

Canadian Forces School of Administration and Logistics (CFSAL)



*Resource Management Support Clerk
QL3/QL5/QL6 Training*

Military Writing Guide

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

21 February 2012

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CFSAL AIDE-MEMOIRE TO MILITARY WRITING

PART I – GENERAL POLICIES

Military Writing References

1. The following references should be consulted for amplification.

References: A. [A-AD-121-C01/FP-000](#) Staff and Writing Procedures for the Department of National Defence and the Canadian Forces

B. [Federal Identity Program Manual](#) – Treasury Board of Canada, Secretariat

C. [The Canadian Style](#), a guide to writing and editing by the Department of the Secretary of State of Canada ISBN 1-55002-276-8

D. [QR&O 1.04](#) Words and Phrases – How Construed

E. [QR&O 1.10](#) Communication with Higher Authority

F. [DAOD 1000-3](#) Format for Signature Blocks in Correspondence

G. [DAOD 5039-4](#) Translation of Texts and Acquisition of Bilingual Documentation

H. [DAOD 5039-0](#) Official Languages

I. [A-AD-D10-002/AX-000](#) Information Classification Manual, Volume 2 Codes

J. [A-AD-D10-003/AX-000](#) Information Classification Manual, Volume 3 Numerical File List

K. [The Little, Brown Handbook](#), 11th Edition. Reference for writers and writing.

L. [A-AD-121-F01/JX-000](#) The Manual of Abbreviations - Department of National Defence and the Canadian Forces

M. [A-AD-133-001/AX-001](#) Canadian Forces Addresses 19th Edition

N. [A-AD-133-003/AG-000](#) CF Message Subject Indicator Codes Issue 1

O. [A-AD-133-004/AG-000](#) Address Indicating Groups for the Canadian Forces

P. [National Defence Security Instructions \(NDSI\)](#) and [National Defence Security Policy \(NDSP\)](#)

Q. Canadian Oxford or Gage Canadian Dictionary

Introduction

2. 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.

3. Application. This guide is designed for Resource Management Support Clerk to assist with the preparation of correspondence. It is not intended to replace, or supersede, the publications identified at references C and D.

4. 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.

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.

PART II - RULES FOR FORMATTING

Font and Font Size

6. Times New Roman size 12 point shall be the standard font for all administrative correspondence.
7. 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.
8. Spelling. The most recent edition of the "Canadian Oxford or Gage Canadian Dictionary", in accordance with reference Q, is the authority for spelling.
9. 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.

Example: The Duty MCpl will wear his uniform while on duty.
The Duty MCpls shall wear their uniform while on duty.

Use of Bold

10. The use of bold is not permitted unless a particular word or thought in the text must be emphasized or highlighted to get the message across to the reader.

Left Justified

11. The format for administrative correspondence is left justification, with minimum punctuation. All lines begin flush with the left margin.

Margins

12. Letterhead. A left-hand margin of inch and half (1.5") inches to allow the text to line up with the script of the letterhead, with one inch margins for the top, bottom and right margins. These same margins shall apply for subsequent pages of the letter.
13. Other Correspondence. All other correspondence shall utilize a one inch (1") margin for the left margin as well as for the top, bottom and right margins.

Paragraphs and Sub-Paragraphs

14. DND/CF Addressees. Paragraphs in correspondence to DND/CF addressees shall be numbered in sequence (i.e. 1., 2., 3., etc.). However, if the body contains only one paragraph, the paragraph is not numbered and begins flush with the left margin, but any sub-paragraphs are numbered. Sub-paragraphs shall be identified by alternating letters and numbers (i.e. a., b., c., etc. and (1), (2), (3), etc.).

15. Public Addressees. Paragraphs in correspondence to public addressees shall not be numbered and shall begin flush with the left margin. Sub-paragraphs are indented so that the statement is easily identified. Second and subsequent sub-paragraphs should maintain the same format and be separated from each other by one blank line.

16. Indentation. The degree of indentation is a half inch tab after each paragraph or sub-paragraph number.

17. Punctuation. **A single space shall follow** colons (:), question marks (?), exclamation marks (!) and periods (.) at the end of a sentence. When using a commas (,) and semi-colons (;) in a sentence it shall be followed by one space. Sub-paragraphs shall end with a semi-colon, with the second to last sub-paragraph ending with a semi-colon plus the word “and” or “or”. The last sub-paragraph shall end with a period. Sub-sub-paragraphs shall follow the same principles, except that a comma is used vice a semi-colon.

Headings

18. Generally, headings should stand alone and not form part of the text. The use of headings is optional, but once started, they should be continued until the next superior division is reached. The use of headings does not change the paragraph numbering sequence, which continues throughout the whole document.

19. Part and Chapter. Documents that are lengthy or require division for clarity may be divided. First, into PARTS identified by Roman numerals (i.e. PART V) with or without text heading. Then, into CHAPTERS identified by Arabic numerals (i.e. CHAPTER 6) with or without text heading. They shall be fully capitalized and be underlined.

20. Group. A group heading introduces one or more paragraphs with the same general subject. They are not numbered. They shall be capitalized and underlined.

21. Sub-Group. A sub-group heading introduces one or more paragraphs with the same general subject within a group heading. They are not numbered. They shall be underlined and printed in lower case with the first letter of each major word capitalized.

22. Paragraph and Sub-Paragraph. A paragraph or sub-paragraph heading is used to cover only the subject contained in the paragraph and its sub-paragraphs. They shall be underlined and printed in lower case with the first letter of each major word capitalized.

Tabular Information

23. Some information often is best presented in tabular form for clarity. To simplify precise reference to items in a table, and to allow the insertion of amendments, lines and columns may be identified as follows:

- a. Rows. Lines (or where appropriate, individual items containing more than one line) may be identified with a serial number (Arabic numeral) in the left-hand column. If serials need to be subdivided, sub-serials may be identified in the same way as sub-paragraphs; and
- b. Columns. Columns (including that containing the serial number) may be identified with lower case letters in parentheses, which should be on a separate line below the column heading. The column heading should be shown on subsequent pages.

Example:

Serial	Format of Rows (a)	This is an Example (b)
1.	XXXXX	XXXXX
2.	XXXXX	XXXXX

Capitalization

24. The first word in a sub-paragraph shall not be capitalized unless it is a word that requires natural capitalization. Capital letters have three basic uses: to give emphasis, to distinguish proper nouns and adjectives; and to highlight words in headings and captions. The following are examples of proper capitalization within DND correspondence:

- a. Governments and Government Bodies;
 - (1) the Government of Canada, and
 - (2) the House of Commons.
- b. Titles of Office or Rank;
 - (1) The Right Honourable Stephen Harper, Prime Minister of Canada, and
 - (2) Colonel Theriault.
- c. Languages and People;
 - (1) Francophone, and
 - (2) English.
- d. Military Terms;
 - (1) the Canadian Forces,
 - (2) Canadian Forces Base Borden,
 - (3) the Canadian Decoration,

- (4) EXERCISE RAPIER THRUST,
 - (5) A Boeing 747, and
 - (6) Her Majesty's Canadian Ship (HMCS) HALIFAX.
- e. The Salutation and Complimentary Close:
- (1) Dear Madam, and
 - (2) Yours truly.
- f. Numbering. Numbers within DND/CF correspondence are governed by the following regulations;
- (1) numbers from 0 - 9 are written in full (e.g.. zero, one, two), and
 - (2) numbers with two or more digits are to be expressed in figures (e.g.. 10, 649).
- g. Ordinals should be treated in the same way as cardinal numbers;
- (1) Ordinals; First, Second, Third, and
 - (2) Cardinals One, two, three.
- h. 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;
- (1) Three hundred persons were expected, but only twenty-three showed up,
 - (2) number 16 was the last in the series; there was no number 17, and
 - (3) Sixteen RMS Clks were tasked for the exercise and six remained at the unit.
- i. Time of Day;
- (1) 0815 hours (full format), and
 - (2) 2030 hrs (abbreviated format).

PART III - CONVENTION AND LAYOUT

Security Marking

25. The **head** is composed of all material preceding the text and includes the letterhead, file number, originator, date, subject and the addressee.
26. All classified/designated correspondence is to bear the appropriate security classification or designation markings. Markings will be flush with the left margin at one inch from the top and bottom of each page, underlined and in uppercase. Originators shall give special consideration to downgrading instructions and use of the “less...” statement. Classified documents and documents with a security designation of PROTECTED B or higher must be produced with proper security equipment.
27. Individual security marking of the subject line, paragraph and sub-paragraph is not required if the entire document as a whole is considered to be classified/designated.

File Number/Suffix

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

Examples: Drafter being the Chief Clerk – 5600-1 (CC)
Drafter being the Operations Officer – 7500-1 (Ops O)

29. The file reference is a combination of letters and/or numbers assigned by the originator to simplify future identification.
30. The file suffix shall include the abbreviation of the **drafter** of the correspondence.

Examples: 5600-1 (CC)
7500-1 (Ops O)

Date

31. The date contains the day, month and year, in that order, including in correspondence to the public. The month and year shall be spelled out in full for all letters and shall be abbreviated in memoranda. As a rule, if the month is spelled out in full, the year shall be as well. The month is never indicated by a number. The cipher shall not be used with the dates 1 to 9.

Examples: 1 January 2011
1 Jan 11

32. If the date of signature is uncertain, the space for the day may be left blank, and the information penned in by the signatory when the correspondence is signed. Five blank spaces shall be left from the left margin for this purpose.

Addressee

33. The addressee is the authority, individual, unit or agency for whom the correspondence is intended. Addressees shall be identified by appointment and not by name, except in letters to the public. Correspondence simply addressed to an organization is deemed to be addressed to the officer in charge by default.

Example: CFSCE is deemed to be addressed to the Cmdt

34. Official correspondence is intended for a position (an office of responsibility), not the individual in that position. As such, it may not receive the personal attention of the person holding the position (as with correspondence routinely addressed to a CO or the B Comd). Classified/designated correspondence which is to be opened only by a specific authority should be so annotated. Only personal correspondence should be intended for the individual person. It should be addressed by name, and will not be opened or actioned by anyone else in the organization, even if appointed in an acting capacity.

35. Progressive approval or coordination through the chain of command in routine correspondence to military addressees may be indicated with the use of “through”.

Example: B Comd (through B Admin O)

36. Single DND/CF Addressee. Correspondence to a single DND/CF addressee is identified as a single addressee in the heading of the document below the date.

Example: B Admin O or the full address if it is addressed outside of the Base/Unit/Ship

37. Multiple DND/CF Addressees. Correspondence to multiple DND/CF addressees shall use the statement “Distribution List” for letters or “Distr List” for memoranda in the heading of the document below the date. The list of addressees shall be shown under the signature block.

38. Retired Military. Correspondence to an officer or non-commissioned member who was honourably released and who served in the CF for not less than ten years, shall be identified by using the rank held at the time of release, initials, name and decorations followed with the word (Retired) or its abbreviation (Ret'd). (i.e. Major I.M. Smart, CD1 (Retired))

39. Public Addressee. Correspondence to a public addressee is identified in the heading of the document below the date by typing the full address. If additional addressees are required, be they DND/CF or public, they shall be shown below the signature block under the heading “c.c.”.

Subject

40. The subject line is a brief statement of the general content or a title of the correspondence. It is used in all correspondence to DND/CF addressees, and is optional for correspondence to public addressees.

41. The subject heading shall be typed in upper case letters and underlined. If it is expressed in two or more lines, only the last line is underlined, and the underlining is carried to the end of the longest line. Subject lines shall generally not extend beyond the centre of the page.

References

42. The **body** includes references and the text of the correspondence.

43. Correspondence to DND/CF addressees may include references. The term “Reference(s)” for letters, or “Ref(s)” for memoranda, will be used to introduce the list of referenced documents followed by a colon and **one space**. Each document listed is identified by an uppercase letter, followed by a period and **one space**. If there is only one reference, it is not lettered.

44. References shall be referred to within the body of the correspondence and shall be listed in the order in which they appear in the body. The word “reference” or “ref” shall not be capitalized when utilized within the body of the correspondence (i.e. ...as per reference C...). Any reference not available to all addressees shall be suffixed “(NOTAL)”, meaning “not to all”. A reference included with the document shall be suffixed “(enclosed)”, for letters,” or “(encl)”, for memoranda.

45. References shall be identified as per the following examples:

- a. Letter. When referring to a letter, the identification shall include the file number, file suffix and date written in full. If the referenced letter was originated from outside an addressee’s unit, the unit acronym shall also be included in order to clearly identify where the referenced letter originated;

Example: CFB Borden 1000-1 (Admin O) 1 June 2011

- b. Memorandum. When referring to a memorandum, the identification shall include the file number, file suffix and abbreviated date. If the referenced memorandum was originated from outside an addressee’s unit, the unit acronym shall also be included in order to clearly identify where the referenced memorandum originated;

Example: 5225-1 (B Tel O) 2 Apr 11

- c. Publication. When referring to a publication, the identification shall include the acronym and/or a number;

Examples: QR&O 1.04
A-AD-133-001/AX-001
MARPACORD 2-14

- d. Extract. When referring to an extract of a document, the identification shall include the document name, chapter, article and paragraph number(s), never the page number;

Examples: Liquor Licensing Act Section 30 (8) or R.S.O. 1990, c. L.19, s. 30 (8)
article 103.1 b (2)
table 4 A-3 (refers to the third table of Annex A to Chapter 4)

- e. Message. When referring to a message, the identification shall include the acronym of the message's originating unit, message number and date-time-group; and

Example: NDHQ DGCB OTTAWA DCBA 01/11 151400Z JAN 12

- f. E-mail. When referring to an e-mail, the identification shall include the sender, the word "e-mail", abbreviated date and time sent;

Example: Bloggins Sgt IM e-mail 21 Feb 11 09:37 hrs

- g. Telephone Conversation. When referring to a telephone conversation, the identification shall include the positions/titles of the participants, the word "telecon", and the abbreviated date;

Example: Telecon ASU London Adjt/RCR London CC 26 Feb 11

46. References shall not be listed in correspondence to public addressees, but may be referred to within the body of the letter. If it is not convenient to refer to a reference in the body of the letter, use footnotes, endnotes, bibliographies and/or indexes.

Salutation

47. The **close** contains all material below the last line of the body of the communication, including the signature block, authority line, and annex listing and distribution list.

48. The **originator** is the individual whose signature block is on a document.

49. The salutation is only used in correspondence to public addressees. Letters for the CO/Cmdt/ or B Comd's signature shall use the salutation "Dear _____," and have the name left blank so that the CO/Cmdt/ or B Comd may pen the name in upon signing and ending it with a comma.

Abbreviations and Acronyms

50. 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 L. The use of abbreviations and acronyms is encouraged in correspondence to DND/CF addressees, but care should be exercised to avoid possible ambiguity. Consistency throughout the document must be maintained.

51. In letters addressed to the public, the use of abbreviations and acronyms should be kept to a minimum. Unless common abbreviations or acronyms are used three or more times in a document, they should be written in full each time. If an abbreviation is used, the word or words represented shall be written in full on the first appearance, followed by the appropriate abbreviation or acronym in brackets.

Examples: National Defence Headquarters (NDHQ)
Department of National Defence (DND)
Canadian Forces (CF)

Signature Block

52. Generally, all correspondence shall include a signature block. Signature blocks are discretionary on correspondence such as reports, papers, etc.

53. The signature block shall follow the last line of text in the body of the document and shall be preceded by five blank lines, thus allowing sufficient space for signing. In multiple page documents, a minimum of two lines of text shall precede the signature block so that the signature block does not appear at the start of a page.

54. A handwritten or stamped signature must always appear on the original document, except for correspondence transmitted electronically. Normally, the person named in the signature block should sign correspondence. If the correspondence is signed on behalf of someone else, that person shall have prior authority to sign for the named person and shall sign their own name and rank, if applicable, "for" the named person.

55. An authority line is used when one individual is responsible for the correspondence, but another is accountable for its contents, such as when the B Admin O signs orders on behalf of the CO/Cmdt/ or B Comd. The authority line identifies the responsible individual.

56. Components of signature blocks include the following:

- a. name of the sender;
- b. rank (for military personnel only);
- c. position or title;
- d. telephone number (optional);
- e. facsimile number (optional); and
- f. authority line (when required).

57. All letters for the B Comd's signature shall bear the following signature block.

Examples: M.J.M. Hallé	L.J.L. Smith
Captain(Navy)	Lieutenant-Colonel
Base Commander	Commandant

58. All memoranda for the B Comd's signature shall bear the following signature block.

Examples: M.J.M. Hallé	L.J.L. Smith
Capt(N)	LCol
B Comd	Cmdt
2066	2046

59. When addressing correspondence to addressees on behalf of the B Comd, the following signature block format shall be used:

Examples: Initials and Surname
Rank
Position or Title
for Base Commander

60. All other documents requiring the B Comd's signature shall bear the following signature block, unless otherwise specified in the document.

Examples: M.J.M. Hallé, Capt(N), B Comd (for internal documents)
M.J.M. Hallé, Captain(Navy), Base Commander (for external documents)
C.A.C. Gervais, Col, CO (for internal documents)
C.A.C. Gervais, Colonel, Commanding Officer (for external documents)

Annexes and Appendices

61. Annexes and appendices are generally only used in correspondence to DND/CF addressees and are rarely used in correspondence to public addressees. All annexes and appendices shall be referred to in the body of their parent document. They have the same classification / designation as the main document.

62. Annexes. Annexes are supplementary documents that amplify or explain the parent document. They are used when the inclusion of all the detail in the body of the document would be cumbersome. They shall be lettered consecutively with capital letters (i.e. A, B, C) and shall be listed in the order in which they are referred to in the body of the parent document. A single annex is Annex A. Each annex shall have its own subject heading. The first page only of each annex shall contain a header, flush with the left margin; consisting of the annex name, file number and suffix of the parent document and date of the parent document.

Example: Annex A
5600-1 (B Admin O)
7 January 2011

63. Appendices. Appendices are supplementary documents that amplify or explain the parent annex. They are used when the inclusion of all the detail in the annex would make it cumbersome. They shall be numbered consecutively in Arabic numerals (i.e. 1, 2, 3) and shall be listed in the order in which they are referred to in the body of the parent annex. A single appendix is Appendix 1. Each appendix shall have its own subject heading. The first page only of each appendix shall contain a header, flush with the left margin; consisting of the appendix name, annex name, file number and suffix of the parent document and date of the parent document.

Example: Appendix 2
Annex A
5600-1 (B Admin O)
7 January 2011

64. After the signature block the heading “Annex (es):” shall appear after signature block. Annexes and appendices shall be listed in order of appearance.

Enclosures

65. An enclosure is additional material and/or correspondence included with a document, other than annexes and appendices. If a reference has been enclosed, it shall be indicated as such. The word “Enclosure(s)” for a letter, and “Encl(s)” for a memorandum, shall be used, followed by a colon, **one space** and the applicable number of enclosure(s) or a description of the enclosure(s) (i.e. Four 3-inch x 4-inch color photos). If no annexes/appendices are listed, it shall appear before the distribution list.

Examples: Enclosures: 2
Enclosure: 1
Encls: 2
Encl: 1

Distribution List

66. Correspondence to DND/CF addressees shall be identified by position or appointment, not by name. Addressees within a distribution list shall be categorized as action or information. Each category of action or information addressee shall be listed in a logical sequence. Examples are: external/internal addressees, by seniority (in alphabetical order if they are of equal status), or by geographical/functional grouping.

67. Standard distribution lists are predetermined, regularly occurring lists of addressees that may be used to save time.

Carbon Copy

68. Carbon copy is used only for correspondence sent to public addressees and is used in the place of distribution lists. The heading “c.c.” is used and is followed by the addressees receiving copies of the letter. It lets the recipient know who else is receiving the correspondence.

Example: c.c.

Dr J.K. Plante
Director Agriculture Research Department
Greenthumbs of Canada
416 Main Street
Saskatoon SK S7H 5M5

Page Number

69. All pages shall be numbered in sequence using Arabic numerals. The number shall appear at the bottom left of each page or two lines above the security marking. It is not necessary to number a single page of a document, annex or appendix. The number preceding the oblique indicates the page number. The number following the oblique indicates the total page count in the document.

70. When you have to number the page of an annex or appendix, use the letter and/or number of the annex or appendix followed by a space, the en dash, a space and the page number.

Examples: 1/15 Represents page 1 of a document containing 15 pages
A - 3/5 Represents page 3 of Annex A containing 5 pages
A1 - 2/4 Represents page 2 of Appendix 1 that contains 4 pages with the appendix belonging to Annex A

Envelope Addressing

71. To conform to Canada Postal Standards and DND, all lines of the address will be formatted with a uniform left margin. Upper case letters shall be used throughout the address blocks that appear on the envelope (return and addressee block). All non-critical punctuation will be omitted to the extent possible without affecting the comprehension.

72. To determine the physical characteristics required for effective processing by Canada Post, refer to the website <http://www.canadapost.ca/tools/pg/standards/default-e.asp>.

73. Envelopes shall bear privacy markings appropriate to the level of privacy required. If the correspondence must be opened only by a specific person, then it shall indicate "**TO BE OPENED BY ...**" to the left of, and in line with, the top line of the address. Care should be exercised in addressing by name, as no one other than the named individual may open an envelope so marked, whereas an envelope addressed by appointment may be opened by any person acting for the principal.

74. No markings shall be placed below the postal code on an envelope. Special markings such as "**REGISTERED**" or "**URGENT**" should appear to the left of, and in line with, the top line of the address.

75. Addressee information, delivery address information, municipality, province and postal code shall always be the bottom three or four lines of the address block. Except as otherwise noted, address components and elements on the same line will be separated from each other by one space. The number sign (#) or any other punctuation such as commas shall not be used. The postal code shall be separated from the province by two spaces. The two letter symbol for a province or state shall be used rather than the full name.

76. The return address should be indicated at the top left corner of all envelopes.
77. A DND 709 may also be used and placed at the back of the sealed envelope over the flap for correspondence distributed internally.

Definition of minutes

78. Minutes are an addendum or an addition to a piece of correspondence. They shall be placed below the subject heading in any free space available. They are numbered in Arabic number, circled if hand-written or if typed, the number is placed in brackets. Minutes are an addressed comment; they must be signed in full.

Format of minutes

79. The eight steps for a minute:
- a. commences with number (2);
 - b. addressee's title (underlined) which is the person to whom you are addressing the minute;
 - c. action of the statement that you want the addressee to take;
 - d. initials and name of the person who is completing the minute;
 - e. rank left justified under the name;
 - f. appointment left justified under the rank;
 - g. telephone local; and
 - h. date is placed below the phone local in hand-written minutes.
80. Examples of a minute:

(2) B Secur O
for you action
C Griffin
C. Griffin
Maj
B Admin O
3966
13 Feb 11

PART IV – TABLE OF COMPARATIVE DIFFERENCES

81. The following comparative table illustrates the differences between letters sent to DND/CF addressees and public addressees.

Parts of Correspondence	DND/CF	Public
Security Marking	As Required	Not Used
Letterhead	Not Used	Compulsory
Originator Address	Compulsory	Compulsory
File Number/Suffix	Compulsory	Compulsory
Date	Compulsory	Compulsory
Priority Post/Registered Mail	Optional	Optional
Addressee	Compulsory	Compulsory
Subject	Compulsory	Optional
Reference	Optional	In the Body
Salutation	Not Used	Compulsory
Body	Compulsory	Compulsory
Paragraph Heading	Optional	Not Used
Paragraph Numbering	Compulsory	Not Used
Complimentary Close	Not Used	Compulsory
Signature Block	Compulsory	Compulsory
Annexes and Appendices	Optional	Not Used
Enclosure	Optional	Optional
Distribution List	Optional	Not Used
Carbon Copy	Not Used	Optional
Page Numbering	If more than one: Compulsory	If more than one: Compulsory
Security Marking	Optional	Not Used

PART V – PREPARATION OF MESSAGES

Bilingual Messages

82. Messages should be drafted using the DND Standalone Message Drafter program. There are four types of messages: bilingual, exercise, general and miscellaneous.

83. English Text Precedes French Text. The message will be identified as BILINGUAL MESSAGE/MESSAGE BILINGUE, placed before the subject line. ENGLISH TEXT ENDS/TEXTE FRANCAIS SUIT will be placed at the beginning of the second language.

84. French Text Precedes English Text. The message will be identified as MESSAGE BILINGUE/BILINGUAL MESSAGE placed before the subject line. FIN DU TEXTE FRANCAIS/ENGLISH TEXT FOLLOWS will be placed at the beginning of the second language. The language in the heading and closing of the message will concur with the language used in the first subject line.

Exercise Messages

85. General Messages sent during or relating to exercises conducted in the interest of training and readiness (e.g. tactical, command post, manoeuvres) are exercise messages. The word EXERCISE/OPERATION, followed by the exercise identification shall appear in the subject line or early in the text. If they are not of routine matters, they shall be clearly identified in the subject line to facilitate rapid and complete distribution. The exercise orders may establish additional means of identifying exercise messages.

86. EXERCISE EXERCISE EXERCISE shall appear as the last three words of the text (i.e. on the last page of the message) in every exercise message.

General Messages

87. A general message (e.g. CANFORGEN, CANLANGEN, ESQUIMALTGEN) is used to communicate to a large number of addressees. Prior to initiating a general message, the originator should consider the use of an AIG or a combination of AIGs.

88. General messages may only be originated by NDHQ group principals or commanders of commands, within the scope of their responsibilities. Addressees may be added to a general message, if necessary, to effect the desired distribution but addressees shall not be exempt. General messages shall be numbered sequentially starting at one in the beginning of the calendar year. Message numbers shall be assigned by the originator's COMCEN. If an originator's number is used, it shall follow the general message identification number.

Example: FROM NDHQ MDC OTTAWA
TO CANFORGEN
UNCLAS CANFORGEN 2/11 ADM (FIN) 123
SIC WAS

At the start of the calendar year, the originator shall identify which general messages remain in effect. The first message in the calendar year for each general message series will indicate the last general message sent for the previous year.

Miscellaneous Messages

89. Any other messages are considered miscellaneous messages. If they are not of routine matters, they shall be clearly identified in the subject line to facilitate rapid and complete distribution (e.g. messages such as MINQUIRY, CASUALTY and SIGNIFICANT INCIDENT REPORT).

Rules for Writing Messages

90. Abbreviations. Because of the requirement for brevity, use abbreviations where it makes sense to do so. Conjunctions, prepositions, articles and unnecessary words shall be omitted from the text unless essential to the meaning. The text must be precise, to avoid subsequent explanatory messages.

91. Punctuation and Symbols. The following rules apply to punctuation and symbols:

- a. punctuation should not be used unless essential to the sense of a message. Due to the transmission equipment restrictions, only the following punctuation and symbols are permitted in the text;
 - (1) question mark [?],
 - (2) hyphen [-],
 - (3) colon [:],
 - (4) parenthesis (left bracket) [(],
 - (5) parenthesis (right bracket) [)],
 - (6) period [.] ,
 - (7) comma [,], and
 - (8) oblique stroke [/];
- b. punctuation is not required at the end of a paragraph. A space is left instead of an apostrophe. One space is left after all punctuation. When possible, numbers should be written as digits. No underlining, horizontal or vertical lines are permitted. Fractions such as one-half shall be typed as 1/2 using three characters. Accents shall not be used; and

- c. if you are quoting and it is important that you let the reader know this, use the word "QUOTE" to introduce the quotation and "UNQUOTE" to end it.

Traffic Volume Controls

92. In an emergency, operation or exercise setting, it may be necessary to reduce message traffic volume to ensure prompt handling of vital information. Traffic volume is controlled by means of "MINIMIZE", "VETTING" or "SCREENING" messages. These controls have widespread effects and shall not be imposed indiscriminately or prematurely.

93. Types of Controls. Controls may be imposed worldwide, nationally, within a command, or within a geographical area:

- a. "MINIMIZE" indicates that normal message traffic is drastically reduced by originators;
- b. "VETTING" indicates that non-urgent and non-operational traffic is removed from overloaded circuits by vetting teams; and
- c. "SCREENING" indicates that traffic will be reduced by removing duplicate messages, outdated weather reports and messages that have exceeded their cancellation time. This action is completed by COMCEN personnel.

94. Authority to Impose. The authority to impose controls is restricted to commanders of commands, within the scope of their responsibilities.

95. Method of Imposing Controls. Messages ordering controls shall consist of the word "MINIMIZE" or "VETTING", an outline of the scope, reason (if appropriate), duration (if known), and the type of traffic, communication service, or circuits to be minimized or exempted from (if appropriate). The message shall be sent to all who may be expected to communicate with the affected unit. Definitive guidelines for the vetting teams shall be provided by the imposing authority. The vetting team shall vet all non-urgent and non-operational traffic and forward them by other means.

96. Communication during MINIMIZE. Messages shall only be released by commanders of commands, BComds, COs, or their delegated representatives. Messages shall not be held pending cancellation of "MINIMIZE"; this may seriously overload communication networks following the cancellation. Prior to releasing any message during "MINIMIZE", the originator shall apply the following criteria:

- a. will immediate operations be affected if the message is not released or can it be forwarded by other means;
- b. is the message vital or within a category specifically exempted by the imposing authority;
- c. has the term "MINIMIZE CONSIDERED" been included? The term "MINIMIZE CONSIDERED" must be shown in the special instructions block on the message form on all messages released during periods of "MINIMIZE"; and
- d. any message can be vetted.

97. Cancellation or Modification. "MINIMIZE" or "VETTING" may be cancelled or modified only by the imposing (or a higher) authority. A message stating "MINIMIZE/VETTING CANCELLED" or "MINIMIZE/VETTING MODIFIED" shall be released outlining the scope of the cancellation or modification and the effective date and time. In most instances the start and stop date/time of the "MINIMIZE" are included on the message imposing the "MINIMIZE", therefore a cancellation message will not be sent.

98. Non-electronic Transmission of Messages. During periods of "MINIMIZE" or "VETTING" when it may be desirable to reduce the volume of electronic traffic, messages may be dispatched by mail or messenger by the originator. Such messages shall be annotated clearly "BY MAIL" or "BY HAND" in the message handling instructions block of the message form. These statements may be typed or handwritten on the message form.

99. NATO Addressees/NATO Broadcast. Messages addressed to NATO authorities, messages handled by NATO COMCENs or messages delivered through NATO Ship/Shore Broadcast NATO must contain the term "NATO" preceding the security classification or contain the statement "RELEASABLE TO NATO" in the first line of the text. The use of SIC codes is mandatory. Office designators are not used within NATO for message delivery; the SIC is used for this purpose. If delivery instructions are required (i.e. "FOR CO"), they would appear on a separate line after the SIC codes line and before the subject line.

Completing the Message Form

100. Heading. The heading of a message is composed of all elements preceding the text block from the security classification/designation to the message handling instructions.

- a. Security Classification/Designation. It is the originator's responsibility to indicate the security classification/designation on the message form. It is written in full at the extreme top and bottom of the form and it is repeated on all pages of the message. The appropriate classification/designation code is written into the block entitled CLASS in the middle of the second line of the form;

Examples:

Top Secret	TTTT
Secret	SSSS
Protected C – Confidential	WWWW
Protected C	VVVV
Confidential	CCCC
Protected A	GGGG
Protected B	KKKK
Unclassified	UUUU

- b. File Number. The file number should be consistent with the subject/topic used by the local Records Management Services. It is important to have the correct file number as copies of all messages are filed in the main filing system;
- c. Date-Time Group. The "DATE-TIME GROUP" represents the time the message was signed by the releasing officer. To avoid confusion resulting from different time zones, the time is expressed as Universal Coordinated Time (UCT) as indicated by the suffix "Z". The "DATE-TIME GROUP" consists of six digits followed by: the letter Z, the month and the year. The date and time, using the 24 hour clock, shall appear as six digits followed by "Z". The month shall be the normal three letter abbreviation. For this block only, abbreviations for French months shall be: JAN, FEV, MAR, AVR, MAI, JUN, JUL, AOU, SEP, OCT, NOV and DEC. The year shall be the last two digits of the year;

Example: 4:30 p.m., 19 Aug 2011 (Eastern Daylight Time (EDT))
 = **192030Z AUG 11** (summer hours)

A difference of + 4 hours between EDT and Zulu time

Summer hours; + 4 hours

Winter hours, + 5 hours

1:03 p.m., 8 Feb 2011 (Pacific Standard Time (PST))
 = **082103Z FEB 11** (winter hours)

A difference of + 8 hours between PST and Zulu time.

Summer hours; + 8 hours

Winter hours, + 9 hours

- d. Precedence. Precedence means the priority which the message will be given in both the preparation and distribution stages. It is the originator's responsibility to assign the precedence to a message. Four precedence categories are used to indicate the urgency and the relative order in which messages are handled. They are: "FLASH", "IMMEDIATE", "PRIORITY" and "ROUTINE" and they are the only indication of precedence that COMCEN personnel recognize. The categories indicate: to the originators - the relative speed of delivery; to COMCEN personnel - the relative order of processing, transmission and delivery; and to recipients - the urgency of the message. Messages shall only be assigned a precedence high enough to ensure they reach their destination in a timely manner. Action and information precedence are assigned independently. The information precedence is assumed to be routine if not assigned. Only the appropriate assignment of precedence will ensure the system is effective. The following factors should be considered before using a message or assigning a precedence (the use of a message instead of a letter is an escalation of precedence)' urgency of the subject matter (not the same as importance), time zone differences, and duty hours;
- (1) FLASH. "FLASH" precedence is reserved for initial contact messages or for operational combat messages of extreme urgency. Brevity is mandatory. Lower precedence messages are interrupted until "FLASH" messages are processed. Examples include initial contact reports; recalling or diverting friendly action on targets unexpectedly occupied by friendly forces, or emergency measures required to prevent conflict between friendly forces; warning of imminent large scale attacks; extremely urgent intelligence reports; and major strategic decisions of great urgency,
 - (2) IMMEDIATE. "IMMEDIATE" is reserved for situations that gravely affect the security of national or allied forces or populace. Normally this precedence is not used for administrative purposes. Examples include reports amplifying contact reports; reports of unusual major movements of foreign military forces during periods of strained relations; reports of enemy counter-attack, or requests for or cancellation of additional support; attack orders to commit forces in reserve without delay; requests for logistical support of special weapons essential to sustain operations; reports or warning of grave natural disasters; reports of widespread civil disturbance; requests for or directions concerning distress assistance; urgent intelligence reports; and aircraft movement reports relating to news of aircraft in flight, flight plans or cancellation messages to prevent unnecessary search and rescue action,

- (3) PRIORITY. "PRIORITY" may be used for situation reports of impending enemy action, orders to naval, air or ground formations, or administrative matters, when it is considered essential that action must be taken and cannot wait for normal delivery. "PRIORITY", or higher precedence, shall not be used in conjunction with terms such as "NOT FOR SILENT HOUR DELIVERY/ACTION". Normally, and
- (4) ROUTINE. "ROUTINE" is used for peacetime, stabilized or projected operations, programs or projects, periodic reports, troop and ship movement, supply and equipment requisition and movement, and administrative, logistic and personnel matters. If the originator wishes the addressee to act without delay the message should be assigned "ROUTINE" precedence and the word "URGENT" should appear at the beginning of the text.
- e. Timings. Use the following objectives to determine what precedence to assign a message. The time from receipt of the message by COMCEN personnel until the message is available for pick-up at the destination COMCEN are;
- (1) FLASH As fast as humanly possible, within ten minutes ZZ,
 - (2) IMMEDIATE Within sixty minutes OO,
 - (3) PRIORITY Within six hours PP, and
 - (4) ROUTINE By the start of the next working day RR;
- f. Non-Canadian COMCENs. Non-Canadian COMCENs do not recognize protected designation; therefore, when a message is first handled by a non-Canadian COMCEN, or originated by HMC Ships, the following classifications are substituted for the protected designations in the "CLASS" block. The protected designations still appear at the top and bottom of the message form;

Canadian		Associated non-Canadian	
Classification/Designation	Class	Class	Classification
Top Secret	TTTT	Not Applicable	
Secret	SSSS	SSSS	Secret
Protected C Confidential	WWWW		
Protected C	VVVV		
Confidential	CCCC	CCCC	Confidential
Protected B	KKKK		
Protected A	GGGG	UUUU	Unclassified
Unclassified	UUUU		

- g. SPECAT Block, LMF and CAI Block. These blocks shall be left blank. NDHQ/DISOT provides authorized users with appropriate "LMF" and "CAI" codes;
- h. Originator's Number. The originator's number identifies a message and forms the message reference with the "DATE-TIME GROUP";
- i. Authority. The originator is the authority in whose name a message is sent, or the command or agency under the direct control of the approving authority. The originator's number may be abbreviated if the "Originator's NUMBER" block is too long. Only the first 12 characters of the originator's number, inclusive of spaces and punctuation are shown. The numbering system is at the discretion of the originator's unit/section;
- j. Message Handling Instructions Block. This block is used to inform COMCEM personnel of Special Handling Designators (SHD) or Warning Terms (WT). The SHDs or WTs shall appear immediately following the classification and before the originator's number. The SHDs or WTs shall be repeated early in the text for the benefit of the addressees. Only the following SHDs or WTs are permitted in this block: "EXCLUSIVE", "COSMIC TOP SECRET", "CRYPTOSECURITY" and "EYES ONLY". Any other instructions or warnings the originator wishes to convey are permitted in subsequent paragraphs of the text. Details of authorized SHDs and WTs are;

- (1) Exclusive. Exclusive messages shall be classified, or designated PROTECTED B or higher. Exclusive messages must indicate an appointment for delivery for each addressee. Messages will be delivered only to this appointment or authorized representative. These messages shall not be readdressed. These delivery instructions will appear after the SIC (if used) and before the "SUBJ" line;

Example:

```

FROM NDHQ CAS OTTAWA
TO   CFB WINNIPEG
      CFB HALIFAX
INFO CFSU OTTAWA//ZEN
      NDHQ CMS OTTAWA//ZEN
C O N F I D E N T I A L EXCLUSIVE MED 001
SIC AAA/PYV/A2A
WINNIPEG AND HALIFAX EXCLUSIVE FOR BSURG, NDHQ
EXCLUSIVE FOR DGMC, MARCOM EXCLUSIVE FOR COMD
SUBJ: MEDICAL PROFILES

```

- (2) Eyes Only. Eyes only messages contain information not releasable outside the nations, activities or alliances indicated. These messages shall be classified, or designated PROTECTED B or higher. Country designations shall be separated by one oblique stroke,

Example:

```
FROM 39 CBG HQ VANCOURVER
TO 1 DMBG SIGS EDMONTON//COMD//
    1 CRPG YELLOWKNIFE//COMD//
S E C R E T CAN/UK EYES ONLY COMD 0001
SIC _____ etc
```

- (3) Cryptosecurity. Messages containing cryptographic information require the use of this term. These messages are always classified and handled only by designated personnel,

Example:

```
FROM COMMCEN OTTAWA
TO COMMCEN NORTH BAY//SSO SIGS//
    COMMGP ESQUIMALT//SSO SIGS//
    COMMREGT CHARLOTTETOWN//SSO SIGS//
    735 COMMREGT WINNIPEG//SSO COMM//
S E C R E T CRYPTOSECURITY D COMSEC 21
SIC _____ etc
```

101. Text. The text block begins with the originator's address and ends before the distribution block:

- a. Addresses. There are three types of addresses: the originator's (FROM), the action (TO) and the information (INFO). They are the first elements of information included in the text block. To and/or information addresses may take a number of forms from a single or multiple addressee to an AIG. Addresses identification in messages are composed of two parts;
- (1) Message Addresses. To ensure correct addresses are used, refer to the CF Address Help File on the DIN including NDHQ Ottawa OPI. Message addresses are contained in reference Q and are followed by appointment or office designators. A multiple address message is sent to two or more addressees with at least one action addressee designated. The number of addresses shall be kept to a minimum. Non-Canadian addresses may be obtained from incoming correspondence or the COMCEN,

- (2) Appointments or Office Designators. Appointments or office designators shall be separated from the message address by two oblique strokes and be followed by two oblique strokes. When there is more than one designator for a message address, they shall be separated by a single oblique stroke. The same message address may appear as both the action and information addressee. The office designators shall not be used with "EXCLUSIVE FOR" messages.

Example:

```
FROM NDHQ CMS OTTAWA
TO   CDA HQ KINGSTON//OPI//
INFO CDA HQ KINGSTON//OPI/OCI//
```

b. AIGs, ZEN and XMT;

- (1) Address Indicating Group (AIG). An AIG is a form of address representing a predetermined and frequently occurring group of addresses. AIGs are used to reduce the size of the address portion of a message, thus improving handling speed. Two or more AIGs may be used on the same message,
- (2) ZEN. When necessary to indicate to a recipient that another recipient will receive a copy of the message by non-electronic means, the term ZEN is typed 1 space after the address, or one space after the second pair of oblique strokes when office designators are used. It is the originator's responsibility to forward the message by other means,

Example: In the following example, MDC Ottawa is responsible to forward a copy of the message to SSO COMM and D COMSEC. The communication centre will exclude sending a copy to CFDC.

```
FROM NDHQ MDC OTTAWA
TO   NDHQ CMS OTTAWA//SSO COMM//ZEN
      AIG 2654
INFO NDHQ ADM IE OTTAWA//D COMSEC//ZEN
XMT  CFDC BORDEN
```

- (3) XMT. Exempted address(es) occurs when an originator wishes to exclude one or more addresses from an AIG. When addresses are exempted from an AIG, the term XMT prefaces it. Any exempt addresses are always listed last. Excessive deletion may outweigh the advantages of using an AIG. Note: you cannot exempt a unit on a general message like MARPACGEN.

102. Security Classification/Designation. The assigned classification is typed two line feeds below the last address and is followed by the originator's number. All classifications are to be typed in full and double spaced with the exception of UNCLASSIFIED which is typed UNCLAS and not double spaced. Designations are not double spaced and are typed as PROTECTED A etc.

Example: If a classification is used, one blank space shall appear between each letter.

```
UNCLAS DCOMP D 001  
C O N F I D E N T I A L DFORCE 010  
PROTECTED A
```

103. Subject Indicator Code (SIC). SICs must be used for messages addressed to NATO, Australian, New Zealand or MARCOM units or formations. Should multiple addressee requirements dictate, or if the method of internal distribution at the address(es) is not known, originators may use both SIC and appointment or office designators. When SHD(s) to WT(s) are used in conjunction with a SIC, the first SIC shall be AAA, followed by an oblique stroke and appropriate SIC(s).

104. Message Delivery Instructions. Message delivery instructions are used when such instructions cannot be indicated by using office designators after the "TO" and "INFO" address. These will be placed in the line below the security classification/designation and originator's number. Limitations may occur in exclusive messages, AIG, general messages, etc. (e.g. WINNIPEG FOR BCOMD).

105. Subject Line. Normally the subject line (i.e. "SUBJ:...") is a concise subject heading. The subject line may be omitted if it causes an unclassified message to be classified, if it will increase noticeably the length of a short message, or if the subject is readily apparent in the first line of text.

106. Message Content. The text is double spaced. There shall be no more than 69 characters per line. There shall be no more than 19 double spaced lines per page including the "FROM" and "TO" lines. Blank lines within the text are not permitted. The first character of type should fall next to but not touching the left boundary. Subsequent pages start at the top of the text block. The "FROM" and "TO" printed on continuation pages may be overtyped. Repeat A word may be repeated to ensure clarity (i.e. MIYAZAKI REPEAT MIYAZAKI). Abbreviations, short titles and letters shall be spelled in full, not repeated, when added clarity is required.

107. Sequence of Text Elements. The following sequence should be used by message originators when organizing the elements of the text. If an element listed is not required, the order of appearance is adjusted accordingly. Note: the first four elements appear on the first line separated by a single space:

- a. security classification and designation;
- b. SHDs or WTs, e.g. EXCLUSIVE or EYES ONLY will be repeated;
- c. originator's number in full;
- d. SIC (is the only element on the second line);
- e. message delivery instructions (e.g. for BCOMD);
- f. bilingual message identification;
- g. "EXERCISE" name;
- h. subject line;
- i. reference line;
- j. message content; and
- k. "EXERCISE EXERCISE EXERCISE".

Distribution

108. Distribution Block. This block is used to show internal distribution. It is the responsibility of the originator to make this distribution. There are no rules for layout or spacing within the distribution block. If there is insufficient space for a distribution list or extra signing authorities, it is permissible to expand this area. Type a horizontal dotted line across the form on the fourth double space below the last line of text and use this expanded area for distribution and signatures. It is also permissible to use blank space to the right of the boundary line, to the right of the vertical dashed line at 12 pitch, or at the bottom of the sheet.

109. Drafter. This block shall contain the drafter's initials, name, rank, appointment and telephone number.

110. Releasing Officer. This block shall contain the releasing officer's initials, name, rank, appointment, telephone number and signature.

111. Special Instructions. This block is used to convey additional information, such as «MINIMIZE CONSIDERED», to message centre personnel.

112. Urgency. In urgent situations, an unclassified or protected message may be telephoned, faxed or electronically forwarded to COMCEN for subsequent transmission over the ADDN.

Readdressing

113. To readdress a message to authorities not included in the original address, complete form CF/C58, Message Readdressal, NSN 7530-21-904-3605 and forward to COMCEN. Changes to the text are not permitted. SICs may be amended as required. Messages bearing the term EXCLUSIVE shall not be readdressed

PART VI – EXAMPLE

Example of a Letter to a DND/CF Addressee

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

PROTECTED A (Unclassified less enclosures)

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

Classification/Designation, if necessary.

*Leave 5 blank spaces before the month for
the date to be penned in, if applicable.*

1000-1 (Admin O)

5 February 2011

Half-inch indents.

Distribution List

LETTER TO DND/CF ADDRESSEE

References: A. CFAO 62-6
B. NDHQ OTTAWA J2 005 271200Z JAN 11 (enclosed)
C. 1000-1(B Admin O) 2 January 2011 (enclosed)

1. This is an example of a letter to DND/CF addressees. The security marking, if required, is placed at a one inch margin from the top and bottom. Other conventions in the layout of the head of a letter are as follows:

- a. the originator's address, CFSAL is to be typed as detailed in the Canadian Forces Addresses 19th Edition;
 - (1) file number, suffix, date and distribution list are as per PART II on convention and layout, and
 - (2) the subject line is fully capitalized and underlined, it should not extend beyond the center of the page. If there is more than one line in the subject, only the bottom line is underlined,
- b. if a letter contains a service number, the designation PROTECTED A shall appear one inch from the top and bottom of the page; and
- c. it is not necessary to number a single page, however, if you have more than one page, they must be numbered.

2. The body of the letter includes the references and the text. Note that a salutation is not to be used in a letter to DND/CF addressees.

1/3

PROTECTED A (Unclassified less enclosures)

1. inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

PROTECTED A (Unclassified less enclosures)

3. The close of a letter of this type consists of everything below the last line of the body. This includes the signature block, annexes and appendixes, enclosures and distribution list. This example should give you some idea of how they all should look when properly written.

4. Acronyms, abbreviations and short titles should not be used unless there is no doubt that they will be understood by all. Otherwise, they will be spelled out in full and then followed by the acronym.

5. A signature block should never be on a page by itself. All letters leaving the Base, Unit or Ships should be signed by or for the Base Commander, Commandant or Commanding Officer. There are five clear spaces between the last line of the body and the first line of the signature block.

6. All DND correspondence shall follow a logical sequence including an introduction, development of the subject matter and a conclusion. The body 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, typographical, and grammatical errors.

I.M. Bloggins
Lieutenant-Colonel
Commandant
705-424-1200 extension 5565

Annexes:

Annex A Example of an Annex A
Appendix 1 Example of an Appendix to Annex A
Annex B Example of an Annex B
Appendix 1 Example of an Appendix to Annex B
Appendix 2 Example of Another Appendix to Annex B

} These are not shown in the examples.

Enclosures: 2

Distribution List (page 3)

2/3

PROTECTED A (Unclassified less enclosures)

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

PROTECTED A (Unclassified less enclosures)

Distribution List

Action

Director Military Careers Administration
National Defence Headquarters Ottawa
101 Colonel By Dr
Ottawa ON K1A 0K2

Information

External

Director General Materiel Systems and
Supply Chain
National Defence Headquarters Ottawa
101 Colonel By Dr
Ottawa ON K1A 0K2

Internal

Secur O
Ops O

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

3/3

PROTECTED A (Unclassified less enclosures)

Example of an Annex

(This example uses 10 pt for demo purposes only, actual documents should be Times New Roman 12 pt)

PROTECTED A (Unclassified less enclosures)

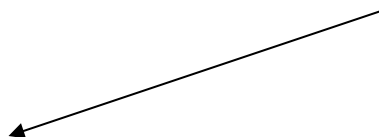
Annex A
1000-1 (Admin O)
5 February 2011

← *The relationship to the parent document is shown in the header on only the first page of the Annex.*

EXAMPLE OF AN ANNEX A

1. Annexes are pages supplementary to the main document. They are used only when writing a letter to DND/CF addressees. Some conventions are:
 - a. annexes are supplementary documents that amplify or explain the parent document;
 - b. annexes are used when the inclusion of all the detail in the body of the document would be cumbersome;
 - c. annexes shall be lettered consecutively in capitals (i.e. A, B, C, etc.); and
 - d. annexes shall have their own title headings.
2. Annexes must be referred to in the body of the correspondence.
3. The annex header is only required on the first page of the annex. A single annex is Annex A.
4. When page numbering an annex, it is typed as such:
 - a. A - 1/5 meaning Annex A page 1 of 5 pages; and
 - b. C - 3/15 meaning Annex C page 3 of 15 pages.

Note that there is no page number shown as there is only one page to this annex.



PROTECTED A (Unclassified less enclosures)

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

Example of an Appendix

1 inch left-hand margin.	<p><i>(This example uses 10 pt for demo purposes only, actual documents should be Times New Roman 12 pt)</i></p>	1 inch margin for top, bottom and right-hand margin.
	<p><u>PROTECTED A (Unclassified less enclosures)</u></p> <p>Appendix 1 Annex A 1000-1 (Admin O) 5 February 2011</p> <p style="text-align: right;"><i>The relationship to the parent document is shown in the header on only the first page of the Appendix.</i></p> <p><u>EXAMPLE OF AN APPENDIX TO ANNEX A</u></p> <p>1. Appendices are pages supplementary to the annex. They are used only when writing a letter to DND/CF addressees. Some conventions are:</p> <ul style="list-style-type: none"> a. appendices are supplementary documents that amplify or explain the annex; b. appendices are used when the inclusion of all the detail in an annex would be cumbersome; c. appendices shall be numbered consecutively in Arabic numerals (i.e. 1, 2, 3, etc.); in the order that they appear in the body of the parent annex; and d. appendices shall have their own title headings. <p>2. When an annex has appendices attached, they must be referred to in the body of the annex.</p> <p>3. The appendix header is only required on the first page of the appendix. A single appendix is Appendix 1.</p> <p>4. When page numbering an appendix it is written as such:</p> <ul style="list-style-type: none"> a. A1 - 1/5 meaning Annex A Appendix 1 page 1 of 5 pages; and b. C2 - 3/15 meaning Annex C Appendix 2 page 3 of 15 pages. <p style="text-align: right;">A single-page appendix is not page numbered. This is only shown for example purposes. It means Annex A Appendix 1 page 3 of 4.</p> <p>A1 - 3/4</p> <p><u>PROTECTED A (Unclassified less enclosures)</u></p>	

Example of Bilingual Correspondence

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

1 inch left-hand margin.	2nd Princess Patricia's Canadian Light Infantry PO Box 5000 Stn Main Shilo MB R0K 2A0	2e Princess Patricia's Canadian Light Infantry CP 5000 Succ Main Shilo MB R0K 2A0	1 inch margin for top, bottom and right-hand margin.
	5301-2 (Adj1)	5301-2 (Capt Ajdt)	
	21 February 2011	21 février 2011	
	Distribution List	Liste de distribution	
	<u>BILINGUAL CORRESPONDENCE</u>	<u>CORRESPONDANCE BILINGUE</u>	
	1. Bilingual documentation shall be issued simultaneously in both languages with the English and French versions being of equal quality. This may be done using side-by-side layout. The conventions are the same for documents produced in English or French; however, if a side-by-side layout is used, corresponding elements shall begin on the same line in both languages.	1. La correspondance bilingue doit être distribuée simultanément dans les deux langues et les versions française et anglaise doivent être de la même qualité. Les conventions sont les mêmes, soit en français ou en anglais; cependant, si on utilise un plan de côte à côte, les éléments correspondants commencent sur la même ligne dans les deux langues.	
	2. Security markings (when required) shall be shown at the top and bottom of the page in both official languages.	2. La cote de sécurité (si requise) est indiquée au haut et au bas de la page dans les deux langues officielles.	
	Le commandant, <i>I.M. Bloggins</i> I.M. Bloggins Lieutenant-Colonel Commanding Officer		
	Distribution List	Liste de distribution	
	Chief of the Land Staff MGen George R. Pearkes Bldg 101 Colonel By Dr Ottawa ON K1A 0K2 Commandant Royal Military College of Canada PO Box 17000 Stn Forces Kingston ON K7K 7B4	Chef d'état-major de l'Armée de terre Édifice Mgén George R. Pearkes 101 PR Colonel BY Ottawa ON K1A 0K2 Commandant Collège militaire royal du Canada CP 17000 Succ Forces Kingston ON K7K 7B4	

Example of a Letter to the Public



(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)

17 Wing
PO Box 17000 Stn Forces
Winnipeg MB R3J 3Y5

2900-1 (B Admin O)

8 March 2011

Mr NV Church
President
ACME Paper Supply
Ottawa ON K1A 2G5

Dear *Mr Church,*

Left blank so that it can be
penned in at the time of signing.

Correspondence to the public is used to communicate with civilians and should normally be restricted to one subject. If additional addressees are required, be they Department of Nation Defence (DND)/Canadian Forces (CF) or public, they shall be shown below the signature block under the heading “c.c.”. This form of correspondence is also utilized when writing to former military members. When addressing former Officers or non-commissioned members (NCMs) of the CF, the form of address shall be rank, initials, name and decorations, followed by “(Retired)” or “(Ret’d)”.

The first page is produced on DND letterhead with the left margin 1.5 inches, to allow the text to line up with the script of the letterhead. The document is left justified. The unit address is placed on the second line, leaving one blank line under the letterhead. Each subsequent element of the document is separated by one blank line.

Subparagraphs are indented so that the statement is easily identified.

Second and subsequent subparagraphs should maintain the same format and be separated from each other by one blank line.

The letter should end with a complimentary close such as “Yours truly” or “Sincerely,” and the appropriate signature block. Five blank lines shall be left between the complimentary close and the signature block in order to ensure that there is sufficient space for the signature.

Annexes are not used, but enclosures are permitted. Enclosures should be listed after the signature block and must be referred to in the body of the letter.

The completed letter should be submitted for signature through the chain of command.

1/2

1.5 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

The following practices are recommended when writing a letter to the public:

When preparing a reply, the letter being replied to should be identified at the beginning (e.g. "Thank you for your letter of 3 January 2011 concerning...").

Write in a simple style, avoiding long words and sentences, colloquialisms, complicated grammar and excessive use of "I" or "we". Instead of "I" or "we", use "The Department..." or "it is recommended...".

The use of abbreviations and acronyms should be kept to a minimum and, if used, the meaning of all but the most common ones should be written in full the first time they are used. Unless common abbreviations or acronyms are used three or more times in a document, they should be written in full each time.

Yours truly,

J Walker

J. Walker
Colonel
Wing Commander

Enclosure: 1

c.c.

Mr. U.R. Timing
Chairman
Kit Kat Industries
1112 Street
Edmonton AB T4V 5G8

Lieutenant Colonel U.R. Gone (Retired)
PO Box 2000
Clydesville NS B2X 3R7

Base Administration Officer
Canadian Forces Base Winnipeg
PO Box 17000 Stn Forces
Winnipeg MB R3J 3Y5

2/2

1.5 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

Example of a Memorandum

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

Memorandum

1000-1 (CC)

2 Mar 11

Cmdt (through Adjt)

MILITARY CORRESPONDENCE

Refs: A. 1000-1 (Adj) 1 Feb 11 (encl)

B. CFAO 2-15

1. Correspondence to military addressees of a routine nature is used for communications between addressees within the same unit. The tone is business like and to the point, but is at the discretion of the originator, depending on the purpose, the reader and the writer. Routine documents create the written record.
2. Routine military documents are prepared on standard white bond paper (8.5 X 11) with full use of abbreviations and acronyms. The level of signing authority should be given careful consideration to ensure that the document is approved at the appropriate level.
3. The document is left justified. The heading "Memorandum" will be used at the top of the doc. The remaining white space may be used for minutes.

I.B. Grouchie
WO
CC
5566


Encl: 1

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

Example of a Minute Sheet

*(This example uses 11 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

 MINUTE SHEET - NOTE	DESIGNATION - DESIGNATION <i>Same as letter/memo</i>	SECURITY CLASSIFICATION - COTE DE SÉCURITÉ <i>Same as letter/memo</i>
	FILE NO - NO DE DOSSIER <i>Same as letter/memo</i>	
SUBJECT - SUJET <i>Same as letter/memo</i>		DATED - DATÉE <i>Same as letter/memo</i>
REFERRED TO TRANSMISE À (2) B Comd	REMARKS - REMARQUES (TO BE SIGNED IN FULL SHOWING APPOINTMENT, TELEPHONE NUMBER AND DATE) (ATTACHÉ DE SIGNATURE, FONCTION, NUMÉRO DE TÉLÉPHONE ET DATE)	
	<ol style="list-style-type: none"> 1. A minute sheet is used to add information/comments to a piece of correspondence when a simple annotation on the original is not practicable. 2. The designation or security classification of the minute sheet is the same as the original piece of correspondence. 3. The file number, subject and date also refer to the information on the original piece of correspondence. 4. The number “2” in brackets signifies that this is minute number two (minute one being the original piece of correspondence). The signature block shall include all the information below, as well as the date it is signed. I.M. Minuted LCdr B Admin O 4444 26 May 11	
DND 317 (3-90) 7530-21-904-3144		

Example of a Memorandum With A Minute

(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)

Memorandum

5500-1 (B Admin O)

21 May 11

Distr List

REMAINING ANN LEAVE

Ref: 5500-1 (B Admin O) 23 May 11

1. As dir at ref, all Base pers shall have no more than 15 days ann leave remaining after 31 Aug 11.
2. Confirm all pers within your AOR will meet the above direction.

I.M. Signing
LCol
B Admin O
5555

Distr List

TO
Sup O
Ops O

(2) B Admin O

All pers in my section will
be in compliance.

J. Bloggins
J. Bloggins
Capt
Ops O
6666
26 May 11

(1)

Minutes are normally
handwritten onto the
correspondence.

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

Example of E-Mail Considered Official Correspondence

<p><i>(This example uses 10 pt for demo purposes only, actual documents should be Times New Roman 12 pt)</i></p>	
<p>From: Bud.IM@forces.gc.ca To: Whiz.G@forces.gc.ca Cc: Kay.O@forces.gc.ca Bcc: Clk.CR@forces.gc.ca Subject: PROTECTED A STANDARD E-MAIL MESSAGE FORMAT</p>	<p>Sent: Wed 2011-12-28 10:18 AM</p>
<p><u>PROTECTED A</u> ←</p> <p>1000-1 (COS)</p> <p>Refs: A. Love IM Col (B Comd) e-mail 21 Feb 11 09:37 hrs (NOTAL) B. CFAO 2-15</p> <ol style="list-style-type: none"> 1. In keeping with Departmental policy, all official correspondence must be assigned a file number with all minutes attached. This policy also includes official correspondence staffed via e-mail. It is understood that the majority of e-mails are of a minor administrative nature and no further action needs to be taken. For guidance, any e-mails which comment on policy, define a position, are linked in a decision making process or are otherwise deemed important, are not considered a transitory document, and therefore must be retained on file. 2. Any e-mail forwarded to non e-mail addressees will be identified immediately following the signature block under a DISTR LIST that is typed manually. All text shall be flush left-aligned. A file number must be used IAW file management practices. 3. All signature blocks for e-mails are to be positioned six spaces below the body, flush left. The term <i>//Original signed by//</i> shall be entered over the signature block by the releasing/approving authority indicating that a hard copy has been signed. 4. The same conventions are utilized for e-mails as for other methods of correspondence. External is in letter format, internal may be in memorandum format or documents may be attached and the e-mail may be used as a minute sheet. 5. Classified/designated processing of any electronic documents MUST be done on specifically designated, departmentally approved PCs and in accordance with information management and security regulations. All classified/designated e-mails are to contain the security classification/designation, as applicable, at the beginning of the subject line, and again before the first and after last line of text in the e-mail. <p>I.M. Bud Commander Capitaine de frégate Chief of Staff Chef d'état-major Canadian Forces Base Esquimalt Base des Forces canadiennes Esquimalt National Defence Défense nationale Marcel.Bud@forces.gc.ca Telephone Téléphone 705-363-4001 Facsimile Télécopieur 705-363-5665 Cell Téléphone Cellulaire 705-812-5819 Government of Canada Gouvernement du Canada</p> <p><u>PROTECTED A</u></p>	<p><i>Classification/Designation, if necessary. See para 5 of text.</i></p>

Example of an Order

	<p><i>(This example uses 10 pt for demo purposes only, actual documents should be Times New Roman 12 pt)</i></p> <p>Canadian Forces Base Esquimalt PO Box 17000 Station Forces Victoria BC V9A 7N2</p> <p>1110-1 (B Ops O)</p> <p><i>16</i> February 2011</p> <p>Distribution List</p> <p>TASKING ORDER <u>VICTORIA DAY PARADE</u></p> <p>Reference: MARPACORD 61-10</p> <p><u>SITUATION</u></p> <p>1. The City of Victoria will host the annual Victoria Day Parade Saturday, 21 May 2011. The Comd MARPAC/JTFP, RAdm I.M. Smart, will be the reviewing officer.</p> <p><u>MISSION</u></p> <p>2. MARPAC/JTFP will provide ceremonial support comprising of a Parade Commander, two 30-person marching contingents, the Naden Band and on-site logistical support.</p> <p><u>EXECUTION</u></p> <p>3. General. The parade will form up at the corner of Douglas St and Finlayson St as indicated at Annex A. The parade route will proceed along Douglas St, pass the reviewing stand at Centennial Square and conclude at Courtney St.</p> <p>4. Tasks. The following units shall provide the service number, rank and surname of participants in the parade to the BCPO Clk, PO2 Bloggins, NLT 16 May 11 for the following positions:</p> <ul style="list-style-type: none">a. MARPAC. Naden Band;b. CFFSE; <p>(1) Company Commander - 1 x LCdr/Maj/Lt(N)/Capt,</p>	
1 inch left-hand margin.		1 inch margin for top, bottom and right-hand margin.
	1/4	

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

- (2) Platoon Warrant - 2 x PO/WO/Sgt,
- (3) Marching Contingent - 48 x MS & below; and

c. NOTC. Ushers - 4 x junior officers.

5. Coordinating Instructions:

a. Dress. DEU No 1A for participants;

b. Timings. Saturday, 21 May 2011;

- (1) 0630-0730 hrs - Breakfast for Marching Contingent, Naden Band and parade staff in Nelles Block cafeteria,
- (2) 0715 hrs - BMP to transport dais and chairs to Victoria City Hall,
- (3) 0745 hrs - Marching Contingent muster in Naden Drill Deck,
- (4) 0750 hrs – 7-pax van to pickup 4 x NOTC Ushers from VAdm Collier Bldg main entrance and transport them to Victoria City Hall. Ushers to be picked up on completion of the parade,
- (5) 0800 hrs - Buses and staff car to depart Naden Drill Deck for Mayfair Mall,
- (6) 0815 hrs - All units to muster at Mayfair Mall. Timings are to be strictly adhered to, as the Military Contingents will be leading the parade,
- (7) 0830 hrs - All units to form up in accordance with Annex A,
- (8) 0900 hrs - Parade steps off,
- (9) 0915 hrs – Reviewing Officer arrives at the reviewing stand, and
- (10) O/C (approx 0930 hrs) - All units will proceed to Humboldt St, where the military participants will be dismissed. Units will RV with transport at that location.

SERVICE SUPPORT

6. Transportation. TEME shall provide the following vehicles with drivers:

2/4

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1 inch margin for top, bottom and right-hand margin.

(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)

- a. 1 x 7-pax van;
- b. 1 x 7-ton truck (BMP);
- c. 1 x staff car (BRCPO);
- d. 2 x 40-pax buses; and
- e. 1 x 1-ton recruiting truck.

7. Logistics. BMP shall provide and set-up the reviewing stand and 100 chairs in front of Victoria City Hall. Take-down on parade completion.

8. Imaging Svcs. Base Imaging section shall provide one Image Tech to take pictures.

9. Food Svcs. BFoods shall provide breakfast in Nelles Block cafeteria for Marching Contingent, Naden Band and parade staff (approx 80 personnel). Nominal roll to follow.

10. Public Affairs. BPAO to provide CH TV an information package describing each of the military participants.

COMMAND AND SIGNALS

11. B Comd, CFB Esquimalt is the coordinating authority for the military portion of the Victoria Day Parade. The following positions shall coordinate activities as indicated:

- a. parade coordination –OR Clk – 705-363-5516; and
- b. public affairs coordination- BPAO – 705-363-4371.

I.M. Ready
Colonel
Base Commander

Annex:

Annex A Victoria Day Parade - Military Marshalling Area

} This annex is not shown
in the example.

Distribution List (page 4)

3/4

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

Distribution List

External

MARPAC
Dent Det
11 Svc Bn
443 MH Sqn
4 CRPG
5 BC FD Regt
74 CommGp
741 Res CommSqn
FMF Cape Breton
JRCC

Internal

Base Branch Heads
Base Branch Chiefs
BPAO
B Maint O
B Foods O
B Secur O

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Example of an Agenda

1 inch left-hand margin.	<p><i>(This example uses 10 pt for demo purposes only, actual documents should be Times New Roman 12 pt)</i></p>	1 inch margin for top, bottom and right-hand margin.								
	<p>CFB Esquimalt</p> <p>1000-1 (B Admin O)</p> <p><i>10</i> Mar 11</p> <p>Distr List</p> <p>AGENDA FOR ADMINISTRATION WORKING GROUP TO BE HELD IN THE BCOMD <u>CONF RM 0900 HRS 18 MAR 10</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>AGENDA ITEM</u></th> <th style="text-align: left;"><u>SPONSOR</u></th> </tr> </thead> <tbody> <tr> <td>1. Title Format</td> <td>B Admin O</td> </tr> <tr> <td>2. Military Format</td> <td>B Ops O</td> </tr> <tr> <td>3. Use Paragraph Numbers</td> <td>B Secur O</td> </tr> <tr> <td>4. Sponsor/OPI Column</td> <td>B Admin O</td> </tr> </tbody> </table> <p>R.K. Jones Sgt B Comd Exec Clk 2236</p> <p>Distr List</p> <p>B Admin O B Ops O B Secur O</p>		<u>AGENDA ITEM</u>	<u>SPONSOR</u>	1. Title Format	B Admin O	2. Military Format	B Ops O	3. Use Paragraph Numbers	B Secur O
<u>AGENDA ITEM</u>	<u>SPONSOR</u>									
1. Title Format	B Admin O									
2. Military Format	B Ops O									
3. Use Paragraph Numbers	B Secur O									
4. Sponsor/OPI Column	B Admin O									

Example of Minutes of a Meeting

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

CFB Comox

1180-1 (Secretary)

20 Mar 11

Distr List

UNIT FUND COMMITTEE MEETING 2/11
HELD IN THE HQ CONF RM 0900 HRS 18 MAR 11

Chairperson: Maj TK Brul, B AdminO
Members: Capt FP Arharrae, Offr Rep
WO G Boe, NCM Rep
Sgt WC Fields, Treasurer
MCpl E Murphy, Entertainment Rep

Absent

Secretary: Cpl SD Payne, B Admin O

In Attendance: Capt TP Miser, B Compt

Refs: A. 1180-4 (B Compt) 16 Feb 11 (encl)
B. NPF Capital Expenditure Report 14 Feb 11 (encl)

INTRODUCTORY REMARKS

1. This first paragraph of the minutes should describe the purpose of the conference or meeting.

DISCUSSION

ACTION BY

GROUP HEADING

2. The security classification or protected designation of the minutes as a whole shall be that of the highest classified or protected item. NCM Rep

FORMAT OF MINUTES

3. This example is in the recommended format for minutes of a meeting or conference. Chairperson

1/2

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

DISCUSSION

ACTION BY

4. Members. Dependant upon the type of meeting, members are generally listed in order of seniority. If equal in seniority, they are then listed alphabetically. In meetings such as LMRCs, members are listed alphabetically as they are all equal in their role within the committee.

None Required

5. Decisions. A list of decisions is an appropriate tool to use in some cases.

Treasurer

6. Action By. The use of an “Action By” column is encouraged as it indicates the assignment of responsibility by appointment, opposite each discussion item. If no action is required, the phrase “None Required” may be recorded.

None Required

7. Signing. When the approval of a higher authority is required for the minutes, the signature block of the approving authority shall follow that of the Secretary.

Chairperson

ADJOURNMENT

8. The meeting was adjourned at 1000 hrs. The next meeting will be held in (location) at (date and time).

{ 5 spaces from last line of text }

T.K. Brul
Maj
Chairperson
2223

{ 5 spaces from signature block above }

S.D. Payne
Cpl
Secretary
2224

Distr List

Action

All Members

Info

B Comd

2/2

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

Example of a Briefing Note

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

SECURITY MARKINGS (if required)

BRIEFING NOTE FOR XXXXXX

SUBJECT OF BN

ISSUE

1. The issue paragraph (2-3 lines) introduces the issue and provides a clear statement of the intent of the BN. The time-sensitive nature to the BN should be indicated here, if applicable.

BACKGROUND

2. This section explains why the BN was written. The main title is underlined and capitalized. The subject line and other sub-titles are capitalized.

DISCUSSION

3. The discussion is an examination by argument with essential information. BNs should run one page, two at the most and should be accompanied by an electronic copy on a diskette.

4. A half-inch indent is used after each paragraph number. The page number is positioned in the bottom left corner of each page. If the BN is classified/designated, the classification/designation should be listed as the uppermost and lowermost items on the page. In the interest of clarity, acronyms and abbreviations should be avoided.

5. The BN is not a decision document and therefore should not include recommendations, but may include options and options analysis. Any recommendations and/or decisions sought should be included in the covering letter or memorandum.

CONCLUSION

6. This section summarizes and focuses on the issue at hand and should be kept brief.

Prepared by: Name, Rank, Title, Telephone number
Reviewed by: Name, Rank, Title, Telephone number
Approved by: Name, Rank, Title, Telephone number

Date prepared:

Annex: If included, annexes are to be listed at the bottom of the BN. Extraneous documents not referred to in the BN should not be included.

SECURITY MARKINGS (if required)

1 inch left-hand margin.

1 inch margin for top, bottom and right-hand margin.

Example of a Service Paper

*(This example uses 10 pt for demo purposes only,
actual documents should be Times New Roman 12 pt)*

AIM

1. The service paper is the most common form of writing for the presentation of matters for staff consideration. It is used primarily to present analyses of problems and/or to recommend courses of action. The document should have one aim that is an explicit statement of the purpose of the paper.

INTRODUCTION OR BACKGROUND

2. It is an introductory treatise on the subject of the paper and may include:
- a. the terms of reference or scope;
 - b. explanatory or contributory information or circumstances on which the argument in the paper is based (why the paper was written);
 - c. an outline or brief statement of problems to be solved; and
 - d. if relevant, the appointments or authorities consulted during the preparation of the paper.

DISCUSSION

3. It is an examination by argument. It contains all essential information extracted from the source files, with reference to relevant documents as necessary. In this section, it is appropriate to use headings that clarify the presentation of the argument or discussion.

CONCLUSION

4. It is the summing-up of an argument. It is appropriate to summarize the preceding discussion before listing conclusions. Never introduce new material arguments or discussions in the conclusion.

RECOMMENDATION

5. It advises a course of action. Recommendations are not always necessary. If the recommendations are long and complicated, this section should contain only a summary of recommendations, and the details should be relegated to annexes.

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1 inch margin for top, bottom and right-hand margin.

Sample Message
From DND Message Drafter Program

UNCLAS 5707-2 (CFFM)

01 02 080948Z OCT 11 RR UUUU UUUU CFFM 034

NDHQ DGMP OTTAWA

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 32 MOC 651 ADVISOR WILL BEGIN HIS

RETIREMENT LEAVE ON 15 NOV 11

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

A. 13 NOV 11 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 11

VCDS
ADM(MAT)
CFSU(O)

ISmart

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

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

HFire

First addressee listed is the FROM addressee.

Subsequent addressees are TO unless preceded by the term INFO.

Ensure you place the ZEN right after the // (There is to be no spaces.)

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)

UNCLAS

Sample Message

Released by Message Centre sent via OCR

RAAUZYUW RCCLHAV6020 2811632-UUUU--RCEOCEA RCEOOQA RCEQCFA RCEQPSA.
ZNR UUUUU ZOC
RUETITF T CFIOGHQ DET FORT GEORGE G MEADE MD
R 080948Z OCT 11
FM NDHQ DGME J3 ENGR OTTAWA
TO HMCS ATHABASKAN//XO//
AIG 1704
BT
UNCLAS CFFM 034
SIC WAH

Used to write message references:

NDHQ DGME J3 ENGR OTTAWA CFFM 034 080940Z OCT 09
(from address) (Msg #) (DTG)

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 09

2. A LUNCHEON IN JOE S HONOUR WILL BE HELD 13 NOV 09 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 09

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 09

2. IL Y AURA UN DINER EN L HONNEUR DE JOE LE 13 NOV 09 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 09

BT

#6020

BAU554 DELIVERED 2811705 804511

ALTERNATIVE DELIVERY FOR RI RCEQCFA

PART VII – ABBREVIATION

Root Word

1. Abbreviations must be written as identified in the Terminology Bank or the Manual of Abbreviations:
 - a. the abbreviation is based on the root word, and
 - b. it does not change to suit the word it is replacing (eg. follow = fol, following = fol, followed = fol)

Defence Terminology Bank

The screenshot displays the Defence Terminology Bank search interface. At the top, there is a search bar containing the word 'immediate'. To the right of the search bar are dropdown menus for 'Source Language: English' and 'Target Language: French', and a 'TermBase: DTB Main3' dropdown. A 'Logout' link is visible in the top right corner. Below the search bar is a 'Search' button and a '< Previous' navigation link. On the left side, a list of search results is shown, with 'immediate' selected. The main content area displays 'Record 719' with the domain 'General-General Terminology'. The record details are as follows:

English
immediate
Grammar : adjective Type : term Status : : approved Authority : CLS Date : 1/30/1995 Usage : Canada Source : DND/CF Manual of Abbreviations;Repertory of the Army French Terminology Committee
English
immed
Type : abbreviation Status : : approved Authority : CLS Date : 1/30/1995 Usage : Canada Source : DND/CF Manual of Abbreviations;Repertory of the Army French Terminology Committee

Pluralization and possessive

2. An excerpt from the Manual of abbreviation Part 1 Section 2 (12)

“In English, the plural is formed by adding an “s” to the end of the abbreviation, regardless of where it appears in the full term, e.g. “estimated times of arrival” is abbreviated as “ETAs”, not “EtsA” and “Chiefs of Staff” is abbreviated “COSs”, not “CsOS”. An apostrophe is used for the possessive case, e.g. “The Comd’s map was stolen” or “the annual COSs’ meeting was held at NDHQ”. In French, abbreviations are never pluralized, except for the word operations which become “ops”.”

Examples

year = yr, years = yrs
clerk = clk, clerks = clk

Defence Terminology Bank

The screenshot shows a search interface for the Defence Terminology Bank. The search term is 'year'. The source language is set to English and the target language is French. The term base is DTB Main3. The search results are displayed in a list on the left and a detailed view on the right. The detailed view shows two records for 'year': 'year' (Type: term) and 'yr' (Type: abbreviation). Both records are approved, from the ADM(IM) authority, dated 6/29/2006, and used in Canada. The source is the DND/CF Manual of Abbreviations.

Defence Terminology Bank

The screenshot shows a search interface for the Defence Terminology Bank. The search term is 'clerk'. The source language is set to English and the target language is French. The term base is DTB Main3. The search results are displayed in a list on the left and a detailed view on the right. The detailed view shows two records for 'clerk': 'clerk' (Type: term) and 'clk' (Type: abbreviation). Both records are approved, from the CLS authority, dated 1/30/1995, and used in Canada. The source is the DND/CF Manual of Abbreviations; Repertory of the Army French Terminology Committee.

3. Abbreviated base names:
 (eg. Canadian Forces Base Petawawa = CFB Petawawa YES
 CFB Petawawa = CFB Pet NO)

Defence Terminology Bank

CFB petawawa

 Source Language: English
 TermBase: DTB Main3
[Logout](#)

[Advanced Search](#)
[Search by record number](#)

 Target Language: French
 < Previous

◆ [CFB Petawawa](#)

Record 24051

Domain : Organization-CF Bases & Stations |

English

CFB Petawawa

Type : [abbreviation](#) | Status : [approved](#) | Authority : [VCDS](#) | Date : [11/15/1990](#) | Usage : [Canada](#) | Source : [VCDS](#) | Source document : [FMC 1150-110-/S1 \(FTC\), 15 November 1990.](#) |

English

Canadian Forces Base Petawawa

Type : [term](#) | Status : [approved](#) | Authority : [VCDS](#) | Date : [11/15/1990](#) | Usage : [Canada](#) | Source : [VCDS](#) | Source document : [FMC 1150-110-/S1 \(FTC\), 15 November 1990.](#) |