

DMNA Regulation Number 1-1

Administrative Procedures -

Correspondence



Military and Naval Affairs

**Division of Military and Naval Affairs
330 Old Niskayuna Road
Latham, New York 12110-3514**

**1 January 2023
UNCLASSIFIED**

Summary of Revision

DMNA Regulation Number 1-1, 1 January 2023 Administrative Procedures – Correspondence

- This publication is revised and supersedes DMNA Regulation Number 1-1, 30 June 2017.
- Incorporated new DMNA Letterhead and Cover Sheet.
- Updated guidance on appropriate signature blocks for all agency personnel and combined Appendix A and B.
- Omitted pages C-2 through C-26. Proper form for addresses, salutations, and complimentary closes can be found in AR 25-50, Appendix C, Pages 64-80.
- Changes the requirement from two spaces after ending punctuation to one space (Page 2-2, Paragraph j).
- Deleted Chapter 6 - Publishing Content Management System (PCMS)
- **Summary.** This regulation incorporates the correspondence Format(s) outlined in AR 25-50, Information Management, Preparing and Managing Correspondence, 10 October 2020. Some modifications have been made to coincide with this newly prepared secretarial and administrative support regulation.
- **Applicability.** This regulation applies to the Division of Military And Naval Affairs (DMNA) and Joint Force Headquarters (JFHQ) both as a state agency and military headquarters and to each individual component, service member and civilian employee.

**STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 Old Niskayuna Road
Latham, New York 12110-3514**

DMNA Reg 1-1

1 January 2023

ADMINISTRATIVE PROCEDURES

Correspondence

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***SUPERSESSION: This Regulation supersedes DMNA Regulation 1-1, 30 June 2017.**

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**CHAPTER 1
INTRODUCTION**

1-1. Purpose. The detailed administrative procedures in this regulation are for use by the Division of Military and Naval Affairs' (DMNA) and Joint Force Headquarters (JFHQ) directorates and special staff sections as well as their administrative officers, secretarial, administrative and clerical staff.

1-2. DMNA and JFHQ Letterhead. (See sample of Appendix D and E)

a. DMNA and JFHQ Letterhead are located in the back of this regulation.

b. All formats outlined in this regulation are to be utilized by all DMNA and JFHQ personnel when correspondence is prepared on DMNA or JFHQ letterhead or for staff papers and other documents being prepared for members of the Office of The Adjutant General (OTAG).

CHAPTER 2
GENERAL POLICIES AND PROCEDURES

2-1. Channels and Procedures.

a. All memorandums for The Adjutant General (TAG) which will be signed by another general officer, the director and special staff section head concerned, or an assistant adjutant general, will bear the authority line as follows: "FOR THE ADJUTANT GENERAL."

b. The only individuals authorized to sign "FOR THE ADJUTANT GENERAL" are those individuals designated by delegation of signature authority signed by TAG. Some circumstances may require an oral delegation in the unexpected absence of an authorized individual. Office of The Adjutant General (OTAG) support staff will be contacted for coordination and authorization.

2-2. General Procedures.

a. Signature blocks. Use the signature blocks for members of the OTAG as published and as indicated in Appendix A. Form of address, salutation and complimentary close are referenced in Appendix B.

b. Refer to the basic letter in the first sentence of any reply. Make specific reference by date and subject to the action, which precipitated the response when prepared for the signature of OTAG. A closing paragraph is also required and, when necessary, should contain a point of contact.

c. When tasking suspense dates that cannot be met, extensions will be requested from the tasking office. When a complete reply cannot be furnished within 30 days, provide an interim reply, giving all available information and indicating when the complete reply is to be expected.

d. When TAG, or any member of the OTAG are to sign correspondence, the action staff element will include the appropriate signature block, leaving the date blank.

e. If OTAG dispatches signed correspondence, mailing envelopes will be provided by the action office and copies will be sent to the directorate and special staff sections. In most cases, signed correspondence will be returned to the preparing office for dispatch or delivered by electronic means.

f. Each director and special staff section head will establish a review process for all outgoing correspondence to ensure adherence to policy, accuracy of content and completion of necessary staff coordination, including approval by the OTAG, if required. The initials or signature of an authorized releasing officer on the DMNA Form 1077 transmitting the correspondence signifies the completion of the required review.

g. Letters and memorandums submitted for the signature of OTAG will not be typed in the justified format and will be prepared using a 12 pitch and Arial font. Unusual type styles, such as script, should not be used to create official correspondence. A margin of one inch will be used.

h. When preparing correspondence containing paragraphs, you can subdivide three times; however, do not indent any further than the second subdivision.

i. Be consistent in the use of military or nonmilitary dates and words like enclosure or attachment. Spell-out the month if the year is not abbreviated; abbreviate if the year is abbreviated. The year is expressed with either two or four digits, depending on whether the month is abbreviated or spelled out. The only exception to this rule is if the date stamp uses the abbreviated month and the four-digit year.

j. Place one space between the punctuation and the text that immediately follows it for colons and periods. For commas and semicolons, place one space between the punctuation and the text that immediately follows it.

k. Military time will be expressed in a group of four digits, ranging from 0001 to 2400 based on the 24-hour clock system. The first two digits represent the hour after midnight and the last two digits represent the minutes. For example, 2:30 p.m. civilian time is expressed as 1430 military time. The word hours will not be used in conjunction with military time. Use civilian time in nonmilitary letters.

l. When preparing nonmilitary correspondence containing acronyms, spell-out the word the first time it appears in the correspondence and then put the abbreviation in parentheses. The abbreviation can then be used throughout. Do not place the abbreviated form of a word or title after the spelled-out version of the word or title if the word or title will not be used more than once.

m. When referring to military member by Soldier, Sailor, Airman, Marine, or with reference to Family, these words will be capitalized.

2-3. General Instructions for use of Letterhead.

a. DMNA letterhead. Primarily used for civilian correspondence, including retired military personnel. It will be used when corresponding directly and exclusively with the Governor's Office, other state agencies, the New York Guard and Naval Militia force. (See sample Appendix D)

b. JFHQ letterhead. Used for correspondence to an equal or higher headquarters and to all New York State military forces when one or more federally recognized entity (New York Army or Air National Guard) is an addressee. (See sample Appendix E)

2-4. General Instructions for forwarding Signature Items to the Office of The Adjutant General (OTAG). Documents will be sent to the OTAG in the following order, starting with the top-most document. NOTE: Instructions for Tasking can be found in Chapter 4. If completed correspondence is to be delivered/distributed electronically, then provide OTAG electronic copy.

a. DMNA Form 1077-E, Cover Sheet. See Paragraph 2-5 for proper use of this form.

b. Original copy of response or cover memorandum with any enclosures.

c. Mailing envelopes properly addressed for original and any copies furnished with flap over the top of the original.

d. Action-directing documents and complete file backup will be included and will be returned with dated and signed section copy. The directorate that prepared the correspondence is the office of record and will maintain a full copy, including original correspondence.

2-5. Staff Coordination.

a. DMNA Form 1077-E (Cover Sheet). See Figure 2-1, page 2-5, 2-6. All actions requiring staff coordination (concurrence/non-concurrence) will be accomplished utilizing DMNA Form 1077-E, Cover Sheet, signed by the Director of the originating Office. DMNA Form 1077E can also be used to answer a single question or inquiry within the agency. This will reduce the need for unnecessary information or action correspondence since the approval will be noted in the lower right-hand corner of this form.

b. The paragraphs of DMNA Form 1077-E will be sequentially numbered.

c. The originating directorate or special staff section will type or legibly handwrite

in the office symbol of those directorates and special staff sections whose coordination concurrence/non-concurrence is required. Once the first addressee has concurred/non concurred, the DMNA Form 1077-E will be routed to the next addressee until all addressees have had the opportunity to review, unless individual copies have been issued.

d. Once the last addressee has concurred/non-concurred, the DMNA Form 1077-E will be returned to the originating directorate/special staff section that will in turn prepare summary recommendation(s), utilizing an informal memorandum and forward the entire package to the OTAG for necessary approval.

e. If proper staff coordination has not been accomplished upon arrival to the OTAG, the item will be returned to the originating directorate for completion.

COVER SHEET

(Prescribing Directive is DMNA Reg 1-1, Proponent Office is MNAG)

SUBJECT:	OFFICE SYMBOL:
ACTION REQUIRED:	DATE:
MEMORANDUM FOR RECORD. (Describe briefly the requirement, background and action taken or recommended. Description must be sufficiently detailed to identify action without recourse to other sources.) (Continue Memorandum or Coordination on reverse as needed.)	

1. Summary:
2. Required Action:
3. POC:
4. Completed 1077s to be returned to:
5. Additional Information:

COORDINATIONS					REVIEW	SIGNATURE	DATE
OFFICE	NAME	DATE	CONCUR	NON CONCUR	INITIAL REVIEW		
					FINAL REVIEW		
					MNAG-XO		
					APPROVALS		
					MNAG-COS (ST)		
					MNAF-DOS		
					MNAR-COS		
					MNAG-DJS		
					MNAG-AAG (AF)		
					MNAG-AAG (AR)		
					MNAG-TAG		

ACTION OFFICER (Name, grade, phone and signature)
Print name and ext.
Action officer signature

DMNA FORM 1077-Electronic (22 September 2021) Previous editions of this form are obsolete and will no longer be used.

Date Received by MNAG:

MNAG Tracking Number:

COVER SHEET (Continued)

(Prescribing Directive is DMNA Reg 1-1, Proponent Office is MNAG)

SUBJECT:		OFFICE SYMBOL:	
OFFICE	NAME	DATE	(NON) CONCUR
			<input type="checkbox"/> N <input type="checkbox"/> C
			<input type="checkbox"/> N <input type="checkbox"/> C
			<input type="checkbox"/> N <input type="checkbox"/> C
			<input type="checkbox"/> N <input type="checkbox"/> C
			<input type="checkbox"/> N <input type="checkbox"/> C
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DMNA FORM 1077-Electronic (22 September 2021) Previous editions of this form are obsolete and will no longer be used.

Figure 2-1

CHAPTER 3

PREPARING CORRESPONDENCE

3-1. Formal Memorandums.

a. Sample formats for the proper preparation of a formal and informal memorandum are shown at Figure 3-1 through Figure 3-9. Formal memorandums (on letterhead) are used for all correspondence going out of the agency and for official appointments and assignments. Formal memorandums are used for correspondence to state militia forces. Informal memorandums are to communicate informally between directorates.

b. Use the office symbol MNAG-TAG on memorandums to be signed by TAG, and appropriate office symbol for other members of the OTAG. The originating office is the office of record responsible for retention of all record copies.

c. Do not show an attention line in the address block on correspondence to be signed by the OTAG, unless the situation expressly dictates.

d. Use standard address formats on memorandums that will be personally signed by TAG. Directors may address their own correspondence directly to the National Guard Bureau (NGB) staff agency, when appropriate.

3-2. Memorandums to other State Agencies. When corresponding with other state agencies, a memorandum format will be utilized. See Figure 3-12.

3-3. Letters. Use the sample formats shown at Figures 3-10, 3-11 and 3-13 for preparation of specific letters when prepared for the signatures of members of the OTAG. General information regarding letters will be as follows:

a. Type letters prepared for the approval or signature of TAG, or other members of OTAG, the final form on appropriate stationery. Prepare an original letter for each addressee when the same letter is for several addressees.

b. Follow instructions in paragraph 3-1b, above, for use of office symbols on letters for OTAG signature.

c. The civilian format is used when a letter is addressed to a general officer and is signed by TAG, or other members of the OTAG. Do not abbreviate the grade. Unless the situation expressly dictates, do not use an attention line on letters to be signed by a member of the OTAG.

d. Use formal salutations on letters prepared for the signature of OTAG members. Sincerely is preferred.

3-4. General Officer “Star” Note.

a. When preparing a personal note for signature of TAG or any general officer in the OTAG, “star” note stationery is used. See Figure 3-13.

b. The “star” note stationery will correspond with the rank and branch of the general officer signing the correspondence. A civilian style format is primarily used; date, time and signature block may vary depending on addressee. Other styles may vary and OTAG support staff can provide specific style guidance.

Use DMNA or JFHQ Letterhead
as appropriate

OFFICE SYMBOL

DATE

1
2

3 MEMORANDUM FOR Commanding General, First United States Army, Mailing
Address, City, State Zip Code

1
2

1 SUBJECT: Preparing a Formal Memorandum

2
3

3 1. This is an example of how to prepare a formal memorandum. It is to be used
when corresponding to an equal or higher headquarters and must always be on
letterhead. For example, this format will be used when the correspondence is
addressed to the National Guard Bureau, a component of the organized militia
(Headquarters: New York Army and Air National Guard and New York Guard)
First Army or TAG of another state. It will also be utilized for “in-house” official
appointments and assignments. Formal memorandums can be on **JFHQ or**
DMNA letterhead depending on the addressee, see Chapter 2, paragraph 2-3.

1
2

2 2. When the address is continued on the next line, begin the second line flush
with the left margin. Addresses may be typed in all upper or upper and lower case
type. Do not mix style types; be consistent. If the SUBJECT is more than one line
in length the second line begins flush with the left margin. The date will be in a
military style (day month year), flush right, see Chapter 2, paragraph 2-2k. Leave
date blank for items prepared for TAG personnel signature.

1
2

2 3. Each paragraph is numbered. If you have only one paragraph, it will not be
numbered and will start flush with the left margin. When this format is utilized and
the signature block is for other than TAG, the command line “FOR THE
ADJUTANT GENERAL” will be used. Guidelines for who is authorized to sign for
TAG can be found in Chapter 2, paragraph 2-1a and b. When the signature will be
for TAG, no command line is used.

1
2

2 4. A continuation of a formal memorandum will contain the office symbol and the
subject at the top of the page, which must be the same as on the first page. The
office symbol must be approximately one inch from the top of the page.

Figure 3-1.

Preparing a Formal Memorandum

OFFICE SYMBOL
SUBJECT: Preparing a Formal Memorandum

1
2
3

5. The same rules will be followed for numbering paragraphs and use of the command line, signature block, enclosure(s) and copy furnished. Each continuing page will follow the same format and must be numbered and centered one inch from the bottom of each page.

1
2

6. Do not type the authority line and signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.

1
2

FOR THE ADJUTANT GENERAL:

1
2
3
4
5

Encl(s) (if appropriate) Signature Block

1
2

CF:
(if appropriate)

Figure 3-1. Preparing a Formal Memorandum (Cont'd)

Use DMNA or JFHQ Letterhead

	OFFICE SYMBOL	DATE
<u>1</u>		
<u>2</u>		
<u>3</u>	MEMORANDUM FOR	
<u>1</u>		
<u>2</u>	FIRST ADDRESSEE, ADDRESS	
<u>1</u>	SECOND ADDRESSEE, ADDRESS	
<u>1</u>	THIRD ADDRESSEE, ADDRESS	
<u>1</u>		
<u>2</u>	SUBJECT: Preparing a Formal Memorandum with Multiple Addressees	
<u>1</u>		
<u>2</u>		
<u>3</u>	1. This is an example of how to prepare a formal memorandum for multiple addressees, more than one and less than six. It is to be used when corresponding to an equal or higher headquarters and must always be on letterhead. For example, this format will be used when the correspondence is addressed to the National Guard Bureau, a component of the organized militia (Headquarters: New York Army and Air National Guard and New York Guard) First Army or TAG of another state. It will also be utilized for "in-house" official appointments and assignments. Formal memorandums can be on JFHQ or DMNA letterhead depending on the addressee, see Chapter 2, paragraph 2-3.	
<u>1</u>		
<u>2</u>	2. When the address is continued on the next line, continue it under the third character of the line above it. Addresses may be typed in all upper or upper and lower case type. Do not mix the two type styles; be consistent. If the SUBJECT is more than one line in length the second line begins flush with the left margin. The date will be in a military style (day month year), see Chapter 2, paragraph 2-2k., flush right. Leave date blank for items prepared for OTAG personnel signature.	
<u>1</u>		
<u>2</u>	3. Each paragraph is numbered. If you have only one paragraph it will not be numbered and will begin flush with the left margin. The continuation of this memorandum is the same as a formal memorandum. See Figure 3-1.	

Figure 3-2. Preparing a Formal Memorandum with Multiple Addressees.

1
2 4. When this format is utilized and the signature block is for other than TAG, the
command line "FOR THE ADJUTANT GENERAL" will be used. Guidelines for
who is authorized to sign for TAG can be found in Chapter 2, paragraph 2-1a
and b. When the signature will be for TAG no command line is used.

1
2 FOR THE ADJUTANT GENERAL:
1
2
3
4
5 Encl(s) (if appropriate) Signature Block

1
2 CF:
(if appropriate)

Figure 3-2. Preparing a Formal Memorandum with Multiple Addressees (Cont'd)

Use DMNA or JFHQ Letterhead

OFFICE SYMBOL

DATE

1
2

MEMORANDUM FOR SEE DISTRIBUTION

3
1

SUBJECT: Preparing a Formal Memorandum for See Distribution

2
1

2
3

1. This is an example of how to prepare a formal memorandum for “SEE DISTRIBUTION.” It will be used when corresponding to an equal or higher headquarters and must always be on letterhead. For example, this format will be used when the correspondence is addressed to the National Guard Bureau, a component of the organized militia (Headquarters: New York Army and Air National Guard, New York Guard and First Army) or TAG of another state. It will also be utilized for “in-house” official appointments and assignments. Formal memorandums can be on **JFHQ or DMNA** letterhead depending on addressee. See Chapter 2, paragraph 2-3.

1
2

2. This format will be used when the memorandum is for more than five addressees. If the SUBJECT is more than one line in length the second line begins flush with the left margin. The date will be in a military style (day month year), see Chapter 2, paragraph 2-2k, flush right. Leave date blank for items prepared for OTAG personnel signature.

1
2

3. Each paragraph is numbered. If you have only one paragraph, it will not be numbered and will begin flush with the left margin. The continuation of this memorandum is the same as a formal memorandum see Figure 3-1.

1
2

4. Distribution listings may be continued on a second page. When absolutely necessary, A complete distribution listing can be prepared on a separate page.

1
2

5. When this format is utilized and the signature block is for other than TAG, the command line “FOR THE ADJUTANT GENERAL” will be used. Guidelines for who is authorized to sign for TAG can be found in Chapter 2, paragraph 2-1a and b. When the signature will be for TAG, no command line is used.

Figure 3-3. Preparing a Formal Memorandum for SEE DISTRIBUTION.

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OFFICE SYMBOL
SUBJECT

1

2

FOR THE ADJUTANT GENERAL:

1

2

3

4

5

Encl(s) (if appropriate)

Signature Block

1

2

DISTRIBUTION:

First Addressee

Second Addressee

Third Addressee

Etc.

1

2

CF: (if appropriate)

Figure 3-3. Preparing a Formal Memorandum for SEE DISTRIBUTION (Cont'd)

	OFFICE SYMBOL	DATE
<u>1</u>		
<u>2</u>		
<u>3</u>	MEMORANDUM THRU Address of individual whom the memorandum is going THRU	
<u>1</u>	FOR Chief National Guard Bureau, (Office Symbol), Mailing Address, City, State Zip Code	
<u>2</u>	SUBJECT: Preparing a single-address formal Memorandum THRU Addressee	
<u>1</u>		
<u>2</u>		
<u>3</u>	1. This is an example of how to prepare a formal memorandum with a THRU addressee. It is to be used when corresponding to an equal or higher headquarters and will always be on letterhead. For example, this format will be used when the correspondence is addressed to the National Guard Bureau, a component of the organized militia (Headquarters: New York Army and Air National Guard, New York Guard and First Army) or TAG of another state. It will also be utilized for "in-house" official appointments and assignments. Formal memorandums can be on JFHQ or DMNA letterhead depending on the address. See Chapter 2, paragraph 2-3.	
<u>1</u>		
<u>2</u>	2. When the address is continued on the next line, begin the second line flush with the left margin. Addresses may be typed in all upper or upper and lower case type. Do not mix the two type styles; be consistent. If the SUBJECT is more than one line in length, the second line begins flush with the left margin. The date will be in a military style (day, month, year), see Chapter 2, paragraph 2-2k., flush right. Leave date blank for items prepared for OTAG personnel signature.	
<u>1</u>		
<u>2</u>	3. Each paragraph is numbered. If you have only one paragraph, it will not be numbered and will begin flush with the left margin. The continuation of a THRU addressee memorandum is the same as a formal memorandum see Figure 3-1.	
<u>1</u>		
<u>2</u>	4. When this format is utilized and the signature block is for other than TAG, the command line "FOR THE ADJUTANT GENERAL" will be used. Guidelines for who is authorized to sign for TAG can be found in Chapter 2, paragraph 2-1a and b. When the signature will be for TAG, no command line is used.	

Figure 3-4. Preparing a single-address Formal Memorandum THRU.

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OFFICE SYMBOL
SUBJECT

1

2

FOR THE ADJUTANT GENERAL:

1

2

3

4

5

Encl(s) (if appropriate)

Signature Block

1

2

CF:
(if appropriate)

**Figure 3-4. Preparing a Single-Address Formal Memorandum with a THRU
(Cont'd)**

Use DMNA or JFHQ Letterhead

<p>1 2 <u>3</u> 1 <u>2</u> 1 <u>2</u> 1 <u>2</u> 1 2 <u>3</u> 1 <u>2</u></p>	<p>OFFICE SYMBOL</p> <p>DATE</p> <p>MEMORANDUM THRU</p> <p>Address of first individual whom the memorandum is going THRU, when the address is continued on the next line, begin two spaces in from the beginning of the address. Address of next THRU individual begins here.</p> <p>FOR Chief National Guard Bureau, ATTN: (Office Symbol), Mailing Address, City, State Zip Code</p> <p>SUBJECT: Preparing a Formal Memorandum with Two THRU Addressees</p> <p>1. This is an example of how to prepare a formal memorandum with two THRU addressees. It is to be used when corresponding to an equal or higher headquarters and will always be on letterhead. For example, this format will be used when the correspondence is addressed to the National Guard Bureau, a component of the organized militia (Headquarters: New York Army and Air National Guard, New York Guard and First Army) or TAG of another state. It will also be utilized for "in-house" official appointments and assignments. Formal memorandums can be on JFHQ or DMNA letterhead depending on the address. See Chapter 2, paragraph 2-3.</p> <p>2. When the THRU address is continued on the next line, begin the second line two spaces in from the beginning of the address. Do not address memorandums to more than two THRU addressees unless it is absolutely necessary in exceptional cases. Addresses may be typed in all upper or upper and lower case type. Do not mix the two type styles; be consistent. If the SUBJECT is more than one line in length the second line begins flush with the left margin. The date will be in a military style (day month year), see Chapter 2, paragraph 2-2k., flush right. Leave date blank for items prepared for OTAG personnel signature.</p>
---	--

Figure 3-5. Preparing a Formal Memorandum with Two THRU Addresses.

OFFICE SYMBOL

SUBJECT: Preparing a Formal Memorandum with Two THRU Addressees

1

2

3. Each paragraph is numbered. If you have only one paragraph, it will not be numbered and will begin flush with the left margin. The continuation of a THRU addressee memorandum is the same as a formal memorandum see Figure 3-1.

1

2

4. When this format is utilized and the signature block is for other than TAG, the command line "FOR THE ADJUTANT GENERAL" will be used. Guidelines for who is authorized to sign for TAG can be found in Chapter 2, paragraph 2-1a and b. When the signature will be for TAG no command line is used.

1

2

FOR THE ADJUTANT GENERAL:

1

2

3

4

5

Encl(s) (if appropriate)

Signature Block

1

2

CF:
(if appropriate)

Figure 3-5.

Preparing a Formal Memorandum with Two THRU Addressees
(Cont'd)

2

S: DATE

1

2

YOUR OFFICE SYMBOL

DATE

1

2

3

MEMORANDUM FOR OFFICE SYMBOL, ATTN:

1

2

NAME SUBJECT: Preparing an Informal Memorandum

1

2

3

1. The informal memorandum is intended as an in-house method of corresponding; therefore, it will not be used to correspond with anyone outside of **DMNA or JFHQ**. The authority line will not be used. Informal memorandums are prepared on plain bond. If the subject cannot be typed on a single line, begin the second line flush with the left margin. The date will be in military style (day month year), see Chapter 2, paragraph 2-2k, flush with right margin. Leave date blank for items prepared for OTAG personnel signature.

1

2

2. Each paragraph is numbered. If you have only one paragraph, it will not be numbered and will begin flush with the left margin. Enclosures and copy furnished will be used as appropriate. Chapter 3 will be used as a reference for further guidelines.

1

2

3. A suspense date can be noted in the memorandum and as shown above.

1

2

4. This is an example for a continuation of an informal memorandum. The top of the page will contain the office symbol and the subject, which must be the same as on the first page. The office symbol must be approximately one inch from the top of the page.

Figure 3-6.

Preparing an Informal Memorandum

OFFICE SYMBOL:

SUBJECT: Preparing an Informal Memorandum

1

2

5. The same rules will be followed for numbering paragraphs, signature block, enclosure(s) and copy furnished. Each continuing page will follow the same format and must be numbered and centered one inch from the bottom of each page.

1

2

3

4

5

Encl(s) (if appropriate)

Signature Block

1

2

CF:
(if appropriate)

Figure 3-6.

2
Preparing an Informal Memorandum (Cont'd)

1

2

S: DATE

1

2

YOUR OFFICE SYMBOL

DATE

1

2

MEMORANDUM FOR

3

FIRST ADDRESSEE

1

SECOND ADDRESSEE

1

2

SUBJECT: Preparing an Informal Memorandum for More than One Addressee

1

2

3

1. The informal memorandum is intended as an in-house method of corresponding; therefore, it will not be used to correspond with anyone outside of **DMNA**. The authority line will not be used. Informal memorandums are prepared on plain bond. If the subject cannot be typed on a single line, begin the second line flush with the left margin. The date will be in military style (day month year), see Chapter 2, paragraph 2-2k, flush right. Leave date blank for items prepared for OTAG personnel signature.

1

2

2. Each paragraph will be numbered. If there is only one paragraph it will not be numbered and will begin flush with the left margin. Enclosures and copy furnished will be used as appropriate. Chapter 3 will be used as a reference for further guidelines.

1

2

3. A suspense date can be noted in the memorandum and as shown above.

1

2

3

4

5

Encl(s)

Signature Block

1

2

CF:
Office Symbol or Name
Etc.

Figure 3-7. Preparing an Informal Memorandum for More than One Addressee.

1

2

S: DATE

1

2

YOUR OFFICE SYMBOL

DATE

1

2

3

MEMORANDUM FOR SEE DISTRIBUTION

1

2

SUBJECT: Preparing an Informal Memorandum using SEE DISTRIBUTION

1

2

3

1. The informal memorandum is intended as an in-house method of corresponding; therefore, it will not be used to correspond with anyone outside of **DMNA**. The authority line will not be used. Informal memorandums are prepared on plain bond. If the subject cannot be typed on a single line, begin the second line flush with the left margin. The date will be in military style (day month year), see Chapter 2, paragraph 2-2k, flush right. Leave date blank for items prepared for OTAG personnel signature.

1

2

2. This format will be used when being addressed to more than five individuals. They can be listed or distribution formulas can be used, as noted below.

1

2

3. Each paragraph will be numbered. If there is only one paragraph it will not be numbered and will begin flush with the left margin. Enclosures and copy furnished will be used as appropriate. Chapter 3 will be used as a reference for further guidelines.

1

2

4. A suspense date can be noted in the memorandum and as shown above.

1

2

3

4

5

Encl(s)

Signature Block

1

2

DISTRIBUTION:

A, B, C

1

2

CF:

Office Symbol or Name

Etc.

Figure 3-8. Preparing an Informal Memorandum using SEE DISTRIBUTION.

1

2

S: DATE

1

2

YOUR OFFICE SYMBOL

DATE

1

2

3

MEMORANDUM THRU OFFICE SYMBOL OR NAME

1

2

FOR OFFICE SYMBOL, NAME

1

2

SUBJECT: Preparing a THRU Addressee Informal Memorandum

1

2

3

1. The informal memorandum is intended as an in-house method of corresponding; therefore, it will not be used to correspond with anyone outside of **DMNA**. The authority line will not be used. Informal memorandums are prepared on plain bond. If the subject cannot be typed on a single line, begin the second line flush with the left margin. The date will be in a military style (day month year), see Chapter 2, paragraph 2-2k, flush right. Leave date blank for items prepared for OTAG personnel signature.

1

2

2. Each paragraph will be numbered. If you have only one paragraph it will not be numbered and will begin flush with the left margin. Enclosures and copy furnished will be used as appropriate. Chapter 3 will be used as a reference for further guidelines.

1

2

3. Suspense dates will be noted in the memorandum as shown above.

1

2

3

4

5

Encl(s)

Signature Block

1

2

CF:
Office Symbol or Name
Etc.

Figure 3-9.

Preparing a THRU Addressee Informal Memorandum.



KATHY HOCHUL
 Governor
 Commander-in-Chief

RAYMOND F. SHIELDS, JR.
 Major General
 The Adjutant General

DATE

1

2 Subject: Civilian Letter

1

2

3

4

5

Name
 Title, if Appropriate
 Address

1

2 Dear Mr. XXXX:

1

2

This is an example of a letter prepared to a civilian to include legislative representatives. Civilian correspondence will be prepared on DMNA letterhead. The date will be civilian style (month day year). If prepared for a member of the OTAG the date is not put on the document. It will be dated when signed. Leave enough space for the date.

1

2

The subject line is optional and may be used on letters when it is absolutely necessary and when it serves a useful purpose, e.g. dealing with contracts or procurement actions. A subject line must not be on letters prepared for members of the OTAG.

1

2

Paragraphs are not numbered, but will be indented, four spaces and begin typing on the fifth. The justified format must not be used. There must always be a lead-line sentence and a closing sentence when preparing correspondence for members of the OTAG. Enclosure and copy furnished will be used as appropriate.

Figure 3-10.

Civilian Letter

-2-

1

2

This is an example of the second page to a civilian letter. The format will be the same as the previous page with the page number one inch from the top of the page and approximately one inch from the page number and text of the letter.

1

2

Sincerely,

1

2

3

4

5

Signature Block

1

2

Enclosure

1

2

Copy Furnished

1

2

Spell out all Copy Furnished
List one below the other.

Figure 3-10.

Civilian Letter (Cont'd)

Use DMNA or JFHQ Letterhead

DATE

1
2
3
4
5

Name
Title, If Appropriate
Address

1
2
1

Dear General XXX:

2

This is an example of a letter from TAG or any general officer to a general officer. See Chapter 2, paragraph 2-3 for use of letterhead. The date will be in military style (day month year), see Chapter 2, paragraph 2-2, k. If prepared for a member of the OTAG the date is not put on the document. It will be dated when signed. Leave enough space for the date.

1
2

Paragraphs are not numbered, but will be indented. The justified format must not be used. There will always be a lead-in sentence and a closing sentence when preparing correspondence for members of the OTAG. Enclosures and copy furnished will be used as appropriate.

1
2

The second page is done the same as a civilian letter, see Figure 3-10. When prepared for a member of the OTAG, provide appropriate number of copies and envelope(s).

1
2

Spell out words and then use parentheses, e.g. Brigadier General (BG). The abbreviation can then be used throughout the text. Do not assume the abbreviation will be understood by the individual(s) reading the letter, see Chapter 2, paragraph 2-2, l.

Figure 3-11

Letter from The Adjutant General or Any General Officer to a General Officer.

-2-

1
2
3
4

This is also the appropriate format for a "star" note, see Chapter 3, paragraph 3-4. Signature blocks are in military format.

1
2
1
2
3

Sincerely,

4
5

Signature Block

1
2
1

Enclosure

2
1

Copy Furnished:

2

Spell out all Copy Furnished
List one below the other

Figure 3-11. Letter from The Adjutant General or Any General Officer to a General Officer (Cont'd)



Military and Naval Affairs

KATHY HOCHUL
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

DATE

MEMORANDUM

1
2
3
1
2
3
4
1
2
1
2
3
1
2
3
4
5
1
2
1
2

TO: Name of Individual
FROM: Major General Raymond F. Shields, Jr.
SUBJECT: Stated as Appropriate

This is a sample memorandum transmitting correspondence to another state agency. Each paragraph will be indented and enclosure(s) and/or copy furnished will be noted as appropriate.

The date will be centered and in a nonmilitary format (month day year). Since items sent to the OTAG are not dated, there must be enough space left between the letterhead and "MEMORANDUM" to place the date when signed. The second page is done the same as a civilian letter, see Figure 3-10.

Enclosure
Copy Furnished:
Listed as appropriate

Figure 3-12. Memorandum to other State Agencies



DATE

1
2
3
4
5

Name
Title, if appropriate
Address

1
2

Dear General XXXX:

1
2

This is an example of a “star” note. The date will be in military style (day month year). If prepared for a member of the Office of The Adjutant General, leave the date blank; it will be dated when signed. Paragraphs are not numbered, but will be indented. There will always be a lead-in sentence and a closing sentence. Enclosures and copy furnished will be used as appropriate.

1
2

The second page is done the same as a civilian letter, see Figure 3-10.

1
2

Spell out words and then put the abbreviation in parentheses. The abbreviation can then be used throughout the text. Do not assume the abbreviation will be understood by the individual(s) reading the letter.

1
2

1
2

Signature blocks are in military format.

1
2

Sincerely,

1
2

3
4

5
1

Signature Block

2
1

Enclosure

2
1

Copy Furnished:

2
2

Spell out all copy furnished
List one below the other

Figure 3-13.

General Officer “Star” note

CHAPTER 4

OTAG TASKING(S)

4-1. General.

a. Tasking(s) will be expeditiously processed. Replies to such correspondence will be factual, forthright, responsive and established suspense dates will be strictly adhered to. This correspondence normally reaches this agency as follows:

(1) Addressed to a member of the OTAG.

(2) Referred by the Governor's Correspondence Office or from any elected official and will be coordinated through MNGA.

b. The OTAG is the designated point of contact for all inquiries. The OTAG receives, logs, assigns action and maintains suspense control and record files of all correspondence referred to this agency. Although a record copy is kept, the OTAG is not the office of record.

4-2. Action Office Responsibilities.

a. When assigned action on correspondence, prepare final or interim reply. If necessary, initiate corrective action and obtain extension of suspense date. Assure subordinate commands meet suspense dates. Subordinate commands will not be authorized to reply directly to OTAG.

b. OTAG controls correspondence, assigns action, then forwards the correspondence to the action office via DMNA Form 281-1-E and is usually printed on yellow paper, see Figure 4-2. This correspondence will not be forwarded to another action office within DMNA/JFHQ without OTAG approval and coordination. Approval/coordination will be accomplished on the DMNA Form 281-1-E prior to submission to the OTAG.

c. Answer correspondence referred to this agency within suspense dates established. There will be no unnecessary delays in responding to this type of correspondence. An interim reply is required if final reply cannot be completed within a reasonable time period.

d. When answering correspondence on behalf of the Governor, an opening sentence should always begin: "Governor (last name) has asked me to respond to your recent letter regarding" A closing paragraph is also required and, when necessary, should contain a point of contact. The signature block will be of the Director of Government Affairs (MNGA). In the case of an elected official inquiry, the correspondence should be addressed to that elected official also with the signature block of the Director of Government Affairs.

4-3. Administrative Instructions.

a. The following documents will be prepared and forwarded to the OTAG when preparing a response to a referral or draft from the Governor's Correspondence Office:

(1) DMNA Form 281-1-E, Figure 4-2.

(2) Suggested draft reply for signature of the Governor, see Figure 4-1. Include original track sheet and other documents from the Governor's Office. The Governor's Correspondence Office does require all original correspondence be returned to them.

(3) Envelope(s) and all back-up material (if applicable).

b. The following documents will be prepared and forwarded to OTAG when responding to a tasking, normally from a member of the national or state congressional delegation. This type of tasking may be the result of an inquiry from a state legislator or other national or state official.

(1) DMNA Form 281-1-E, Figure 4-2.

(2) Original response signed by the Director of Government Affairs.

(3) Mailing envelope(s) and back-up material (if applicable).

c. When preparing a response to a tasking for the signature of a director or special staff section head, forward a copy of the final reply and DMNA Form 281-1-E to the OTAG by suspense date indicated.

4-4. GENERAL INSTRUCTIONS FOR FORWARDING COMPLETED TASKING TO OTAG. If not processed electronically, documents will be sent to the OTAG in the following order, starting with the top-most document:

a. DMNA Form 281-1-E. Approval/coordination will be accomplished on the DMNA Form 281-1-E prior to submission to the OTAG. DMNA Form 1077-E, Cover Sheet, will be used when a lengthy explanation or staff coordination is necessary. See Chapter 2 Paragraph 2-5 and Figure 2-1 for proper use of this form.

b. Original response with any enclosures (e.g. draft for Governor's signature).
Note: This is the set that will contain original documents from the Governor's Office when responding to a draft reply request.

c. Mailing envelopes properly addressed for original and any copies furnished with flap over the top of original.

2
3
1
2
1
2
3
4
1
1
1
2
1
2

1
2

1
2
1
2
3
1
2
1
2
1
2

CORRESPONDENCE CONTROL NO. _____

PREPARED BY: _____

Name
Title, if appropriate
Address

Dear (as appropriate):

When submitting a seven-day draft to the OTAG for approval, include the Governor's Correspondence Office documents, along with a prepared envelope addressed to the Governor's Office. All correspondence from the Governor's Office will be returned to The Governor's Office. All drafts or attachments pertaining to the correspondence will be stapled or clipped behind the track sheet and original correspondence. Always keep the track sheet on top of your stack of documents when returning to the Governor's Correspondence Office.

Please include an introductory and closing sentence. As in this example, the body of the draft will be double-spaced.

Sincerely,

XXX

Enclosure(s)

Copy Furnished:

Start here and list individually

Figure 4-1. Draft Reply for Signature to the Governor's Office.

DMNA TASKING FORM
 (Prescribing Directive is DMNA Reg 1-1, Proponent Office is MNAG)

**MNAG-TAG
 TASKING NO.
 MNGA-XX-2022**

SUSPENSE DATE: 1/05/23

RELEASE DATE: 12/5/2022

THRU:

FOR:

SUBJECT/SUMMARY:

Miscellaneous

TYPE OF ACTION:

Comments:

RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

OFFICIAL:

AMANDA MARCINELLI
Executive Assistant
Office of The Adjutant General

NOTE: Please attach a copy of this tasking form to any document you submit to the OTAG.

COORDINATIONS			MNAG	INITIALS	DATE
NAME	CONCUR/NONCONCUR	DATE	Initial Review		
			Final Review		
			APPROVALS		
			MNAG-COS		
			MNAG-DJS		
			MNAR-COS		
			MNAG-AAG		
			MNAG-TAG		
			FILE	DISPATCH	

((Name, grade, phone, and signature))

DMNA Form 281-1-E (1 JAN 22) Previous editions are obsolete

CHAPTER 5

PREPARING STAFF PAPERS/REPORTS

5-1. General.

a. Staff papers are used to obtain a command decision or to provide information on matters of command interest. Staff papers include formal and informal papers. A formal staff paper, usually prepared as a basic document with tabs, is a concise and accurate analysis of a problem with a recommended solution. State the problem or purpose in decision papers from the standpoint of the OTAG. Attach extensive details as lettered tabs. Deal with only one subject, the problem or purpose, and do not include side issues or irrelevant material.

b. Trip Reports/Conference Reports. These reports will be completed and forwarded to the OTAG so as to arrive not later than five working days following completion of associated travel or visit.

(1) A Trip Report will be prepared by any member of the DMNA/JFHQ Staff (officer, enlisted, or civilian) who visits a higher, adjacent or subordinate headquarters/unit, other than to attend a scheduled meeting or on a scheduled staff visit, and results of that trip are of interest to the OTAG. United States Property and Fiscal Officer (MNPf) auditors are exempt from this requirement.

(2) Conference Reports will be prepared by any member of DMNA/JFHQ who attends a scheduled conference of which results need to be reported to the OTAG.

5-2. Submission and Formats.

a. Use normal message center procedures for submitting staff papers and reports. Hand-carry an urgent action to the OTAG to expedite completion of the action.

b. Formats for staff papers are as follows: Fact Sheet (Figure 5-1); Information Paper (Figure 5-2); Decision Paper (Figure 5-3); Meeting Minutes (Figure 5-4). Formats for reports are as follows: Conference Reports (Figure 5-5) and Trip Report (Figure 5-6).

c. When preparing staff papers or reports, the use of appropriate letterhead stationery is required when the material will be leaving the agency. For routine preparation, use of letterhead stationery is optional.

FACT SHEET

1

2

3

OFFICE SYMBOL
ORIGINATOR'S NAME/XXXX
DATE

1

2

3

SUBJECT: Preparation of a Fact Sheet

1

2

3

FACTS:

1

2

1. Fact Sheet will be prepared on plain bond or letterhead stationery as noted in Chapter 5, paragraph 5-2. One-inch margins will be used. The date of dispatch from the originating staff element will be used. The office symbol, name of originator and his or her telephone number to be used as shown in this figure. The date will be in a military format (day month year).

1

2

2. A Fact Sheet should be one, no more than two pages in length.

1

2

3. Include only essential facts concerning the subject and develop them in logical sequence. Attachments will only be used if necessary.

1

2

4. Submit in original only. Transmit with DMNA Form 1077-E, Cover Sheet, to appropriate directorate or staff member.

1

2

5. Although no signature block is necessary, the document will be initialed by originator next to the name at top of document.

1

2

3

4

5

Encl (if necessary)

Figure 5-1.

Fact Sheet

INFORMATION PAPER

1
2
3

OFFICE SYMBOL
ORIGINATOR'S NAME/XXXX
DATE

1
2
3

SUBJECT: Preparation of an Information Paper

1
2
3

ISSUE: Brief Introduction and Summary of What is Contained within Information Paper

1
2
3

FACTS

1
2

1. An Information Paper will be prepared on plain bond or letterhead stationery as noted in Chapter 5, paragraph 5-2. One-inch margins will be used. The date of dispatch from the originating staff element will be used. The office symbol, name of originator and his or her telephone number to be used, as shown. The date will be in military format (day month year).

1
2

2. The subject will be a concise description of the topic. The issues will describe a problem relating to the subject, a controversial matter or it may be used to describe one facet of a subject.

1
2

3. Include only essential facts concerning the subject and develop them in a logical sequence. Each fact will be a numbered paragraph and sub-paragraphing may be used. Information papers will not contain a recommendation or a request for a decision.

1
2

4. Submit in original only. Transmit with DMNA Form 1077-E (Cover Sheet), to appropriate directorate or staff member.

1
2

5. Although no signature block is necessary, the document will be initialed by originator next to the name at the top of the document.

Figure 5-2.

Information Paper

DECISION PAPER

1
2
1
2
3
1
2
1
2
3

1
2
1
2
1
2
1
2
1
2
1
2
1
2
1
2
1
2
1
2
1
2
1
2
1
2

DATE

MEMORANDUM FOR XXXX

SUBJECT: Preparation of Decision Paper

1. FOR DECISION. Decision Papers are used to present staff recommendations for discussion and/or formal approval. It must clearly state the problem or action requiring decision, the limitations that will affect the solution, the logical course(s) or action that could be followed, the effect(s) of the various courses of action, and the recommended action to be taken.

2. PROBLEM: Should be stated in a summary fashion.

3. RECOMMENDATION: State what you would like approved.

4. BACKGROUND AND DISCUSSION:

a. All Decision Papers will be addressed to or through appropriate OTAG staff using DMNA Form 1077-E.

b. Decision Papers will be signed and dated.

c. Paragraph 1 will indicate, in parentheses and all capital letters whether a Decision Paper is time sensitive to an event or has a suspense to higher headquarters (suspense to OTAG will not be listed).

d. Paragraph 2 will indicate clearly why the Decision Paper has been prepared.

e. Paragraph 3 will contain specific recommendations. A line will be added under each recommendation where approving authority may indicate action taken.

f. Paragraph 4 will convey specific facts necessary to understand the Decision Paper recommendations. Documents used to support a recommendation will be submitted as tabs and their key points will be summarized in paragraph 4.

Figure 5-3.

Decision Paper

1

2

9. Paragraph 5 will indicate resource (funding, personnel and stationing) impact of the recommended decision.

1

2

h. Paragraph 6 will indicate coordination. Coordination for staff officer is indicated as "CONCUR," "NONCONCUR," or "NOTED." Name and duty position of individual signing for coordination will be typed or legibly printed. Original coordination signatures need not be included on Decision Paper submitted to OTAG. However, coordination tabs (statements of non-concurrence considerations) if required will be identified in paragraph 7. Signature block will be added when coordination is complete.

1

2

i. Decision Papers must be approved by the Director or Deputy Director and will be signed by one of those individuals.

5. RESOURCE IMPACT:

1

2

1

a. Briefly summarize major resource impact here and use tabs to provide a detailed discussion of the impact in each area.

2

b. This section can contain more than one sub-paragraph.

1

2

1

6. COORDINATION:

2

1

OFFICE SYMBOL: Concur/Nonconcur

2

1

2

Signature	Title	Date	

3

1

2

1

OFFICE SYMBOL: Concur/Nonconcur

2

1

2

Signature	Title	Date	

3

1

NOTE: This section can contain as many coordination lines as necessary for completion of action.

Figure 5-3.

1

2

7. The Decision Paper is sent out for coordination after paragraph 6 is completed using a DMNA Form 1077-E to route it to the office(s) listed for coordination. The office(s) concur(s) or non concur(s) on the Decision Paper and provide comment(s) or statement(s) of non-concurrence at TAB. The action officer then adds paragraph 7 if there is non-concurrence, which cannot be resolved and then adds the signature block.

1

2

3

4

5

Signature Block

3

Decision Paper (Cont'd)

Figure 5-3.

	OFFICE SYMBOL	DATE
<u>1</u>		
<u>2</u>		
<u>3</u>	MEMORANDUM FOR SEE DISTRIBUTION	
<u>1</u>		
<u>2</u>	SUBJECT: Meeting Minutes - Enter the Name of the Meeting to include the Date	
<u>1</u>		
<u>2</u>		
<u>3</u>	1. Attendees: The names of the attendees can be listed in one or two columns. The list will be in rank order. If the list of attendees is lengthy, a separate enclosure will be used.	
<u>1</u>		
<u>2</u>	2. The following paragraphs will resemble an informal memorandum. If this is a staff meeting, the office symbol, followed by the name of the representative can be used with the text to follow.	
<u>1</u>		
<u>2</u>	3. Another option is to summarize the meeting using separate paragraphs as needed.	
<u>1</u>		
<u>2</u>	4. Should the meeting notes be more than one page, the pages will contain the office symbol, subject and page number see Figure 3-6, Informal Memorandum.	
<u>1</u>		
<u>2</u>		
<u>3</u>		
<u>4</u>		
<u>5</u>	Signature Block	
<u>1</u>		
<u>2</u>	DISTRIBUTION:	
<u>1</u>	XXXX-XX	
<u>1</u>	XXXX-XX (Listed as appropriate)	

Figure 5-4.

Meeting Minutes

CONFERENCE REPORT

1
2
1
1
1
2
3
1
2
1
2
1
2
1
2
1
2
1
2
1
2
1
2
3
1
2
1
2
1

OFFICE SYMBOL
ORIGINATOR'S NAME
DATE

SUBJECT: Title of Conference

1. PURPOSE. Enter the Purpose, Place and Date of the Conference.

2. DISCUSSION.

a. Include items discussed at the conference and sequence of events.

b. If lengthy, summarize and use an enclosure to expand on those items discussed.

3. RESULT(S)/CONCLUSION(S). Results of conference and any conclusions reached.

4. RECOMMENDATION(S). Recommendations resulting from the conference will be noted here.

Encl (if appropriate)

DISTRIBUTION:

XXXX-XX

XXXX-XX (Listed as appropriate)

Figure 5-5.

Conference Report

1 OFFICE SYMBOL
1 SUBJECT: Conference Report

2
3

Should your report exceed one page, your page two will resemble this example, continuing where you left off from page 1. Page 2 will be numbered at the bottom of the page. A Conference Report will be prepared not later than five (5) working days following completion of associated conference.

APPENDIX A

**GUIDANCE ON ALL SIGNATURE BLOCKS
OTAG / AGENCY PERSONNEL**

1. Updated signature blocks for the OTAG will be published as needed.
2. All excepted (dual status) military technicians and Active Guard Reserve (AGR) service members (SM) will spell out their military rank in their signature block.
3. All competitive (Non-dual status) (NDS) technicians will use their General Schedule (GS) grade in their signature block.
4. State employees will use their title in their signature block.

APPENDIX B

Forms of Address, Salutation, and Complimentary Close

1. The proper form for addresses in letters and on envelopes and for salutations and complimentary closes can be found in AR 25-50, Information Management, Preparing and Managing Correspondence, 20 October 2020.

2. The following paragraphs contain excerpts from AR 25-50:

a. "Prior to addressing a salutation or completing a communication, determine how the individual wishes to be addressed."

b. "If uncertain of gender, contact the appropriate post public affairs, protocol, or administration office to assist in verification. Use the title "Ms." rather than "Mrs." in addressing a woman if there is any uncertainty about the correct title; if the correspondence uses the title "Ms.", address the response "Ms." as its use would indicate that Ms. is preferred by the correspondent."

APPENDIX C

Glossary

- C-1. AGR**
Active Guard Reserve
- C-2. Atch**
Attachment
- C-3. CAC**
Common Access Card
- C-4. CF**
Copy(ies) furnished
- C-5. COS**
Chief of Staff
- C-6. DMNA**
Division of Military and Naval Affairs
- C-7. Encl(s)**
Enclosures
- C-8. GS**
General Schedule
- C-9. JFHQ**
Joint Force Headquarters
- C-10. NDS**
Non-dual Status
- C-11. NGB**
National Guard Bureau
- C-12. NYARNG**
New York Army National Gurd
- C-13. OTAG**
Office of The Adjutant General
- C-14. PCMS**
Publishing Content Management System
- C-15. TAG**
The Adjutant General

APPENDIX D

Sample of DMNA Letterhead



KATHY HOCHUL
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

1 January 2023

DMNA Reg 1-1

APPENDIX E

Sample of a JFHQ Letterhead



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

The proponent of this regulation is the Office of The Adjutant General. Users are invited to send comments, suggested improvements, and changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to The Adjutant General, MNAG, 330 Old Niskayuna Road, Latham, New York 12110-3514.

OFFICIAL:

RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

Diane M. Armbruster
COL, SC, NYARNG
NYARNG Chief Information Officer/ G6

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