3-08/060.10 - Office Correspondence (Form SH-AD-32A)

Internal correspondence prepared on a SH-AD-32A is generally used by the Department as a formal method of communication and, as such, shall be typewritten. These forms shall only be used intradepartmentally.

When the communication exceeds one page on a SH-AD-32A, all succeeding pages shall be typed on similar bond paper.

The format for the SH-AD-32A shall be as follows:

- Date - shall be in upper and lower case letters;
- From and To - the person's full name, followed by the rank or title, shall appear on the first line with their unit of assignment placed immediately below. These shall all be in upper case letters;
- Subject - the entire subject shall be in bold upper case letters and shall not be underlined;
- Margins - the left margin shall be blocked at first line and be at least one to one and one-half inches. The right and bottom margins shall be at least one inch, depending on the length of the communication;
- Narratives - shall be single-spaced and double-spaced between paragraphs. Block style shall be used with each line beginning at the left margin;
- Page numbering - shall be used only when the communication exceeds one page. Do not number the first page. When a communication is continued to two or more pages, the subject (briefed) shall be entered at the left margin six lines down from the top of the page. The page number, with a hyphen before and after the number, shall be centered on the same line, with the date of the communication begun so as to end at the right margin;
- Signature - shall appear at the end of the original communication, or above the sender’s name in the “From” section. The identification (sign-off) initials and the copy (distribution) notation shall be typed two to six lines below the last line of the communication on the original; and
- If an approval line is needed, it shall be above the sign-off initials and copy notation, formatted as shown below:

  APPROVED: _____
  Executive’s Name and Title

  NOTE: A unit or division file number, if assigned, shall be used on all office correspondence prepared by this Department. The file number shall be placed in the upper right corner in the space provided for file numbers.