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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION

POSTAL SERVICE CENTER BOX 8003

CHERRY POINT, NORTH CAROLINA 28533-0003

 SSIC

 CODE

 D Mon YY

From: Commanding Officer, Marine Corps Air Station Cherry Point

To: Director, Installation Personnel Administration Center

Subj: NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED AND NO PUNCTUATION

Ref: (a) SECNAV M-5216.5

 (b) MCO 5215.1K

Encl: (1) Title of Material –enclosed with letter

 (2) Title of Material (sep cover) –not enclosed with letter

1. This is an example of a two-page letter. Note that the first page is not numbered.

2. If the To-line is addressed to a distribution list, then be sure to insert the appropriate distribution statement on the first page and denote the distribution below the signature block.

 a. Do not number the first page, number only succeeding pages.

 b. Do not sub-paragraph unless there are two or more.

 (1) Take notice that each subdivision is indented four spaces.

 (2) Take notice typing starts one space after numbers or letters in parenthesis versus the two spaces you see elsewhere.

 (a) Text.

 (b) Text.

 1. Now we are back to two spaces.

 2. You should not need to sub-divide any further, but if you must, refer to reference (a).

3. Text. Text. Text.

 a. Do not number the first page, number only succeeding pages.

 b. Do not sub-paragraph unless you there are two or more.

 (1) Take notice that each subdivision is indented four spaces.

 (2) Take notice typing starts once space after numbers or letters in parenthesis versus the two spaces you see elsewhere.

 (a) Text.

 (b) Text.

 1. Now we are back to two spaces.

4. You should not need to sub-divide any further, but if you must, refer to reference (a).

 I. M. SIGNING

Copy to:

MPR

TISD

**\*\*Refer to ASO 5605.1A (Distribution and Procurement of Command Directives) for the command’s distribution list.**

**\*\*If you want to send to the entire distribution list, type “DISTRIBUTION LIST: A”**

**\*\*The “Copy to” line is normally placed at the left margin (1”) on the second line below the signature line (not the second line below “By direction.” Notice that when using a distribution list, the “Copy to” starts two lines below the distribution list and the colons are aligned. Identify addresses by their short title and keep the number of activities to a minimum.**