

The `armymemo` package*

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January 22, 2019

Abstract

The `armymemo` package provides a class to create U.S. Army memorandums in accordance with AR 25-50. It provides proper formatting and macros for common blocks in a memo.

1 Introduction

As with to the `article` class, you can use `armymemo` by declaring it as your `documentclass` and defining a few macros in the document header.

```
\documentclass{armymemo}

\unit{ORGANIZATIONAL NAME/TITLE}
\unitaddress{STANDARDIZED STREET ADDRESS}
\unitcity{CITY STATE 12345-1234}

\officesymbol{OFFICE SYMBOL}
\memofor{U.S. Army Command and General Staff College (ATZL),
        100 Stimson Avenue, Ft Leavenworth, KS 66027-1352}
\subject{Using and Preparing a Memorandum}
```

The above macros are required to properly create a memorandum header. Additionally, there are other optional macros that can be used to further customize the memorandum header. Once declared, the header and page style can be applied with the `\makeheader` macro.

```
\begin{document}
\makeheader
```

The `\makeheader` macro generates the letterhead as well as the header for additional pages. It also creates the THRU, FOR, and SUBJECT lines on the first page of the memorandum.

*This document corresponds to `armymemo` v1.0.0, dated 2019/01/12.

To define the body of the memo, `armymemo` provides three macros: `\ami`, `\amii`, and `\amiii`. These correspond to 0, 1, and 2 levels of indentation respectively. Once the memo body is complete, you can generate a signature block with `\makesigblock`.

```

\ami Short, clear purpose sentence

\ami Second item

\amii Subitem a

\amii Subitem b

\makesigblock{JOHN W. SMITH}{Colonel, GS}{Chief of Staff}

\end{document}

```

If there are enclosures, they can optionally be listed with the `\enclosures` macro in the document header. `\makesigblock` will insert them appropriately.

2 Macros

The following macros can be used in the document header to define the letterhead and memo header contents.

<code>\department</code>	Optional. Set the letterhead department. Defaults to “DEPARTMENT OF THE ARMY”.
<code>\unit</code>	Unit name. Displayed in the letterhead.
<code>\unitaddress</code>	Unit street address. Displayed in the letterhead.
<code>\unitcity</code>	Unit city and nine-digit zip code. Displayed in the letterhead.
<code>\officesymbol</code>	Office symbol for the memorandum originator.
<code>\date</code>	Optional. Date for the memo. As described in AR 25-50, dates should be in the following format: “1 January 2013” or “1 Jan 13”. <code>armymemo</code> defaults to <code>\today</code> in the long date format.
<code>\memothru</code>	Optional. Use a memorandum THRU to let other personnel know what is being done and give them the opportunity to comment, especially if their comment will affect the action. If there are multiple recipients on the THRU line, ensure the argument to this macro is prefixed with two blank lines.
<code>\memofor</code>	The office that is expected to complete the action.
<code>\subject</code>	Subject for the memorandum, 10 words or less if possible.
<code>\enclosures</code>	Optional. A list of enclosures.

The following macros can be used in the document body to create memo elements.

<code>\makeheader</code>	Create the memorandum header, including the THRU, FOR, and SUBJECT lines. This macro will also apply any page styles needed to set the header and footer correctly.
<code>\ami</code>	Top-level paragraph. Items will be numbered.
<code>\amii</code>	Indented subparagraph. Items will be enumerated alphabetically.
<code>\amiii</code>	Twice-indented sub-paragraph. Items will be numbered and enclosed in parentheses.
<code>\makesigblock</code>	Create the signature block. This macro accepts three parameters. In order, the parameters are <code>{name}</code> , <code>{rank, branch}</code> , and <code>{title}</code> . This macro also includes the enclosure listing to the left of the signature block.

3 Implementation

`armymemo` inherits from `article`. Before declaring any of the macros, we include a few packages we depend on.

```

1 \LoadClass[letterpaper,12pt,oneside]{article}
2 \RequirePackage{datetime}
3 \RequirePackage{fancyhdr}
4 \RequirePackage{graphicx}
5 \RequirePackage{hanging}
6 \RequirePackage{tikz}

```

AR 25-50 calls for 8.5in x 11in paper and 1in margins on all sides (2-3). Preferred font is Arial with a point size of 12 (1-17). The `fontspec` package limits this package to `xelatex`. In order to support L^AT_EX “” quotes, we define `Mapping=tex-text`.

```

7 \RequirePackage[letterpaper,margin=1in,includefoot]{geometry}
8 \RequirePackage{fontspec}
9 \defaultfontfeatures{Mapping=tex-text}
10 \setmainfont{Arial}

```

Set text wrapping behavior and penalties for widows, orphans, and hyphenation across pages. Army memorandums use `raggedright` text, one line between paragraphs, and no indentation. Set max penalties for undesirable page breaking behavior in order to satisfy AR 25-50 2-5.c(1) and 2.5.c(3).

```

11 \RequirePackage{ragged2e} \RaggedRight
12 \setlength{\parskip}{\baselineskip}
13 \setlength{\parindent}{0pt}
14 \widowpenalty=10000
15 \clubpenalty=10000
16 \brokenpenalty=10000

```

Army date format. Note this is the long month name. AR25-50 1-23.a

```

17 \newdateformat{armydate}{\THEDAY{} \monthname[\THEMONTH] \THEYEAR}

```

<code>\department</code>	The <code>\department</code> , <code>\unit</code> , <code>\unitaddress</code> , and <code>\unitcity</code> macros define the values used to populate the memorandum letterhead.
<code>\unit</code>	
<code>\unitaddress</code>	<code>18 \newcommand*{\department}[1]{\gdef\am@department{#1}}</code>
<code>\unitcity</code>	<code>19 \newcommand*{\unit}[1]{\gdef\am@unit{#1}}</code>

```

20 \newcommand*\unitaddress}[1]{\gdef\am@unitaddress{#1}}
21 \newcommand*\unitcity}[1]{\gdef\am@unitcity{#1}}
22 \department{DEPARTMENT OF THE ARMY}
23 \newcommand*\am@unit{\ClassError{armymemo}{No \@backslashchar unit given}{}}
24 \newcommand*\am@unitaddress{\ClassError{armymemo}{No \@backslashchar unitaddress given}{}}
25 \newcommand*\am@unitcity{\ClassError{armymemo}{No \@backslashchar unitcity given}{}}

\officesymbol The \officesymbol, \memothru, \memofor, and \subject macros define the val-
\memothru ues used to populate the memorandum header. The \enclosures macro defines
\memofor any enclosures included at the end of the memorandum.
\subject
\enclosures
26 \newcommand*\officesymbol}[1]{\gdef\am@officesymbol{#1}}
27 \newcommand*\memothru}[1]{\gdef\am@memothru{#1}}
28 \newcommand*\memofor}[1]{\gdef\am@memofor{#1}}
29 \newcommand*\subject}[1]{\gdef\am@subject{#1}}
30 \newcommand*\enclosures}[1]{\gdef\am@enclosures{#1}}
31 \newcommand*\am@officesymbol{\ClassError{armymemo}{No \@backslashchar officesymbol given}{}}
32 \global\let\am@memothru\relax % optional
33 \newcommand*\am@memofor{\ClassError{armymemo}{No \@backslashchar memofor given}{}}
34 \newcommand*\am@subject{\ClassError{armymemo}{No \@backslashchar subject given}{}}
35 \global\let\am@enclosures\relax % optional

\ami The \ami, \amii, and \amiii macros create items, subitems, and subsubitems.
\amii Subitems are indented by 0.25in increments in accordance with AR 25-50 fig 2-1,
\amiii paragraph 3.
36 \newcounter{ami}
37 \newcounter{amii}[ami]
38 \newcounter{amiii}[amii]
39 \newcommand*\@amitem}[2]{\hspace{#1}\makebox[0.25in][l]{#2}}
40 \newcommand*\ami{\refstepcounter{ami}\@amitem{0in}{\arabic{ami}. }}
41 \newcommand*\amii{\refstepcounter{amii}\@amitem{0.25in}{\alph{amii}. }}
42 \newcommand*\amiii{\refstepcounter{amiii}\@amitem{0.5in}{(\arabic{amiii}) }}

\makeheader If \amthru is specified, \makeheader will insert a THRU block prior to the FOR
block. It will insert the appropriate header and set page styles for the rest of the
document.
43 \newcommand*\makeheader){
44 \thispagestyle{plain}
45 \pagestyle{body}
46 \am@officesymbol\hfill\armydate\@date\~\~\~\
47 \ifdefvoid{\am@memothru){
48 MEMORANDUM FOR \am@memofor\~\~\
49 }{
50 MEMORANDUM THRU \am@memothru\~\~\
51 FOR \am@memofor\~\~\
52 }
53 SUBJECT: \am@subject\~\~\~\
54 }

\makesigblock The \makesigblock macro will insert a signature block along with any enclosures
if specified.

```

```

55 \newcommand{\makesigblock}[3]{
56   \setlength{\parskip}{0pt}
57   \begin{minipage}[t]{\textwidth}
58     \vspace{3\baselineskip}
59     \ifdefvoid{\am@enclosures}{}{
60       \parbox[t]{0.28\textwidth}{Encl:\
61         \begin{hangparas}{0.25in}{1}
62           \am@enclosures
63         \end{hangparas}
64       }
65     }
66     \hfill\parbox[t]{0.5\textwidth}{%
67       \MakeUppercase{#1}\
68       \MakeUppercase{#2}\
69       #3
70     }
71   \end{minipage}
72 }

```

Redefine the plain page style. This style should be applied automatically by the `\makeheader` command. This style creates the memo letterhead.

```

73 \fancypagestyle{plain}{
74   \fancyhf{}
75   \setlength{\headheight}{56pt}
76
77   \lhead{
78     {\begin{tikzpicture}[remember picture, overlay]
79       \node[yshift=20pt] at (0,0) {\includegraphics[height=1in]{dodlogo.eps}};
80     \end{tikzpicture}}
81   }
82
83   \chead{
84     {\begin{sffamily}\begin{bfseries}
85       {\footnotesize\MakeUppercase{\am@department}} \
86       {\scriptsize
87         \MakeUppercase{\am@unit} \
88         \MakeUppercase{\am@unitaddress} \
89         \MakeUppercase{\am@unitcity} \
90       }
91     \end{bfseries}\end{sffamily}}
92   }
93
94   \renewcommand{\headrulewidth}{0pt}
95   \renewcommand{\footrulewidth}{0pt}
96 }

```

Define the page style for the memo body. This style should be applied automatically by the `\makeheader` command. This style will apply to all pages except the first.

```

97 \fancypagestyle{body}{

```

```

98 \setlength{\headheight}{30pt}
99
100 \lhead[] {
101   \am@officesymbol\
102   SUBJECT: \am@subject
103 }
104 \fancyfoot [C] {\thepage}
105
106 \renewcommand{\headrulewidth}{0pt}
107 \renewcommand{\footrulewidth}{0pt}
108 }

```

Index

Numbers written in *italic* refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in *roman* refer to the code lines where the entry is used.

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