



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 3000  
WASHINGTON DC 20374-5066

IN REPLY REFER TO

JAGINST 5215.1  
Code 001  
22 Dec 06

JAG INSTRUCTION 5215.1

Subj: OFFICE OF JUDGE ADVOCATE GENERAL CORRESPONDENCE FORMATS

Ref: (a) SECNAVINST 5216.5D  
(b) SECNAV Correspondence Writing Guide, 14 Apr 06  
(c) OPNAV Correspondence Writing Guide, 7 Apr 06

Encl: (1) Sample OJAG Route Slip  
(2) Sample OJAG Point Paper  
(3) Sample SECNAV Action Memo  
(4) Sample SECNAV Info Memo  
(5) Sample OPNAV Action Memo  
(6) Sample OPNAV Info Memo

1. Purpose. To establish a uniform format for submissions to the Judge Advocate General (JAG) or the Deputy Judge Advocate General (DJAG)/Commander, Naval Legal Service Command (CNLSC).

2. Discussion. Clear and precise prose is essential to effective and efficient decision-making. Internal memoranda must concisely present the issue, present sufficient background, carefully and succinctly analyze, and provide a reasoned recommendation or course of action. General naval writing standards are contained in references (a) through (c).

3. Format. Effective immediately, the following guidelines apply to all memoranda addressed to the JAG or DJAG/CNLSC:

a. A route slip, enclosure (1), shall be used.

(1) To the extent that all necessary information can be contained on a single-page route slip, no additional memoranda need be generated.

(2) Should additional pages of discussion or analysis be required, prepare a point paper, enclosure (2). Also prepare and attach a route slip as an executive summary.

b. For those submissions in which the action officer proposes JAG or DJAG/CNLSC forward an action or information

memorandum to the Secretary of the Navy or Assistant Secretaries, include a draft of the proposed action/info memorandum, using the specific formats contained in enclosures (3) and (4) and direction of reference (b). This is in addition to the route slip and, where necessary, point paper for JAG or DJAG/CNLSC.

c. For those submission in which the action officer proposes JAG or DJAG/CNLSC forward an action or information memorandum to the Chief of Naval Operations or other senior OPNAV official, include a draft of the proposed action/info memorandum, using the specific formats contained in enclosures (5) and (6) and direction of reference (c). This is in addition to the route slip and, where necessary, point paper for JAG or DJAG/CNLSC.

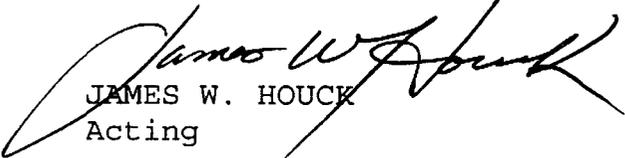
4. Package Assembly

a. When enclosing a proposed SECNAV or OPNAV action/info memorandum, ensure the proposed memorandum is Tab A to the route slip and/or point paper. Attachments are to be appended in the order cited.

b. References that are essential to the issue presented should normally be included in the package. Excerpted pages, paragraphs or sections are often preferable. In the event, however, that the entire reference is enclosed, highlight or otherwise indicate relevant portions.

5. Electronic Routing. Nothing in this instruction shall affect TV4 requirements and procedures.

6. Email Submissions. Complete packages may be submitted to the Front Office via email attachments for assembly and submission only when time sensitive or otherwise necessary.

  
JAMES W. HOUCK  
Acting

## ROUTE SLIP – *Date prepared*

00			<p><b>SUBJECT:</b> Short phrase describing package – or subject line of enclosed document.</p> <p><b>TIMELINE or DUE DATE:</b> Include any internal or external due dates. This is particularly important if there is statutory/regulatory due date.</p> <p><b>BLUF: (Bottom Line, Up Front)</b> One sentence or shorter – what is the issue, what do you need the Admiral(s) to do.</p> <p><b>BACKGROUND:</b></p> <ul style="list-style-type: none"> <li>- Use this section to describe what is enclosed, what action needs to be taken, etc.</li> <li>- Be clear and concise.</li> <li>- Give all the necessary background information (issue, rule, analysis, conclusion) on one page. If you need more space, enclose a point paper as a TAB.</li> <li>- The font on this page should never be smaller than 10 point; 12+ point is preferred.</li> </ul> <p><b>RECOMMENDATION:</b> What action is recommended? Approve by signing TAB A? Forward information to CNO?</p> <p><b>REFERENCES:</b> Applicable references should be enclosed and highlighted/ tabbed/ excerpted</p> <p><b>ELECTRONS (POC or Location):</b> who has it or filename+pathname on the OJAG drive</p> <p>V/r, Originator</p>
001			
00A			
001A			
00AA			
00F			
001F			
00S			
00FW			
Code 60			
AJAG			
Origin -ator	Init	Date	
<p>Add or delete addressees as appropriate.</p>			

Rank and Name  
Office Code/Telephone #  
Date of submission

Subj: SAMPLE POINT PAPER FORMAT

### BACKGROUND

Why you are writing this paper. Brevity, clarity and logical analysis are key ingredients of a point paper. Use cascading indentation to organize subordinate points. Use line spacing to make reading easier.

### DISCUSSION

- Might contain problems, pros/cons, present stats/outlook for the future.
  - o Point papers should be concisely written.
- Point papers may exceed one page, and include tabs or enclosures.
  - o Margins should be 1-inch all around.
  - o Font should not be smaller than 12 point. You may use Courier, Times New Roman or Arial.
  - o Acronyms may be used if spelled out on initial use.
- For legal issues consider using "Issue, Rule, Analysis, and Conclusion" for organization.
- If this issue has been coordinated with other codes/external organizations, include who has been involved and state who concurs or non-concurs. You should include a coordination page if the JAG/CNLSC will have to forward to superiors (CNO, SECNAV, etc.).

### RECOMMENDATION

State what the recommended approach is. State whether the recommendation concerns discussion of plans/policies that have not yet been approved by higher authority.

Memoranda to the Secretary should be printed on the appropriate letterhead. This is different from OPNAV/CNO memoranda.

**ACTION MEMO**

**Comment [Imr1]:** Centered below the address in the letterhead. And in BOLD.

Month DD, YYYY

**Comment [Imr2]:** Unless you know exactly what day the memo will be signed, leave three blank lines here. All dates in SECNAV memos should be in this format. Even in the text.

FOR: SECRETARY OF THE NAVY

FROM: RADM Bruce MacDonald, Judge Advocate General

**Comment [Imr3]:** One full-line space (carriage return.)

SUBJECT: All Memos Should Be in 13 Point Times New Roman, Double-spaced and This Hanging Indent Is .9"

**Comment [Imr4]:** Subject Line Should Be in Title Case

- What should the Secretary do? What action is required? This is different than the RECOMMENDATION (below). The RECOMMENDATION supports this bullet. Use this bullet to identify TAB A, if recommending the principal sign an attached document.
- Due date for action. Incoming correspondence at TAB B. Do not enter "I would like to have this done by name your date."
- Remaining bullets are to explain "why." If you cannot squeeze everything into a one-page action memo, you may need to include background, a point paper or a discussion memo as an enclosure (TAB C). But this single page should frame the issues and sufficiently inform the Secretary.
  - Margins are 1-inch on left right and bottom. Top is as required for letterhead.

**Comment [Imr5]:** Line spaces between bullets are .5 spaces. But all of the other paragraphs are "double-spaced" so there are full line spaces between them. The bullet is indented at .25" and the text at .5." Use quarter inch increments for sub-bullets.

RECOMMENDATION: SECNAV approve or sign (TAB A).

Or

**Comment [Imr6]:** Use the above if TAB A requires action or the below if there is not an additional document

RECOMMENDATION: That SECNAV release funds by initialing as appropriate:  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

COORDINATION: TAB D or None as appropriate

ATTACHMENTS:  
As stated

Prepared By: Rank Name, OJAG Code XX, phone

**Comment [Imr7]:** This is title case, too.

Memoranda to the Secretary should be printed on the appropriate letterhead. This is different from OPNAV/CNO memoranda.

**INFO MEMO**

**Comment [lmr1]:** Centered below address in letterhead. In BOLD.

Month DD, YYYY

**Comment [lmr2]:** Unless you know exactly what day the memo will be signed, leave three blank lines here. All dates in SECNAV memos should be in this format. Even in the text.

FOR: SECRETARY OF THE NAVY

FROM: RADM Bruce MacDonald, Judge Advocate General

**Comment [lmr3]:** There are two spaces after each colon.

SUBJECT: All Memos Should Be in 13 Point Times New Roman, Double-spaced and This Hanging Indent Is .9"

**Comment [lmr4]:** One full-line space (carriage return.)

**Comment [lmr5]:** Subject Line Should Be in Title Case

- The first bullet will identify what information is being forwarded, and why. If forwarding a document, identify as TAB A.
- The second and subsequent bullets will provide additional key points, as required: background at TAB B.
- Attach background or supplemental information as TABs as needed. If material attached is lengthy (longer than 2 pages) it should include an executive summary.
  - Margins are 1-inch on left right and bottom. Top is as required for letterhead.

**Comment [lmr6]:** Line spaces between bullets are at least one-half space. But all of the other paragraphs are "double-spaced" so there are full line spaces between them. The bullet is not indented and the text at is indented at .25." Use quarter inch increments for sub-bullets.

COORDINATION: TAB C or None (as appropriate)

ATTACHMENTS:  
As stated

Prepared By: Rank Name, OJAG Code XX, phone

**Comment [lmr7]:** This is title case, too.

Memoranda to CNO or others in OPNAV should be NOT be printed on letterhead. This is different from Secretariat memoranda.

**ACTION MEMO**

DD Month YYYY

FOR: CHIEF OF NAVAL OPERATIONS

FROM: RADM BRUCE MacDONALD, JUDGE ADVOCATE GENERAL

SUBJECT: ALL MEMOS SHOULD BE IN 12 POINT TIMES NEW ROMAN, DOUBLE-SPACED AND THIS HANGING INDENT IS .83"

**Comment [Imr1]:** Centered below address in letterhead. In BOLD.

**Comment [Imr2]:** Unless you know exactly what day the memo will be signed, leave three blank lines here. All dates in SECNAV memos should be in this format. Even in the text.

**Comment [Imr3]:** There are two spaces after each colon.

**Comment [Imr4]:** One full-line space (carriage return) between paragraphs.

**Comment [Imr5]:** Subject Line SHOULD BE IN ALL CAPS

- The first bullet will tell the principal what action is required. This is different than the RECOMMENDATION (below). The RECOMMENDATION supports this bullet. Use this bullet to identify TAB A, if recommending the principal sign an attached document.
- Here enter any statutorily mandated or regulation driven due date, if applicable. [*This action is due to the Secretary of Defense by 1 September 2006. TAB B refers.*] Do not enter an "I would like to have this done by" due date.
- This bullet is an example of how to identify additional information that is contained in a tab. [*The total cost of Program X is \$5 million. Detailed costing information is at TAB C.*]
- Margins are 1-inch all around.

**Comment [Imr6]:** The bullets are not indented and the text at is indented at .25." Use quarter inch increments for sub-bullets.

RECOMMENDATION: [*Sign TAB A.*] The recommendation supports the first bullet of the Action Memo. This example is used if there is a separate document for signature.

Or

RECOMMENDATION: That CNO approve or disapprove by initialing as appropriate:  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

COORDINATION: [*TAB D*] or [*None*] (as appropriate)

ATTACHMENTS: As stated

Memoranda to CNO or others in OPNAV should be NOT be printed on letterhead. This is different from Secretariat memoranda.

**INFO MEMO**

DD Month YYYY

FOR: CHIEF OF NAVAL OPERATIONS

FROM: RADM BRUCE MacDONALD, JUDGE ADVOCATE GENERAL

SUBJECT: ALL MEMOS SHOULD BE IN 12 POINT TIMES NEW ROMAN, DOUBLE-SPACED AND THIS HANGING INDENT IS .83"

- The first bullet will identify what information is being forwarded, and why. If forwarding a document, identify as TAB A.
- The second and subsequent bullets will provide additional key points, as required: background at TAB B.
- Attach background or supplemental information as TABs as needed. If material attached is lengthy (longer than 2 pages) it should include an executive summary.
- Margins are 1-inch all around.

COORDINATION: TAB C or None (as appropriate)

ATTACHMENTS: As stated

**Comment [Imr1]:** Centered below address in letterhead. In BOLD.

**Comment [Imr2]:** Unless you know exactly what day the memo will be signed, leave three blank lines here. All dates in SECNAV memos should be in this format. Even in the text.

**Comment [Imr3]:** There are two spaces after each colon.

**Comment [Imr4]:** One full-line space (carriage return) between paragraphs.

**Comment [Imr5]:** Subject Line SHOULD BE IN ALL CAPS

**Comment [Imr6]:** The bullets are not indented and the text at is indented at .25." Use quarter inch increments for sub-bullets.