**MEMORANDUM**

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| From: | F.M. Last  Office, Unit |
| To: | F.M. Last  Office, Unit |
| Subj: | ALL CAPS LESS THAN TEN WORDS |
| Ref: | (a) Standard Subject Identification Codes (SSIC) Manual, DCOMDTINST M5210.5  (b) Consult Coast Guard Correspondence Manual for guidance on refs in memos  (c) Replace these and other references as needed |

1. This is the format used for Coast Guard Auxiliary correspondence. Remember to replace all items in red; all text should be black in the final document, and all placeholders in the body must be removed.
2. List of Standard Subject Identification Codes (SSIC) for Auxiliary use is below. Reference (a) contains a complete list.
   1. 16790 Coast Guard Auxiliary (general category)
   2. 16791 Governing Rules and Regulations
   3. 16792 Organizational Structure
   4. 16793 Board, Staff, Committee, Duties
   5. 16794 Member Training and Qualifications
   6. 16795 Facilities; Inspection and Operational
   7. 16796 Courtesy Marine Examination Program
   8. 16797 Public Education Courses
   9. 16798 Operations: Communications: Vessel, Radio, Aircraft
   10. 16799 Uniform, Insignia, Emblem, Flags

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| Enclosures: | (1) Name of first enclosure, Document # if available  (2) Name of second enclosure, Document # if available |
| Copy: | Title/Office (No Name), Unit Name (Flotilla, Department, etc)  Title/Office (No Name), Unit Name (Flotilla, Department, etc) |