MEMORANDUM FOR RECORD 29 Sep 08

SUBJECT: Writing a Memo For Record

1. The separate-page memorandum for record (commonly referred to as Memo for Record, MR, or MFR) is used as an informal, in-house document. It records information that is usually not recorded in writing (i.e., phone calls or meeting summaries) and passes it on to others. People working together generally pass information back and forth verbally but sometimes it needs to be recorded and filed. A Memo for Record is perfect for this purpose. In addition, the informal format required by the MFR makes it the appropriate method for documenting day-to-day work center actions.

2. The explanatory memo for record is another type of separate-page memorandum for record which is intended to accompany and explain the background of another, main memo. It tells who got involved and provides additional information not included in the basic memo. By reading both the basic memo and the explanatory memo for record, readers should understand enough about the subject to coordinate or sign the basic memo without having to call or ask for more information. If the basic memo really does say it all, an explanatory memo for record may not be needed.

3. Type or write the Memo for Record on plain bond paper or squadron letterhead in this format. Use 1-inch margins all around and number the paragraphs if there is more than one. A full signature block is not necessary but the MFR should be signed.

John N. Hancock, SSgt, USAF

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