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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION

POSTAL SERVICE CENTER BOX 8003

CHERRY POINT, NORTH CAROLINA 28533-0003

 SSIC

 XXX

 DD Mon YY

MEMORANDUM

From: Billet, Organization

To: Billet, Organization

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

1. When used within an activity, the letterhead memorandum provides more formality than a memorandum for the record, printed memorandum form, or the plain-paper memorandum.

2. A letterhead memorandum may be sent outside your activity if:

 a. Direct liaison is authorized,

 b. The matter is routine, and,

 c. The memo neither makes a commitment nor takes an official stand.

3. A full signature line is not required because the “From:” line identifies the signer. Thus, the signature line appears as it would in standard letter format.

 I. M. SIGNING