

**OBJECTIVE:** This practice exercise (PE) is designed to measure your ability to review military correspondence IAW AR 25-50.

**MATERIALS REQUIRED:**

AR 25-50  
Student Handout  
Pencil  
Access to a standard dictionary

**SITUATION:** You are reviewing final typed military correspondence prepared in your office. Determine if there are any errors/omissions in the format/preparation of military correspondence. Also, you will answer general knowledge questions concerning the format/preparation of military correspondence.

**INSTRUCTIONS:**

- a. There are 35 questions on this PE. They are designed to measure your knowledge in correspondence. Read the questions and select the correct response.
- b. You have one class period (50 minutes) to complete this PE.

**SPECIAL INSTRUCTIONS:** Review the document for errors. Consider the margins on the document are correct. When reviewing a document there are four types of errors:

- a. Capitalization - Letters or words that should be in uppercase and are displayed in lowercase, or vice versa.
- b. Spelling - Words incorrectly spelled.
- c. Format - Improper formats for a specific task, improper spacing (indentation), improper placement, incorrect date, enclosure listing, use of acronyms and abbreviations, and incorrect use of words or numbers.
- d. Punctuation - Incorrect use or missing punctuation marks.

**INSTRUCTIONS:** (Questions 1 through 10). Select the correct response for each of the general knowledge questions below.

1. What are the most important aspects of military correspondence?

1. Short and to the point.
2. Error-free and aids in decision making.
3. Aids in effective communication and decision making.
4. Information clarity and efficient mission accomplishment.

2. Writing that can be understood in a single, rapid reading and is generally free of errors is defined as what kind of writing?

1. Short and sweet.
2. Clear and concise.
3. Effective and efficient.
4. Clear and to the point.

3. Which statement is CORRECT when referring to the use of acronyms and brevity codes in military correspondence?

1. Military personnel will use their full rank for memorandums.
2. Abbreviated ranks are authorized for memorandums and letters.
3. For memorandums, use abbreviations and brevity codes authorized in AR 25-50.
4. Do not use military acronyms when writing to individuals or organizations who would not be familiar with their use.

4. The heading of a memorandum has how many elements?

1. Three –Office symbol, date, and MEMORANDUM FOR line.
2. Four – Letterhead, office symbol, suspense date, and date.
3. Five – Office symbol, date, suspense date, MEMORANDUM FOR line, and SUBJECT line.
4. Six – Letterhead, office symbol, suspense date, date, MEMORANDUM FOR line, and SUBJECT line.

5. What is the purpose of a THRU memorandum?

1. To keep the chain of command informed.
2. To allow the chain of command to provide input.
3. To inform more than five readers and allow them the opportunity to take action.
4. To let others know what is being done and to give them the opportunity to comment.

6. What is an appropriate reply to a letter?

1. A letter.
2. A routing slip.
3. An enclosure.
4. A memorandum.

7. Colonel Robert A. Smith is your Division Chaplain. Which signature block is correct when signing a formal memorandum?

- |  |  |
|--|--|
| 1. ROBERT A. SMITH<br>CHAPLAIN (COL), USA<br>Division Chaplain | 2. ROBERT A. SMITH<br>Chaplain (COL), USA<br>Division Chaplain |
| 3. ROBERT A. SMITH<br>CH (LTC), USA<br>Division Chaplain       | 4. ROBERT A. SMITH<br>Chaplain (COL), USA<br>Division Chaplian |

8. You are reviewing a memorandum with eight enclosures. Two enclosures, DA Forms 705 and 4466, are not identified in the body. What is the correct enclosure listing?

- |  |  |
|--|--|
| 1. 6 Encl<br>1-6. as                                       | 2. 8 Encls<br>1-8. as                                    |
| 3. 8 Encls<br>1-6. as<br>7. DA Form 705<br>8. DA Form 4466 | 4. 8 Encl<br>1-6 as<br>7. DA Form 705<br>8. DA Form 4466 |

9. You are reviewing a memorandum with two enclosures. One enclosure was forwarded separately (DA Form 4187). What is the correct enclosure listing?

1. 2 Encls  
1-2. as

2. 2 Encl  
1. as  
2. as fwd sep

3. 2 Encls  
1. as  
2. DA Form 4187 fwd sep

4. 2 Encl  
1. as  
2. DA Form 4187 (fwd sep)

10. You are reviewing a memorandum with one enclosure identified in the body. What is the correct enclosure listing?

1. Encl

2. Encls

3. Encl  
1. as

4. 1 Encl  
as

**INSTRUCTIONS:** Use the additional information at Figure 1 and the formal memorandum at Figure 1-1 of the supplement to answer questions 11 through 15.

11. How should the letterhead appear?

1. It is correct as shown.
2. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarters, 55th, Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000

3. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarters, 2d Brigade, 55th Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000

4. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarter, 2d Brigade, 55th Infantry Division  
Fort Stewart, Georgia 31314-5000

12. How should the heading appear?

1. It is correct as shown.
2. It should appear as:

	S: 20 March 2003
AJJBB	4 March 2003
MEMORANDUM FOR Commander, 502d Signal Battalion (AEZTA-A), Fort Gordon, GA 36123-8000	
SUBJECT: Proposed Automated Data Processing (ADP) Password Receipt System	

3. It should appear as:

	S: 20 March 2004
AJJBB	4 March 2003
MEMORANDUM FOR COMMANDER, 502D SIGNAL BATTALION (AEZTA-A), FORT GORDAN, GA 36132-8000	
SUBJECT: Proposed ADP Password Receipt System	

4. It should appear as:

	S: 20 March 2003
AJJBC	4 March 2003
MEMORNADUM FOR Commander, 502d Signal Battalion (AEZTA-A), Fort Gordon GA 36123-8000	
SUBJECT: Proposed Automated Data Processing (ADP) Password Receipt System	

13. Are there any capitalization, spelling, format, or punctuation errors in the first and second paragraphs?

1. Yes; capitalization and punctuation.
2. Yes; capitalization, format, and punctuation.
3. Yes; spelling, capitalization, format, and punctuation.
4. No.

14. Are there any capitalization, spelling, format, or punctuation errors in the third paragraph?

1. Yes; format and spelling.
2. Yes; spelling and capitalization.
3. Yes; spelling, capitalization, and format.
4. No.



**INSTRUCTIONS:** Use the additional information at Figure 2 and the letter at Figure 2-1 of the supplement to answer questions 16 through 20.

16. How should the letterhead of the letter appear?

1. It is correct as shown.
2. It should appear as:

DEPARTMENT OF THE ARMY  
HEADQUARTER, 2D BRIGADE, 55TH INFANTRY DIVISION  
FORT STEWART, GEORGIA 31314-5000  
  
JUNE 20, 2003

3. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarters, 2d Brigade, 55th Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000  
  
June 20, 2003

4. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarters, 2d Brigade, 55th Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000  
  
June 20, 2003

17. How should the "REPLY TO ATTENTION OF" line, "TO Address", and "Salutation" appear?

1. They are correct as shown.

2. They should appear as:

Commander, Second Brigade

Michael J. Bradbury  
3861 Breen Drive  
Indian Creek, Idaho 89312-1000

Dear Mr. Bradbury:

3. They should appear as:

Commander Second Brigade

Michael J. Bradbruy  
3861 Breen Drive  
Indian Creek, Idaho 89321-1000

Dear Mr. Bradbury:

4. They should appear as:

Commander, Second Brigade

Michael J. Bradbury  
3861 Breen Drive  
Indian Creek, Idaho 89321-1000

Dear Mr. Bradbury:

18. Are there any capitalization, spelling, format, or punctuation errors in the first and second paragraphs?

1. Yes; spelling and punctuation in BOTH paragraphs.
2. Yes; format, capitalization, and punctuation in the first paragraph.
3. Yes; format, capitalization, and spelling in the second paragraph.
4. No.

19. Are there any capitalization, spelling, format, or punctuation errors in the third and fourth paragraphs?

1. Yes; spelling and format in BOTH paragraphs.
2. Yes; punctuation and format in the fourth paragraph.
3. Yes; spelling and capitalization in the third paragraph.
4. No.

20. How should the closing appear?

1. It is correct as shown.
2. It should appear as:

Sincerely,

BOBBY J. COLE  
Major, Infantry  
Deputy Adjutant General

Encl

3. It should appear as:

Sincerely,

Bobby J. Coles  
Major, US Army  
Deputy Adjutant General

4. It should appear as:

Sincerely,

Bobby J. Cole  
Major, US Army  
Deputy Adjutant General

Enclosure

**INSTRUCTIONS:** Use the additional information at Figure 3 and the memorandum for record at Figure 3-1 of the supplement to answer questions 21 through 25.

21. How should the letterhead appear?

1. It is correct as shown.
2. It should appear as:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 2D BRIGADE 55<sup>TH</sup> INFANTRY DIVISION  
FORT STEWART, GEORGIA 31314-5000

3. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarter, 2d Brigade, 54<sup>th</sup> Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000

4. It should appear as:

Department Of The Army  
Headquarters, 2d Brigade, 55<sup>th</sup> Mechanized Infantry Division  
Fort Stewart, Georgia 31313-5000

22. How should the heading of the MFR appear?

1. It is correct as shown.

2. It should appear as:

AJJPA	2 May 2003
MEMORANDUM FOR RECORD	
SUBJECT: Recap on Armed Forces Day Activities	

3. It should appear as:

AJJPA	2 May 2003
MEMORNADUM FOR RECORD	
SUBJECT: Recap on Armed Forces Day Activities	

4. It should appear as:

AJJPA	2 May 2003
MEMORANDUM FOR RECORD	
SUBJECT: Recap on Armed Force Day Activities	

23. Are there any capitalization, spelling, format, or punctuation errors in the first and second paragraphs of the MFR?

1. Yes; spelling and format.
2. Yes; capitalization and format.
3. Yes; spelling, capitalization, format, and punctuation.
4. No.

24. Are there any capitalization, spelling, format, or punctuation errors in the third and fourth paragraphs of the MFR?

1. Yes; capitalization and format.
2. Yes; spelling, capitalization, and format.
3. Yes; spelling, capitalization, format, and punctuation.
4. No.

25. How should the closing appear?

1. It is correct as shown.
2. It should appear as:

4 Encls 1. as 2. VIP list 3. Map of the area  CF (w/encls): Brigade Commander Brigade Adjutant	ANDREW C. COLEMAN 1LT, IN Public Affair Officer
---	---

3. It should appear as:

4 Encls as  CF: Brigade Commander (w/encls) Brigade Adjutant (wo/encls)	Andrew C. Coleman 1LT, IN Public Affairs Officer
--	--

4. It should appear as:

4 Encls 1. as 2. VIP list 3. Map of the area 4. Schedule of events  CF: Brigade Commander (wo/encls) Brigade Adjutant (w/encls)	ANDREW C. COLEMAN 1LT, IN Public Affairs Officer
---	--

**INSTRUCTIONS:** Use the additional information at Figure 4 and the memorandum of agreement at Figure 4-1 of the supplement to answer questions 26 through 30.

26. How should the letterhead of the MOA appear?

1. It is correct as shown.
2. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarter, 55th Mechanized Infantry Division  
Fort Stewart, Georgia 31313-5000

3. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarters, 54th Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000

4. It should appear as:

DEPARTMENT OF THE ARMY  
Headquarters, 55th Infantry Division  
Fort Stewert, Georgia 31314-5000

27. How should the heading of the MOA appear?

1. It is correct as shown.
2. It should appear as:

MEMORANDUM OF AGREEMENT  
BETWEEN  
THE 55<sup>th</sup> MECHANIZED INFANTRY DIVISION  
AND  
THE UNITED STATE ARMY INFANTRY SCHOOL

SUBJECT: Infantry Instructors' Conference

3. It should appear as:

MEMORNADUM OF AGREEMENT  
BETWEEN  
THE 55<sup>TH</sup> MECHANIZED INFANTRY DIVISION AND  
THE UNITED STATES ARMY INFANTRY SCHOOL

SUBJECT: Infantry Instructor's Conference

4. It should appear as:

MEMORANDUM OF AGREEMENT  
BETWEEN  
THE 55<sup>TH</sup> MECHANIZED INFANTRY DIVISION  
AND  
THE UNITED STATES ARMY INFANTRY SCHOOL

SUBJECT: Infantry Instructors' Conference

28. Are there any capitalization, spelling, format, or punctuation errors in the first, second, and third paragraphs?

1. Yes; spelling and format.
2. Yes; spelling, punctuation, and format.
3. Yes; spelling, format, and capitalization.
4. No.

29. Are there any capitalization, spelling, format, or punctuation errors in the fourth and fifth paragraphs?

1. Yes; spelling and format.
2. Yes; spelling, format, and punctuation.
3. Yes; spelling, format, and capitalization.
4. No.

30. How should the closing appear?

1. It is correct as shown.
2. It should appear as:

<hr/> JOHN R. RANCHER Lieutenant General, USA Commanding  <hr/> 10 March 2003	<hr/> JOHN C. DEY Major General, USA Commanding  <hr/> 1 March 2003
--	--

3. It should appear as:

<hr/> JOHN R. RANCHER Major General, USA Commanding  <hr/> 1 March 2003	<hr/> JOHN C. DEY Lieutenant General, USA Commanding  <hr/> 10 March 2003
--	--

4. It should appear as:

<hr/> JOHN R. RANCHER Major General, USA Commanding  <hr/> 1 March 2003	<hr/> JOHN C. DEY Lietenant General, USA Commanding  <hr/> 10 March 2003
--	---

**INSTRUCTIONS:** Use the additional information at Figure 5 and the classified memorandum at Figure 5-1 of the supplement to answer questions 31 through 35.

31. How should the letterhead and the classified markings appear?

1. They are correct as shown.
2. They should appear as:

**SECRET**  
  
DEPARTMENT OF THE ARMY  
Headquarters, 55<sup>th</sup> Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000

3. They should appear as:

**CONFIDENTIAL**  
  
DEPARTMENT OF THE ARMY  
Headquarters, 55<sup>th</sup> Mechanized Infantry Division  
Fort Stewart, Georgia 31313-5000

4. They should appear as:

**CONFIDENTIAL**  
  
DEPARTMENT OF THE ARMY  
Headquarters, 55<sup>th</sup> Mechanized Infantry Division  
Fort Stewart, Georgia 31314-5000

32. How should the heading appear?

1. It is correct as shown.
2. It should appear as:

AJJGA	1 April 2003
MEMORANDUM FOR Commander, 2d Brigade, 55 <sup>th</sup> Mechanized Infantry Division (AJJBB), Fort Stewart, Georgia 31314-5000	
SUBJECT: Deployment in Support of Operation Summer Storm 03	

3. It should appear as:

AJJGA	1 April 2003
MEMORANDUM FOR Commander, 2d Brigade, 55 <sup>th</sup> Mechanized Infantry Division (AJJBB), Fort Stewart, Georgia 31314-5002	
SUBJECT: Deployment in Support of Operation Summer Storm 03 (C)	

4. It should appear as:

AJJGA	1 April 2003
MEMORNADUM FOR Commander, 2d Brigade, 55 <sup>th</sup> Mechanized Infantry Division (AJJBD), Fort Stewart, Georgia 31314-5002	
SUBJECT: Deployment in Support of Operation Summer Storm 03 (C)	

33. Are there any capitalization, spelling, format, or punctuation errors in the first and second paragraphs?

1. Yes; capitalization, and punctuation.
2. Yes; spelling, capitalization, and punctuation.
3. Yes; format, spelling, capitalization, and punctuation.
4. No.

34. Are there any capitalization, spelling, format, or punctuation errors in the third and fourth paragraphs?

1. Yes; format and spelling.
2. Yes; spelling, format, and punctuation.
3. Yes; spelling, format, and capitalization.
4. No.

35. How should the closing of the classified memorandum appear?

1. It is correct as shown.
2. It should appear as:

CLINTON R. CROW  
Major General, USA  
Commanding

CLASSIFIED BY: HQ, 55<sup>TH</sup> INF DIV  
DECLASSIFY ON: 31 DECEMBER 2003

3. It should appear as:

FOR THE COMMANDER:

CLINTON R. CROW  
Major General, USA  
Commanding

CLASSIFIED BY: HQ, 55<sup>TH</sup> MECH INF DIV  
DECLASSIFY ON: 31 DECEMBER 2003

4. It should appear as:

CLINTON R. CROW  
Major General, USA  
Commanding

CLASSIFIED BY: HQ, 55<sup>TH</sup> MECH INF DIV  
DECLASSIFY ON: 30 DECEMBER 2003