

Canadian Forces School of Administration and Logistics (CFSAL)



Resource Management Support Clerk Apprentice Training

Military Writing Guide

Reference: A-AD-121-CO/FP-000 Staff and Writing Procedures

MILITARY WRITING IN THE DEPARTMENT OF NATIONAL DEFENCE AND CANADIAN FORCES

- References: A. Standardization Agreement (STANAG 2066) - Layout for Military Correspondence (NOTAL)
B. Federal Identity Program Manual - Treasury Board of Canada, Secretariat (NOTAL)
C. A-AD-121-CO1/FP-000 Staff and Writing Procedures
D. A-AD-121-F01/JX-000 Canadian Forces Manual of Abbreviations
E. QR&O 1.04 Words and Phrases - How Construed

CHAPTER 1 - INTRODUCTION

1. **Purpose.** The purpose of this document is to highlight the basic rules and formats for preparing documents within the Department of National Defence (DND) and the Canadian Forces (CF). Conforming to the provisions of references A through E, balanced with DND/CF requirements, the principal objectives are:
 - a. to develop a familiarity and understanding of the components of administrative correspondence;
 - b. to simplify formats for administrative documents while still meeting government and NATO regulations (references A and B); and
 - c. to provide examples of and guidance in the application of good administrative practices.
2. **Application.** This guide is designed for Resource Management Support Clerk apprentice level trainees to assist with the preparation of correspondence. It is not intended to replace, or supersede, the publications identified at references C and D.
3. **Supplementary Documents.** Commands may develop a correspondence programme that is responsive to their unique needs. Supplementary guidelines could include local instructions concerning letterheads, unique forms of address, use of authority lines, signature authorities and methods of internal correspondence.
4. **Explanation of Terms.** The terms in the sub-paragraphs below are designed to provide standard meaning throughout DND/CF with respect to their use in the preparation of correspondence:
 - a. **Administrative Correspondence.** Administrative correspondence is any written, printed, or electronic communication (other than an electronically transmitted message) that is specifically addressed to one or more individuals or organizations;
 - b. **Head.** The head is composed of all material preceding the text and includes the letterhead, file number, originator, date, subject and the addressee;

- c. Body. The body includes references and the text of the correspondence;
 - d. Close. The close contains all material below the last line of the body of the communication, including the signature block, authority line, annex listing and distribution list;
 - e. Originator. The originator is the individual whose signature block is on a document; and
 - f. Drafter. The drafter composes the document for the originator. The drafter's position/appointment normally is shown after the file number as the suffix.
5. Types of Correspondence. DND/CF is subject to two sets of conventions for administrative correspondence, other than messages:
- a. Correspondence to Military Addressees. This is the normal means of corresponding within DND/CF and between NATO addressees consisting of letters, memoranda, reports and papers; and
 - b. Correspondence to Non-military Addressees. This is the normal means by which DND/CF and the public correspond.

CHAPTER 2 - GENERAL RULES

6. Text. The style and tone of the text is at the discretion of the originator. It is the originator's responsibility to ensure the text indicates clearly to the reader: who sent the document and to whom, the date and subject of the document, what action is required from the recipient, and how and when that person is to achieve it. Other guidelines governing the text are as follows:
- a. Grammar and Punctuation. Standard grammar and punctuation shall be used in correspondence. Two spaces follow colons (:), question marks (?), exclamation marks (!) and periods (.) at the end of a sentence. One space follows commas (,) and semi-colons (;);
 - b. Spelling. The most recent edition of the "Concise Oxford Dictionary", in accordance with reference E, is the authority for spelling;
 - c. Abbreviations and Acronyms. An abbreviation is usually a shortened form of a word, and an acronym is usually created from the initial letters of a group of words. Their use is governed by the regulations stipulated at reference D. The use of abbreviations and acronyms is encouraged, but care should be exercised to avoid possible ambiguity. If an abbreviation or acronym is used in correspondence external to the originator's unit, it is to be identified in brackets preceded by the full word or phrase for its first use, thus identifying the meaning to the reader. Acronyms are written in capital letters without spaces or punctuation;

- d. Gender-Inclusive Language. Language can both reflect and shape the way people are treated. Bias-free language is effective language and shall be used whenever possible;
- e. Capitalization. Capital letters have three basic uses: to give emphases, to distinguish proper nouns and adjectives; and to highlight words in headings and captions. The following are examples of proper capitalization within DND correspondence:
- (1) Governments and Government Bodies:
 - (a) the Government of Canada; and
 - (b) the House of Commons.
 - (2) Titles of Office or Rank:
 - (a) The Honourable Paul Martin, Prime Minister of Canada; and
 - (b) Colonel Theriault.
 - (3) Languages and People:
 - (a) Francophones; and
 - (b) English.
 - (4) Military Terms:
 - (a) the Canadian Forces;
 - (b) Canadian Forces Base Borden;
 - (c) The Canadian Decoration;
 - (d) EXERCISE RAPIER THRUST;
 - (e) a Boeing 747; and
 - (f) Her Majesty's Canadian Ship (HMCS) HALIFAX.
 - (5) The Salutation and Complimentary Close:
 - (a) Dear Madam; and
 - (b) Yours truly.

- f. Numbering. Numbers within DND/CF correspondence are governed by the following regulations:
- (1) Numbers from 0 - 9 are written in full (ex. zero, one, two);
 - (1) Numbers with two or more digits are to be expressed in figures (ex. 10, 649);
 - (2) Ordinals should be treated in the same way as cardinal numbers:
 - (a) seven and seventh; and
 - (b) 101 and 101st.
 - (3) Initial numbers. Spell out a number or the word number when it occurs at the **beginning of a sentence**. This also includes the related numbers that closely follow it:
 - (a) Three hundred persons were expected, but only twenty-three showed up;
 - (b) Number 16 was the last in the series; there was no number 17; and
 - (c) Sixteen RMS Clks were tasked for the exercise and six remained at the unit.
 - (4) Time of Day:
 - (a) 0815 hours (full format); and
 - (b) 2030 hrs (abbreviated format).

CHAPTER 3 - ILLUSTRATED EXAMPLES

7. The following pages illustrate examples of properly formatted DND/CF correspondence:

Sample Letter To Single DND/CF Addressee

One-inch margin

Canadian Forces School of
Administration and Logistics
PO Box 1000 Stn Main
Borden ON L0M 1C0

1000-1 (RMS)

9 June 2006

Commanding Officer
Canadian Forces Base Halifax
PO Box 99000 Stn Main
Halifax NS B3K 5X5

Date in Full

For single addressees, the full address and position (never name) is identified. For multiple addressees, use a Distribution

Refers to a message

Refers to a letter

Refers to a memo

RESOURCE MANAGEMENT SUPPORT CLERK
QUALIFICATION LEVEL THREE

References: A. NDHQ OTTAWA D MIL C 234 241901Z FEB 05
B. CFB Halifax 5600-1 (Adm O) 5 June 2005 (enclosed)
C. CFB Halifax 5600-1 (CC) 6 Jul 05

1. A letter is a common form of correspondence within the Department of National Defence (DND). The tone is formal and can cover topics ranging from business and operations to congratulatory and welcome greetings. Abbreviations will not be used and the numbers one to nine will be written out. Two spaces proceed each period (.) and colon (:). All other punctuation shall be separated by one space.

2. The following formatting rules apply to a letter:

- the document is left justified;
- a one inch margin is set for letters without letterhead, and a one and a half inch margin for those with letterhead; and
- if a letter contains a service number the designation PROTECTED A will appear one inch from the top and bottom of the page. It is not necessary to number a single page, however if you have more than one page they must be numbered.

3. All DND correspondence shall follow a logical sequence including an introduction, development of the subject matter and a conclusion. The text should be accurate, brief in description and clear in direction. All information included in a piece of correspondence should be relevant to the subject matter identifying who, what where, when and why. Annexes and appendices are an excellent way to include large amounts of organized information that is pertinent to the subject of the document. Lastly, the document shall be free of spelling and typographical errors.

//Signed//
J.J.Y. Morin
Lieutenant-Colonel
Commandant

Full signature block typed on the sixth line from the last line of text leaving five clear spaces.

Sample Letter To Multiple DND/CF Addressees

Canadian Forces School of
Administration and Logistics
PO Box 1000 Stn Main
Borden ON L0M 1C0

1000-1 (RMS)

19 June 2006

Distribution List

RESOURCE MANAGEMENT SUPPORT CLERK
QUALIFICATION LEVEL THREE

References: A. NDHQ OTTAWA D MIL C 234 241901Z FEB 05
B. CFB Halifax 5600-1 (Adm O) 5 June 2005 (enclosed)
C. CFB Halifax 5600-1 (CC) 6 Jul 05

1. A letter is a common form of correspondence within the Department of National Defence (DND). The tone is formal and can cover topics ranging from business and operations to congratulatory and welcome greetings. Abbreviations will not be used and the numbers one to nine will be written out. Two spaces proceed each period (.) and colon (:). All other punctuation shall be separated by one space.
2. The following formatting rules apply to a letter:
 - a. the document is left justified;
 - b. a one inch margin is set for letters without letterhead, and a one and a half inch margin for those with letterhead; and
 - c. if a letter contains a service number the designation PROTECTED A will appear one inch from the top and bottom of the page. It is not necessary to number a single page, however if you have more than one page they must be numbered.
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1/2

The drafter composes the document for the originator. The drafter's position/appointment normally is shown after the file number as the suffix.

The term Distribution List is used for more than one addressee.

Only last line of text is underlined. Note: Ctrl/Shft and spacebar will extend your line w/o text, as seen here.

If two pages are required, move the last paragraph to the second page. If it would create too much space on the previous page, take at least two lines of text from the last paragraph. A signature block should never be alone on a page.



Sample Letter To Multiple DND/CF Addressees (page 2)

4. The Staff and Writing Procedures for the Department of National Defence and the Canadian Forces is the only official publication governing correspondence and should be consulted when clarification is required.

//Signed//
J.J.Y. Morin
Lieutenant-Colonel
Commandant
(705) 424-1200 local 3939

Distribution List

Action

Commander
Canadian Forces Support Training Group
Canadian Forces Base Borden
PO Box 1000 Stn Main
Borden ON L0M 1C0

Addressees that are external to the originator's unit are written in full address form.

Chief Clerk
Permanent Executive Secretariat of
the Conference of the Armies of the Americas (PESCAA)
920 Princess Street, Suite 202
3rd Floor
Kingston ON K7L 1H1

Director Military Human Resource Requirements 2-2-3
NDHQ PRL Personnel Records
National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa ON K1A 0K2

Information

Cmdt
DCmdt
Adjt
RSM

Addressees that are internal to the originator's unit are written as the abbreviated positions and listed in seniority order, by rank.

2/2



Sample Memorandum To A Single Addressee

One-inch margin

PROTECTED A

Memorandum



4500-1 (Cmdt)

1 Jan 06

CC

SAMPLE MEMO FOR RMS QL3
A11 222 333 CPL J.L. JOHNSON

Ref: QR&O 1.01

1. A memo is a common form of correspondence within an originators establishment/unit. The tone is business like and to the point. Numbers used in the text from one to nine will be written out. Two spaces follow the colon (:) and a period (.), all other punctuation shall be separated by one space.
2. The following formatting rules apply to a memo:
 - a. the document is left justified;
 - b. all margins are set at one inch from the top, bottom, and one inch on the left and right; and
 - c. if the memo contains a SN, the designation PROTECTED A will appear one inch from the top and bottom of the page. It is not necessary to number a single page, however if you have more than one page, they must be numbered.
3. The use of official abbreviations and acronyms is required. Whenever possible, keep ranks and names/dates together on the same line of text.

//Signed//
J.J.Y. Morin
LCol
Cmdt
3960

Encl: Updated Lesson Plan PO 009

PROTECTED A

Use abbreviated date. No "0" prior to single digit date.

For single addressees, the abbreviated position (never name) is identified. For multiple addresses, use a Distr List.

Abbreviated signature block typed on the sixth line from the last line of text leaving five clear spaces.



Sample Memorandum To Multiple Addressees

PROTECTED A

Memorandum

4500-1 (Cmndt)

1 Jan 06

Distr List

The term Distr List is used as the addressee.

SAMPLE MEMO FOR RMS QL3
A11 222 333 CPL J.L. JOHNSON

Use periods in between inits when they are placed between the Rank and Name

Refs: A. QR&O 1.01
B. CFSAL Borden SOP 20-10 (42)

1. A memo is a common form of correspondence within an originators establishment/unit. The tone is business like and to the point. Numbers used in the text from one to nine will be written out. Two spaces fol the colon (:) and a period (.), all other punctuation shall be separated by one space.

2. The fol formatting rules apply to a memo:

- a. the document is left justified;
- b. all margins are set at one inch from the top, bottom, and one inch on the left and right; and
- c. if the memo contains a SN, the designation PROTECTED A will appear one inch from the top and bottom of the page. It is not necessary to number a single page, however if you have more than one page, they must be numbered.

3. The use of official abbreviations and acronyms is required. Whenever possible, keep ranks and names/dates together on the same line of text.

//Signed//
J.J.Y. Morin
LCol
Cmndt
3960

Encl: Updated Lesson Plan PO 009

Distr List (page 2)

Move Distr List to next page if not enough space available.

1/2

PROTECTED A

Leave a blank line between the page number and the security classification.



Sample Memo To Multiple Addressees (Page 2)

PROTECTED A

Distr List

Action

CI NCM Trg
OIC RMS Trg Coy
SI RMS Trg Coy

Info

DCmdt
SCWO
CC

Action addressees have a required action as a result of the memo

Info addressees are only required to be informed of the memo particulars and have no action.

If all addressees are action the titles "Action" and "Info" are omitted and the positions are listed in Seniority Order under the heading Distr List. Example...

Distr List

DCmdt
CI NCM Trg
OIC RMS Trg Coy
SCWO
SI RMS TRG Coy
CC

2/2

PROTECTED A

Sample Letter To Non-DND/CF Addressees

1.5 inch left margin

 National Défense
Defence nationale

Canadian Forces Base Borden
PO Box 1000 Stn Main
Borden ON L0M 1C0

5000-1 (BOR)

31 August 2006 **Date in full format.**

Wendy Money
Loans Officer
Canadian Imperial Bank of Commerce
222 Molson Park Drive
Barrie ON L3K 2R5

Dear Ms. Money, **A Salutation is used for civilian addressees.**

This letter serves as a statement of earnings for Master Corporal John Smythe, a full-time Reserve Force member of this unit.

His monthly earnings are \$3999.00 plus a Post Living Differential Allowance of \$131.00 totaling an annual salary of \$49 560.00. Upon reviewing his service file Master Corporal Smythe has not had an administrative action taken against him with respect to financial commitments.

For further information, please contact the undersigned.

Yours truly, **A Complimentary Closing is used with a Salutation.**

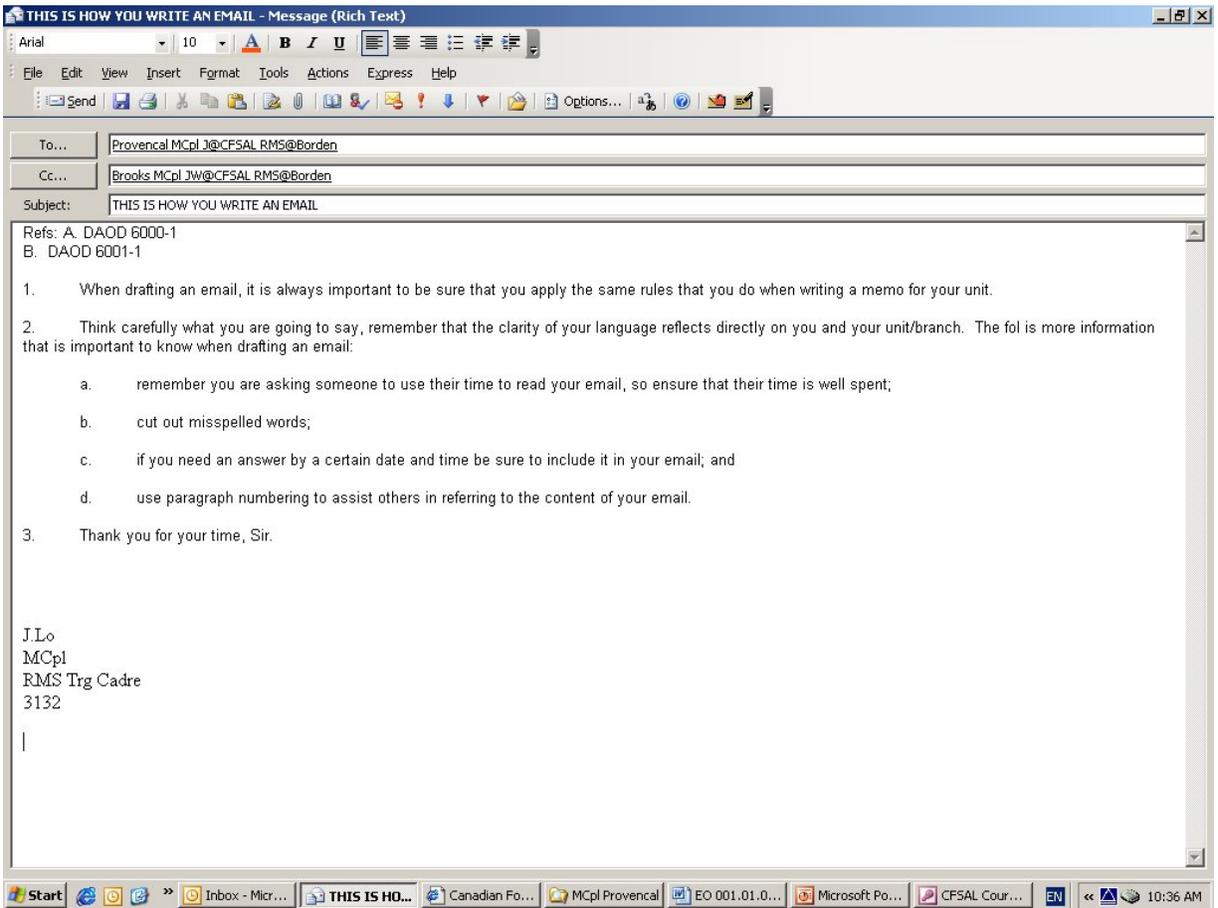
//Signed//
A.J. Bravo
Captain
Base Administration Officer
(705) 424-1200 extension 1212

C.C. **Distribution Lists are not used. Instead the term C.C. (carbon copy) precedes the address of each additional recipient.**

John Smith
Branch Manager
Canadian Imperial Bank of Commerce
222 Molson Park Drive
Barrie ON L3K 2R5

Paragraphs are neither indented nor numbered.

Sample E-Mail



Sample Message

From DND Message Drafter Program

UNCLAS 5000 -1 (CFFM)

01 02 080948Z OCT 02 RR UUUU UUUU CFFM 034

NDHQ DGME J3 ENGR OTTAWA//CFFM//

HMCS ATHABASKAN//XO//

AIG 1704

NDHQ DGMC OTTAWA//D MIL C 2// ZEN

XMT HMCS ATHABASKAN

UNCLAS CFFM 034

SIC WAH

SUBJ: RETIREMENT CPO1 J FIREMAN SMM CD FIRE FTR 651

REF: CANFORGEN 052/03 ADMHRMIL 015 091747Z APR 03

1. AFTER OVER 34 YRS OF DEDICATED SVC WITH THE RCN AND THE CF
CPO1 FIREMAN CFFM 3 2 MOC 651 ADVISOR WILL BEGIN HIS
RETIREMENT LEAVE ON 15 NOV 02

2. A LUNCHEON IN HIS HONOUR WILL BE HELD AS FOL:

A. 13 NOV 02 AT 1200 HRS

B. IRISH PUB 101 CLARENCE ST OTTAWA

3. THOSE WISHING TO SEND MESSAGES OF WELL WISHES AND ANECDOTES ARE INVITED TO
SEND THEM TO CFFM 3 MAJ SMITH BY EMAIL SMITH.S AT FORCES.CA OR FAX 613-996-1753 NLT 8
NOV 02

VCDS
ADM(MAT)
CFSU(O)

I.M. SMART, CPL, CFFM CLK, 1111

H.O.T. FIRE, CAPT, CO CFFM, 2222

Signed

UNCLAS

First addressee listed is the FROM addressee.

Subsequent addressees are TO unless preceded by the term INFO.

Ensure you have one clear space between // and ZEN

Only essential punctuation is used. One space shall be left after all punctuation used. No punctuation is used at the end of paras or sub-paras.

Addressees that are internal to the originators unit are entered in the Distribution List tab in the Message Drafter program and written in abbreviated format in seniority order. These addressees do not appear in the released message.

Drafter and Releasing Officer are the only places you would use periods in between inits (signature blocks)

Sample Message Released by Message Centre

RAAUZYUW RCCLHAV6020 2811632-UUUU--RCEOCEA RCEOQA RCEQCFA RCEQPSA.
ZNR UUUUU ZOC
RUETITF T CFIOGHQ DET FORT GEORGE G MEADE MD
R 080948Z OCT 05
FM NDHQ DGME J3 ENGR OTTAWA//CFFM//
TO HMCS ATHABASKAN//XO//
AIG 1704
BT
UNCLAS CFFM 034
SIC WAH
BILINGUAL MESSAGE/MESSAGE BILINGUE
SUBJ: RETIREMENT CPO1 J FIREMAN, SMM CD FIRE FTR 651
REF: CANFORGEN 052/03 ADMHRMIL 015 091747Z APR 03
1. AFTER OVER 34 YRS OF DEDICATED SVC WITH THE RCN AND THE CF
CPO1 JOE FIREMAN CFFM 3-2 MOC 651 MOC ADVISOR WILL BEGIN HIS
RETIREMENT LEAVE ON 15 NOV 05
2. A LUNCHEON IN JOE S HONOUR WILL BE HELD 13 NOV 05 AT PATTY
BOLAND S IRISH CARVERY AND PUB ABBEY ROOM IN OTTAWA 101 CLARENCE ST.
THOSE WISHING TO SEND MESSAGES OF WELL WISHES AND ANECDOTES ARE
INVITED TO SEND THEM TO CFFM 3 MAJ YVON FLEURANT BY E-MAIL
FLEURANT.JY AT FORCES .GC.CA OR FAX 613-996-1753 NLT 8 NOV 05
END OF ENGLISH TEXT/TEXTE FRANCAIS SUIT
OBJET: RETRAITE DU PM1 JOE FIREMAN, MSS DC
POMPIER 651
1. APRES PLUS DE 34 ANNEES DE LOYAUX SVC AU SEIN DE LA MRC ET DES FC
LE PM1 JOE FIREMAN, DSIFC 3-2 AVISEUR DU GPM 651 DEBUTERA SON CONGE DE
RETRAITE LE 15 NOV 05
2. IL Y AURA UN DINER EN L HONNEUR DE JOE LE 13 NOV 05 AU
PATTY BOLAND S IRISH CARVERY AND PUB SALLE ABBEY 101 RUE CLARENCE A
OTTAWA. CEUX ET CELLES QUI DESIRE FAIRE PARVENIR UN MESSAGE DE
FELICITATION OU CERTAINES ANECDOTES SONT PRIES DE LES ENVOYER AU
BUREAU DU DSIFC 3 LE MAJOR YVON FLEURANT PAR COURRIEL
FLEURANT.JY AT FORCES .GC.CA OU PAR TELECOPIEUR AU 613 996-1753 APTL 8 NOV
05
BT
#6020
BAU554 DELIVERED 2811705 804511
ALTERNATIVE DELIVERY FOR RI RCEQCFA

Used to write message references:

NDHQ DGME J3 ENGR OTTAWA CFFM 034 080940Z OCT 05
(from address) (Msg#) (DTG)



ABBREVIATIONS

Abbreviations must be written as identified in the Terminology Bank or the Manual of Abbreviations

- The abbreviation is based on the root word, therefore it does not change to suit the word it is replacing (eg. follow = fol, following = fol, followed = fol)
- Plural forms of abbreviations may be used only for nouns (eg. (noun) year = yr, years = yrs, (noun) clerk = clk, clerks = clks, not verbs eg. (verb) follows = fol, (verb) supports = sp)
- Abbreviated base names:
(eg. Canadian Forces Base Petawawa = CFB Petawawa YES
CFB Petawawa = CFB Pet NO)

The screenshot shows a web browser window titled "Defence Terminology Bank - Banque de terminologie de la Défense - Microsoft Internet Explorer provided by DSB LCSF". The address bar shows the URL: <http://terminology.mil.ca/TermBaseWeb/Main2.aspx?changeTermbase=0>. The search interface includes a search box with "clerk" entered, a "Search" button, and dropdown menus for "Source Language" (English) and "Target Language" (French). A "Logout" link is visible in the top right. Below the search bar, there are links for "Advanced Search" and "Search by record number".

The search results for "[English] clerk" are displayed in a table format:

Type	term
Status:	approved
Authority	ADM(IM)
Date	6/29/2006
Usage	Canada
Source	DND/CF Manual of Abbreviations
Status	Temporary (↕)

Below the table, there is a table with columns: Created Date, Created By, Modified Date, and Modified By.

Created Date	Created By	Modified Date	Modified By
6/29/2006	admin	7/20/2006	holder.s

Underneath, there is a section for "Synonym(s)" with the following entry:

[English] clk

Type	abbreviation
Status:	approved
Authority	ADM(IM)
Date	6/29/2006
Usage	Canada

The browser's taskbar at the bottom shows several open applications: Start, Inbox - Microsoft..., Defence Termi..., SOP 2-12.doc (R..., S:\RMS MLPs\App..., MW Guide Hando..., and Local intranet. The system clock shows 14:54 PM.

Defence Terminology Bank - Banque de terminologie de la Défense - Microsoft Internet Explorer provided by DSB LCSF

Address: http://terminology.mil.ca/TermBaseWeb/Main2.aspx?changeTermbase=0

Search: canadian forces base petawawa

Source Language: English

Target Language: French

Advanced Search

Search by record number

Logout

< [Icons]

Canadian Forces Base
Petawawa

<<< Previous | Next >>>

[English]
Canadian Forces Base Petawawa

Type: term
Status: approved
Usage: Canada
Source document: FMC 1150-110-/S1 (FTC), 15 Nov 90.
Status: Temporary (↕)

Created Date	Created By	Modified Date	Modified By
6/29/2006	admin		

Synonym(s)

[English]
CFB Petawawa

Type: abbreviation
Status: approved
Usage: Canada
Source document: FMC 1150-110-/S1 (FTC), 15 Nov 90.
Status: Temporary (↕)

Defence Terminology Bank - Banque de terminologie de la Défense - Microsoft Internet Explorer provided by DSB LCSF

Address: http://terminology.mil.ca/TermBaseWeb/Main2.aspx?changeTermbase=0

Search: immediate

Source Language: English

Target Language: French

Advanced Search

Search by record number

Logout

< [Icons]

immediate

immediate

immediate action

immediate air support

immediate appreciation percentage

immediate data

immediate decontamination

immediate destination

immediate front

immediate instruction

immediate operand

immediate operational readiness

immediate operational requirement

immediate reaction force

[English]
immediate

Grammar: adjective
Type: term
Status: approved
Authority: ADM(IM)
Date: 6/29/2006
Usage: Canada
Source: DND/CF Manual of Abbreviations
Status: Temporary (↕)

Created Date	Created By	Modified Date	Modified By
6/29/2006	admin	8/1/2006	holders

Synonym(s)

[English]
immed

Type: abbreviation