

Correspondence 17-6.01-P

DRAFT the following Coast Guard correspondence, as presented in the E-PME Study Guide.

- Coast Guard Business Letter
- Coast Guard Memorandum

Correspondence You may have the need to create official business correspondence for distribution within and outside the Coast Guard. Generally, you will use a set of templates imbedded in Microsoft Word® called USCG Macros II. You can use this set of macros on any Coast Guard workstation.

The macros are designed to simplify the process for creating a document for official Coast Guard correspondence. These documents are created more quickly than creating them from scratch, plus all documents of a specific type will contain standard formatting.

USCG Macros II To access USCG Macros II, complete the following steps on a Coast Guard standard workstation:

1. Select the Start menu.
2. Select Programs.
3. Select Microsoft Word.
4. Select the File menu.
5. Select New.
6. Select Templates on my computer.
7. Select the tab labeled USCG Macros II.

These steps will result in the USCG Macros II being “loaded” into Word.

USCG Macros II
(continued)

The first time a user launches USCG Macros II, he or she will be required to complete a User Information screen. Information entered on this screen is used to automatically fill in header information for the generated correspondence.

Data such as the unit's:

- Address
- Fax
- Telephone number

are extracted from the User Information screen and printed on the correspondence.

Once the USCG Macros II template is loaded, all of the forms used to complete the correspondence share a similar user interface. Depending on the form selected, some information is entered automatically into the correspondence.

Many of the cursor movements are the same from one correspondence type to another. These are:

- Use the TAB key to move to the next field.
- Use the SHIFT+TAB key combination to move to the prior field.
- Use the ENTER key to select a highlighted button (default is normally the OK button).

Be sure **not** to use the ENTER key if other fields must be completed.

Memorandums

The Standard Memorandum window provides you with preformatted fields for all standard entries. Once you complete these fields, you can then begin to write the text of your memo.

Each field on the Standard Memorandum is described in the table that follows.

*Memorandums
(continued)*

Field	Description
Standard Subject Identification Code (SSIC)	<p>The SSIC is known as the file number and should be on each page of all correspondence (memos and letters) that you create. The SSIC represents the common Coast Guard subjects.</p> <p>For online access to the SSIC Manual, use this link: http://www.uscg.mil/hq/g-s/g-si/g-sii/ssic/ssic.htm</p>
Date	<p>You should date all copies of a memo on the day that it is signed. The preferred way to date correspondence is 3 Sep 03.</p>
Routing Symbol	<p>The office of the person who originated the memo goes here.</p>
Phone	<p>Use the phone number of the person who is writing the memo.</p>
Name	<p>Enter the name of the person who is writing the memo.</p>
From	<p>Enter the signer's name, commanding officer's abbreviated title, and staff symbol. This is the signature line and is either all caps or upper/lower case.</p>
To	<p>Address all memos to the office or commanding officer of a unit.</p>
Subject	<p>The Subject is a sentence fragment that tells a reader what the memo is about, usually in 10 words or less and in all caps.</p>

NOTE: You can find information on those fields that are not highlighted in the Correspondence Manual, COMDTINST M5216.4C.

After completing the user information screen, there are ten steps in USCG Macros II to help you create a memorandum.

1. Select File, then New.
2. Select Memo-Standard, then OK.
3. Enter the correct SSIC code. If you need help on selecting the SSIC code, use the Help function in Word.
4. Tab to Date field, and either manually type the date or use the calendar to make a date selection. If you need help on using the calendar, use the Help function in Word.
5. If the name that appears in the From field is correct and sufficient, tab to the To field. More From data can be entered or the existing data can be changed, if needed, prior to tabbing.
6. Supply the necessary names in the To field. This field is limited to six lines of text. After the names are entered, tab to the Thru field.

Memorandums
(continued)

7. Enter the desired information in the Thru field. The first item entered in the Thru field is assigned the number 1. Each time the Enter key is pressed, a new number is assigned, but only numbers with text entered after it will print. When all Thru information is entered, tab to the Subject field.
8. Enter the Subject text. This field is limited to one line of text, which will automatically convert to uppercase when leaving the field. Tab to the Ref field when the Subject text is complete.
9. Supply the appropriate information in the Ref field. The first item entered will be automatically assigned letter a. Each time the Enter key is selected, a new letter is assigned, but only letters with text entered after it will print.
10. Tab into the Enclosures, Dist, and Copy fields and enter the appropriate data.

Once the memo is complete, save and/or print the memo using typical Word procedures.

Letters

The primary type of letter used in the Coast Guard is the business letter. Like the memo, the business letter has an associated macro that contains preformatted fields to guide you in formatting your letter.

Use this macro just as you did when creating a memorandum.

Additional (**untestable**) information is found in Chapter 3 of the Correspondence Manual, COMDTINST M5216.4C.

Business

There are two main reasons for writing a business letter in the Coast Guard. Write a business letter to:

1. Correspond with a non-federal agency or individual.
2. Offer a more personal approach to someone in the Coast Guard, Department of Homeland Security, or Department of Defense.

For additional (**untestable**) information, Refer to Chapter 3, Section A, in the Correspondence Manual, COMDTINST M5216.4C, for detailed information to complete the sections of the business letters.

Create a Business Letter

USCG Macros II is also used to create business letters. Two business letter formats are available in USCG Macros II:

- Standard business letter
- Business letter for window envelopes

Both letters are similar except that when the business letter for windows envelopes is folded properly, it can be inserted into a window envelope with the address showing, saving the time needed to address the envelope.

Here's how to use USCG Macros II to create a standard business letter once the User Information screen is completed and Microsoft Word has been opened.

1. Select File, then New.
2. Select Business Letter, then OK.
3. Enter the correct SSIC code. If you need help on selecting the SSIC code, use the Help function in Word.
4. Tab through the Serial No, Date, To, and Salutation/Subject fields, entering the necessary information in each.
5. Enter a name in the Signature block, then TAB to specify a Grade or Title. Note that the name in the Signature block will convert to uppercase.
6. Turn on the check boxes by selecting the appropriate boxes to include the text "U.S. Coast Guard" or "By direction" at the end of the letter.
7. In the Enclosure field, enter the number of enclosures. If there are no enclosures, leave the field blank.
8. If a person other than the person the letter is addressed to is to receive an information copy, enter that addressee in the Copy block.

Once the letter is complete, spellcheck it, save and/or print the memo using typical Word procedures.
