**INFO MEMO**

 (Insert Date Here)

UNSECNAV\_\_\_\_\_\_\_\_\_

FOR: SECRETARY OF THE NAVY

FROM: Major General Frederick M. Padilla, Staff Director, Headquarters Marine Corps (Full

 Name and Title)

SUBJECT: Info Memo Format (Use Title Case)

Reference: SECNAV M-5216.5

* The first bullet identifies what information is being provided and why. If forwarding a document, identify as TAB A.
* Second and subsequent bullets provide additional key points, as required; if background is attached, list as TAB A or sequentially, as appropriate.
* When using a reference line, annotate it as shown above. A single reference does not get assigned an identifying letter. Multiple references are assigned (a), (b), etc. The “R” in reference is the only letter capitalized. Use the reference line like the one above for a single reference or as explained below (\*\*) for multiple references in all Executive Correspondence.

COORDINATION: [TAB D] (or as applicable, the last tab) or [None]

Attachments:

As stated

\*\* If there is more than one reference, the reference line would look like the following:

References: (a) SECNAV M-5216.5

 (b) SECNAV M-5510.36

Prepared by: Author’s Name, Office Code and Telephone Number