



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG NC 28310-5010

AFRC-PR (25-1d)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Restricted Use of the Department of War Letterhead

1. References:
 - a. Army Regulation 25-50 (Preparing and Managing Correspondence), 10 October 2020
 - b. [U.S. Department of War Website](#), 28 October 2025
 - c. [Department of War, Visual Information Style Guide](#), 12 September 2025
2. **Purpose.** This memorandum provides guidance to the United States Army Reserve Command (USARC) and subordinate commands as to the limited use and purpose of the Department of War (DoW) letterhead. Currently no USARC unit, command, or staff function has been authorized to use the DoW letterhead in correspondence. The continued use of the Department of Defense (DoD) seal is required.
3. **Applicability.** This memorandum addresses the construction of memorandums and other official correspondences within the USARC.
4. **Authorization.** IAW AR 25-50, Section 1-16, all official letterhead stationery will bear the DoD seal.
5. Department of War Seal.
 - a. The DoW seal's use is restricted to official DoW top leader correspondence, legal documents, reports, memoranda, ceremonial booklets, certificates and awards.
 - b. The requirement to use Department of Defense seals and insignias when referenced in instructions, manuals, and memorandums remains in effect until they are updated.
 - c. The Department of War is a secondary title to the Department of Defense for use in public communications, official correspondence, ceremonial contexts and non-statutory documents within the executive branch.

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6. Point of contact for this memorandum is Thomas L. Adams Jr, Records Management and Publishing Branch, at 910-570-9548 or thomas.l.adams68.civ@army.mil.

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