



AR 25-50

Preparing and Managing Correspondence

**Presented to RMDA's Virtual Symposium
Participants**

**Presented by Eve Roberts/Records Management
and Declassification Agency**

25–27 August 2020



Agenda

- ❑ **Memorandums, Letters and ALARACTS**
- ❑ **Current Status**
- ❑ **MAJOR Changes**



Housekeeping



Please mute your microphones and close cameras to save resources.



Questions can be entered in the chat at the end of the presentation.



AR 25-50, Preparing and Managing Correspondence

- ❑ Correspondence is governed by AR 25-50, Preparing and Managing Correspondence.
- ❑ As proponent, RMDA prescribes (on behalf of Secretary of the Army) Department of the Army policies, procedures, and standardized formats for preparing and processing Army memorandums and letters.
- ❑ Establishes correspondence standards not printing standards.



Memorandums, Letters and ALARACTS

- ❑ AR 25-50 establishes three forms of correspondence authorized for use: a letter, memorandum, and message

- ❑ For information on formatting and processing all Army activities (ALARACT) messages, see:
 - AR 25–30 (Army Publishing Program) and,
 - DA Pamphlet 25–40 (Army Publishing Program Procedures)



Current Status

**AR Status
Current edition –
17 May 2013**

Waiting on authentication of revision



MAJOR Changes

- ❑ Institutes the requirement for Army Records Information Management System record numbers on memorandums
- ❑ Directs that correspondence, internal to Army, will be approved via digital signature
- ❑ Directs that digital signatures will not be used on letters
- ❑ Changes the requirement from two spaces after ending punctuation to one space
- ❑ Adds the format for a decision memorandum
- ❑ Adds instructions for preparing a digital signature using Adobe Pro



Links:

<https://www.rmda.army.mil/>

<http://www.apd.army.mil/>

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QUESTIONS?