OFFICE OF CIVILIAN DEFENSE
CIVIL AIR PATROL

TRAINING DIRECTIVE)
NO. 29)

NATIONAL HEADQUARTERS
WASHINGTON, APRIL 8, 1942

MILITARY CORRESPONDENCE

1. General

The purpose of this course of instruction is to acquaint members of the Civil Air Patrol with the fundamentals of military correspondence.

2. Text

The text material to be used in this course is presented on the following pages.

3. Distribution

Copies of this Directive will be distributed on the basis of four copies per Headquarters.

4. Requirement

All Command and Staff Officers and all other personnel handling Civil Air Patrol correspondence are required to take this course. All personnel concerned with the conduct of wartime correspondence should be familiar with the principles and mechanics of military correspondence.

5. Instruction Procedure

After each member concerned has read and thoroughly understood the text, conferences will be called for at least two class room instruction periods of one hour each, which will include general discussions and question-and-answer periods.

By direction of National Commander JOHNSON:

Harry H. Blee

HARRY H. BLEE
Colonel, Air Corps
Training & Operations Officer

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MILITARY CORRESPONDENCE, HOW CONDUCTED

1. Definition

The term "communication" includes official writings such as letters, memoranda, reports, indorsements, and telegrams.

2. Channels of Communication

a. The channels of communication correspond generally to the chain of command as will be noted in paragraph 13 b, below. However, to save time, reduce clerical work to a minimum, and effect decentralization of detail, unit commanders are authorized to correspond directly with the headquarters concerned on matters which pertain to their assigned responsibilities and which do not establish policies. Such correspondence may be with unit headquarters within the Civil Air Patrol or with command, staff or other officers in charge of Civil Air Patrol activities.

b. To the commander lowest in the chain of command who is capable of performing that function, is delegated the responsibility for taking appropriate action on any matters passing through his headquarters. It is important that every possible effort be made to delegate responsibilities to the lowest echelon which is capable of performing a particular function.

3. Courtesy in Correspondence

Official correspondence should be courteous in tone and free from any expression of a personal nature or that might give offense. Communications should be written according to the accepted rules of good English composition.

4. Replies to be prompt

As a general rule, all official communications will be answered within 24 hours. If a delay occurs, the communication will be acknowledged immediately and information furnished as to the cause of the delay and the probable date that reply will be made.

5. Preparation

An official communication will refer to one subject only. Letters of transmittal will be used only when necessary, and when used will refer only to the matter transmitted; none are required with routine reports, requisitions, etc.

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6. Letter-size paper

For all letters the paper used will be 8 x 10½ inches. When more than one sheet is used for a communication, including indorsements thereon, all will be of the same size. One side only of the paper will be used.

7. Unused margins

Unused margins of not less than the following widths will be left in each communication:

Top margin, first page	1 inch
Top margin, second and succeeding pages.....	1¼ inches
Left margin	1 inch
Right margin.....	3/4 inch
Bottom margin.....	1 inch

8. Folding

Letter paper, ordinarily, will be folded in three equal folds, parallel with the bottom, the lower fold over the face of the letter and the top fold toward the back of the letter.

9. Spacing

When typewritten, the body of a communication will ordinarily be single spaced with a double space between numbered paragraphs.

10. How arranged and fastened

For other than filing purposes the several parts of a communication ordinarily will be arranged and fastened together in the following order:

a. Original with pages in numerical sequence followed by original indorsements in numerical sequence, except that the last indorsement with copy or copies thereof will be on top.

b. Copy or copies, if any, of the basic communication followed by copy or copies, if any, of indorsements except the last, in numerical sequence.

c. Inclosures, if any, in numerical sequence.

11. Heading

a. Nothing but the heading will be written in the upper third of the first sheet of each letter. It consists of the following in the order given:

Designation of the headquarters
Reference file number if called for
Post office address
Date
Subject
To whom sent

b. For all letters to be signed by a subordinate, for or by order of a commander, the letter heading used will be that of the headquarters of such commander and it will not contain the title of any subordinate officer.

12. Body

a. The body begins just below the upper third of the first sheet. If a letter has several paragraphs they will be numbered consecutively in a single series with arabic numerals. If subparagraphs are required, they will be designated as follows, "1" being the assumed number of the paragraph:

1. a. _____
(1) _____
(a) _____

b. The several pages of a communication including the pages bearing indorsements will be numbered consecutively in a single series, midway, about one-half inch from the bottom.

13. Signature

a. The signature will ordinarily consist of the first name, middle initial and last name. Signatures will be made with pen and ink, or when necessary, with indelible pencil. Name signatures will be followed by the typewritten name, identical with the signature, followed by the duty assignment and designation of the unit.

b. Except as otherwise prescribed, a commander may require a suitable officer subordinate to himself to sign certain communications for him. When he does so, however, he is as fully responsible for a communication so signed as though he, himself, had signed it.

c. When a subordinate signs a communication for a commander, one of the following forms will be used:

(1) If to a higher commander: "For Wing Commander SMITH:

(4 spaces)

John Doe (signed)
JOHN DOE (typewritten)
Adjutant, Wing No. 41."

(2) If to a subordinate commander:

"By order of Group Commander SMITH:

(4 spaces)

John Doe (signed)
JOHN DOE, (typewritten)
Adjutant, Group No. 512."

14. Copies, number and disposition

a. Each typewritten letter will be made with at least two carbon copies, with enough extra carbon copies for offices through which the communication passes. One copy will be forwarded with the original of the communication to the office or headquarters of action, one copy will be inclosed for each intermediary office or headquarters of record through which the original communication is sent, and one copy will be retained for the records of the sending office. For example, a letter from a Squadron Commander to his Wing Commander, will be forwarded with an original and three carbon copies for distribution as follows:

(1) Original and first carbon copy - Wing Headquarters.

(2) Second carbon copy - Group Headquarters

(3) Third carbon copy - File, Squadron Headquarters

b. Except as otherwise prescribed and subject to the provisions of paragraph 2, above, communications, whether from a subordinate to a superior, or vice versa, will pass through intermediate commanders. This rule will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge and over which they are not expected to exercise control. It is incumbent upon the writer of the basic letter to determine the number of intermediate commanders through whom the letter will pass and to furnish one copy for the headquarters of each such commander. If a letter is addressed to a higher headquarters for action but is expected to be forwarded by that headquarters for further action, additional copies will be provided.

15. Indorsements

A military letter is answered by an "indorsement" which is made part of the letter. The width of an indorsement will be the same as that of the letter. The first indorsement will begin about ½ inch below the lowest element of the next preceding matter on the same page or at the top of the succeeding page. Indorsements follow one another serially with a space of about ½ inch between them if they are on the same page. They will be single spaced, with double space between paragraphs. Midway on the page

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appears the serial number of the indorsement. If called for, the file number appears in the upper left corner on the same line as the serial number. A double space is left between the serial number and the indorsement heading. The indorsement heading includes the official designation of the headquarters, office or individual sendingthe indorsement, the name of the place, and postoffice address from which the indorsement is being sent, the date, and the word "To", followed by the official designation of the person to whom the indorsement is being sent. The body and ending of the indorsement will conform to the instructions concerning letters, with the exception that the first line of the body commences two spaces below the heading.

16. Reference forms

a. References to general orders, bulletins, circulars, or other similar documents ordinarily will include the following:

(1) Paragraph number, if any
(2) Section number, if any
(3) Title of series, e.g., "General Orders," "Training Directive," etc.
(4) Number in series
(5) Source
(6) Year of issue
(7) Indication of subject matter referred to when such is not clearly indicated in context.
(8) Example: "Reference paragraph 5, Section X, General Orders No. 1, Civil Air Patrol, 1942."

b. References to letters or indorsements ordinarily will include the following:

(1) File number, if any
(2) Office marks, if any
(3) Source
(4) Date
(5) Subject
(6) Designation or other indication of the addressee.
(7) Example: "Reference letter GM 9, Headquarters Civil Air Patrol, February 13, 1942, Subject "Uniforms and Insignia for Staff Personnel," to all Wing Commanders.

c. Correspondence will always contain a specific reference by paragraph number or other designation to the regulation, order, directive, letter, or other written matter of similar character, which is applicable to the subject of the correspondence.

17. Inclosures

a. A copy of a communication which accompanies the original, as required by paragraph 14 a, above, will not constitute or be noted or otherwise treated as an inclosure thereto.

b. Each inclosure will have noted thereon, ordinarily in lead pencil, but when desirable in ink -

(1) The fact that it is an inclosure
(2) Its number in the series
(a) Example: Incl. 1

c. If in duplicate, triplicate, etc., the original will be marked as in b, above, with copies marked with the number of the series at the upper right of its number as an inclosure.

(1) Example: Incl. 1^1, Incl. 1^2, etc.

d. Notations as to inclosures, if any, are made on the face of a communication, on a line with the last line of the signature, beginning at the left margin.

e. When an inclosure is first placed with a communication, notation will be made showing its number; title; if in duplicate, triplicate, etc. that fact; number of inclosures.

(1) Example: 2 Incls. - 1 - Pilot-Observer Report (Dup.).
2 - Personnel Orders No. 14

f. When inclosures are added or withdrawn, notation of that fact will be made.

(1) Example: 2 Incls. - 1 - Personnel Orders No. 10
Added: Roster, Hq. Wing No. 31.

(2) Example: 1 Incl. - 1 - Form OD-9
w/d 2 Incls. - 2 & 3.

g. If inclosures are not added to or withdrawn from a communication already carrying inclosures, notation will be made showing total number of inclosures and that no change has been made.

(1) Example: 4 Incls. n/c

18. Miscellaneous

a. The pages of the model letter, attached hereto, are arranged in the manner prescribed in paragraph 10, "How arranged and fastened;" i.e., original with pages in numerical sequence followed by original indorsements in numerical sequence, except that the last indorsement is on top. Fastening of pages should be such as to permit intentional separation without mutilation. Paper clips should be used rather than pins or staples.

b. Army Regulations provide that so much of the matter specified in paragraph 11, "Heading,", as is practicable, may be printed, typed or

otherwise produced on the upper one-third of the page, but that names of officers or other persons,telphone numbers, etc., will not be included without specific authorization.

c. It will be noted in paragraph 6 that the size of paper used, 8 x 10½ inches, differs from the ordinary commercial size, 8½ x 11 inches.

d. Correspondence pertaining to matters of policy, matters upon which the Regional Commander may be expected to take action, or matters about which he should be informed, will pass through the headquarters of the Regional Commander. Ordinarily, correspondence pertaining to other matters will pass from Wing Commanders to the National Commander.

e. Correspondence with a headquarters will be addressed to the commanding officer thereof by official designation only and not by name, e. g., "Commander, Wing No. 42, Civil Air Patrol;" "National Commander, Civil Air Patrol." Correspondence with command, staff, or other officers in charge of Civil Air Patrol activities, as mentioned in paragraph 2a, above, should be addressed to the individual concerned by official designation only and not by name, e.g., "Communications Officer, Wing No. 33, Civil Air Patrol."

19. <u>Model Letter</u> (see pages 9, 10 and 11).

Group No. 516, Civil Air Patrol
Glenwood School
Glenwood and Detroit Avenues
Toledo, Ohio

April 6, 1942.

Subject: Films for Civil Air Patrol Training Program.

To: Commander, Wing No. 51, Civil Air Patrol.

1. This Headquarters wishes to secure films suitable for use with the courses of the Training Program.

2. It is requested that information relative to the availability of such films be furnished.

(Name signed)

JOHN A. SMITH,
Commanding Group No. 516.

1st Ind. JD/rav.

Wing No. 51, Civil Air Patrol, Cols., O., April 8, 1942. To: Commander, Region No. 5, Civil Air Patrol.

1. Approved. It is understood that films mentioned in basic letter can be secured from the War Department. Advice as to proper procedure requested.

(Name signed)

JOHN DOE,
Commanding Wing No. 51.

2d Ind.

Hq., Region No. 5, Civil Air Patrol, Chi., Ill., April 10, 1942. To: National Commander, Civil Air Patrol.

1. Attention invited to basic letter. This Headquarters will delay any action on this matter until instructions are received from the National Commander.

(Name signed)

RICHARD R. ROE,
Commanding Region No. 5.

3d Ind.

CIVIL AIR PATROL, Off. Nat'l. Comdr., Washington, D.C., April 10, 1942. To: Comdr. Group No. 516, Civil Air Patrol.

1. This Headquarters is now working on plans to secure from The Chief Signal Officer, training films and film strips which will be of value for use with Civil Air Patrol Training Program.

2. As arrangements have not been completed, it will be necessary to delay action pending final adjustment. However, it is believed that the following general rules will govern:

a. National Headquarters will make available selected training films and strips.

b. Each Regional Commander will arrange an itinerary within his Region and supervise the showing of films, using a projector which it is hoped to borrow from the Army Air Forces. This activity will be routed to Regional Commanders on a schedule arranged by National Headquarters.

3. A directive setting forth full details will be issued at the earliest practicable date.

By direction of National Commander JOHNSON:

(Name signed)

THOMAS BROWN,
Executive Officer.

4th Ind.

Hq. Region No. 5, Civil Air Patrol, Chi., Ill., April 14, 1942. To: Comdr., Wing No. 51.

1. Attention invited to 3d Indorsement. No further action will be taken until directive on this subject is issued.

By order of the Regional Commander:

(Name signed)

JOHN SMITH,
Chief Clerk.

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5th Ind.

Wing No. 51, Civil Air Patrol, Cols., O., April 16, 1942. To: Comdr., Group No. 516.

1. Attention invited to 3d and 4th Indorsements.

By order of the Wing Commander:

(Name signed)

JAMES W. BLACK,
Adjutant, Wing No. 51.

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