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conversation with a short memo to the other person or a memo for your records d always include a point of contact and return telephone number when your correspondence might prompt a reply or inquiry e use automated office equipment to increase efficiency

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it conforms to the standards for department of the navy memoranda set forth in reference a official examples are included as enclosures 1 2 and 3 if you use a reference or have enclosures you should mention them in the body of the memo as in the previous sentence margins

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