

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHIEF INFORMATION OFFICER/G-6, DEPUTY CHIEF OF STAFF, G-2,
AND
THE DEFENSE CIVIL PREPAREDNESS AGENCY

- 1
2 SUBJECT: Preparing a Memorandum of Understanding
1
2
3 1. Prepare the MOU on plain bond paper. DA letterhead is appropriate if the MOU is between two Army activities. Change this provision to meet internal or special requirements.
- 1
2 2. Center the title MEMORANDUM OF UNDERSTANDING on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN, separated by the word AND. Change this requirement for centering when there are more than two agreeing agencies or when the agency titles are too lengthy to be typed on one line, as in this example.
- 1
2 3. Type the subject flush with the left margin on the second line below the last line of the agreeing agencies' titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.
- 1
2 4. Follow the guidance for continuing a memorandum in figure 2-2 if a second page is needed, except that the subject line will begin 1 inch from the top edge of the paper since no office symbol is used.
- 1
2 5. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, grade, branch, and title for military personnel. Place the signature blocks in protocol order with the senior official on the right. If an MOU has three officials, the signature block of the highest ranking official is centered at the bottom. The signature block of the next highest ranking official is placed above and on the right. The signature block of the junior official is on the left.

Figure 2-15. Preparing a memorandum of understanding

SUBJECT: Preparing a Memorandum of Understanding

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Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below (see para 2-6c(5)(c)).

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ROBERT A. SULLIVAN
Lieutenant General
Deputy Chief of Staff, G-2

PHILLIP H. BROWN
Lieutenant General
Chief Information Officer/G-6

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(Date)

(Date)

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WILLIAM L. JONES
Director, Defense Civilian
Preparedness Agency

1

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(Date)

Figure 2-15. Preparing a memorandum of understanding (continued)

MEMORANDUM OF AGREEMENT
BETWEEN
CHIEF INFORMATION OFFICER/G-6, DEPUTY CHIEF OF STAFF, G-2,
AND
THE DEFENSE CIVIL PREPAREDNESS AGENCY

- 1
2 SUBJECT: Preparing a Memorandum of Agreement
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3 1. Use plain bond paper for the MOA. DA letterhead is appropriate if the agreement is between two Army activities. Change this provision to meet internal or special requirements.
1
2 2. Center the title MEMORANDUM OF AGREEMENT on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN, separated by the word AND. Change this requirement for centering when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line, as in this example.
1
2 3. Type the subject flush with the left margin on the second line below the last line of the agreeing agencies' titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.
1
2 4. Follow the guidance for continuing a memorandum in figure 2-2 if a second page is needed, except that the subject line will begin 1 inch from the top edge of the paper since no office symbol is used.
1
2 5. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, grade, branch, and title for military personnel. Place the signature blocks in protocol order with the senior official on the right. If an MOA has three officials, the signature of the highest ranking official is centered at the bottom. The signature block of the next highest ranking official is placed above and on the right. The signature block of the junior official is on the left.

Figure 2-16. Preparing a memorandum of agreement

SUBJECT: Preparing a Memorandum of Agreement

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Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below (see para 2-6c(5)(c)).

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ROBERT A. SULLIVAN
Lieutenant General
Deputy Chief of Staff, G-4

MARSHALL H. LEWIS
Lieutenant General
Deputy Chief of Staff, G-2

1

2

(Date)

(Date)

1

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PHILLIP H. BROWN
Lieutenant General
Chief Information Officer/G-6

WILLIAM L. JONES
Director, Defense Civilian
Preparedness Agency

1

2

(Date)

(Date)

Figure 2-16. Preparing a memorandum of agreement (continued)