

PROTECTED B

Memorandum

5710-1

Nov 15

Cmdnt (through CoC)

REQUEST TRANSFER TO SANITARY
ENGINEER X15 999 666 CPL BLOGGINS I.M.

Refs: A. 1000-1 (Adj) 1 Feb 11 (encl)
B. CFAO 2-15

1. These are the paragraphs where you lay out what and why you are requesting what is in the title above. References would be added above as printed in this memo. If they are not needed you simply comment them out. Comments are the lines beginning with the % character which is what you precede a line with to have it not print. For example, to not print any Refs, comment out the lines in the references block. \LaTeX will take care of all spacing automatically without further input from you.
2. You will need 5 blank lines left open between the last itemization in your list to the top of the signature block. At 120% with the 12 point font and the space between lines gives us 72 points in total of vertical vspace between the end of the last paragraph and the signature block.
3. Half an inch of separation between the number and the start of the text is required IAW the Military Writing Guide. The text should now naturally wrap to under the digit of each itemized paragraph. Your editor may add a different amount so the 0.375 may have to be adjusted.
4. For your consideration Sir.

I. Bloggins
Cpl
Construction Engineer
Local 6666

Encl: 1

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