

## **Multi-Memo Address Listing: As of April 2012**

Below is a reference guide that reflects how DoD Multi-Memorandum address lines are arranged dependent upon the addressees. This shows the correct order and format of organizational titles for the different iterations of the multi-addressee memorandums forwarded for signature to the Secretary of Defense, Deputy Secretary of Defense, and Executive Secretary.

### **“Standard” Addressees**

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

If there are more than 15 addressees, enter MEMORANDUM FOR: SEE DISTRIBUTION

Enter DISTRIBUTION: A double space below the last line of the signature block or attachment notation, aligned with the left margin. List the addressees single spaced below the caption, beginning at the left margin. Place the entire list on the same page.

DISTRIBUTION:  
SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

**Multi-Memo with “Specific” Addressees**

**SECRETARIES OF THE MILITARY DEPARTMENTS\***  
**UNDER SECRETARIES OF DEFENSE\*\***  
**CHIEFS OF THE MILITARY SERVICES\*\*\***  
**CHIEF OF THE NATIONAL GUARD BUREAU**

MEMORANDUM FOR **SECRETARIES OF THE MILITARY DEPARTMENTS**  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
**UNDER SECRETARIES OF DEFENSE**  
DEPUTY CHIEF MANAGEMENT OFFICER  
**CHIEFS OF THE MILITARY SERVICES**  
COMMANDERS OF THE COMBATANT COMMANDS  
**CHIEF OF THE NATIONAL GUARD BUREAU**  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

**Notes:** There may be instances where some of the components may be listed. Below is the order when not all are listed.

**\*SECRETARIES OF THE MILITARY DEPARTMENTS,** list the individual Secretaries in the following order:

MEMORANDUM FOR SECRETARY OF THE ARMY  
SECRETARY OF THE NAVY  
SECRETARY OF THE AIR FORCE

**\*\*UNDER SECRETARIES OF DEFENSE,** list the individual Under Secretaries in the following order:

Under Secretary of Defense for Acquisition, Technology and Logistics  
Under Secretary of Defense for Policy  
Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD  
Under Secretary of Defense for Personnel and Readiness  
Under Secretary of Defense for Intelligence

**\*\*\*CHIEFS OF THE MILITARY SERVICES**, list the individual Chiefs in the following order:

MEMORANDUM FOR CHIEF OF STAFF, U.S. ARMY  
CHIEF OF NAVAL OPERATIONS  
CHIEF OF STAFF, U.S. AIR FORCE  
COMMANDANT OF THE MARINE CORPS

**Chiefs of the Military Services, Commandant of the United States Coast Guard,  
Commanders of the Combatant Commands, and Chief of the National Guard Bureau**

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
**CHIEFS OF THE MILITARY SERVICES**  
**COMMANDANT OF THE UNITED STATES COAST GUARD**  
**COMMANDERS OF THE COMBATANT COMMANDS**  
**CHIEF OF THE NATIONAL GUARD BUREAU**  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

The Commandant of the United States Coast Guard is listed after the Deputy Chief Management Officer and before the Commanders of the Combatant Commands.

**Miscellaneous Notes:**

- When appropriate, the Assistant Secretaries of the Services will be listed before the Deputy Under Secretaries of Defense.
- When appropriate, the Deputy Under Secretaries of Defense will be listed before the Directors of the Defense Agencies and the Directors of the DoD Field Activities.
- When appropriate, the Deputy Assistant Secretaries of Defense will be listed after the Directors of the Defense Agencies and the Directors of the DoD Field Activities.

**Multi-Memo with Mixed Department of Defense and Outside the Department of Defense Addressees**

MEMORANDUM FOR SECRETARY OF STATE  
SECRETARY OF HOMELAND SECURITY  
ATTORNEY GENERAL OF THE UNITED STATES  
DIRECTOR OF NATIONAL INTELLIGENCE  
SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF

**References:**

DoDM 5110.04-M-VI, dated October 26, 2010, enclosure 7, paragraph 5, “Multi-Addressee Memorandums”

Director of Administration and Management memorandum, “Listing of Addressees and Addressing DoD Memorandums,” dated May 24, 2011. OSD 06376-11

Director of Administration and Management memorandum, “Revised Department of Defense (DoD) Order of Precedence,” dated February 19, 2010. OSD 01922-10