



HEADQUARTERS
OCCIDENTAL MINDORO STATE COLLEGE ROTC UNIT
407TH COMMUNITY DEFENSE CENTER, 4TH RCDG, ARESCOM
Labangan, San Jose, Occidental Mindoro



Basic Military Correspondence

OBJECTIVE

Upon completion of the lesson the students should be able to know the basic knowledge on how to prepare Military and non-military letters.

Definition of terms:

Correspondence - A written communication a two-fold purpose: To convey information and to build goodwill It gives out factual idea and, in the process, maintains a harmonious relationship between the writer and the reader.

Military Correspondence – a written record whereby the AFP transact most of its business. Covers almost every subject and takes many forms, compose mostly of letters, endorsements and messages

MILITARY (SUBJECT-TO) LETTER - use as means of communication among military personnel and between activities of the AFP.

STYLE:

1. The letter should be phrased in courteous way, language used to be refined without vulgarity.
2. Type in two (2) carbon copies using only one side of bond paper * x 10 ½ inches in size.

Parts:

- Heading- Office/Address of Origin, File References/identifying initials, Date, Subject, channel through which the letter will pass and addressed to which the letter is being sent.
 - Body - It is that part of the letter which is placed between the heading and the close.
 - Close - All materials below the last paragraph of the body of a letter. (Authority line, Signatures, listing of enclosures & listing of copies furnished.
- Stationary to be used:
 - 8 1/2" x 11" (Short bond paper)
 - 8 1/2" x 14" (Long)
 - 210mm x 297mm (A4)
 - Letter Head - If printed letter head stationary is not available, this will be substituted by type letter head. Top of the letter head is approximately 3/4 inch or five roller spaces from the edge of paper.
 - Margin

Honor. Patriotism. Duty.

Army Correspondence Manual

**United States. Department of the
Army**



Army Correspondence Manual:

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Army Correspondence Manual Introduction

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B-APT Form D Aptitude Test It is a work sample test in which the examinee writes coded instructions to a "computer" in a logical sequence to carry out program specifications. The ... Company wants me to take a test called the "Berger ... The idea behind the test is to evaluate the logic and reasoning abilities of the person taking it to see if they're worth training as a ... B-APT Advanced Form Aptitude Test 25 Test Questions. 2 hours to administer. Scored at Psychometrics. The B-APT AF is an advanced form of the B-APT, covering basic ... What questions are asked in Berger Paints TSTO written test? Jan 16, 2018 — In quantative aptitude section , major questions were on areas, ages , ratio and proportion, compound interest, linear

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parents to advocate for themselves, give exposure to civic duty, develop leadership skills in preparation to address ... Donnie McClurkin - I'm Walking Lyrics ... authority God of the majority Livin' in my liberty So you might as well get used to me I'm walking in authority Living life without apology It's not wrong ... Walk in your authority! Oct 16, 2023 — You have authority to speak to the mountain. To cast the devil out. To rebuke sickness. To stand against the works of the enemy. Knowing this, ... I'm Walking Lyrics by Donnie McClurkin (Chorus) I'm walking in authority, living life without apology. It's not wrong, dear, I belong here. So you might as well get used to me (Verse 1)