

**TEXAS MILITARY DEPARTMENT**

**POST OFFICE BOX 5218**

**AUSTIN, TX 78763-5218**

**(512) 782-5001**

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2 OFFICE SYMBOL (Date is stamped)

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3 MEMORANDUM FOR SEE DISTRIBUTION

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2 SUBJECT: (TMD PXX-XX) Insert Short Title

1

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3 1. **References.**  List references name and date on a separate page as an enclosure

 if the memorandum exceeds two pages.

1

2 2. **Applicability.** (WHO) Define specifically who (component, dept, etc) the policy

 applies to.

EXAMPLE

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2 3. **Purpose.** (WHY)Provide a short definition of policy’s purpose. Indicate if the

 policy supersedes a previously published policy.

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2 4. **Policy.** (WHAT) Define main idea of the policy. In the body of memorandum, provide details that will ensure understanding and make clear any required actions.

1

2 5. (WHEN).Effective immediately and state the following: This memorandum will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

1

2 6. Point of contact information must be provided. Do not list specific personnel; use the office title and telephone number.

1

**2 Authority Line, if applicable**

**3**

**4**

5 JOHN F. NICHOLS

 Major General, TXANG

 Adjutant General

1

2 DISTRIBUTION:

A

1 SIGNATURE BLOCK AND SEAL

2 APPLIED BY TMD POLICY OFFICER/SIG

**The seal authenticates SNIs; it is added by the TMD Policy Officer/SIG on final draft submitted for approval.**

**Seal:** 1” from top of page, top edge of seal even with top of letterhead. Star in seal even with first letter/character at left margin

**Letterhead:** 1” from top of page, even with top edge of seal

**Spacing:** SNIs will not be reprinted for minor errors as determined by SIG, all SNIs are scanned and distributed.