

CORRESPONDENCE ITEMS

- **Signature Blocks for the CG, CofS, CSM and the GC and CSM, and the Installation Administrative Officer are now located on the Fort Sill Intranet.**
- **Margins on Memorandums and Letters**
 - **Memorandums – margins are 1 inch (left, right, and bottom)**
 - **Informal Memorandums/Decision Papers/Fact Sheets – margins are 1 inch (left, right, top, and bottom)**
 - **Letters – margins are 1.3 inches (left and right) and 1 inch (bottom)**
- **Tabs on Memorandums and Letters**
 - **Ensure tabs are set correctly for subparagraphs.**
 - **Subparagraphs start below the first letter of the above the paragraph above. See example below.**
 1. **Title of document is fine.**
 - a. **Change the title.**

(1)
- **Text on Memorandums and Letters**
 - **All lines of paragraphs and subparagraphs return to the left margin. Not underneath the first word of the text of a paragraph as you see in this instruction.**
 - **MS Word comes with some features turned on that you need to turn off. These features cause the automatic numbering of paragraphs and the indentation of lines within the paragraph.**
 - **Below is how to turn off the above features.**
 - **Select “format” from command line.**
 - **Select “AutoFormat” (ensure “AutoFormat Now” is selected)**
 - **Select “options.”**
 - **Under AutoFormat Now tab – uncheck “lists,” automatic bullets lists,” and “other paragraphs.”**
 - **Under AutoFormat As You Type Tab – uncheck all entries under “apply as you type.”**

Call 442-5168 for assistance.