DD Mon YY

MEMORANDUM FOR THE RECORD

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

1. Use an MFR to record information in the record that is not recorded elsewhere. Examples include such things as results of a meeting, telephone

conversations, oral agreements, and other relevant information.

2. Type or handwrite these most informal memorandums. If it is only two or three lines, include it on the file copy of your document. Leave out the subject line if you add your MFR to the file copy.

3. A full signature line and identification symbols are not required; however, it should be dated, signed, and show the signer’s organizational code.

 I. M. SIGNING

 OPS