# ATTACHMENT 7 - INDORSEMENT MEMORANDUM TEMPLATE

[Date of memo: DD MMM YY

MEMORANDUM FOR AFROTC DET XXX CW/CC [Office symbol for 1st Indorsement]

FROM: AFROTC DET XXX CW/CV [Originator]

SUBJECT: Indorsement Memorandum Format

1. The indorsement memorandum is useful when documented history of action is required, such as when gathering formal comments for a document or in handling legal and disciplinary actions. As such, indorse official memorandums only, not personal letters.

a. Use the indorsement format within or between U.S. military organizations or between U.S. military organizations and civilian organizations under contract with the Air Force. When space allows, place indorsements on the original memorandum or a previous indorsement page.

b. Number each indorsement in sequence (1st Ind, 2d Ind, 3d Ind,…). Begin the first indorsement on the second line below the last element of the previous indorsement. Follow the indorsement number with your office symbol.

2. Please send this sample to the AFROTC DET XXX/OFC for his indorsement. If you have any further questions, you can reach me at (555) 888-9999 or detxxxcwcv@gmail.com.

//SIGNED//

[Originator’s signature block] ZACHARY E. DONOVAN, C/Col, AFROTC

Vice Commander, Cadet Wing

1st Ind, AFROTC DET XXX CW/CC [1st Indorsement office symbol] [1st Ind: DD MMM YY

MEMORANDUM FOR AFROTC DET XXX/OFC [2d Indorsement official]

Concur/~~Non-concur~~. Please approve. If you have any questions, please contact me first.

//SIGNED//

[1st Indorsement official’s signature block] ALANA M. MCNERNEY, C/Col, AFROTC

Commander, Cadet Wing

2d Ind to AFROTC DET XXX CW/CV, [Date of memo: DD MMM YY, Indorsement Memorandum Format

AFROTC DET XXX/OFC [2d Indorsement office symbol] [2d Ind: DD MMM YY

MEMORANDUM FOR AFROTC DET XXX CW/CV [Originator]

Approved/~~Disapproved~~.

//SIGNED//

[2d Indorsement official’s signature block] JULIO W. MUECKAY, Major, USAF

Operations Flight Commander, AFROTC