



DEPARTMENT OF THE ARMY

INSPECTOR GENERAL

CORRESPONDENCE

AND

REPORTS GUIDE

August 2025 edition



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Record of Changes

<u>Date</u>	<u>Changes</u>
Sept. 2017	First Edition
Oct. 2018	Second edition: Updated introductory section and format changes.
Jan. 2021	<p>Third edition:</p> <ul style="list-style-type: none"> • Format and style updates. • Addition of: <ul style="list-style-type: none"> ▪ Appendix A: Links to relevant and helpful websites ▪ Appendix B: Common Report/Document Errors ▪ Appendix C: Applicable Army Records Information Management System (ARIMS) Record Numbers ▪ Appendix D: Marking Documents Controlled Unclassified Information, and Annex: “Interim Guidance on marking Inspector General (IG) Records and other work products as Controlled Unclassified Information.”
Sept. 2021	Fourth Edition: Updated references and added footnotes for clarity.
Aug. 2025	<p>Fifth Edition:</p> <ul style="list-style-type: none"> • Changes name to DAIG Correspondence and Reports Guide. • Incorporates updates to AR 25-50, CUI marking procedures, and ARIMS guidance. • Updates several entries for clarity and adherence to GPO Style. • Reorders the contents and adds <ul style="list-style-type: none"> • Chapter II: Scheduling and Coordinating DAIG Correspondence and Reports • Annex A: HQDA-specific Guidance • Annex B: Marking documents as Controlled Unclassified Information (CUI) • Annex C: Army Records Information Management System Records Numbers • Appendix A: Common Correspondence and Report Errors • Appendix B: References and Useful Links



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I. Army Inspector General Writing Style and Preferred Usage

Purpose. Whether you are authoring a one-page memorandum or a multi-page report, written products originating from the Department of the Army Inspector General (DAIG)¹ and Inspector General (IG) offices across the Army must adhere to the Army's standards of clarity, consistency, accuracy, and grammatical correctness. While this document is not comprehensive, the DAIG Correspondence and Reports Guide provides instruction on Army IG writing style, formatting, plain language, grammar, punctuation, report templates, and other tips to ensure IG products meet Army standards.

When preparing an IG document, the assumption is that the audience for that document will reside within the Army. Thus, IG authors will principally follow Army writing-style guidance and policy (see below). However, as long as it possible to do so without contravening Army policy, IG documents will also incorporate Department of Defense (DoD) writing-style guidance and policy. This guide is written with Inspectors General in mind, and it is intended to be a 'one stop' reference for *most* DAIG writing style questions.

If this guide is unclear on a specific point, writers should consult, in order:

- **(HQDA/DAIG only)** HQDA Writing and Product SOP;
- Army Regulation (AR) 25-50 (Preparing and Managing Correspondence); and
- the U.S. Government Printing Office (GPO) Style Manual, 2016 (or latest) edition.
 - *All are available via the [DAIG StratCom Teams channel](#) under Files > Army IG Correspondence and Reports Guide*

Refer to **Appendix B: References and Useful Links** for more information.

DAIG editors will revise and update this guide as Army Executive Communications and Control (ECC) and senior Army leaders provide additional style guidance.

Questions, Assistance, and Suggestions.

To submit style questions, request assistance with a document, suggest improvements to this guide, or request access to the DAIG StratCom Teams Channel, please email the DAIG Editorial Team at usarmy.pentagon.hqda-otig.list.tmt-saig-editor@army.mil.

1. Per AR 20-1, 23 MAR 2020, para. 1-9d/e, "The USAIGA is a field operating agency of the OTIG. The agency comprises operational and support divisions that perform the IG functions on behalf of the SECARMY and CSA and the overall Department of the Army. The term DAIG is used when referring to both the OTIG and USAIGA as one entity."



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II. Scheduling and Coordinating DAIG Correspondence and Reports

The DAIG editor is available to assist all DAIG divisions with editing, preparation, and coordination of DAIG reports and correspondence destined for HQDA leadership. This includes reports of inspections, investigations, and inquiries, as well as memorandums, white papers/information papers, action memos, policy documents, special reports or publications, enclosures, and slide decks or other visual media.

Report editing is almost never a 'one-and-done' deal. Most reports will go through several rounds of editing before it reaches DAIG senior leaders for review and/or approval. In many cases, the senior leaders will direct changes, leading to rewriting and another round of editing. See **Figure 1** on the following page.

Additionally, the DAIG editor is the assigned Publications Control Officer and Forms Management Officer for the Agency. In this capacity, the editor liaises with the Army Publishing Directorate, and will coordinate all Armywide publications and DA forms generated by the agency.

A crucial aspect of the editing process is long-term planning. Once an inspection plan is finalized with approximate report draft dates and final due dates, please enter that information on the spreadsheet located in the DAIG MS Teams StratCom Channel (in the DAIG Report Editing folder). Also be sure to enter the division, lead point(s) of contact, and all other information on the spreadsheet. It can be updated and modified as necessary. This will enable the editor to accurately track and plan for upcoming reports and correspondence. See **Figure 2** on the following page.

Editing checklist

- Formatting (varies by type of document);
- Font and line spacing;
- Letterhead (memorandums);
- Office symbol and ARIMS record number (memorandums);
- CUI/Classification markings;
- CUI designation indicator block on Page 1;
- Page numbering;
- Spelling, spacing, grammar, punctuation;
- All math and data;
- Placement, design, and visibility of tables, pictures, and other graphics;
- Clarity of purpose, background, objectives, methodology, summary, findings, and recommendations;
- Number of findings and recommendations matches the number of findings and recommendations described in the summary;
- All recommendations as written in the finalized report will appear verbatim on the SA and USA memorandums and any other listing of recommendations in that packet;
- Reviewing the entire document for clarity, accuracy, and resolution of information gaps or contradictory statements;
- Ensuring all packet documents are completed and in the correct Tab/Enclosure order.
- Providing follow-up reviews and edits after DAIG senior leader-directed changes.



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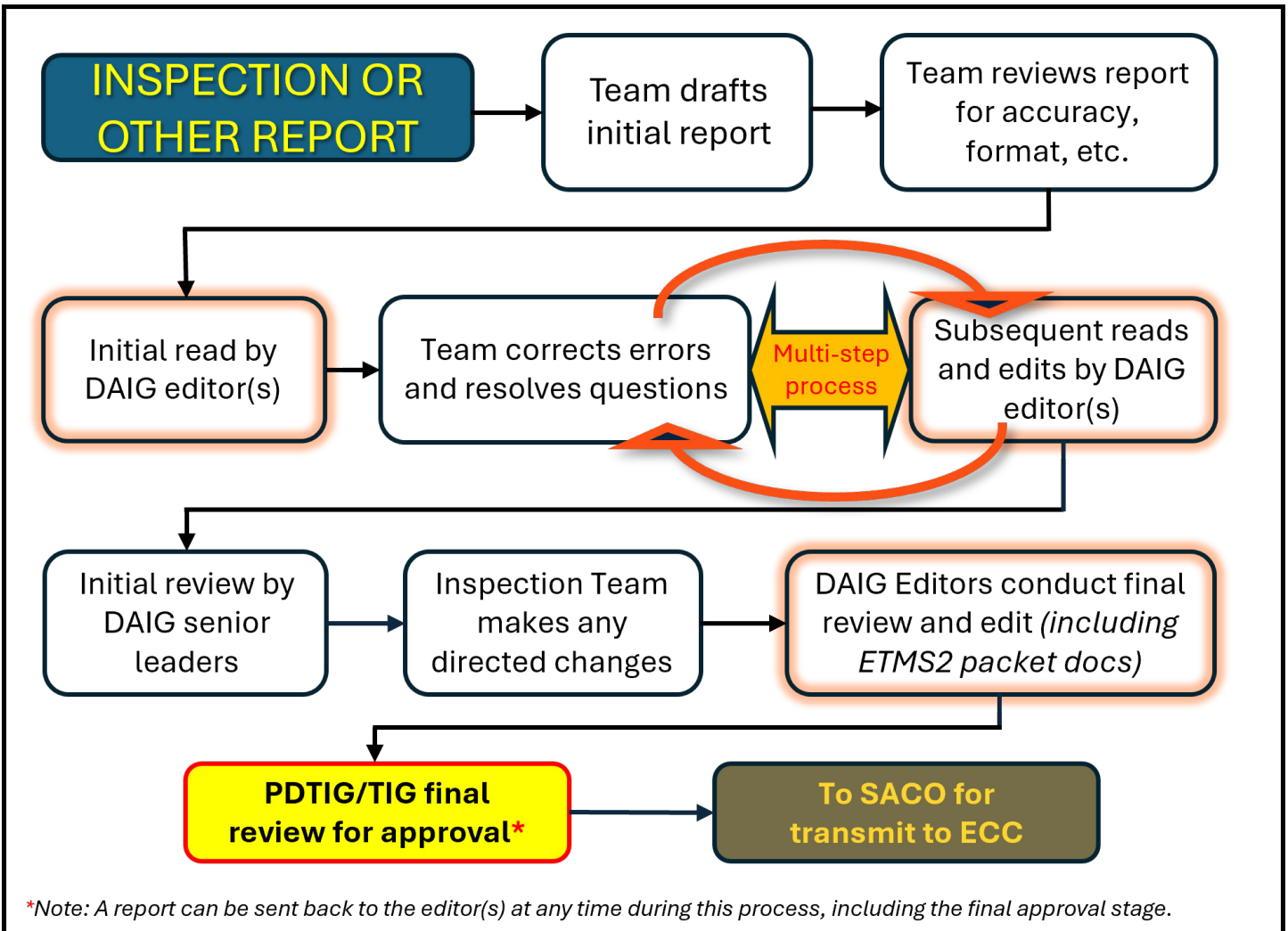


Figure 1: Typical workflow of a DAIG inspection report or other HQDA-bound correspondence.

DAIG Report/Correspondence Scheduler							
POC: Thomas Ruyle, SAIG-AI Taylor Bldg Room 12192 703-695-1737 thomas.m.ruyle.civ@army.mil							
Division (SID, IO, etc)	Primary POC	Subject	Est Length (pages)	Est Initial Review Date	Est Final Due Date to TIG	Security Level (Dropdown)	Notes
(Example) SID1	LTC Joe Snuffy	Mess Kit Repair BN inspection	27	23-Jun-25	31-Jul-25	Unclass	

Figure 2: Report editing scheduler, available through MS Teams (DAIG personnel only).



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III. Style

A. Abbreviations, Acronyms, and Initialisms

An abbreviation is the shortened form of words representing the whole word, while an acronym contains a set of initial letters from a phrase that usually forms another word. Initialisms are a series of initial words or phrases that form an abbreviation but are not pronounced as a word. (See **Table 1** for examples)

1. Do not:

- a. Use the shortened forms of words in the body of the publication, to include tables and figures. For example, do not use 'thru,' 'ASAP,' or 'avn' in a narrative. Instead, spell them out: *through, as soon as possible, and aviation.*
- b. Use initialisms in headings, titles, or subject lines.²
- c. Use an initialism to represent more than one term in a single publication. For example, if a publication uses both 'infrared' and 'information requirement,' then 'IR' can only represent one of these terms; the other must always be written out when used.
- d. Use a new acronym/initialism when another is commonly used throughout the Army. For example, do not use 'private motor vehicle (PMV)' instead of 'privately owned vehicle (POV).'
- e. Use periods with initialisms (the exceptions are a.m., p.m., and U.S. (when used as a modifier, as in *U.S. Central Command*)).
- f. Show the full form of an initialism again after it is introduced in the text, except in headings and titles, titles of tables and figures, the glossary, proper names, or when the complete phrase forms a part of another longer phrase that is also a formally defined term (Exception: Within inspection reports, recommendations written in the Recommendations Table must be written *verbatim* in the corresponding finding section within the body of the report.)

2. Do:

- a. Use *for example* instead of 'e.g.,'
- b. Use *that is* instead of 'i.e.,'
- c. Use *versus, instead of, or as opposed to* in place of 'vs.'
- d. Use 'the' routinely in front of an initialism that can stand alone. (For example, use 'the' in front of an initialism modifying the noun that follows it; *the DAIG inspection team*)³
- e. Use the correct indefinite article (*a* or *an*) with each acronym or initialism. In other words, the indefinite article is determined by the sound of the first letter of the word after the article. For consonant sounds, use 'a.' For vowel sounds, use 'an.' For example, *a FRAGO*, but *an EXORD*.
- f. Use the following abbreviations without spelling out: 'St.' as in *St. Louis* or *St. Paul*; 'No.' for *number* when preceding a report number. However, always spell out 'Fort,' as in *Fort Irwin*.

2. Per AR 25-50, para. 2-4a(6), "Use only one subject and write the subject in 10 words or less, if possible. Avoid using abbreviations in the subject line; however, if the subject needs more than 10 words, limit the number of words by using commonly recognized authorized acronyms (for example, DA, DoD, FY, and HQDA). If the subject is more than one line, begin the second line flush with the left margin (see fig 2-13)."

3. Use of 'the' with initialisms: It is appropriate to use 'the' before 'Department of the Army Inspector General (DAIG)' and 'Department of Defense Inspector General (DoDIG),' when first spelled out, regardless of where it occurs in a sentence. However, on subsequent references, only use 'the' before the initialism if it serves as a modifier of the word after it. For example, 'the DAIG inspection team.'



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- g. Spell out United States as a noun. (For example, *Treasurer of the United States. In the United States, 65.3 percent of registered voters cast a ballot in the 2024 election.*)
- h. Spell out an acronym or initialism on first reference, followed by the acronym or initialism in parentheses, then use the acronym or initialism for all other references. (for example, *U.S. Army Training and Doctrine Command (TRADOC)*)
- i. To form the plural of a numbered reference, put the ‘s’ on the end of the word and not the number. For example, *DA Forms 31* (not ‘DA Form 31s’).
- j. Initialisms for Army Senior Leaders:
 - SA: Secretary of the Army (*Do not use ‘SecArmy’*)
 - USA: Undersecretary of the Army
 - CSA: Chief of Staff, Army
 - VCSA: Vice Chief of Staff, Army
 - SMA: Sergeant Major of the Army

Table 1: Abbreviations, Acronyms, and Initialisms		
<u>Abbreviation</u>	<u>Acronym</u>	<u>Initialism</u>
Dr.: Doctor St.: Street Mr.: Mister	Scuba: Self-contained underwater breathing apparatus Radar: radio detection and ranging NASA: National Aeronautics and Space Administration FEMA: Federal Emergency Management Agency	HQDA: Headquarters, Department of the Army DAIG: Department of the Army Inspector General DoD: Department of Defense TIG: The Inspector General

B. Army word usage and jargon

1. Capitalize *Soldier / Soldiers, Servicemember / Servicemembers, Family / Families, and Civilian / Civilians* in internal Army documents.
2. Do not use the term ‘rank’ for Army or DoD Civilians; use the term *grade* instead.
3. In formal writing, it is correct to write *Company E* rather than ‘E Company,’ ‘Echo Company,’ or ‘Easy Company.’⁴
4. Numbering:
 - **Armies** are numbered in series beginning with ‘First’ (for example, *First Army, Eighth Army*).
 - **Corps** are numbered in series beginning with Roman numeral ‘I’ (for example, *I Corps, XVIII Airborne Corps*).
 - **Divisions; brigades** (except those designated as divisional brigades); **regiments; groups; battalions; squadrons; separate companies, troops, batteries, platoons, and detachments;** and **other separate units** are numbered in series within a branch, beginning with ‘1st’ (for example, *1st Infantry Division; 2d Field Artillery Regiment; 3d Transportation Battalion; 4th Medical Detachment*).
 - **Combined arms brigades** and **brigade combat teams** designated as divisional brigades

4. See para. 2-3d(3)(a), Army Regulation (AR) 220-5 (Designation, Classification, and Change in Status of Units).



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will normally be numbered in series within the division beginning with '1st' (for example, *1st Brigade, 1st Infantry Division*).

- Standalone brigades (non-divisional) will be written without a divisional echelon, but a National Guard affiliation can be used. (for example, *30th Armored Brigade Combat Team, North Carolina Army National Guard*)
- **Non-combined arms brigades** designated as divisional brigades will be named based on their branch or function (for example, *Combat Aviation Brigade, 1st Infantry Division; Sustainment Brigade, 3d Infantry Division*).

Note: U.S. Army unit designations use the ordinal number abbreviations '2d' and '3d,' **not** '2nd' or '3rd' (for example, *2d Infantry Division, 703d Support Battalion*).⁵ Also note that superscript (such as '4th') is not used.

C. Block Quotations

1. Indent a direct quotation of more than four lines, using 10-point type and 1-inch indentation from the left and right margin. Do not use quotation marks at the beginning or end.
2. Begin the block quotation that completes the introductory sentence with a lowercase letter.
3. Do not use an ellipsis (...) before a block quotation, as the lowercase signifies the middle of a sentence.
4. Use bracketed lowercase [c] to signify that the original quote had started a sentence.
5. Do not use an ellipsis at the end of a block quotation that makes a complete sentence.

D. Bulleted Lists

1. Consider using bulleted lists throughout a report, especially in the finding paragraph(s) to highlight key points.
2. Keep at least two lines of bulleted items together with the introductory sentence. Also, keep at least two single-line bulleted items together at the top and bottom of a page.
3. Generally, indent the first bullet or sub-bullet one-quarter inch more than the first line of the preceding text. Make primary bullets solid black circles and sub-bullets hollow circles.
4. For bullets that are complete sentences, begin each bulleted item with a capital letter and end with a period. The lead-in to the bulleted list must be a complete sentence and end with a period.
5. For bullets that are incomplete sentences:
 - use lowercase for the first letter of each bullet,
 - end each bullet, except the last one, with a comma,
 - insert an "and" on the next to last item, and
 - end the last bullet with a period.
6. Each bullet listed must flow from and complete the lead-in sentence. The lead-in sentence can be either a complete sentence or a sentence fragment. In either case, end the lead-in sentence with a colon.

⁵ See para. 2-3d(2)(d), AR 220-5.



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E. Numerals

1. Use digits (10, 11, 12...) for a number of 10 or more, except if it starts a sentence. Avoid beginning sentences with numbers.
2. Do not give digits in parentheses following a spelled-out number, except in legal documents (for legal documents only, use this format: five (5) dollars or ten dollars (\$10)).
3. Spell out a number less than 10 except when used with fractions or decimals:
3 ½ cans, 2 ½ times, or 2.5 times.
4. Always express units of measurement, time, percent, or money as digits; their use does not affect the use of numbers for other numerical expressions in the sentence.
5. Age: 6 years old; 52 years, 10 months, 6 days; a 3-year-old; at the age of 27 (years implied).
6. Clock time: Use military time for Army and DoD documents (0700, 1345, etc.).
7. Dates:
 - Express dates on memorandums and in reports in one of the following formats: *1 January 2023*, *1 JAN 23*, *1 Jan 23*. The four digits for the year will be used only when the month is spelled out. Be consistent with the date style used on a document.
 - For single-digit dates, such as 6 JUN 1944, **do not** place a 0 before the single digit
 - *16 June–27 August 2019* (military).
 - *15–17 April 2017*;
 - *June 2024* (not June, 2024);
 - *June 29, 2024* (not June 29th, 2024);
 - *March 6 to April 15, 2023* (not March 6, 2023, to April 15, 2023);
 - *May, June, and July 2014* (but June and July 2014);
8. Referring to two or more consecutive years (fiscal year, consecutive years, or a continuous period) use 1900–11, 1971–84, 1864-65; when there is a change of century, use the four-digit number for both dates, such as 1995-2011.
9. Referring to two or more years that are not continuous, use a comma: *1875, 1879*.
10. Do not use an en dash in place of 'to' in a 'from...to' expression of dates or times. (For example, *from 2002 to 2009*, not from 2002–2009.)
11. Phone numbers: Do not place the area code in parentheses; instead, use the en dash (for example, *703–555–1212*).
12. Fiscal year: *FY 2010* or *FY10*; *three fiscal years*; *third fiscal year*.
13. Money: *\$3.65*, *74 cents apiece*, *0.5 cent*, but *two pennies*, *three quarters*.
14. Percentage: *12 percent*; *5 percentage points* (Only use the percent symbol (%) in figures or tables within a report).
15. Unit modifiers: *5-day week*; *8-year-old wine*, *8-hour day*, *10-foot pole*, *a 5-percent increase*, *20th-century progress*, but *two-story house*, *five-member board*, *\$20 million airfield*.
16. Capitalize numbers if spelled out as part of a name: *Air Force One*, *Charles the First*, *Committee of One Hundred*, *Twenty-third Census*.
17. Hyphenate the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element: *twenty-one*, *twenty-first*, *6-footer*, *6-foot-11-inch man*, *24-inch ruler*, *3-week vacation*, *10-minute delay*, *two-sided question*, but, *one hundred twenty-one*, *100-odd*, *foursome*, *threescore*, *second grade children*.



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18. Do not hyphenate a modifier consisting of a possessive noun preceded by a numeral:
*1 month layoff, 1 week's pay, 2 hours' work, 3 weeks' vacation,
1 minutes' delay.*

F. Proper Nouns and Capitalization

1. A proper noun has two distinctive features: it names a specific (usually a one-of-a-kind) item, and it begins with a capital letter no matter where it occurs in a sentence.
2. A common noun or adjective forming an essential part of a proper name, such as *West Virginia*, is capitalized; however, the common noun used alone as a substitute for the name of a place or thing is not capitalized. A descriptive term used to denote mere direction or position is not a proper name and is not capitalized.
 - *north, south, east, and west;*
 - *northerly, northern, northward;*
 - *eastern, occidental;*
 - *northern Virginia;*
 - *southern California;* but
 - *North Carolina, South Carolina.*
3. The names of calendar divisions (*March, April, May*, etc.) are capitalized, seasons are not (*fall, winter, spring, summer*).
4. Capitalize *Finding* and *Recommendation*, when used with the reference number or letter to refer to elements of reports.
5. DoD- and Army-specific capitalization.
 - a. Use uppercase when abbreviating Combatant Commands (CCMD), Army Commands (ACOM), Army Service Component Commands (ASCC), and Direct Reporting Units (DRU): *USSOUTHCOM, TRADOC, USARCENT, INSCOM.*
 - b. Capitalize *Nation, Union, Administration, Confederation, Commonwealth*, and *Members* only if used as part of proper names; however, *Nation* is always capitalized when referring to the United States.
 - c. Capitalize *Federal* and *Government* when referring to the United States.
 - d. Military Service(s) when referring to the U.S. Military (*Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, National Guard*, etc., but 'total force' and 'military' are lowercase).
 - e. Lowercase and spell out military ranks when used without proper nouns. (For example, "the sergeant called the formation to attention," but "SGT Smith called the formation to attention.")
 - f. DoD-specific: *Military Establishment, Armed Forces, All-Volunteer Force*, but armed services.
 - g. Army-specific: *the Army, the Infantry, the 81st Regiment, the Army Establishment*, and *the Army Band*. (Not capitalized: *army shoe, Grant's army, the brigade, the corps, the regiment, infantryman*, etc.)
 - h. Military Installations: all States of the United States, Puerto Rico, and the Virgin Islands, and freely associated states are abbreviated following any capitalized geographic term, including *Fort, Proving Ground, Airbase, Barracks*, etc. (For example, *Fort Bragg, NC*) See **Table 2** on the following page.



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Table 2: Military installation references	
<u>First reference</u>	<u>Subsequent references</u>
Peterson Air Force Base, CO	Peterson AFB
Fort Lesley J. McNair, Washington, DC	Fort McNair
Joint Base Lewis-McChord, WA	Joint Base Lewis-McChord <u>or</u> JBLM

G. Referring to The Inspector General (DoD and Army)

1. The DoD Inspector General refers to a person. The proper abbreviation for this person is DoDIG.
2. In the Army, The Inspector General refers to a person. The proper abbreviation is TIG. Do not write ‘the TIG,’ as it is redundant.
3. The Department of the Army Inspector General refers to the organization. The proper abbreviation is DAIG.
4. Do not capitalize ‘the’ before ‘Office of Inspector General’ or ‘Department of the Army Inspector General,’ unless it begins a sentence.

H. Plain Language

The Plain Writing Act of 2010⁶ requires Federal agencies to use clear Government communication that the public can easily understand and use. See **Table 3** on the following page.

1. Write in a more natural, conversational style to keep readers interested and help readers grasp concepts more quickly and avoid misinterpretation.
2. Use short, simple, easy-to-understand words and sentences.
3. Avoid weak constructions such as “There are,” “There is,” or “It is.”
4. **Write for the average reader**—not the subject-matter experts, the lawyers, or senior-level management. Remember, your audience (directing authority, TIG, senior Army leaders, etc.) likely aren’t subject-matter experts on a given topic. Explain the problem as simply as possible without getting into technical details.
5. Use active voice to make your message more compelling and clear; avoid passive voice.
6. Use short sentences, paragraphs, and sections, which helps your reader navigate and quickly digest the material.
7. Use the simplest tense possible, which makes your writing clear and strong. Use simple past tense whenever possible. (For example, “We issued a report every quarter,” not “We have issued a report every quarter.”)
8. Omit excess words. Challenge every word—do you need it? Pronouns, active voice, and base verbs help eliminate excess words. Omitting unnecessary modifiers. (For example, in “This information is really critical,” you do not need “really.”)

6. While the Act does not prescribe regulations, three separate Executive Orders emphasize the need for plain language: E.O. 12866, E.O. 12988, and E.O. 13563.



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9. Use concrete, familiar words. Writers do not impress people by using ‘governmentalese’ (for example, instead of “utilize,” say *use*).
10. Define (and limit) initialisms, acronyms and abbreviations.
11. Avoid jargon, foreign terms, and legal terms. If such terms must be used, ensure an adequate definition of the term is included on first reference.
12. Avoid noun strings.
13. Use “will” to express a requirement of action. Do not use the superlative voice “shall.”
14. Place words carefully within a sentence. This is as important as organizing your document effectively. Keep the subject, verb, and object close together. Place modifiers correctly; ask yourself whether you mean, “We want only the best” or “We only want the best.”
15. Use lists and tables. You can shorten and clarify complex material by using lists and tables. These features give your document more “white space”, making it more appealing to the reader.
16. Use parallel structure. Parallel structure helps readers take in information by presenting it in a consistent, parallel way.
 - a. Parts of sentence or a paragraph are parallel if each part has the same grammatical construction and parts of speech.
 - b. Use parallel structure for lists and similar information.

Table 3: Plain Language	
<u>Rather than</u>	<u>Use</u>
commence	begin
in the absence of	without
utilize	use
lengthy	long
facilitates	make(s) possible, expedite(s), promote(s)
in lieu of	instead of/in place of
in order to	to
prior to	before



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IV. Common Mistakes When Writing for Senior Leaders

Clear writing is clear thinking and, for this reason, it can be hard work. Before starting to type, ask yourself ‘what is the overriding point of the document that the reader needs to know,’ and ‘how can you say it in the first sentence or two?’

Next, decide what supporting details and information the reader absolutely needs to know and, equally important, what you can exclude.

Remember, directing authorities and senior leaders are very busy. The goal here is to inform them without burying them in technical jargon or minute details – but don’t be vague, either.

Below are unsuccessful attempts to do this, along with solutions to fix the problem:

PROBLEM: Adding too much technical detail rather than providing a high-level overview of an issue or problem.

Too detailed: *The 5/16-inch bolts used to secure flap actuator module 3A to the underside of strut 2304-B, located 210.4 centimeters outboard of the wing fairing and 128 centimeters meters aft of the leading edge, are of an inferior alloy (ASTM A36 Mild/Low Carbon Steel), versus AISI 1065 high-carbon steel, which is of a much higher tensile strength, as specified in TM 9-1002-312-A47p. Furthermore, the threading on the existing ASTM A36 bolts does not precisely match the 24 threads-per-inch standard, causing technicians to spend more time lining up the bolt for insertion and applying 12 more pounds of torque, which can lead to stripping of the bolt and critical failures during all phases of flight.*

Better: *The bolts used to secure the flap actuator in place within the wing are of an inferior alloy, and the bolt threading does not precisely match the bolt hole threading, which can lead to stripping of the bolt and an increased chance of a critical failure. Specific details can be found in Accident Report M-2025-031-A (Enclosure 1).*

PROBLEM: Efforts to summarize have stripped out all the meaningful facts and information. There is always a tension between writing succinctly and including data and information that senior leaders need. Make sure your efforts to summarize do not strip out facts decision-makers need to know.

Vague: *In POM 23-27 the EE PEG invested in modernization efforts.*

Better: *In Program Objective Memorandum (POM) 23-27 the Equipping Program Evaluation Group (EE PEG) invested more than \$89 million, or just over 50 percent of the \$177 million Total Obligation Authority (TOA), to support 69 modernization efforts. In total, over the past three POM cycles, the Army has re-allocated over \$30 million of EE PEG funding from enduring and legacy programs to modernization efforts.*



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PROBLEM: Information is repeated in multiple parts of the same package. Not confident about what goes where, authors sometimes include repetitive information in the cover memo, action memo, and in the letter the ASL is being asked to sign. Wherever possible, try to avoid repeating the same information in multiple parts of the package.

Repetitive: *There are five key issues this report seeks to address, which are (A, B, C...)*

Better: *This report addresses five key issues, further detailed in Paragraph 4.*

PROBLEM: A report starts ‘in the middle of the movie’ and assumes facts the directing authority or senior leader does not necessarily have. While you may have been working on a particular report for months, senior leaders often handle large amounts of correspondence in the middle of a packed day with no meaningful transition time. Your report should quickly and succinctly orient them to what they are looking at and not assume the senior leader already knows key foundational facts.

Knowledge gap: The Department of the Army must implement FY23 NDAA-directed medical research, development, and acquisition transfers in POM26 Program and Budget Review. The transfers highlight challenges in the governance of the Military Health System.

Better: The FY23 NDAA directs funding for medical research, development, and acquisition be transferred to the Defense Health Agency. This new statutory direction creates implementation problems for all military Departments. This paper identifies issues for the Army, current proposals for legislative relief, and options if legislative relief fails.

PROBLEM: A report summary lists several inspected aspects of a program, system, or initiative, but does not touch on all of them within the report.

Summary: *The DAIG inspection team examined several aspects of the 333rd Battalion’s food service program, including logistics, meal planning, food handling, safety practices, kitchen cleaning procedures, and overall DFAC cleanliness.*

Issue: The report covers all inspected aspects (whether a finding was made or not) except safety practices. This can lead to confusion and follow-up questions from the senior leader.



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V. Grammar

A. Active versus Passive Voice

1. With active voice, the subject is the actor; with passive voice, the subject of the sentence becomes the object. Normal English sentence structure follows the SUBJECT-VERB-OBJECT pattern, or “who does what to whom.” See **Table 4** below.
2. Active voice improves the flow and readability of a sentence; passive voice is generally wordy and often requires the reader to reread the sentence to understand who did what.
3. Exception: It is okay to use passive voice in the following instances: when the object receiving an action is the important part of the sentence—especially in scientific and legal contexts, when the subject is unknown, or when the subject is distracting or irrelevant.

Table 4: Active versus Passive Voice	
<u>Active</u>	<u>Passive</u>
The inspection team recommended specific corrective actions.	Specific corrective actions were recommended by the inspection team.
The clerk opened the mail.	The mail was opened by the clerk.
The chairman announced the merger at the meeting.	The merger was announced by the chairman at the meeting.
Delegates from each organization attended the meeting.	The meeting was attended by delegates from each organization.

B. Dangling Participles and Misplaced Modifiers

1. Dangling participles: A dangling participle occurs when a participle is unintentionally used to modify the wrong noun in a sentence. See **Table 5** below.
2. Misplaced Modifiers: To avoid misplaced modifiers, keep words as close as possible to the words they modify and make sure the sentence is not only grammatical, but also logical.
3. Limiting modifiers—such as “only,” “almost,” and “just”—should be placed in front of the words they modify.

Table 5: Dangling Participles examples	
<u>Rather than</u>	<u>Use</u>
Having finished my dinner, the waiter offered to bring dessert.	After I finished my dinner, the waiter offered to bring dessert.
The park ranger spotted a bear peering through her binoculars.	The park ranger peered through her binoculars and spotted a bear.
We only want the best.	We want only the best.



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C. Fragments and Run-ons

1. Fragments: Lack a subject and verb; a dependent clause fragment has a subject and a verb, but it still needs an independent clause to be a sentence. (Example: *Because John hurried.*)
2. Run-on: Two sentences fused together without punctuation. (Example: *I am an inspector general I inspect Army cybersecurity.*)

D. Noun Strings

Noun Strings are groups of nouns ‘sandwiched’ together. Readability suffers when three words that are ordinarily separate nouns follow in succession. Once you get past three, the string becomes unbearable. Technically, clustering nouns turns all but the last noun into adjectives. However, many users will think they’ve found the noun when they’re still reading adjectives, and they will become confused. See **Table 6** below.

Table 6: Modifying Noun Strings	
<u>Noun String</u>	<u>Modified Noun String</u>
Material replacement alternatives	Alternatives for material replacement
Increased high-cost area allowances	Increased allowances for high-cost areas
Draft laboratory animal rights protection regulations	Draft regulations to protect the rights of laboratory animals

E. Punctuation

1. Apostrophes
 - a. Use for possessive and plural possessive nouns.
 - b. Do not use to form the plural of a word or abbreviation.
 - c. Add an apostrophe and ‘s’ when the noun ends in ‘s.’ (For example, “Mr. Jones’s assessment did not agree with Mr. Smith’s.”)
 - d. Joint possession is indicated by placing an apostrophe on the last element of a series; however, individual or alternative possession requires the use of an apostrophe on each element of a series. (For example, “Brown and Nelson’s store,” “editor’s or proofreader’s opinion.”)
2. Colons
 - a. Use before a final clause that extends or amplifies the preceding matter. (For example, “Give up conveniences; do not demand special privileges; do not stop work: these are necessary while at war.”)
 - b. To formally introduce any matter that forms a complete sentence, question, or quotation. (For example, “The following question came up for discussion: What policy should we adopt?” “There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.”)
 - c. In business emails, salutations should end with a colon. (For example, Dear Mr. Smith:)
 - d. Never use after a preposition. (For example, “At the meeting we will vote on: organization day and leave policy” is incorrect.)



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3. Commas

- a. Used to separate two words or figures that might otherwise be misunderstood. For example:
Instead of hundreds, thousands came.
Instead of 20, 50 came.
December 7, 1941.
In 2003, we dismissed 400 cases.
- b. To indicate the omission of a word or words. (For example, “Then we had much; now, nothing.”)
- c. After each series of qualifying words. For example: short, swift streams; but short tributary streams.
- d. Between an introductory modifying phrase and the subject modified. (For example, “Beset by the enemy, they retreated.”)
- e. Before and after Jr., Sr., Esq., Ph.D., Inc., etc. (For example, “Bob Smith, Ph.D., opened the meeting.”)
- f. To set off parenthetical words, phrases, or clauses. (For example, “Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.”)
- g. To set off words and phrases in opposition or in contrast. (For example, “Mr. Green, the lawyer, spoke for his defense.” “James Roosevelt, Democrat, of California.”)
- h. When listing a series of three or more items, use a comma after the second to last item. (Also known as the Oxford comma)
- i. To separate phrases and clauses in a coordinate series. (For example, “Management disagreed with recommendation one, proposed corrective actions for recommendation two, and did not respond to recommendation three.”)
- j. After “and,” “or,” “nor,” “for,” “so,” and “but,” when these conjunctions join two independent clauses.
- k. When using the terms “including” or “such as,” use a comma before and after the phrase they initiate. (For example, “The Air Force took corrective actions, including those recommended by the OIG, and continued to improve its cyber defenses.” “The Army has taken many steps, such as improving communications with the Navy, to implement the report recommendations.”)

4. En dash, Em dash, and hyphen (See **Table 7** on the next page)

- a. En dash (–): An en dash is a medium-length dash (longer than a hyphen but shorter than an em dash) that is mostly used to show ranges in numbers and dates. It can also be used for clarity in forming complex compound adjectives. (*To insert an en dash in Word, hold down Alt and type 0150.*)
- b. Em dash (—): An em dash sets off a word or clause and adds emphasis. (*To insert an em dash in Word, hold down Alt and type 0151*)
- c. Hyphen (-): A hyphen forms hyphenated words, links prefixes to words, indicates word breaks, and is used in numbers. It not only unites, but also separates the component words and thus facilitates understanding, aids readability, and ensures correct pronunciation.



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Table 7: En dash, Em dash, and Hyphen examples		
En dash (–)	Em dash (—)	Hyphen (-)
<p>Expresses a period of time: 2005–2008, January–June, Monday–Friday</p> <p>Indicates a range of numbers: \$5–\$20, August 1–15</p> <p>Names with numbers: 5–20 for bonds</p> <p>Telephone numbers: 703–555–1212</p> <p>Separation for office symbols: DACS–ZDV–ECC</p> <p>Figures and Capital Letters: S–2; DCS, G–3/5/7; J–4; 6–A; DC–14; I–95; 4–H</p>	<p>Shows a break in a sentence: Please call my supervisor— Mr. Taylor—on Friday.</p> <p>Instead of commas or parentheses if meaning clarified: Freedom of speech, freedom of worship, freedom from want, freedom from fear— these are the fundamentals of moral world order.</p>	<p>Joins adjective, adverb, noun, past participle, present participle to form compound adjectives: An English-speaking country. A twenty-story building. A well-known writer. A good-looking person</p> <p>Used to join two nouns to form a verb: Color-code; Double-click</p> <p>Hyphenated nouns: Mother-in-law; Editor-in-chief; Dry-cleaning</p> <p>Used in words beginning with prefixes: Co-worker; Ex-boyfriend; Post-mortem; Pre-intermediate; Sub-category</p> <p>When writing out the numbers twenty-one to ninety-nine, we use a hyphen between the tens and units number. Other numbers don't require a hyphen. Twenty-two; Eighty-six million; Twenty-four thousand</p>

5. Ellipses

- a. Use ellipses (...) to show that words or sentences have been omitted from quoted material. Do not use them at the beginning or end, or in the middle of pull quotes, unless the quote is from a person's actual statement. In these cases, you may use an ellipsis mid-sentence to indicate omitted text.

6. Italics

- a. Use for titles, magazines, books, journals, and other periodicals or to add emphasis.
 - *Soldiers* magazine, *The Catcher In the Rye*, *NCO Journal*
- b. Use for the names of individual ships, vessels, aircraft, and spacecraft. Do not use italics for missiles or rockets.
 - *USS Nimitz* (CVN-68), a B-52H called *Ghost Rider*, the Space Shuttle *Atlantis*, *Apollo 11*.

7. Parentheses

- a. Used to set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included.
- b. Also used for referencing of Army regulations and pamphlets. (See **Table 9**)

8. Periods. Use at the end of declarative sentences and abbreviations (not acronyms or initialisms).



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9. Pronouns

- a. Must agree with the nouns they stand for. Remember that a component, organization, or agency is an ‘it,’ not a ‘they.’ See **Table 8** below.
- b. When referring to persons identified only by position (such as ‘the commander’), avoid using him/her. Instead, use the plural ‘they’ if it fits.
- c. ‘None’ can be a singular pronoun if it’s referring to ‘not one’ or ‘no part,’ but it also can be plural when referring to ‘not any.’
- d. ‘Each’ is an indefinite pronoun; in formal writing indefinite pronouns take a singular verb.
- e. ‘Either/neither,’ ‘anyone,’ ‘anybody,’ ‘everyone,’ ‘everybody,’ ‘nobody,’ ‘someone,’ and ‘somebody’ always take singular verbs.

Table 8: Pronoun Usage Examples

<u>Rather than</u>	<u>Use</u>
The Air Force provided <i>their</i> response to our report.	The Air Force provided <i>its</i> response to our report.
The Air Force officials provided <i>its</i> response to our report.	The Air Force officials provided <i>their</i> response to our report.
We determined that the agency did not comply with <i>their</i> regulations.	We determined the agency did not comply with <i>its</i> own regulations.
Management <i>are</i> required to provide <i>their</i> comments.	Management <i>is</i> required to provide <i>its</i> comments.

10. Quotation Marks

- a. Use to enclose direct quotations and titles of brochures, reports, directives, instructions, manuals, and public laws (See **Table 9** on page 19). Also, use quotation marks to enclose Military Construction (MILCON) project titles (Project P-068T, “Bachelor Enlisted Quarters”).
- b. When a comma, semicolon, or period is used at the end of a phrase or sentence in quotation marks, put the comma, semicolon, or period *inside* the last quotation mark. Placement of other punctuation at the end of a quote depends on whether the punctuation is part of the quote.
- c. Be sure to use ‘smart’ (curly) quote marks; material copied and pasted from other sources is likely to contain straight quote marks that require correction by deleting BOTH straight quotes and reentering quote marks first on the left and then on the right of the quoted material.
- d. Colons and semicolons go outside quotation marks unless they fall within quoted material.
- e. Do not use quotation marks to enclose names of newspapers, books, or magazines, or a block quotation.

11. Semicolons

- a. Use to separate items containing commas, unless it is obvious where the divisions lie.
- b. In general, do not use a semicolon if the clause that follows cannot stand alone as a separate sentence. You can usually use a comma in this instance.



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- c. May also be used to link two sentences; linking two sentences with a comma is an error, also called a comma splice. (Note: ‘However,’ ‘therefore,’ and ‘indeed’ are adverbs, not a conjunction (such as ‘but’), and is thus preceded by a semicolon and not a comma.)
- d. Never use a semicolon and a coordinating conjunction such as ‘and,’ ‘so,’ and ‘but,’ to join two clauses—this is the job of the comma.
- e. You may use semicolons instead of commas to separate items in a series of items containing commas or other punctuation, or if the items are very long or complex. However, when possible, use bullets to present long or complex items in a series. (Example: The DLA initiatives do not satisfy the recommendation; we are therefore redirecting the recommendation to the Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD.)

F. Subject-Verb Agreement

1. Pay attention to subject-verb agreement when a prepositional phrase that includes a noun sits between the subject and verb.
2. Make sure the verb agrees with the subject, not the noun in the prepositional phrase.
 - a. Incorrect: *DoD instruction requires DoD organizations to implement a comprehensive system of internal controls that provides reasonable assurance.*
 - b. Correct: *DoD instruction requires DoD organizations to implement a comprehensive system of internal controls to provide reasonable assurance.*

G. ‘Which’ Versus ‘That,’ and ‘Who’ Versus ‘That’

1. ‘Which’ is used to introduce nonrestrictive (nonessential) clauses. A nonrestrictive clause provides additional information but it does not restrict the meaning of the material it modifies. A nonrestrictive clause could be removed from the sentence without changing the meaning of the sentence. (For example, “Government computer systems, which use smart cards, are more secure.” All Government computer systems are more secure; the fact they use smart cards is extra, non-essential information.)
2. “That” is used to introduce a restrictive clause. A restrictive clause is essential to the meaning of the sentence and is not set off by punctuation. (For example, “The Joint Service Provider office that is located in the Taylor Building provides network support for the Inspections Directorate.” There could be another Joint Service Provider office at a different location, but this sentence restricts it to only the office at the Taylor Building.)
3. “Who” versus “That”: Use “who” when referring to people and “that” when referring to animals and inanimate objects.
 - a. Incorrect: *The training is for commanders THAT have been at their unit for less than six months.*
 - b. Correct: *The training is for commanders WHO have been at their unit for less than six months.*
 - c. Correct: *The military police have dogs THAT are trained to detect explosives and illegal drugs.*



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VI. Citing References

Per AR 25-50, references are listed in the first paragraph of the correspondence. List and number references in the order they are mentioned in the correspondence. However, when references are not included in the body of the correspondence, list them in order of precedence order in the first paragraph.

Note: Cite only the overall publication where the information can be found. For example, if the referenced information is found in paragraph 2-2 of AR 25-30, cite only AR 25-30.

When only one directive, instruction, or regulation is mentioned in a report, you can use the short form without formally establishing it. (Only capitalize *directive*, *instruction*, and *regulation* when used with a specific numbered reference.)

See **Table 9** on the following page.



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Table 9: Citing References

<u>Publication</u>	<u>Sample full reference</u> <i>(in lists and in paragraph 1 of a memorandum)</i>	<u>Sample abbreviated reference</u> <i>(body text)</i>
Public Law	National Environmental Policy Act of 1969, Public Law No. 91–190, Section 103, 83 Statute 852, 853 (1970).	Section 103, NEPA of 1969.
Code of Federal Regulations	Section 1, Part 49, Title 32, Code of Federal Regulations	32 CFR 49.1
Executive Order	Executive Order 11490	EO 11490
Executive Proclamation	Presidential Proclamation, 3632, Section 12, Title 3, Code of Federal Regulations	Pres Proc 3632, 3 CFR 12
Federal Register	Volume 33, Federal Register, p. 5495	33 FR 5495
Manual for Courts-Martial	Manual for Courts-Martial, United States, Part IV, paragraph 84 (2012)	Part IV, paragraph 84, MCM, 2012
Opinions of the Attorney General	Volume 9, Opinions of the Attorney General, 1859, p. 371	9 Op Atty Gen 371 (1859)
Uniform Code of Military Justice	Article 31 (a), Uniform Code of Military Justice	UCMJ, Art. 31(a)
U.S. Code	Title 10, United States Code	10 U.S.C.
	Section 101, Title 10, United States Code	10 U.S.C. 101
	Title 10, United States Code, Chapter 1606	10 U.S.C. Chapter 1606
U.S. Revised Statutes	Section 298, Revised Statutes (Section 118, Title 31, United States Code)	RS 298, 31 USC 118
Army Directive	Army Directive (AD) 2020-04 (Enhanced Interim Financial Support).	AD 2020-04
Army Regulation	Army Regulation (AR) 25-50 (Preparing and Managing Correspondence).	AR 25-50
Department of the Army Pamphlet	Department of the Army (DA) Pamphlet 25-40 (Army Publishing Program Procedures).	DA PAM 25-40
Department of the Army Memorandum	HQ USAR, AFRC–ZA memorandum (Training for Army Materiel Command Personnel), 20 February 2020.	HQ USAR, AFRC–ZA memo
Letter	Office of the General Counsel, SAGC letter (subject—if used), 31 March 2020.	(N/A)
Email	HQ TRADOC, ATPL–TDD–OR, [full name] email (Correspondence Memorandum), 3 January 2020.	(N/A)
Department of Defense Directive	Department of Defense (DoD) Directive 5106.01, “Inspector General of the Department of Defense,” 20 April 2012.	DoDD 5106.01
Department of Defense Instruction	Department of Defense Instruction 7600.02, “Audit Policies,” 27 April 2017.	DoDI 7600.02
Forms	Department of the Army (DA) Form 260 (Request for Publishing-DA Administrative Publications).	DA Form 260



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Annex B: Controlled Unclassified Information (CUI) markings

CUI is defined as “a categorical designation that refers to unclassified information that does not meet the standards for national security classification pursuant to Executive Order 13526, Classified National Security Information, December 29, 2009, but requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits

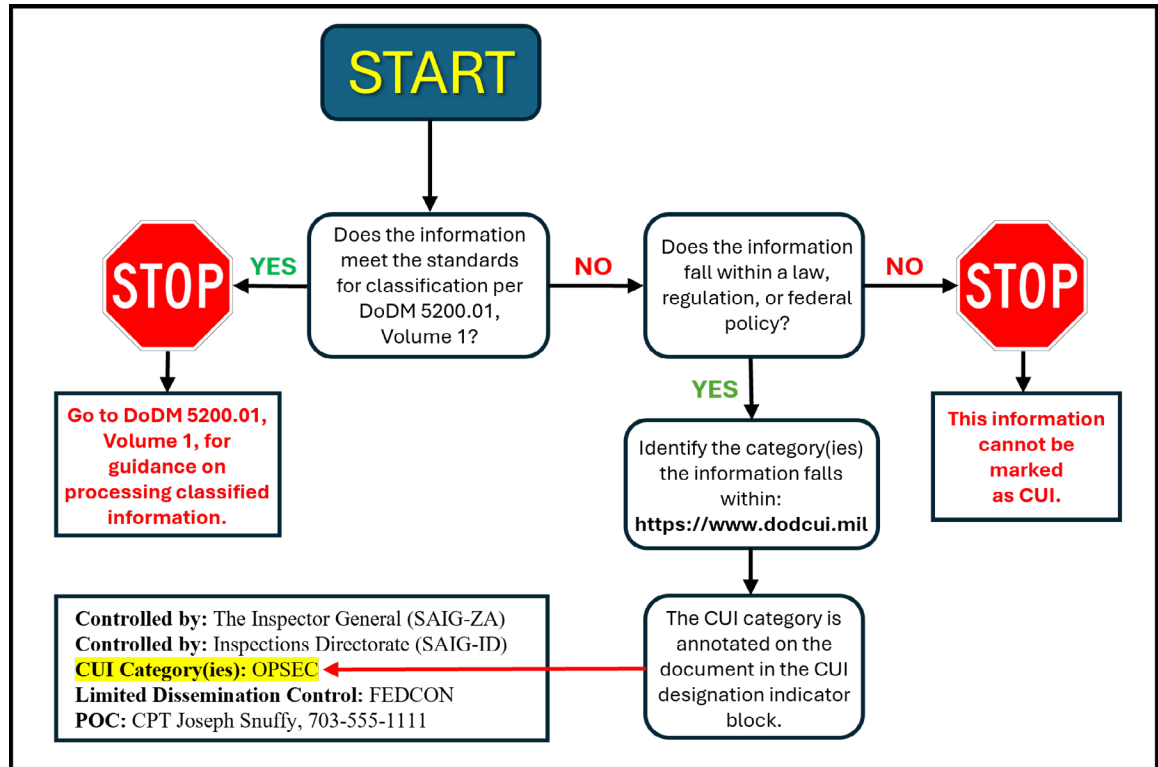


Figure B: Process for CUI Determination, per “Controlled Unclassified Information Markings,” 4 November 2020.

on exchange or dissemination pursuant to and consistent with law, regulations, or Government-wide policy.” The designation CUI replaces the terms ‘sensitive but unclassified’ and ‘For Official Use Only.’ **Do not use those terms.**

Figure B illustrates the process for CUI determination. Please note that it is the responsibility of the author to make the proper determination and fill out the CUI designation indicator if required.

Documents marked CUI must provide the marking in the header and footer on all pages of the document. The designation indicator must be annotated on the first page or cover of all documents containing CUI.

Useful CUI Links:

- DoD CUI site, <https://www.dodcui.mil/>
- The DoD CUI Registry, <https://dodcui.mil/dod-cui-registry>
- Training: <https://www.dodcui.mil/Training/DoD-Training/>

For DAIG’s current CUI guidance, go to the IG StratCom Team channel > Files > Army IG Correspondence and Reports Guide, and look for the CUI References folder. If you are an IG who needs access, please email usarmy.pentagon.hqda-otig.list.tmt-saig-editor@army.mil for assistance.



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Annex C: Army Records Information Management System (ARIMS) Record Numbers

AR 25-50 requires agencies to place ARIMS record numbers after the office symbol on memorandums (one space after the office symbol in parentheses). Example: **SAIG-AI (25-50a)**, see also **Figure C** below.

***Note: It is the author's or originator's responsibility to determine and apply appropriate record numbers for memoranda prior to submitting them for review or distribution.*

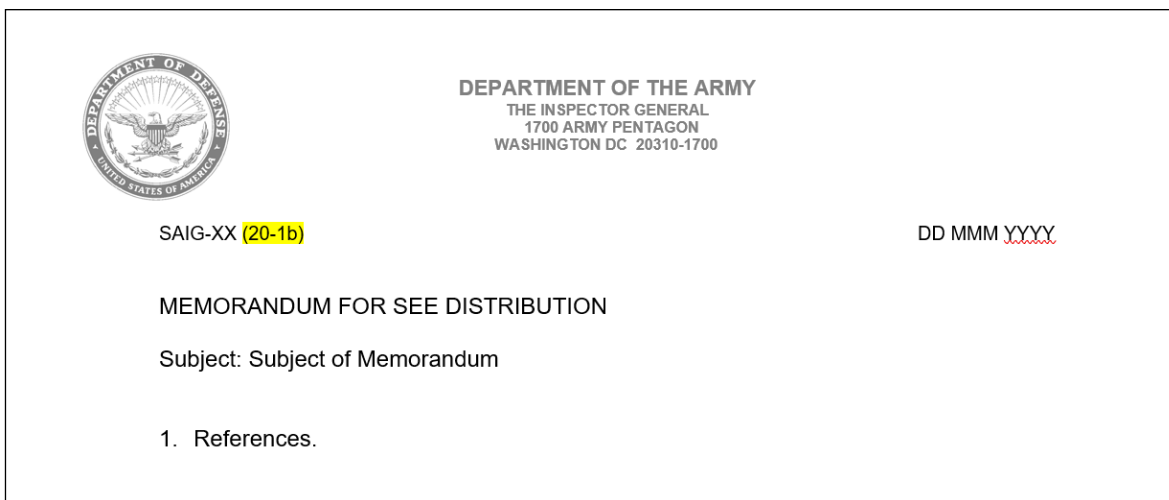


Figure C: Placement of the ARIMS Records Number in memorandums

IG documents generally fall under two record series: 800 (Administration) and 1000 (Legal). **Tables C1** and **C2** further define these two record series, associated record numbers, and duration of record retention.

For a complete list and description of ARIMS record numbers, go to the ARIMS Detailed Reference Crosswalk at <https://arims.army.mil/RRSA/QuickReferenceXWalk.aspx>



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Table C1: ARIMS Record Series 800 (Administration)

<u>Record Number</u>	<u>Record Description</u>	<u>Examples</u>	<u>Duration</u>
1-201a	Information related to reviewing, controlling, coordinating, and consolidating planned inspections, surveys, and visits. Included are notifications of impending visits, requests for authority to make visits, itineraries, approvals, requests for changes, and related information. Inspection, survey, and staff visit coordination files obtained/prepared by the office developing these documents (e.g. detailed inspection plan, subject matter expert requests, inspection directives).	Inspection, survey, and staff visit coordination files obtained/prepared by the office developing these documents (e.g. detailed inspection plan, subject matter expert requests, inspection directives).	6 years
1-201b1	Information relating to the conduct of command and staff inspections. Included are the retained copy of the report sent to the inspected activity, supporting information essential to and filed with the report, correspondence from the inspected activity indicating corrective action taken, information accumulated in staff offices that furnished members for the inspection team, and similar information.	Command Inspection Program (Department of the Army (DA) and Major Army Command (MACOM) HQ). Information obtained by the office performing inspection: inspection report	Permanent
1-201b2	Information relating to the conduct of command and staff inspections at DA and MACOM HQ. Included are the retained copy of the report sent to the inspected activity, supporting information essential to and filed with the report, correspondence from the inspected activity indicating corrective action taken, information accumulated in staff offices that furnished members for the inspection team, and similar information.	Command Inspection Program (DA and MACOM HQ). Information accumulated in staff offices, by members of the team.	2 years
1-201b3	Information relating to the conduct of command and staff inspections at DA and MACOM HQ. Included are the retained copy of the report sent to the inspected activity, supporting information essential to and filed with the report, correspondence from the inspected activity indicating corrective action taken, information accumulated in staff offices that furnished members for the inspection team, and similar information.	Information/documents from the office inspected (e.g., security logs from stakeholder).	6 years
1-201c	Information accumulated as a result of a command or staff inspection (not DA or MACOM HQ). Included are reports of inspections, correspondence directing corrective action, correspondence replying to these instructions, and similar information.	Organizational Inspection Program (not applicable to DAIG)	6 years



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Table C2: ARIMS Record Series 1000 (Legal)

<u>Record Number</u>	<u>Record Description</u>	<u>Examples</u>	<u>Duration</u>
20	Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2.)	General assistance, inspections, investigations, and follow-up correspondence files.	2 years
20-1a	Inspection conducted and information accumulated by Field IGs. Included are inspection reports and related information pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command, and similar files pertaining to inspections.	Field IG inspection reports	3 years
20-1b	IG investigations, inquiries, assistance, and inspection reports that are likely to attract high public and/or Congressional Committee or sub-committee interest, or that are deemed to be of historical significance by The Inspector General (TIG) and all information accumulated by IGs at Division HQs or higher in a combat environment.	IG investigations, inquiries, and inspection reports deemed historical significance by The Inspector General (TIG) and all information accumulated by IGs at Division HQs or higher in a combat environment (i.e., Inspection reports on Sexual Harassment/ Assault Response and Prevention (SHARP), Suicide Prevention, and Equal Opportunity)	Permanent
20-1e	IG investigations and inquiries involving non-senior officials at time of investigation/inquiry completed in which all allegations were unsubstantiated, and Assistance cases.	(Non-senior official) complete, unsubstantiated IG investigations and inquiries.	3 years
20-1f	IG inspections conducted and information accumulated by HQDA. Included are inspection reports and related information pertaining to annual general, procurement, special, nuclear surety, intelligence oversight, and Federal recognition inspections made of or conducted by HQDA.	*HQDA inspection reports as described.	30 years



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Table C2: ARIMS Record Series 1000 (Legal) (cont'd)

<u>Record Number</u>	<u>Record Description</u>	<u>Examples</u>	<u>Duration</u>
20-1h	The Office of The Inspector General (OTIG) is the primary location for case files containing substantiated allegations and related information. Case files contain investigative reports such as preliminary inquiries and reports of investigation (ROI), and computer indices. ROIs include the authority for the investigation/inquiry, matters investigations, narratives, summaries/excerpts of testimony given by witnesses, and appended exhibits that may include supporting documents, documentary evidence, summaries of interviews or transcript of verbatim testimony, or other investigative information. Administrative documents include those that guide or facilitate investigative/inquiry activities in the cases and provide the opening, transfer, or closing data for the cases. Computer indices contain the names/subjects of the investigation/inquiry, opening and closing dates, function codes reflecting the type of allegations and codes designating their status and determination, brief synopsis of allegations and their disposition, brief summaries of allegations, case notes, locations of the investigations/inquiries, and the assigned case numbers.	ROIs	30 years
20-1i	IG investigations and inquiries in which all allegations against senior officials were unsubstantiated. Case files contain investigative reports such as preliminary inquiries and reports of investigation (ROI), and computer indices. ROIs include the authority for the investigation/inquiry, matters investigations, narratives, summaries/excerpts of testimony given by witnesses, and appended exhibits that may include supporting documents, documentary evidence, summaries of interviews or transcript of verbatim testimony, or other investigative information. Administrative documents include those that guide or facilitate investigative/ inquiry activities in the cases and provide the opening, transfer, or closing data for the cases. Computer indices contain the names/subjects of the investigation/inquiry, opening and closing dates, function codes reflecting the type of allegations and codes designating their status and determination, brief synopsis of allegations and their disposition, brief summaries of allegations, case notes, locations of the investigations/inquiries, and the assigned case numbers.	Unsubstantiated senior official IG investigations and inquiries	15 years
20-1k	Information relating to the conduct of Policies, procedures, and results of IG post- and pre-board screens. IG records are screened at the direction of the Secretary of the Army for adverse information regarding personnel selected for certain selection boards, including colonel promotion and command, lieutenant colonel command, command sergeant major, recruiter, drill sergeant, IG nominations, and those involving senior officials.	IG-post-and pre-board screens, IG nomination packets.	6 years



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Appendix A: Common Correspondence and Report Errors

- Per the latest administrative revision of AR 25-50, the Army standard has reverted to **two spaces** after sentence-ending punctuation.
 - Ensure the **number of findings and associated recommendations** are the same in reports and all associated memorandums.
 - **Narrative (body text):** Avoid conversational language, such as ‘got,’ ‘fix,’ ‘actually.’ (Visit <https://www.plainlanguage.gov/> for more examples.)
 - **Tone:** Avoid terms of criticism such as ‘only’ (1 of 12 units completed the training, not ‘only 1 of 12 units completed the training’), ‘failed,’ ‘wrong,’ etc. Remember, the purpose of Army IG reports is to state objective facts and propose recommendations without implied criticism or finger-pointing.
 - **Staff sections:** When writing the names of numbered staff sections (S–2, G–3/5/7, J–6, etc.), please use en dashes (ALT+0150).
 - AMC: Army **Materiel** Command (not ‘Material’)
 - **Use:** not ‘utilize.’ Utilize is over-used.
 - **U.S.:** When spelling out the name of an organization containing the abbreviation U.S. (such as U.S. Army, U.S. Northern Command), ensure periods are used.
 - **Dates with single digits:** Do not add a zero before a single-digit date. For example, 1 February 2020, not 01 February 2020.
 - **Capitalization:** Over-capitalization is quite common. Please refer to Chapter III, Section F (Page 7).
 - **Fort:** Always spell it out, as in Fort Bragg. Do not use the abbreviations ‘FT’ or ‘Ft.’
 - **Numbers and math:**
 - o Double-check all math equations (such as 3 of 10 (30 percent)).
 - o Ensure numbers/stats within the Executive Summary and Methodology match what is in the Summary. (For example: If the Methodology section says 89 people were interviewed, it must indicate 89 in the Summary as well.) Ensure the number of Findings and Recommendations matches the contents of the report.
 - **Overuse of ‘that’:** Rather than “Establish a new policy that addresses Army requirements for barracks maintenance,” use Establish a new policy addressing Army requirements for barracks maintenance.
 - **Formatting:** All body type within DAIG reports and memorandums is Times New Roman (TNR), 12pt, regular, single-spaced. Varying line spacing (some single, some 1.08 lines, sometimes other) within body text paragraphs has been a frequent issue.
 - **References:** Please ensure references such as Army regulations, U.S. Code, DoD instructions, and the like are cited according to Chapter IV of this document.
 - Do not use hyperlinks in memorandums or reports.
 - Watch out for **"dumb" quotes**: If you copy and paste text from another document (especially PDFs), ensure the unformatted, uncurved quotes are replaced with re-keyed new quotes, to maintain the correct font. (Example: "text" vs. “text”)



U.S. ARMY

Department of the Army Inspector General Correspondence and Reports Guide



Appendix B: Style References and Useful Links

<u>Style Reference</u>	<u>URL</u>
AR 25-50 (Preparing and Managing Correspondence)	https://armypubs.army.mil/
Department of Defense Manual (DoDM) 5110.04 (Volume 1, Manual for Written Material: Correspondence Management)	https://www.esd.whs.mil/CMD/MFWM/
U.S. Government Printing Office Style Manual	https://www.govinfo.gov/collection/gpo-style-manual
DoDIG Style Tips for All Reports	(available via the Inspector General StratCom Teams Channel)
Plain Language	https://www.plainlanguage.gov

<u>Website</u>	<u>URL</u>
Army IG Public Website	https://ig.army.mil/
Inspector General StratCom Teams channel (CAC only)	StratCom Channel (email usarmy.pentagon.hqda-otig.list.tmt-saig-editor@army.mil for access assistance if needed)
Army Publishing Directorate	https://armypubs.army.mil/
Army Office Symbols (AAO)	https://ig.army.mil/IG-SCHOOL-RESOURCES/Useful-links/
DoD CUI site	https://dodcui.mil/
DoD CUI Registry	https://dodcui.mil/dod-cui-registry
Army Records Management Directorate (ARMD)	https://armyeitaas.sharepoint-mil.us/sites/HQDA-CIO-ISES-RMZ
Army Records Information Management System (ARIMS) (2 pages, CAC only)	https://arims.army.mil/RRSA/Search.aspx https://arims.army.mil/RRSA/QuickReferenceXWalk.aspx
DoD Link Shortener	https://www.go.mil/
DoD SAFE (Secure File Transfer)	https://safe.apps.mil/

