Maintenance Officer	LGM
Chief of Staff	CS	Supply Officer	LGS
Executive Officer (NHQ only).....	XO	Transportation Officer	LGT
Command Chief Master Sgt.....	CCC	Operations	DO
First Sergeant	CCF	Counterdrug.....	DOC
(Cadet or Composite Squadrons only)		Emergency Services	DOS
Administration	DA	Homeland Security	DOH
Aerospace Education	AE	Standardization/Evaluation	DOV
Cadet Programs	CP	Personnel	DP
Chaplain	HC	Plans and Programs	XP
Communications	DC	Professional Development	PD
Educational Programs (NHQ only).....	ED	Public Affairs	PA
Finance	FM	Public Awareness (NHQ only)	PM
General Counsel (NHQ only)	GC	Membership Services (NHQ only).....	PMM
Government Relations Advisor	GR	Safety	SE
Health Services	HS	Wing Administrator (NHQ employee).....	WA

Attachment 2 – The CAP Official Memorandum Style Letter



HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
25090 Altus Ave., Bldg# 1414, Room # 67
Selfridge ANGB MI 48045-4918

6 Jun 12

MEMORANDUM FOR GLR/DA

FROM: DA

SUBJECT: Format for Memorandum Style Letter (Your memo, 15 Mar 12)

1. Type or stamp the date on the right margin of the memorandum and on the third line below the last line of the letterhead. Indicate the date in the format of day, month, and year; for example, 6 Jun 12 or 6 June 2012.
2. Type the "MEMORANDUM FOR" caption in all caps (no abbreviations) or use abbreviated organizational code, office symbol, title, or name (all in caps). Enter multiple-addressees when you are sending the same memorandum to several offices. Use a new line for each addressee.
 - a. Type "ATTENTION:" or "ATTN:" or "THROUGH:" or "THRU:" in all caps, one line after "MEMORANDUM FOR" caption.
 - b. Align under addressee.
3. Type the "FROM" caption in all caps two lines below the last line of the "MEMORANDUM FOR" caption. The "FROM" caption should contain the full mailing address of the office originating the correspondence unless your letterhead reflects entire address.
4. Type the "SUBJECT" caption in all caps two lines below the last line of the "FROM" caption.
5. Begin typing the text flush with the left margin, two lines below the "SUBJECT" or reference. Number and letter each paragraph and subparagraph.

JOHN J. DOE, Major, CAP
Director of Administration

Attachments:

1. -----
2. -----

cc:

Distribution:

1st Endorsement

TO: MIWG/DA

Concur.

JOSEPH SMITH, Lt Col, CAP
GLR Director of Administration

Attachment 5 – Traditional E-mail

Send	To...	abarron@xyz.edu
	Cc...	ajfeldeman@hal.net
	Subject:	Comment: CAPR 10-1, Written Correspondence
	Attached:	 Draft CAPR 10-1

Major Barron,

I always look forward to receiving updates to regulations, pamphlets, etc.

Thank you for the opportunity to comment directly.

Regards,


CIVIL AIR PATROL

Maj John Doe, CAP
 XYZ Wing Director of Operations
 (H) 555.555.5555
 (C) 555.555.5555
 U.S. Air Force Auxiliary
gocivilairpatrol.com
mowgcap.us/ (unit website is optional)



Note 1. The following website contains complete branding information and cut and paste signature blocks for your specific email provider - <http://goo.gl/oN0sg8>.

Plain Text Signature Block

NOTE: Signature block uses Arial font, size 12.

***Cut and paste or type plain text signature block below ***

Maj John Doe, CAP

XYZ Wing Director of Operations
 (H) 555.555.5555
 (C) 555.555.5555
 Civil Air Patrol, U.S. Air Force Auxiliary
<http://GoCivilAirPatrol.com>
<http://XYZWing.org>

*** end ***

Mobile Signature Block

*** type ***

Maj John Doe, XYWG/DO
 Civil Air Patrol

*** end ***

Attachment 6 – Memorandum Style E-mail

Send	To...	
	Cc...	
	Subject:	Updated Reimbursement Form



**HEADQUARTERS
CIVIL AIR PATROL SOUTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AFB, ALABAMA**



24 May 2011

MEMORANDUM FOR SOUTHEAST REGION STAFF

FROM: FM

SUBJECT: Updated Reimbursement Form

1. The Financial Accountant at National Headquarters has updated the SER Reimbursement Form. This updated form will replace any prior forms and will be used for any impending requests.
2. The new form has been uploaded to the region website and can be downloaded at <http://sercap.us/forms.aspx> for your convenience (see below).

//SIGNED//
JANET BROWN, Lt Col, CAP
Director of Finance

SCREEN SHOT

The screenshot shows the website for the Civil Air Patrol Southeast Region. The main navigation bar includes links for HOME, NEWS, INFORMATION, RESOURCES, and DWH RESPONSE. The page title is "FORMS" and the breadcrumb trail is "Home > Resources > Forms and Publications > Forms".

Under "Links to National Forms", there are links for "Forms (MS Word Format)" and "Forms (PDF Format)". Under "Region Forms", there is a table listing available forms:

Forms	TITLE	DATE	OPR	DOWNLOAD	FILE TYPE/SIZE
	SER Form 200 - Region Reimbursement Request	24 MAY 10	FM	Download To Date: 163	Details (634 KB)
	SER Form 500 - Region Cadet Programs Activities Application	01 OCT 07	A5CP	Download To Date: 166	Details (0 bytes)

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