**SAMPLE ARMY MEMORANDUM**

(Sample Topic: Army Training)

[SPECIFY DEPARTMENT NAME]

[SPECIFY STATE ISSUED THE MEMORANDUM IS ISSUED]

[SPECIFY DESIGNATION OF THE MEMORANDUM]

[SPECIFY ADDRESS, CITY, STATE, ZIP]

[SPECIFY THE MEMO’S TITLE]

**SUBJECT:** [SPECIFY TOPIC]

**DATE:** [SPECIFY DATE OF ISSUANCE]

**TO:** [SPECIFY RECIPIENT]

**FROM:** [SPECIFY SENDER]

1. **Sources**

The [SPECIFY NAME OF DEPARTMENT] made use of the following list of legitimate authorities, articles, journals, policy instructions, and other relevant references in coming up with the substance of this memorandum.

[SPECIFY REFERENCES USED]

**II. Purpose**

The rationale behind the issuance of this memorandum is to shed light and provide a clear breakdown how the members of the armed forces of [SPECIFY COUNTRY] will be trained keeping in mind the principles of equality, fairness, and justice.

**III. Background**

There were reports that over the last [SPECIFY NUMBER OF YEARS OR MONTHS] that there were a series of anomalies in the Army department such as the existence of unfair treatment, biased and prejudicial courses taught, and other oppressive and discriminatory conducts. Because of the mentioned practices by some Army instructors, the Department deems it necessary to improve, modify, change, and develop a standardized training within the Army. The said standardized training will aim to put a stop to the above-stated practices and ensure that each individual is given the equal opportunity to not just excel in the trainings but also acquire comprehensive technical, reasonable, fair, and high-quality training materials and exercises.

**IV. Call to Action**

The [SPECIFY NAME OF THE DESIGNATED ARMY OFFICIAL] is committed to implement the following:

The selected leaders [SPECIFY NAME OF DEPUTY CHIEF OF STAFF], in collaboration with other involved agencies [SPECIFY INVOLVED AGENCIES] must come up with holistic and standardized training manual or program to ensure that the individuals training under the directive of Army instructors get consistent, substantive, and structured training. Furthermore, [SPECIFY NAME OF THE DESIGNATED ARMY OFFICIAL] directs the said officers to include in the training program the following programs or topics which were not really given emphasis:

* Human relations
* How to manage and deal with insider threat
* How to deal issues of security issues arising from religious concerns
* Harassment
* Force protection
* [SPECIFY OTHER-RELATED TOPICS]

The promulgation and circulation of a standardized training program of instruction will teach aspiring soldiers and members of the Armed forces the value of discipline and following important and standardized protocols. It will also teach them that there is no room for favoritism and discrimination within their agencies and departments because at the end of the day, they work together not just to defend the sovereignty of their nation but for their safety and survival.

**V. Publication**

The [SPECIFY NAME OF AGENCY OR UNITY] is tasked to publish all army-related activities especially those updates informing the concerned Army instructors to stop their unfair and biased practices. The failure to rectify and adhere to this directive can bring about administrative violations and the commencement of leading proceedings.

Signed and directed by:



[SPECIFY HEAD OF THE DEFENSE DEPARTMENT]

[SPECIFY DESIGNATION]

[SPECIFY DATE]