

Correspondence Correction Checklist

(For use of this form see USAR Pam 25-2; the proponent agency is G-2/6)

SECTION I - CORRESPONDENCE REVIEW (Completed by Reviewer)

1. TO: (Agency and office symbol)

2. FROM: (Agency and office symbol)

3. REVIEWER'S NAME:

4. DATE

Types of Errors (Check all that apply)

5. Typographical.

6. Enclosures unnumbered/numbered incorrectly.

7. Incorrect:

- ARIMS record number.
- Group/brief address.
- Address/zip code.
- Format.
- Margins.
- Paragraph numbering.
- Acronym/abbreviation not spelled out first.
- Grammar/punctuation.
- Signature authority.
- Listing of enclosures.
- Unauthorized form.
- Page number.

8. Writing Style:

- Passive voice.
- Main point not up front.
- Informal/slang.

9. Missing:

- Office Symbol.
- ARIMS record number.
- Date
- Subject
- ATTN line.
- Reports Control Symbol (RCS) or exemption statement.
- Authority line.
- Signature.
- Enclosures.
- CF copies.
- Releasing officer's name/initial.
- Concurrence.
- Record copy.
- FOUO markings/cover sheet.
- Security classification markings.
- Downgrading notations.

10. See paragraph(s) _____ of:

- AR 25-30 AR 335-15
- AR 25-50 AR 380-5
- AR 25-400-2 DA Pam 600-67
- USAR Pam 25-2 _____

11. REMARKS: (Reverse side may be used)

12. Errors checked above have been reported previously. Correct procedure should be explained to individual concerned.

SECTION II - RETURN OF CORRECTED CORRESPONDENCE (Completed by Originating Office)

13. TO:

14. FROM: (Originating Office)

15. ACTION COMPLETED

BY: (Initials)

DATE:

16. REMARKS: (Reverse side may be used)