The \texttt{armymemo} package\footnote{This document corresponds to \texttt{armymemo} v1.0.0, dated 2019/01/12.}

Christian J. Sharpsten

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\textbf{Abstract}

The \texttt{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.

\section{Introduction}

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

\begin{verbatim}
\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}
\end{verbatim}

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 \texttt{\makeheader} macro.

\begin{verbatim}
\begin{document}
\makeheader
\end{verbatim}

The \texttt{\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.
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.

\department Optional. Set the letterhead department. Defaults to “DEPARTMENT OF THE ARMY”.
\unit Unit name. Displayed in the letterhead.
\unitaddress Unit street address. Displayed in the letterhead.
\unitcity Unit city and nine-digit zip code. Displayed in the letterhead.
\officesymbol Office symbol for the memorandum originator.
\date 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”. armymemo defaults to \today in the long date format.
\memothru 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.
\memofor The office that is expected to complete the action.
\subject Subject for the memorandum, 10 words or less if possible.
\enclosures Optional. A list of enclosures.

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

\makeheader

Top-level paragraph. Items will be numbered.
\ami

Indented subparagraph. Items will be enumerated alphabetically.
\amii

Twice-indented sub-paragraph. Items will be numbered and enclosed in parentheses.
\amiii

Create the signature block. This macro accepts three parameters. In order, the parameters are \{name\}, \{rank, branch\}, and \{title\}. This macro also includes the enclosure listing to the left of the signature block.
\makesigblock

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 \LaTeX” quotes, we define \texttt{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}

\department\ The \\department, \\unit, \\unitaddress, and \\unitcity macros define the values used to populate the memorandum letterhead.

\unit
\unitaddress
\unitcity

18 \newcommand*{\department}[1]{\texttt{\gdef\am@department{#1}}}
19 \newcommand*{\unit}[1]{\texttt{\gdef\am@unit{#1}}}

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The \officesymbol, \memothru, \memofor, and \subject macros define the values used to populate the memorandum header. The \enclosures macro defines any enclosures included at the end of the memorandum.

Subitems are indented by 0.25in increments in accordance with AR 25-50 fig 2-1, paragraph 3.

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.

The \makesigblock macro will insert a signature block along with any enclosures if specified.
\newcommand{\makesigblock}[3]{
  \setlength{\parskip}{0pt}
  \begin{minipage}[t]{0.28\textwidth}
    Encl:\begin{hangparas}{0.25in}{1}
    \am@enclosures
    \end{hangparas}
  \end{minipage}
  \hfill\parbox[t]{0.5\textwidth}{%\MakeUppercase{#1}\MakeUppercase{#2}\#3}
\end{minipage}}

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

\fancypagestyle{plain}{
  \fancyhf{}
  \setlength{\headheight}{56pt}

  \lhead{\begin{tikzpicture}[remember picture, overlay]
    \node[yshift=20pt] at (0,0) \{\includegraphics[height=1in]{dodlogo.eps}\};
  \end{tikzpicture}}

  \chead{\begin{sffamily}\begin{bfseries}
    \footnotesize\MakeUppercase{\am@department} \footnotesize\MakeUppercase{\am@unit} \MakeUppercase{\am@unitaddress} \MakeUppercase{\am@unitcity} \end{bfseries}\end{sffamily}}

  \renewcommand{\headrulewidth}{0pt}
  \renewcommand{\footrulewidth}{0pt}
}\fancypagestyle{plain}

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.

\fancypagestyle{body}{
\begin{tikzpicture}[remember picture, overlay]
  \node[yshift=20pt] at (0,0) \{\includegraphics[height=1in]{dodlogo.eps}\};
\end{tikzpicture}
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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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