United States Cyber Command Instruction (USCCI)

Correspondence Management

1. <u>Purpose</u>. This instruction issues policies, responsibilities, procedures, and provides specific guidance for United States Cyber Command (USCYBERCOM) correspondence preparation, staffing, and management. Following the policies and templates in this instruction, ensure USCYBERCOM's correspondence is responsive to the needs of USCYBERCOM senior leadership, Department of Defense (DOD) and United States Government officials, leaders of industry, academia, and partner nations. This USCCI standardizes formats for the efficient creation of timely and responsive, correspondence, which is properly coordinated, and consistent in style, format, and appearance. The formats and terminologies prescribed herein are consistent with references provided in Attachment 1.

2. <u>Supersedes/Cancellation</u>. This instruction supersedes USCCI 5000-01, *Correspondence*, dated 22 April 2016.

3. <u>Applicability</u>. This instruction applies to all Headquarters (HQ) USCYBERCOM personnel, to include the HQ Cyber National Mission Force (CNMF), and for all USCYBERCOM subordinate units when submitting correspondence for USCYBERCOM leadership action.

4. <u>Responsibilities</u>. Responsibilities for this instruction are outlined in Enclosure 1.

5. <u>Procedures</u>. Detailed procedures for the development and staffing of correspondence are outlined throughout this instruction.

6. <u>Summary of Changes</u>. This revision is a significant update that:

   o Provides revised correspondence formats, as well as example templates and links to USCYBERCOM's frequently used documents.

   o Combines similar guidance from DOD, Chairman of the Joints Chief of Staff (CJCS), and Joint Staff (JS).

   o The UCYBERCOM Form 506, *Action Processing Sheet*, will replace the US Strategic Command Form 915, *Action Processing Sheet*.

7. <u>Releasability</u>. Cleared for Public Release. This Instruction is approved for public release; distribution is unlimited on Non-secure internet protocol (IP) network. DOD Components, other Federal agencies, and the public may obtain copies of this directive.

8. <u>Effective Date.</u> This Instruction is effective immediately upon signature.

BRADLEY L. PYBURN
Major General, U.S. Air Force
Chief of Staff

Enclosures:
  Enclosure 1 – Roles and Responsibilities
  Enclosure 2 – Command Standards
  Enclosure 3 – Letters, Decision Paper, Information Paper
  Enclosure 4 – Correspondence Details
   Attachment 1 – Glossary of References and Supporting Information
   Attachment 2 – Example of USCYBERCOM Form 506

ENCLOSURE 1

1. **Roles and Responsibilities**.

1.1. **Command Secretariat (J010)**. J010 is responsible for developing and implementing the correspondence management program within USCYBERCOM. These duties include, but are not limited to:

1.1.1. Serves as the central gatekeeper for all tasks to the command, including those routed via the Command Section.

1.1.2. Acts as the Command's liaison for correspondence USCYBERCOM J-Directorates and the National Security Agency (NSA).

1.1.3. Provides initial staffing guidance and clarification as needed to USCYBERCOM staff officers and J0 Directorates.

1.1.4. Ensures business rules for routing, coordination, and records management for staff actions are accomplished in accordance with (IAW) this instruction.

1.1.5. Routes staff packages through the Command Section. J010 reviews packages for completeness, and coordinates corrections with the Office of Primary Responsibility (OPR).

1.1.6. Administers signed correspondence, including tracking, scanning, and filing signed documents from the Commander (CDR), Deputy Commander (DCDR), Executive Director (ExDir), Chief of Staff (CoS), and/or the Deputy Chief of Staff (DCoS)

1.1.7. Electronically transmit or mail the final copy(s) of memorandum and documents signed by the CDR, DCDR, EXDIR, CoS, or DCoS to addressee(s).

1.1.8. Email the Action Officer (AO) with the scanned document and place the hardcopy package in the Command Section distribution boxes, located in the J010 office suite, for retrieval or disposition.

1.2. **J-Directors and Executive Support Staff.**

1.2.1. Ensure correspondence and other staff packages are prepared (e.g., properly coordinated and formatted) IAW guidance provided throughout this instruction, and the references listed in Attachment 1.

1.2.2. Mail and transmit the final copy(s) of memorandums and documents signed by the CDR, DCDR, EXDIR, CoS, or DCoS to those on the Copy To line.

ENCLOSURE 2

2. Command Standards.

2.1. **Types of Correspondence.** Memorandum; Personal Letters; Business Letters; Senior Principal Summary, Decision, and Information Papers; and Messages. See Enclosure 4 for additional correspondence details.

2.2. **USCYBERCOM Form 506, Action Processing Sheet.**

2.2.1. USCYBERCOM Form 506, a replacement for current form 915, is a staffing and coordination tool that provides concise and complete information for the decision maker. It is routinely used to coordinate administrative action (e.g. briefings, memorandum, information papers etc.) and is required for all staff packages routed to the CDR, DCDR, EXDIR, CoS, and DCoS. USCYBERCOM Form 506:

2.2.1.1. Frames the action for the reader, identifies key issues, past coordination, and dissenting views or critical non-concurs.

2.2.1.2. Provides a recommendation, which explicitly states what is required of the final signatory (e.g., sign document, read brief, indicate concurrence by signing 506, etc.).

2.2.1.2.1. Packages forwarded for information or situational awareness should include an executive summary, which allows the CDR, DCDR, EXDIR, CoS, and DCoS to focus their attention on areas impacting USCYBERCOM.

2.2.1.2.2. Keep the form to one page and use the following main topics only: Recommendation, Executive Summary, and Critical Comments/Non-concurs. An example, and content guidance, can be found in Attachment 2.

2.2.2. Classification. Insert the highest classification of the package on the top and bottom of the form. Do not leave these spaces blank.

2.2.2.1. If the form does not hold the same classification of the package, identify the actual classification of the form when it stands alone. See Attachment 2 for an example.

2.2.2.2. Packages including information classified as "NOFORN" shall receive either a Foreign Disclosure Officer or CAO review to ensure effective and timely information sharing with and among allied and partners.

2.2.3. Coordination. Signatures will show coordination and concurrence/non-concurrence by signing and dating USCYBERCOM Form 506 in the space provided across from the appropriate office symbol.

2.2.4. Consolidating. If there are multiple USCYBERCOM Form 506 packages, include a consolidated USCYBERCOM Form 506, with the last name of the senior signatory (i.e., the Director) from each of the signed USCYBERCOM 506s typed in the "date" field.

2.2.5. Routing. Routing will follow this order depending on the level of signature required for an action: CommandSec, DCOS EA, DCOS, COS EA, COS, EXDIR, DCOM, CDR

2.2.6. Tasks that are exempt from a 506 include Summary of Conclusions and OPSDEPS slides.

2.3. **Hand-written comments**.

    2.3.1. The CDR, DCDR, or CoS will occasionally write comments or request additional information by writing on the staff package. The Command Secretariat will return the package to the AO/OPR to coordinate a response to any comments or requests for additional information. Once complete, the AO/OPR will return the package to the Command Secretariat (J010) for oversight and tracking purposes.

    2.3.2. If the CDR, DCDR, or CoS requests additional information via other means (email, chat, phone, etc…), provide the information electronically directly to the CDR, DCDR, or CoS Front Office, with a courtesy copy to J010 (USCC_J010_CMDSEC@nsa.ic.gov).

    2.3.3. Late Justification. Tardiness of a staff action should be addressed on USCYBERCOM Form 506 under "Critical Comments." Separately, a Push Note (concise comments provided by J-Dir senior leadership) or Internal Memorandum signed by the J-Dir CoS or first O6/GG15 in the AO's chain of command may be included in the staff package folder and annotated on the Action Processing Sheet as a Tab A.

ENCLOSURE 3

3. **Letters, Decision Paper, Information Paper.**

3.1. **When to Use**. For information on Letters, Decision Papers, and Information Papers, see J0-approved templates on NIPR:
https://intelshare.intelink.gov/sites/uscybercom/Library/Templates/Forms/AllItems.aspx

On NSANet: go uscc-templates

3.2. **Preparing Official Letters.** Prepare official letters on 8.5 by 11-inch letterhead.

3.2.1. **Margins.** Use a 1.75-inch top margin and 1-inch side and bottom margins on the first page. The top margin may be adjusted up to 1-inch, if not printed on letterhead (e.g., letters with multiple co-signers). For succeeding pages, use 1-inch margins on all sides; if the letter contains less than 11 lines, side margins may be increased to 2 inches. Do not justify right margins.

3.2.2. **Font.** Unless otherwise specified, use 12–point Times New Roman.

3.2.3. **Spacing.** Single space within a paragraph for all correspondence of two or more paragraphs. Always double space between paragraphs and bullets, and between lines in correspondence of a single paragraph of eight lines or less.

3.2.4. **Indentation.** Indent paragraphs .5-inch from the left margin; indent subparagraphs an additional .5-inch.

3.2.5. **Paragraphing.** Use bullets, numbers, or lower-case letters for subparagraphs. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not carry a paragraph over to the next page unless there are at least two lines of text on that page. Do not use one-sentence paragraphs.

3.2.6. **Page numbering.** Do not number the first page. For second and succeeding pages, place the page number(s) at the bottom of the center page, 1-inch from the bottom of the page.

3.2.7. **Address.** Place the recipient's address one double space below the date, aligned with the left margin.

3.2.7.1. State Names. Use the two-letter abbreviation with no punctuation for States.

3.2.7.2. Zip Code. Use ZIP+4 codes when available. Place ZIP+4 codes two spaces after the two-letter State identifier.

3.2.8. **Attention Line.** When an attention line is appropriate, type "Attention:" on the line above the street or box number.

3.2.9. **Salutation.** Use formal salutations on correspondence, unless precedent or known personal relationships make a familiar greeting more appropriate. Follow formal salutations with a colon, and informal or familiar ones with a comma.

3.2.10. **Body.** Begin the introduction a double space below the salutation. Be brief, no more than a quarter of the page, or five lines.

3.2.10.1. Provide a framework for the reader by referencing their correspondence or the last contact. When responding on behalf of (CDR, DCDR, CoS, DCoS etc.), state: "This is in reply to your letter to (name) or (name) regarding". Do not say "The CDR has asked that I

respond to your letter," unless you have specific instructions to that effect.

3.2.10.2. Address the reader's top concerns.

3.2.10.3. Try to restrict your subsequent paragraphs to 10 or 15 lines.

3.2.10.4. Be concise and targeted, stating realistic suspense dates where applicable.

3.2.10.5. Use problem-solution, compare and contrast, chronological, or most-to-least importance order, depending on your message.

3.2.11. **Complimentary Close.**

3.2.11.1. Type the complementary close, followed by a comma, and a double space below the last paragraph, beginning at the center of the page.

3.2.11.2. Use the closing "Respectfully yours" in addressing the President and "Sincerely," for all others.

3.2.12. **Signature Block**. Type the name of the signer in uppercase, leaving four blank lines below, and aligning it with the complimentary close. Type the signer's title in uppercase and lowercase on the next line below and aligned with the name. Indent second and succeeding lines two spaces. The title of the signer may be omitted if it is reflected in the letterhead.

3.2.13. **Enclosures.** Use enclosures to provide information in addition to a letter. Type "Enclosures" or "Enclosures", double-spaced below the signature block, at the left margin as shown in Table 22. For enclosures:

3.2.13.1. Identified in the Text: Type "As stated" at the left margin on the next line.

3.2.13.2. Not Identified in the Text: Type "Enclosure" or "Enclosures:" double spaced below the signature block and at the left margin. On the next line, list each enclosure on a separate line, by title. Number all enclosures when there is more than one.

3.2.14. **Courtesy Copies**. When sending the letter to people or offices other than the addressee:

3.2.14.1. Type "cc:" aligned at the left margin and double spaced below the signature block or any other notation.

3.2.14.2. Below "cc:" list the recipients, one below the other, single spaced and beginning at the left margin. Use title case.

3.2.14.3. For DOD internal courtesy copy recipients, place recipients in the order they would appear in a DOD standard multiple-addressee Memorandum listing, in accordance with the February 20, 2020 Director of Administration and Organization Policy, Office of the Chief Management Officer Memorandum. Alphabetical listings may also be used.

3.3. **Personal Letters.** Use a personalized letter when your communication needs a personal touch, or when warmth, or sincerity is essential. You may use it to write to an individual on a private matter for praise, condolence, sponsorships, etc. Keep it brief, preferably no longer than one page, and avoid using acronyms.

3.3.1. **Salutation**. The salutation begins with "Dear" followed by the title (or rank) and last

name of the receiver. **Do not use punctuation in the salutation**.

    3.3.2. **Text**. Start the text of a letter on the second line below the salutation. Do not number the paragraphs. Indent the first line of text for all major paragraphs 0.5 inches; if there are sub-paragraphs, follow the same guidance for sub-paragraphs numbering and indentation as the official Memorandum. All second and subsequent lines of text for all paragraphs are left justified. You may double space text of one-paragraph letter with less than eight lines. Include any relevant references in the first paragraph, rather than using a references element. The letter should be no more than 14 lines.

    3.4. **Decision Papers.** A Decision Paper provides a concise review of significant background information, multiple courses of actions or options, and clearly indicated decision points.

    3.5. **Information Paper.** An Information Paper provides a concise review of significant background information affecting the current situation. It is used to present rationale for a suggested recommendation and address opposing views with suggested counter arguments.

ENCLOSURE 4

4. **Correspondence Details**.

4.1. **Naming Conventions**. When preparing formal correspondence, which is in reference to a specific Combatant Commander, use the titles, "Commander" and "Deputy Commander" followed by the organizational name (e.g., Commander, U.S. Strategic Command). This will eliminate confusion when using the terms "Commander" and "Deputy Commander" later in the document, after the association between the Commander and organization is established. When using abbreviated terms in reference to a specific Combatant Commander, use the terms "CDR" and "DCDR" followed by the organizational name (e.g., CDRUSSTRATCOM). This will eliminate confusion when using the terms "CDR" and "DCDR" later in the document after the association between the Commander and the organization is established.

4.2. **Staff Package Assembly and Staffing.**

4.2.1. Staff package assembly begins with a standard blue pocket folder; an exception to this rule is when the package needs immediate attention. If a package requires immediate attention (within 24-48 hours), the package is routed in a red folder, and presented to the Command Secretariat as soon as possible.

4.2.1.1. Assemble a package for routing with the appropriate classification document sheet 701 as the cover, followed by a hard copy USCYBERCOM Form 506 with signatures applied.

4.2.1.2. Assemble tabs beginning with "A" and continuing sequentially, as follows:

4.2.1.2.1. The first tab ("TAB A") for the item submitted for signature or approval.

4.2.1.2.2. The second tab ("TAB B"), is the next sequential tab following the signature tab, for incoming correspondence, if applicable. If including different items for CDR or DCDR signature approval, place at the second tab ("TAB B") and continue tabs sequentially for signature items as needed.

4.2.1.2.3. The third tab ("TAB C"), or the next sequential tab following the signature and incoming correspondence tabs, is for background material. If more than one tab is needed, label tabs sequentially.

4.2.1.3. Attach package elements with 2-inch paper clips or clam clips. Binder clips may be used for large packages. Do not staple.

4.2.1.4. For Principal level staff packages, include a strategic memo capturing the response from the principal, with two separate comment resolution matrixes (CRMs). One CRM should include critical and substantive comments, while the second CRM includes administrative and other comments. The principal will review the critical CRM. Administrative CRM comments will be provided back to the tasking office separately.

4.3. **Memorandum.**

4.3.1. **Memorandum Types.** Use memorandum for correspondence within USCYBERCOM, DOD, and to transmit routine material to other federal agencies. The Memorandum can be used to direct action, provide guidance, and transmit comments, information, and/or other data (Exception:

Certain Service-specific personnel programs require Service-specific formats. In such cases, follow current Service guidance.) Use active voice when composing Memorandum.

4.3.2. **Standard Memorandum**. Used for routine correspondence within the DOD and other federal agencies.

4.3.2.1. Stationary. Use 8.5 by 11-inch letterhead. Use appropriate Component letterhead.

4.3.2.2. Margins. Use a 1.75-inch top margin and 1-inch side and bottom margins on the first page. The margin must be adjusted up to 1.75 inches and, if not printed on letterhead (memorandum with multiple co-signers, memorandum of agreement, etc.) up to 1-inch. For succeeding pages, use 1-margins on all sides. If memorandum contain less than 11 lines, side margins are increased to 2 inches. Do not justify right margins.

4.3.2.3. Font. Unless otherwise specified, use 12-point Times New Roman.

4.3.2.4. Spacing. Single-space within a paragraph for all memorandum of two or more paragraphs. Always double space between paragraphs and bullets, and between lines in memorandum of a single paragraph of eight lines or less.

4.3.2.5. Indentation. Indent paragraphs .5-inch from the left margin, indent subparagraphs and additional .5-inch.

4.3.2.6. Page Numbering. Do not number the first page.

4.3.2.6.1. For second and succeeding pages, place the page number(s) at the bottom center of the page at least a double space (one blank line) below the last line of text and ½-inch from the bottom of the page.

4.3.2.6.2. If classification banners are used, place the page number on a double space above the banner.

4.3.2.7. Reply To. Include the organizational designation and the office symbol (USCYBERCOM/XXX) of the official signing the document (i.e., CDR, DCDR, EXDIR, CoS, J- Director. For correspondence outside the physical location of USCYBERCOM, use the United States Postal Service (USPS) prescribed address method.

4.3.2.8. Date. After the document is signed, type or stamp the date on the same line as the "Reply To" caption and align on the right margin. The J010 will date and serialize memos signed by the CDR, DCDR, EXDIR, CoS, and DCoS.

4.3.2.9. Memorandum For. Address the Memorandum to the office of the senior individual in the agency, staff element, or Command. Capitalize all words in the "MEMORANDUM FOR" Line. (see Figure 3)". Use the full title on the memorandum addressed outside the Command. If the title takes up more than one line, place the second and consecutive lines under the first words of the addressee indented by three spaces (see Figure 1). When two or more addresses are used, use a colon after the Memorandum For caption (see Figure 3)

MEMORANDUM FOR DIRECTOR OF THE JOINT STAFF

Figure 1. One-Line Single Address Element of a Memorandum

MEMORANDUM FOR DIRECTOR FOR STRATEGIC PLANS AND POLICY,
         JOINT STAFF

Figure 2. Two-Line Single Address Element of a Memorandum

MEMORANDUM FOR: CHAIRMAN OF THE JOINT CHEIFS OF STAFF
         COMMANDER, UNITED STATES TRANSPORTATION
           COMMAND
         DIRECTOR, DEFENSE INTELLIGENCE AGENCY
         COMMANDER, UNITED STATES PACIFIC FLEET

Figure 3. Multiple Addresses with One and Two-Line Elements

    4.3.2.10. Through Line. Use a "Through" line when a specific office or individual needs to be aware of the correspondence before it reaches its intended destination. Office symbols or titles are mandatory when using the "Through" line on Memorandums; names are optional. List multiple "Through" addressees vertically in the desired sequence with the highest level of precedence last. Normally, the addressee of the Memorandum is senior to those listed in the "Through" element. An exception is a Memorandum of Appreciation that is addressed to an individual. In this case, the individual's Direct/Division/Branch Chief is the "Through" addressee. Capitalize the first letter of each word except articles, prepositions, and conjunctions.

MEMORANDUM FOR 55TH LOGISTICS GROUP

THROUGH: NCOIC, Supply Requisition Branch

Figure 4: When Using a "Through" Line

    4.3.2.11. Subject Line. Subjects are required on all memorandum. Briefly state the subject, normally less than 20 words. Capitalize the first letter of each word except articles, prepositions, and conjunctions. Subjects longer than one line are started under the first words of the subject on the first line (see Figure 5). Acronyms are not allowed in the subject line, headers, or sub-headers. Type "SUBJECT:"

SUBJECT: Coordination of Strategic Instruction 232-4, "Information Managers, Yeoman, and Army
         Personnel Administrators Career Field Management," 12 April 2021

Figure 5: Subjects Longer Than One Line in Length

    4.3.2.12. References. If at all possible, avoid using reference in memorandum. However, if required, list references in the order they are referenced in the text of the communication. List only those references mentioned in the text and include the originating activity, subject, and date (dd Mmm yy) for each reference. If only one reference is used, type the information after the

word "Reference"; type "Reference" or "References" at the left margin, doubled space below the subject line, followed by the origination office, subject, and date of the document.

4.3.2.12.1. List references in block style two spaces after the colon in the order they appear in the text (e.g., identified as (a), (b), (c)). Do not letter a reference where there is only one.

4.3.2.12.2. When attaching a reference, state so in parentheses after the reference title.

4.3.2.12.3. When preparing classified memorandum, indicate the classification of the title in parentheses immediately before the title. Indicate the overall classification of the reference at the end of the reference.

Single Reference	Reference: DOD Executive Secretary Memorandum, date
Multiple References	References: (a) DOD Executive Secretary Memorandum, date (b) DOD Directive 5105.53, "Director of Administration and Management (DA&M), date
Attached References	References: (a) DOD Executive Secretary Memorandum, date (copy attached) (b) DOD Directive 5105.53, "Director of Administration and Management (DA&M), date
Classified References	References: (a) (U) Defense Intelligence Agency Report, (subject), (date) (S) (b) (U) DOD Executive Secretary Memorandum, (date), (copy attached) (U)

Figure 6: Listing References

4.3.2.13. Body.

4.3.2.13.1. Begin the body two lines below the reference or subject line. Do not number a single paragraph. Use lower-case letters and number sequence for indicating subparagraphs.

4.3.2.13.2. Single space within a paragraph for all memorandum of two or more paragraphs. Always double space between paragraphs and bullets, and between lines in memorandum of a single paragraph that is eight lines or less. Always use two spaces after periods.

4.3.2.13.3. Single space within a paragraph for all memorandum of two or more paragraphs. Always double space between paragraphs, bullets, and between lines in memorandum of a single paragraph that is eight lines or less.

4.3.2.14 Signature Block.

4.3.2.14.1. Type the name of the signature element in ALL CAPS, four blank lines below the last line of text, approximately 3.25 inches at the center of the page. On

the next line, type the signer's rank, service and the title on the following line, aligned with the name. If using USCYBERCOM letterhead, the last line of the signature block is omitted (U.S. Cyber Command).

JOHN D. DOE General, U.S. Army Commander

Figure 7: Signature Element without U.S. Cyber Command line

4.3.2.14.2. For memorandum requiring dual and multiple signatures, omit the organization in the signature element on internal correspondence, or when using USCYBERCOM letterhead. Include "U.S. Cyber Command" as part of the title for correspondence addressed outside the command, when USCYBERCOM letterhead is not used. Always place the junior person's name at the left margin (see Figure 8). Exception: when the subject of the Memorandum is meeting minutes, the recorder's signature block goes on the left, and approving official on the right. It is the AOs responsibility to determine whom the junior signatory is, as the junior signatory will sign the Memorandum first. Place the signature blocks side by side, leaving four blank lines below the last line of text (see Figure 8) for formatting guidance.

JANE D. DOE Colonel U.S. Air Force Chief, Public Affairs	JOHN D. DOE General, U. S. Army Commander

Figure 8: Dual Signature Element

4.3.2.15. Attachments and Enclosures. Memos have attachments and letters have enclosures. If there is more than one attachment or enclosure, they are enumerated by letter (e.g., Attachment A, Enclosure D, TAB C). Attachments. Use attachments to provide clarifying information in addition to the Memorandum. Type "Attachment" or "Attachments" one space below the signature block, or last line of text, and at the left margin.

4.3.2.16. Courtesy Copy Distribution Procedures. When copies of Memorandum are furnished to an agency or individual other than the addressee(s), show it as "Courtesy Copy (cc:)" at the left margin two lines below the attachment identification. When there are no attachments, place the "cc:" element at the left margin two lines below the signature element.

4.3.2.17. Page Numbering. Number pages consecutively beginning with the second page in Times New Roman, 12-pitch font size. Center the number within the bottom margin.

4.3.2.18. Sending Correspondence Outside of USCYBERCOM. All correspondence sent outside of USCYBERCOM, if not sent via e-mail, will be sent in a standard business-size envelope using the USPS mailing format. Business letters over four pages in size are sent in a standard legal size envelope. All "OFFICIAL BUSINESS" outgoing mail must have the return and recipient address typed.

4.3.2.19. Endorsements. An endorsement Memorandum is used to comment on a Memorandum in routing, based on the original Memorandum, or is used to comment on any

subsequent endorsement during the clearance/routing process.

4.3.2.20. Same page Endorsement. When space allows, you may place an endorsement on the same page of the original correspondence. Place the endorsement identification line on the third line below the last element of the proceeding correspondence. The endorsement line includes the endorsement number, the USCYBERCOM / office symbol of the endorsing agency, POC, and phone number.

4.3.2.21. Separate page Endorsement: This is similar to the "same page", except the top line cites the endorsement number, with the office of origin, date, and subject of the original communication. The second line reflects the office symbol of the endorsing office and date of signature. The last line is the addressee. Number each endorsement in sequence (1st End, 2nd End, 3rd End).

4.3.2.22. Security Classification Markings. IAW DODM 5200.01, Volume 2 - *DoD Information Security Program: Marking of Information*, content that requires safeguarding, mark the top and bottom of each page with the highest level classification contained on that page, or the highest level of classification of the document (use whichever is higher).

4.3.2.22.1. Mark USCYBERCOM Form 506 with an appropriate instruction indicating that it is unclassified when separated from classified attachments (e.g., "UNCLASSIFIED when separated from classified attachments" or "UNCLASSIFIED when TAB A is removed"). Place this notation at the top of the page below the overall security classification.

4.3.2.22.2. If the transmittal document itself contains classified information, mark it as required for all other classified information, including portion markings, classification authority block, and full text of any applicable special notices. In addition, add an appropriate instruction indicating its overall classification level, if the level will change when the enclosures are removed (e.g., "Downgrade to CONFIDENTIAL when separated from Secret enclosures"). Place this notation at the top of the page above the overall security classification.

USCCI 5000-01

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 41 CFR E, "Federal Information Resources Management Regulation (FIRMR)," 01 July 2021

Title 44 USC, Public Printing and Documents, 02 January 2006

DOD Instruction 5025.13, "DOD Plain Language Program," 23 January 2020, as amended

DOD Manual (DODM) 5110.04, Volume 1, "DOD Manual for Written Material: Correspondence Management," 16 June 2020, as amended

DODM 5110.04, Volume 2, "DOD Manual for Written Material: Examples and Reference Material, 9 July 20, as amended

DODM 5200.01, Volume 2, "DOD Information Security Program: DOD Information Security Program, 28 July 2020

DODM 5200.01, Volume 3, "DOD Information Security Program: DOD Information Security Program. 28 July 2020

DODM 5200.01, Volume 4, "Insert Title and date DODM 5200.01, Volume 2, "DOD Information Security Program: DOD Information Security Program: Overview, Classification, and Declassification," 24 February 2012

CJCSI 5711.01D, "Action Processing Policies and Procedures," 12 September 2022

Joint Staff Guide (JSG) 5711, Editorial Guidance and Accepted Usage for Joint Staff Correspondence, 31 August 2022

USCCI 5900-04, Classification Advisory Officer Program, 15 June 2022

USCCI 5200-03, Security Classification Guide, 26 Aug 2021

USCCI 5200-01, Operations Security Instruction, 18 Oct 2021

Acronyms

AO	Action Officer
CDR	Commander
CFR	Code of Federal Regulations
CJCS	Chairman of the Joint Chiefs of Staff
CmdSec	Command Secretariat
COORD/Coord	Coordination
CoS	Chief of Staff
CRM	Comment Resolution Matrix
DAFC	Department of Air Force Civilian
DCDR	Deputy Commander
DISA	Defense Information Systems Agency
DOD	Department of Defense
EXDIR	Executive Director
FOUO	For Official Use Only
FIRMR	Federal Information Resource Management Regulations
GO/FO	General Officer/Flag Officer
HQ	Headquarters

IAW	In Accordance With
INFO/Info	Information
J003	Liaison Office
J004	Commander's Action Group
J005	Inspector General
J006	Staff Judge Advocate
J007	Political Advisor
J010	Command Secretariat
J012	Historian
J060	Command Protocol
J070	Knowledge Management Office
J080	Office of Religious Affairs
J090	Lessons Learned
JCS	Joint Chiefs of Staff
JFCC	Joint Functional Component Command
JS	Joint Staff
JSG	Joint Staff Guidance
JSM	Joint Staff Manual
JWICS	Joint Worldwide Intelligence Communications Systems
LNO	Liaison Office
NSA	National Security Agency
OCR	Office of Collateral Responsibility
OSD	Office of the Secretary of Defense
OPR	Office of Primary Responsibility
POC	Point of Contact
SEL	Senior Enlisted Leader
SES	Senior Executive Service
TMT	Task Management Tool
USA	United States Army
USAF	United States Air Force
USN	United States Navy
USC	United States Code
USCCI	United States Cyber Command Instruction
USPS	United States Postal Service
USCYBERCOM	United States Cyber Command
W/D	Withdraw

Webpages

NIPR command templates:
https://intelshare.intelink.gov/sites/uscybercom/Library/Templates/Forms/AllItems.aspx

NSANet command templates: go uscc-templates

ATTACHMENT 2

EXAMPLE OF USCYBERCOM FORM 506

A4.1. USCYBERCOM Form 506 Guidance, First Page.

CUI

UNCLASSIFIED when separated from Tabs

Prescribed by: USCCI 5000.01

UNITED STATES CYBER COMMAND ACTION PROCESSING SHEET

PRIVACY NOTICE: When completed, this form may contain personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended and DOD 5400.11-R, *DOD Privacy Program.*

	TO	ACTION	SIGNATURE & DATE		TO	ACTION	SIGNATURE & DATE
1	CoS	Sign/Approve	SIGN HERE	7			SIGN HERE
2	DCoS	Coord	SIGN HERE	8			SIGN HERE
3	CMDSec	Coord	SIGN HERE	19			SIGN HERE
4	PFO	Coord	SIGN HERE	10			SIGN HERE
5	J5 Dir	Coord	SIGN HERE	11			SIGN HERE
6			SIGN HERE	12			SIGN HERE

NSA REVIEW. ☐ YES ☒ NO

NSA OPR: (Name, Title, Org, Phone)

SIGNATURE & DATE: SIGN HERE

TRACKING INFORMATION: (Date prepared and tracking number)
20230109 TN: J0-202301

SUBJECT: (Classification) USCCI 5010.01 Publications and Forms Program	17. DIRECTORATE SUSPENSE: 20230120
	18. CMD SECRETARIAT SUSPENSE: 20230125
	19. HQ SUSPENSE: 20230131

1. (Classification) RECOMMENDATION: Provide a concise statement regarding staff package action required by one of the Top 6 (i.e., CDR, DCDR, ExDir, CoS, DCoS or CSEL). (EXAMPLE: CDR sign TAB A).

2. (Classification) EXECUTIVE SUMMARY: (1-5 bullets or short paragraph) Highlight key elements of the background information, supporting information/analysis, and main conclusions. Also briefly address why one of the Top 6 needs to action (e.g., Principal/Principal Deputy-level tasker, regulation mandate, etc.) if not readily obvious. If NSA coordination is required for staffing the action officer needs to annotate that in this section.

3. (Classification) CRITICAL COMMENTS/NON-CONCURS: Provide a concise summary of any rejected GO/FO/SES critical comments and rational for rejection. Also include GO/FO/SES non-concurs or viewpoints that differ from the recommendation or main conclusion(s). Use "N/A" if comments are not necessary.

NSA COMMENTS.

TABS:
  TAB A – (Classification) Subject/title of 1st document (typically item to be signed) (Classification of content)
(Identify memorandum attachments as enclosures)
    Enclosure A – (Classification) Subject/title of document (Classification of content)
    Enclosure B – (Classification) Subject/title of document (Classification of content)
  TAB B – (Classification) Subject of 2nd document (Classification of content)

ACTION OFFICER: (Name, Title, Org, Phone)	PREPARED BY: (Name, Title, Org, Phone (If different))
Hueber, Shannon R.	N/A
CLASSIFICATION AUTHORITY BLOCK:	**CUI DESIGNATION INDICATOR:**
CLASSIFIED BY/ DATE: Hueber, Shannon R. 20230109	POC/ DATE: Hueber, Shannon R. 20230109
DERIVED FROM: USCCI XXXX	CONTROLLED BY/ CUI CATEGORY: XXXX/ OPSEC
DECLASSIFY ON: 20480109	LIMITED DISSEMINATION CONTROL: XXX XXX

USCYBERCOM Form 506, dated January 2023

CUI

UNCLASSIFIED when separated from Tabs

A4.2. USCYBERCOM Form 506 Guidance, Second Page.

Prescribed by: USCCI 5000.01

ADDITIONAL COMMENTS:

Add any additional that does not fit on the first page, add here.

Read instruction below if you need to.

INSTRUCTIONS FOR COMPLETING USCYBERCOM FORM 506

To: Office of Primary Responsibility (OPR) that needs to review the package.

Action:
- Sign/Approve – Final decision point.
- Concur – Shows agreement with purpose, objective, and recommendation of the task/action.
- Non-Concur – Mandatory comments to outline rationale for non-concurrence, and recommended changes.
- Coord – Opportunity to acknowledge situational awareness of action and provide input on format and set-up.
- Info — For situational awareness only.

Signature & Date: OPR provides a signature and date of signature. Ensure the signature is legible.

NSA Review: Did NSA review the package? Check box YES or NO.

NSA OPR: Provide name, title, org and phone number of NSA OPR.
- Signature: NSA OPR provides signature and date after review.

Tracking Information:
- Date Prepared: The date the package was prepared for routing.
- Tracking Number: Tracking number assigned by the directorate (Example: WMS - 2022213, J0-202101, J1-2022103).

Subject: As stated.

Directorate Suspense: Four days prior to Command Secretariat (CMDSec) suspense date.

CMDSec Suspense: CMDSec due date is one week prior to Higher Headquarter (HHQ) suspense date.

HHQ Suspense: As specified by external tasking source.

Recommendation: As stated.

Executive Summary: As stated.

Critical Comments/ Non-Concurs: As stated. If routed through NSA and comments are warranted, place comments on the NSA Comments section.

Tabs: As stated. TAB A will always be the document needing signature/ action.

Action Officer: Directorate POC for the package.

Prepared by: Preparer of the USCYBERCOM Form 506.

Classification Authority Block:
- Classified by/ Date: CAO who classified the document.
- Derived From: Authority the classification derived from (Example: USCCI 5200-03, SCG; dated 26 August 2021).
- Declassify On: Date the package/ documents are able to be declassified.

CUI Designation Indicator
- POC/Date: As Stated
- CONTROLLED BY/ CUI CATEGORY: Name of the office creating the document and making the CUI determination/ Identify all types of CUI contained in the document.
- LIMITED DISSEMINATION CONTROL: Insert applicable distribution statement or LDC

Additional Comments: Any comments that cannot fit under the critical comments/ non – concur section may be added to this section.

Formatting Information:
- Standard font is Times New Roman, 10 (black).
- The USCYBERCOM Form 506 must include simple, concise, and complete information for the decision maker. Keep USCYBERCOM Form 506 short, to the point, and preferably one page (multiple pages are O.K., if necessary).
- All acronyms will be spelled-out on first use in the USCYBERCOM Form 506.
- Packages forwarded to the CMDSec will only include directorate-level coordination on the final USCYBERCOM Form 506. Place previous coordination in the package as the last TAB.
- Documents needing signature should be printed front-side only. All other supporting documentation will be printed double-sided.

Unclassified Packages: USCYBERCOM Form 506 will be stapled to the front cover of the folder with the tab documents attached inside on the right side of the folder

Classified Packages: A classification cover page will be affixed to the front cover of the folder with USCYBERCOM Form 506 underneath and tab documents attached inside on the right side of the folder

USCYBERCOM Form 506, January 2023

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DO NOT FORGET THE CAO AND OPSEC REVIEWS. When sharing correspondence with external organizations/agencies, obtain an Operations Security (OPSEC) Coordinator review PRIOR to forwarding correspondence. For classified packages, a Classification Advisory Officer (CAO) is required to review for classification accuracy, and annotated on the USCYBERCOM 506 reviewers name and date of review.