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NORTH ATLANTIC TREATY ORGANIZATION

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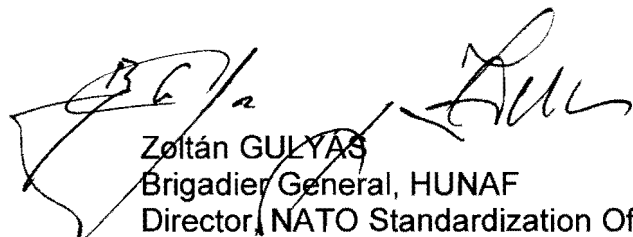
NORTH ATLANTIC TREATY ORGANIZATION (NATO)

NATO STANDARDIZATION OFFICE (NSO)

NATO LETTER OF PROMULGATION

29 March 2018

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Zoltán GULYÁS
Brigadier General, HUNAF
Director, NATO Standardization Office

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RECORD OF RESERVATIONS

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RECORD OF SPECIFIC RESERVATIONS

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CHAPTER 1 MILITARY CORRESPONDENCE
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1. Procedure. Procedures concerning the preparation of correspondence which are not covered herein are optional for the originator of the correspondence.

2. Security Classification Marking. Security classification markings must be affixed in accordance with the regulations of the office preparing the correspondence.

3. Parts of Military Correspondence. Military correspondence may be divided into three parts; head, body and close; most correspondence has all three. For the purpose of explanation of instructions detailed below, the three parts are defined as follows:

a. Heading. The head consists of all material above the first line of the body of the correspondence.

b. Body. The body is the substance of the correspondence as distinguished from the head and close.

c. Close. The close is all material below the last line of the body.

4. Heading

a. Letterhead. A letter head must always include, subject to security considerations, the items listed below. Correspondence other than letters is to contain as many of the items as is appropriate for the type of correspondence. The exact arrangement of the items is optional, but should be such that each item is readily identifiable.

b. Contact information. The complete name and mailing address of the command, office or agency preparing the letter.

c. Individual information. The name, rank, email address and telephone number of the individual to contact regarding the letter. This may be different from the individual signing the letter.

d. Date. The date is to contain the day, month and year in that order. The month is spelled out or abbreviated and not indicated by number. The year should always be four digits, e.g.,

(1) 10 December 2013 or

(2) 10 Dec 2013

e. Identifying Reference. The identifying reference is a combination of letters and/or numbers assigned by the originator to facilitate future identification.

f. Subject. The subject is a brief statement of the general content of the correspondence.

g. Addressee. The addressee is the authority/individual for whom the letter is intended. In the case of multiple addresses, a term such as "See Distribution" may be used and the addressees shown elsewhere, or "Distribution List A" (or similar methods) may be shown where a standard set of distribution lists is used by the headquarters of the originator.

5. Body

a. Paragraphing. If the body of the correspondence contains two or more paragraphs, they are numbered in sequence throughout the paper. Sub-paragraphs, when used are identified by letters and numbers within each paragraph. When only one paragraph is used, it is not to be numbered, but its sub-paragraphs, if any, are identified. Should further sub-paragraphing be required it should be in accordance with national or command practice.

<p>1. XXXXX</p> <p>a. XXXXXXX</p> <p>b. XXXXXXX</p> <p>(1) XXXXXXX</p> <p>(2) XXXXXXX XXXXXXX XXX XXX XXXXXXXXXXXXXX.</p> <p>(a) XXXXXXX</p> <p>(b) XXXXXXX XXXX XXXX XXXXXX XXXXXXX.</p> <p>2. XXXXXXXXX</p>

b. Indentation. The degree of indentation, if any, for paragraphs and sub-paragraphs, including that used for second and subsequent lines, is optional. A typical example is shown above:

c. Parts, Sections. Correspondence whose subjects are lengthy or require sub-division for clarity may be divided into Parts, Sections, etc., as desired by the originator, the sub-divisions being identified by Roman numerals, Arabic numerals or capital letters. When this is done, the actual paragraph numbering sequence should still be continued throughout to facilitate identification.

d. Group Headings. Group headings may be used to head one or more paragraphs, which may or may not themselves be headed, relating to the same general subject. Group headings should be capitalized, underlined and should not be numbered.

e. Paragraph and Sub-paragraph Headings. Where it is desirable to give a paragraph or sub-paragraph a heading, this heading is to be printed in lower case letters (with the first letter of each major word capitalized), underlined, and placed in the first line of text as shown in this paragraph.

6. Close

a. Authority. The close must always contain the signature block and contain a command or authority line when the signature block does not show the commander or authority by which the correspondence was issued.

b. Signature Block. The signature block must always include a handwritten signature on the original, accompanied by the name and rank of the officer signing, typed, or printed, or fixed by means of a rubber stamp on the original and all the copies. When the signing authority is not the one mentioned in the head of the correspondence, the signature block should contain the words "for", "by delegation", "by direction" or the equivalent.

7. Page Numbering

a. Single page letters and the first page of multipage letter should not be numbered.

b. Page numbers are Arabic numbers at the bottom of the page. Placement (left, center, right) is at command or national discretion.

c. Annex pages are always numbered, beginning with "A - 1".

d. Appendix pages are always numbered. The first three pages of an appendix to Annex B are numbered B - 1 - 1, B - 1 - 2, B - 1 - 3.

e. When national or command practice is to show number of pages, a slash should be used. Thus 2/9 is page 2 of a 9 page letter. A - 1 - 3/8 is page 3 of an 8 page appendix to Annex A.

8. Font, Points and Pixels

a. Font. Arial or Times New Roman are preferred but may be determined by command or national practice.

b. Font size should be between 10-12 points and should be consistent throughout the document.

c. Pixels determine height and length of characters and are embedded in the font chosen.

9. Punctuating, Capitalizing, Spelling, Hyphenating, and Separating Words.

- a. Punctuating, capitalizing, and spelling. Use national or command instructions.
- b. Hyphens. Use hyphens sparingly; a slightly uneven right margin is preferred over hyphenated words. Never hyphenate a word at the end of a page.
- c. Separating Words. Avoid separating words in close association such as a person's name, abbreviated titles, and dates. If a full name must be split, do so after the first name when there is no initial, or after the initial.

10. Margins.

Use national or command instructions. AAP-32 gives guidance on both Letter and A4 documents.

11. Supplementary Documents

a. Annexes. Supplementary documents which amplify or explain the parent document are called annexes. They are used when the inclusion of all the detail in the body of the document would make it cumbersome. Annexes should:

- (1) Be introduced or referred to in the body of the correspondence.
- (2) Be lettered consecutively in capitals in the order by which they appear in the text. A single annex is Annex A.
- (3) Have their own subject headings.

b. Appendices. Supplementary documents which amplify or explain annexes are called appendices. They are used when the inclusion of all the detail in the annex would make it cumbersome. Appendices should:

- (1) Be referred to in the text of the parent annex.
- (2) Be numbered consecutively in Arabic numerals in the order in which they appear in the text of the parent annex, starting from 1 for each annex. A lone appendix is Appendix 1.
- (3) Have their own subject headings.

c. Enclosures. Supplementary documents which are complete in themselves and are forwarded with military correspondence are referred to as enclosures. Enclosures may have their own annexes and appendices.

d. Listing and identification. Documents which supplement an item of correspondence are to be listed and briefly identified under a separate item either in the head or the close.

e. Annexes and appendices may refer to the parent paper in order that they may be identified.

12. Tabulation. It is frequently necessary to present information, especially any in supplementary documents, in tabular form. In order to facilitate precise reference to items in a table, and the insertion of amendments, lines and columns will be identified as follows:

a. Lines. Lines (or where appropriate, individual items containing more than one line) with a serial number (Arabic numeral) in the left hand column. If serials need to be subdivided, sub-serials will be identified in the same way as sub-paragraphs (see paragraph 8).

b. Columns (including that containing the serial number) with lower case letters in brackets, which should be on a separate line below the column heading. The column heading itself need not be repeated on subsequent pages.

13. References

a. Listing references. References to other correspondence may be listed either in the head or in the beginning of the body of correspondence. When it is necessary to make reference to another document, this must be done in sufficient detail so as to avoid possible confusion. In the case of reference to a military letter, the reference should normally contain at least the following information:

(1) Office of origin.

(2) Identifying reference.

(3) Subject of correspondence.

(4) Date.

b. Document extracts. Extracts from a document are identified by the original chapter, article and paragraph numbers, as appropriate, but never by page numbers. (When a document is translated or reprinted, the original chapter, article and paragraph numbers are retained but the page numbers may be changed).

14. Footnotes

a. Specific points in tables or diagrams may need to be amplified by notes. These are normally placed at the foot of the document (or other convenient place) under the heading "Notes:" They are numbered consecutively in Arabic numerals, the series starting anew for each supplementary document. Attention is drawn to the

relevant note by inserting the appropriate numeral in brackets immediately after the point.

b. Such footnotes may also be used in the body of military correspondence, and are useful for cross-references, or explanations which do not affect the substance of the paper. Lengthy footnotes should be avoided.

15. Abbreviations and Acronyms

a. Abbreviations and acronyms are not normally used in military correspondence covered by this agreement if it is to be circulated between Allied Forces.

b. If an abbreviation or acronym is used, the word or words represented are to be written in full on the first appearance, followed by appropriate abbreviation or acronym in parentheses. Acronyms are written in capital letters without spaces or punctuation e.g.: Supreme Headquarters Allied Powers Europe (SHAPE).

c. AAP-15 is the glossary of abbreviations in common use in NATO. The procedure in paragraph 15b above must be followed when such abbreviations are used.

d. The use of military abbreviations without explanation is not precluded in particular cases nor the use of abbreviations which are in common international use, e.g., mm, ft, kg.

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