

EFFECTIVE WRITING

Part VIII

WD-56/OD-44

Military Correspondence Formats

PERFORMANCE OBJECTIVES

Determine the purpose and correctly use the five basic formats of military correspondence to include all subordinate parts of each format as outlined in AR 340-15. Be able to write a military message and read one accurately.

INSTRUCTIONS: Start with FRAME 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self-evaluation exercise. Now begin studying the performance objectives on this page.

FRAME 1

The format used in Military Correspondence differs from that of civilian life. In the military letter, specific differences are the usage of the following:

1. REFERENCE SYMBOL - Refers any reply to the office which prepared the basic letter.
2. SUBJECT - The title of the contents of the letter.
3. ADDRESSEE - The person who will receive the letter.
4. AUTHORITY LINE - "FOR THE COMMANDER" - When someone other than the Commander signs military correspondence, an authority line is necessary to indicate that the correspondence expresses the will of the Commander.
5. SIGNATURE BLOCK - The signature block of military officials is always written on three lines:

Name
Grade, Branch of Service
Title

6. EXPRESSION OF DATE - The day, month, and year will be expressed in that order. The day will always be expressed by numerals. The month may be spelled out or abbreviated. Abbreviations will consist of the first three letters of the month. The year will be expressed by all four digits if the month is spelled out, or the last two digits only when the month is abbreviated.
7. ABBREVIATIONS - Those authorized in AR 320-50 may be used in military correspondence. Abbreviations commonly used and contained in standard dictionaries should be used for non-military correspondence and may be used in military correspondence if they do not conflict with those authorized in AR 320-50.

TURN TO PAGE 68 AND CONTINUE WITH FRAME 1

ANSWERS: A, B, D, E, F

FRAME 7

Which of the following examples depicts a memorandum letter? Place an "x" in the block above the correct answer.

A. / /

SUBJECT: Anti Missiles

Mr. John A. Mitchell
2408 East Side BLVD
Fort Worth, USA

FOR THE COMMANDER:

B. ~~SECRET~~

MEMORANDUM FOR: DCS
AG
G3

SUBJECT: Anti Missiles

C. / /

SUBJECT: Anti Missiles

TO: CG, 5th US Army

1. xxx
2. xxx

FOR THE COMMANDER:

TURN TO PAGE 69 FOR FRAME 8

FRAME 1 (cont.)

The military letter is a formal type of correspondence, most frequently referred to as the "Subject-To" letter. It is NOT utilized when corresponding with civilians or civilian organizations.

DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL
Fort Wolters, Texas 76067

1 AKPWO-HSD

22 August 1967

2 SUBJECT: Military Letter

3 Commanding General
HQ Fourth United States Army
Fort Sam Houston, Texas 78234

3 lines means right of bank location

1. Use the military letter for correspondence with other commands both on and off post. Address the letter to the Commander, or head of the organization, by title.

2. When there are two or more paragraphs, they are numbered consecutively and not indented.

a. First subparagraph is designated by "a".

b. If you have a subparagraph "a", you must have a subparagraph "b".

4 FOR THE COMMANDER:

5 Signature
Block

J. R. EDWARDS
CPT, AGC
Asst AG

MILITARY LETTER

CONTINUE FRAME 1 ON PAGE 70

ANSWER: B

FRAME 8

As a warrant officer, the most common form of military correspondence you can expect to be exposed to will be the Disposition Form

DISPOSITION FORM (AR 340-15)			
REFERENCE OR OFFICE SYMBOL		SUBJECT	
ADIAG-A		Preparation of Disposition Form	
TO	G-3	FROM	AG
		DATE	27 August 1967 CMT 1 CW2 Bee/mg/3323
<p>1. Use the Disposition Form for correspondence between offices of a headquarters and between organizational elements of the same major command, headquarters, activity, or unit. The Disposition Form may be used to:</p> <ul style="list-style-type: none">a. Originate action.b. Obtain comments, coordination, or other action related to a basic paper. <p>2. Do not use the Disposition Form when communicating with elements that are not a part of the same headquarters, such as major subordinate commands, attached units, etc.</p> <p>3. Each statement or reply is known as a comment. When a comment consists of more than one paragraph, number them consecutively.</p> <p>FOR THE ADJUTANT GENERAL:</p> <p style="text-align: right;">JOHN J. DOE CPT, AGC Chief, AG-ASD</p>			

DA FORM 2496 FEB 62 REPLACES DD FORM 95, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE: 1962 O-707-811

FRAME 1 (cont.)

Utilizing the following information, complete this military letter.

1. Date: 22 June 1968, 2. SUBJECT: Military Letter, 3. Address: Commanding Officer, 19th Aviation Company (AML), Fort Benning, Georgia 31905
4. Captain A. L. Ready, Infantry is the Adjutant.

DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL
Fort Wolters, Texas 76067

AKPWO-HSD

22 June 1968
(Date)

SUBJECT: *military letter*

Commanding Officer, 9
19th Antiaircraft Squadron, Carl
Off. Training Base. 3/1905

- [illegible]

FOR THE COMMANDER:

Capt. A. J. Ready
adju. G.

TURN TO PAGE 72 FOR THE ANSWER TO FRAME 1

FRAME 8 (cont.)

What can the Commander or Section Leader accomplish through use of the Disposition Form?

1. *start action*
2. *receive comments*

Should you be requested to forward your comments or ideas of a subject on a Disposition Form, your action would be Comment 2.

DISPOSITION FORM (AR 240-10)			
REFERENCE OR OFFICE SYMBOL		SUBJECT	
AKSD-AG		Preparation of CMT 2	
TO G3	FROM AG	DATE 20 Aug 67	CMT 1
		Mr. Jones/mg/4567	
1. _____			
2. _____			
<p>HARRY L. JONES CW2, Avn Adjutant</p>			
TO AG	FROM G3	DATE 22 Aug 67	
		CPT Dos/pup/2345	
1. Type succeeding comments on the Disposition Form until space is exhausted. When your comments consist of more than one paragraph, number the paragraphs consecutively.			
2. If the original page is filled and you have additional comments, prepare a continuation sheet on another sheet of paper.			
FOR THE ASSISTANT CHIEF OF STAFF, G3:			
<p>JOHN H. DOE GPT, G3 Chief, Training Division</p>			

DA FORM 2496 REPLACES DD FORM 2496, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 68 UNLESS SOONER EXHAUSTED. © U.S. GOVERNMENT PRINTING OFFICE: 1960 O-707-010

In the preparation of your comments, what will you do if you have more comments than space on the original paper?

a. Start your comments on a second sheet of paper.

b. Start on the original, then prepare a continuation sheet for the remainder of your comments.

FRAME 1

ANSWER:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL
Fort Wolters, Texas 76067

AKPWO-HSD

22 June 1968

SUBJECT: Military Letter

Commanding Officer
19th Aviation Company (AML)
Fort Benning, Georgia 31905

1. -----

2. -----

FOR THE COMMANDER:

A. L. READY
CPT, Inf
Adjutant

TURN TO PAGE 74 FOR FRAME 2

- ANSWER: 1. Originate action
2. Obtain comments, coordination, or other action related to the basic paper.
B.
-

FRAME 8 (cont.)

Now that you have seen the Disposition Form and how to prepare a second comment, prepare the attached Disposition Form utilizing this information:

Request and justify six WOC "Snowbirds" used as tryout students to take programmed texts during Faculty Development Course 68-7. A trial usage of programmed texts is necessary for their validation.

You require the candidates 25 thru 29 March from 0800-1600 hours and you will provide transportation.

Complete the DF on the next page.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER CENTER/SCHOOL
FORT WOLTERS, TEXAS 76067

AKPWO-HSD

23 June 1965

Mrs. J. R. Smith
1422 Washington Drive
Austin, Texas 78710

Dear Mrs. Smith:

The Commanding General is pleased to inform you that you are authorized to travel to your sponsor's overseas station.

This letter constitutes authority for you to begin the required immunizations shown in the pamphlet attached as Inclosure 1. If desired, you may have these services performed at the nearest military hospital by presenting this letter.

Instructional and informational material relating to your travel is inclosed. It is suggested that you read all documents thoroughly. They contain answers to most of your problems.

If a passport is required for travel to your destination, you should have received DD Form 1056 authorizing you to apply for a passport. If you have not received such authorization, please advise this headquarters immediately in order that Form 1056 may be issued. The telephone number is CA 1-2719, Area Code 512, San Antonio, Texas. If you prefer to write, address the letter to Commanding General, Fourth US Army, ATTN: AKADD-BTS, Fort Sam Houston, Texas. Passports are not required for travel to Bahama Islands, Bermuda, Canada, Greenland, Guam, Labrador, Newfoundland, Panama Canal Zone, Hawaii, Alaska, and all United States possessions and territories.

Sincerely yours,

2 Incls
as

A. T. COLLINS
CPT, AGC
Adjutant General

NON-MILITARY LETTER

DISPOSITION FORM			
(AR 340-13)			
REFERENCE OR OFFICE SYMBOL	SUBJECT		
AKPWO-HSD			
TO	FROM	DATE	CMT 1

DA FORM 2496
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

* U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-921

FRAME 2 (cont.)

The non-military letter has the salutation (Dear Mrs. Smith) and the complimentary close (Sincerely yours) whereas the military letter does not.

Select other basic differences with the non-military letter as compared to the military letter.

- ☒ A. No subject line
- ☐ B. No reference symbol
- ☒ C. No command line
- ☒ D. No paragraph numbering

ANSWER:

DISPOSITION FORM (AR 340-15)			
REFERENCE OR OFFICE SYMBOL		SUBJECT	
AKPWO-HSD		Tryout Students for Faculty Development Course 68-7	
TO	Troop Brigade	FROM	Fac Dev Div
		DATE	25 Mar 68
			CW2 Jones/mg/1223
CMT 1			
1. Request six (6) WOC "Snowbirds" to be used as tryout students during the Faculty Development Course 68-7.			
Dates requested: 25-29 March 1968			
Time: 0800-1600 hours			
2. Transportation will be provided by the Faculty Development Division			
I. M. READY MAJ, FA Chief, Fac Dev Div			

DA FORM 2496
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1965 O-707-911

ANSWERS: A
C
D

FRAME 3

In conjunction with the military letter, we now ask you to complete the example of the non-military letter. Address your letter to Mr. George N. Maddox, 2402 East Part Drive, Mineral Bluffs, Iowa 87423. Your subject is military shoes. Use a complimentary close.

DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL
Fort Wolters, Texas 76067

AKPWO-HSD

23 August 1969

Mr. George N. Maddox
2402 East Part Drive
Mineral Bluffs, Iowa 87423

Dear Mr. Maddox

In regards to -----

Sincerely,

JAMES H. MOLLEY, III
LTC, MSC
Commanding

The DA Form 2496 is also utilized to initiate Personnel Actions. This form has been introduced to replace the outdated DA Form 1049 for routine personnel actions for which no other form is prescribed. If you desire any additional Army schools such as fixed wing school, etc., the 2496 Form will be completed and forwarded by you to your commanding officer. If you desire to volunteer for service in certain area of the world, e.g., Vietnam, you will utilize this form.

FRAME 3

ANSWER:



DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER CENTER/SCHOOL
FORT WOLTERS, TEXAS 76067

AKPWO-HSD

23 August 1969

Mr. George N. Maddox
2402 East Park Drive
Mineral Bluffs, Iowa

Dear Mr. Maddox:

In regards to the specifications of military shoes your firm requested, I have enclosed a list provided by Department of the Army. The present contract expires on 12 September 1969, and bids to meet present requirements must be submitted to Department of the Army on or before 15 September 1969.

As a new firm in the manufacturing business, may I wish you the best of luck in all your endeavors.

Sincerely yours,

I Incl

JAMES H. MOLLEY III
Colonel, Infantry
Commanding

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.

REFERENCE OR OFFICE SYMBOL

AKPWO-HSD

SUBJECT

Use of the Disposition Form

TO CO, 25th Trans Co (Car) FROM PFC James R. Smith DATE 15 Aug 69 CMT 1
Ft Sam Houston, Texas 78234 PFC Smith/mg/3123

1. Use the Disposition Form for routine personnel actions for which no other form is prescribed or when no other type of communication is required.
2. Use authorized abbreviations to the maximum in the "TO" and "FROM" sections. Make each entry as brief as possible. Authorized abbreviations may be used in the body.

JAMES R. SMITH
PFC, E-3
123-45-6789

TO CO, Sp Trp, Fourth USA FROM CO, 25th Trans Co (Car) DATE 17 Aug 69 CMT 2
MAJ Jones/pp/4589

Type succeeding entries on the Disposition Form until space is exhausted. Use plain bond paper when subsequent pages are required.

RALPH D. JONES
MAJ, Armor
Commanding

DA FORM 2496
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 62 UNLESS SOONER EXHAUSTED.

GPO : 1968 O - 322-400

As a warrant officer you will at some time during your career have to indorse some correspondence back to a Company Commander, Battalion Commander or Commanding General.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER CENTER/SCHOOL
FORT WOLTERS, TEXAS 76067

ABGM

15 August 1967

SUBJECT: Military Letter with Indorsement

XX

GMAC (15 Aug 67) 1st Ind

MAJ GLEN/jlm/24689

HQ, Military District of Washington, Washington, D. C. 20310, 22 Aug 67

TO: Commanding General, 8th Infantry Division, Fort Carson, Colo. 80913

1. An indorsement is a reply or forwarding statement added to a military letter.

2. If you have sufficient space at the end of a military letter to type the entire indorsement, do so. If there is not sufficient space, the entire indorsement will begin on a new page.

FOR THE COMMANDER:

BEN J. FRANKLIN
Captain, Infantry
Adjutant

MILITARY LETTER INDORSEMENT

FRAME 9 (cont)

If after a tour in Vietnam or during your tour there you desire to attend the fixed wing qualification course at Fort Stewart, what form will you complete and forward through channels?

TRUE or FALSE

_____ The DA Form 2496 may be utilized to request advance schooling.

_____ You can volunteer for duty in certain areas utilizing DA Form 2496.

FRAME 4 (cont)

What is the purpose of the indorsement?

- ☒ a. Request for a reply by the recipient.
- ☒ b. Reply or statement added to a military letter.

True or False

F Regardless of the length of your indorsement, start the indorsement on the original letter and finish on a continuation sheet if necessary.

ANSWER: DA Form 2496

True

True

FRAME 10

All aviators love to fly, but we cannot stay airborne forever. Each one of us is involved in some manner with correspondence. The knowledge to prepare or answer correspondence must come from the head; but format, number of copies, and examples are contained in AR 340-15.

ANSWER: b. False

FRAME 5

You as the Assistant Adjutant are adding an indorsement to a letter received in your office. Enter the following information: Address the indorsement to the Commanding General, 12th Assault Division, Fort Total, Texas 78078. You have two paragraphs. One: corrective action will be completed and two: all personnel will be notified.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER CENTER/SCHOOL
FORT WOLTERS, TEXAS 78067

ABGM-M

27 August 1969

SUBJECT: Military Letter with Indorsement

*Commanding General
12th Assault Division
Fort Total Texas 78078*

XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

1. Corrective action will be taken
2. All personnel will be notified

*W. Fitzgerald
MOC
Assistant Adjutant*

GMAC (27 Aug 69) 1st Ind

MAJ GLEN/jlm/24689

HQ, Military District of Washington, Washington, D.C. 20310 29 August 1969

TO:

- 1.
- 2.

FOR THE COMMANDER:

CPT, Inf
Assistant Adjutant

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
PAGE OF	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME	MONTH	YR	
					UNCLASS					
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p style="text-align: center;">FROM:</p> <p style="text-align: center;">TO:</p> <p>This form is used for outgoing messages to the communication center.</p> <p>The security classification comes under 4 categories - unclassified, confidential, secret and top secret.</p> <p>Precedence includes flash, immediate, priority and routine. The symbol (Z) is used for flash, (O) for immediate, (P) for priority and (R) for routine.</p> <p>The precedences are listed in their order of importance. Z and OO require immediate attention of the addressee of the message as well as the handling priority by communication personnel.</p> <p>On a message received from the communications center, the date/time group would appear like this:</p> <p style="text-align: center;">00131420Z</p> <p>The 00 is the precedence and is located in front of the date/time group.</p>										
<p>DISTR:</p>										
<p>DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE</p> <p>J. B. JOHNSON, CPT, MCB-M, EXT - 5798</p>						<p>SPECIAL INSTRUCTIONS</p>				
<p>TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE</p> <p>J. C. CORNPONE, GEN, RGM-R, EXT - 5764</p>										
<p>SIGNATURE</p> <p><i>J.C. Cornpone</i></p>										
<p>SECURITY CLASSIFICATION</p> <p>UNCLASSIFIED</p>										

DD FORM 173
1 JUL 68

REPLACES DD FORM 173, 1 NOV 63 AND DD FORM 173-1, 1 NOV 63, WHICH ARE OBSOLETE.

GPO : 1969-0-461-10-00870-1 325-306

FRAME 5

ANSWER:



DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER CENTER/SCHOOL
FORT WOLTERS, TEXAS 76067

ABGM-M

27 August 1967

SUBJECT: Military Letter with Indorsement

XX
XXXXXXXXXXXXXXXXXXXX.

GMAC (27 Aug 67) 1st Ind

MAJ Glen/jlm/24689

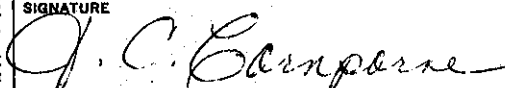
HQ, Military District of Washington, Washington, D.C. 20310 29 Aug 1967

TO: Commanding General, 12th Assault Division, Fort Total, Texas 78078

1. Corrective action will be complied with.
2. All Personnel will be notified.

FOR THE COMMANDER:

JOHN N. DOE
CPT Inf
Assistant Adjutant

JOINT MESSAGEFORM							SECURITY CLASSIFICATION				
PAGE OF	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY				
		ACT	INFO				DATE - TIME		MONTH	YR	
					UNCLAS						
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: CO USARV LONG BINH RVN</p> <p>TO: 1ST AVIATION BDE RVN</p> <p>UNCLAS 9876</p> <p>SUBJECT: AIR SUPPORT</p> <p>REF MY MSG 9875 DTD 041820Z JUN 68 AIR SUPPORT REQ IN ABOVE REF CANCELLED IMI CANCELLED, POSITION OCCUPIED BY FRIENDLY FORCES. BT</p> <p>This is an example of a message that is ready to be sent to the communication center for transmission.</p> <p>The message number, called a cite number, is 9876 and is located next to the classification of the message.</p>											
DISTR:											
DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE J. B. JOHNSON, CPT, MGB-M, EXT - 5798						SPECIAL INSTRUCTIONS					
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE J. C. CORNPONE, GEN, RGM-R, EXT - 5764										
	SIGNATURE 					SECURITY CLASSIFICATION UNCLASSIFIED					

FRAME 6

The MEMORANDUM is a type of military correspondence which is normally used in the higher echelons of command, e.g., Headquarters, Department of the Army. It is very similar to the military letter and non-military letter, but has basic differences underlined in the example below.

DEPARTMENT OF THE ARMY
UNITED STATES ARMY PRIMARY HELICOPTER SCHOOL
Fort Wolters, Texas 76067

AGQN

29 August 1967

MEMORANDUM FOR: DEPUTY CHIEF OF STAFF FOR PERSONNEL

ATTN: DIRECTOR OF CIVILIAN PERSONNEL

SUBJECT: Use of the Memorandum

1. In the Washington, D. C. area, the memorandum is also used for correspondence between elements of the Army, Navy, and Air Force.
2. The memorandum may also be used to transmit information or recommend action within a headquarters or agency when no reply is required or expected.
3. A memorandum is one page long.
4. The memorandum will not be indorsed.

2 Incl

1. Ltr fr Mr. Drake
2. Ltr for sgnr of
Under secretary

A. B. AUGUST
Major General, USA
Adjutant General

MEMORANDUM

VZCZCMUA999

ZTTUZYUW RUMUGDA1011 1561825-UUUU--RUMSGA.

ZNRUUUUU

② 041824Z JUN 68

FM CG USARV LONG BINH RVN

TO 1ST AVIATION BDE RVN

BT

UNCLASS 9901

SUBJ: AIR SUPPORT

REF MY MSG 9875 DTD 041820Z JUN 68

AIR SUPPORT REQ IN ABOVE REF CANCELLED IMI CANCELLED,
POSITION OCCUPIED BY FREINDLY FORCES.

BT

This is the incoming message you would receive from the communication center if you were stationed at the 1st Avn Bde RVN.

- What is the meaning of the Z on line 4 next to the time/date group?
- What is the cite number and classification?
- Who sent this message?

malas-fud 99 off flash
CG commandy Second USARV
Long Binh Ref out from

CHECK YOUR ANSWERS ON PAGE 93 AND THEN
CONTINUE TO THE SELF EVALUATION EXERCISE
ON PAGE 94

FRAME 6 (cont)

The memorandum has several differences in comparison with both the military letter and the nonmilitary letter

Select these differences.

- ☒ a. Has "MEMORANDUM FOR" line
- ☒ b. Transmit information
- ☒ c. Request a reply
- ☒ d. Recommend action
- ☒ e. No reply is required or expected
- ☒ f. Will not be indorsed

FRAME 13

ANSWERS: a. Z means Flash
b. 9901, unclassified
c. CG, USARV

SELF-EVALUATION EXERCISE
EFFECTIVE WRITING - VIII
MILITARY CORRESPONDENCE

1. Four military correspondence formats are:

- a. Finance Selection, Disposition Form, Memorandum, Personnel Action
- b. DA Reassignment Form, Military Letter, Indorsement, Finance Selection
- c. Indorsement, Disposition Form, Memorandum, Army Preference Statement
- ☒ d. Indorsement, Disposition Form, Memorandum, Military Letter

2. The signature block of a military letter is written on

- a. two lines.
- ☒ b. three lines.
- c. four lines.
- d. five lines.

X 3. The authority line is used

- ☒ a. to denote the originating headquarters.
- b. to specify the receiving organization.
- c. in a signature block
- ☒ d. to specify the commander's will without his signature.

X 4. The military letter is used for correspondence

- ☒ a. with other commands.-
- b. with civilian organizations.-
- c. with civilian individuals.-
- ☒ d. on an informal basis.

5. In military correspondence, paragraphs are

- a. numbered and indented.
- ☒ b. numbered.
- c. lettered and indented.
- d. lettered.

6. Use non-military letters for correspondence

- a. within the parent unit.
- ☒ b. with a civilian organization.
- c. within commands.
- d. with other commands.

- X 7. The non-military letter has a
- ☒ a. subject line.
 - ☐ b. reference line.
 - c. command line.
 - d. paragraph numbering system.
8. An indorsement is a
- a. signature block.
 - b. signature.
 - c. request for reply.
 - ☒ d. reply.
- X 9. The memorandum is normally used
- ☒ a. when corresponding in higher echelons of command.
 - b. when corresponding with a parent unit.
 - X ☒ c. when corresponding with a subordinate unit.
 - d. when sending classified messages.
10. The memorandum is not used to
- a. transmit information.
 - ☒ b. request a reply.
 - c. recommend action.
 - d. relay policy.
11. The Disposition Form is used
- ☒ a. between offices of the same organization.
 - b. between offices of different organizations.
 - c. to correspond with a major subordinate command.
 - d. to correspond with an attached command.
- X 12. Comments on a Disposition Form are
- a. started on a separate sheet of paper.
 - ☒ b. started on a separate sheet if the comment will not fit on the original DF.
 - c. not authorized.
 - d. started on the original paper.
13. Volunteer for duty assignment on:
- a. Army Preference Statement
 - ☒ b. DA Form 2496
 - c. Selective Duty Form
 - d. DA Reassignment Form

14. The precedence of a military message indicates to you
- the security classification of the message.
 - ☒ the urgency of handling the message
 - the method of logging the message.
 - the origin of the message.
15. The cite number of a military message is
- when the message was sent.
 - number of messages to follow.
 - code number of the sending organization.
 - ☒ the message identification reference number.

In a combat situation you receive the following military message:

FOR TRAINING PURPOSES ONLY

VZCZCMUA999

ATTUZYUW RUMUGDA1011 1561825-UUUU--RUMSGA

ZNRUUUUUU

☒ 041824Z JUN 68

FM CG USARV LONG BINH RVN

TO 1ST AVIATION BDE RVN

BT

UNCLAS 9876

SUBJ: AIRSUPPORT

REF MY MSG 9878 DTD 041820Z JUN 68

AIR TRANSPORTATION FOR 1 JULY 68 NO LONGER REQUIRED. PERSONNEL WILL UTILIZE VEHICLES.

BT

FOR TRAINING PURPOSES ONLY

NNNN

16. What is the precedence of the message above?
- Routine
 - Immediate
 - ☒ Priority
 - Flash
17. What is the date time group of the message above?
- ☒ 041824Z JUN 68
 - 1561825
 - 9876
 - 041820Z JUN 68

KEY TO SELF EVALUATION EXERCISE
EFFECTIVE WRITING PART-VIII

1. d-pages 68, 69, 82, and 90
2. b-page 66
- X 3. d-page 66
- X 4. a-page 68
5. b-page 68
6. b-page 74
- X 7. b-page 74
8. d-page 82
- X 9. a-page 90
10. b-page 90
11. a-page 69
- X 12. d-page 71
13. b-page 79
14. b-page 87
15. d-page 89
16. d-page 87
17. a-page 87