

INFO MEMO

FOR: SECRETARY OF DEFENSE

DepSecDef Action _____

FROM: Name, Title (Principal, Principal Deputy, or ASD if appropriate)

SUBJECT: How to Prepare an Info Memo

- **Purpose.** Use this format to convey information to the SecDef, the DepSecDef, or the ExecSec on important developments not requiring action at the time (e.g., for background and issue papers).
- Explain why it is important and appropriate for the recipient to be informed.
- Sentences should be tight, short, and concise. Avoid passive voice.
 - Follow the DoD Manual for Written Material (<https://www.esd.whs.mil/CMD/MFWM/>).
 - Use Times New Roman, 12-pitch, two spaces after a period, and the oxford comma. Bullets should be 5 lines or less.
- (CUI) Portion mark every classified bullet, insert two spaces after a portion marking. Follow published guidance on use of CUI and other classifications.

Attachment(s):

TAB A – Supplemental Information (if needed)

TAB B – Coordination (always last tab; must include General Counsel; coordination at Principal or Principal Deputy level in OSD or Top 4 on Joint Staff)

(If Classified)
Classified by/Derived From:
Reason(s):
Declassify by:
Prepared by: Name, Office
Phone Number:

(If CUI)
Controlled by:
CUI Category(ies):
Limited Dissemination Control:
POC: (Name and phone number)