



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1000

7/15/19

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Acting Secretary of Defense Signature Block

Effective immediately, Richard V. Spencer is the Acting Secretary of Defense. Department memorandums prepared for his information, decision, or signature should implement the attached formatting guidance.

Please direct any questions to your component's correspondence management office.

Oliver T. Lewis
CAPT, USN
Executive Secretary

Attachment:
As stated



Formatting Guidance for Acting Secretary of Defense Spencer Correspondence

1. Information and Action Memorandums should use the following addressee line:

FOR: ACTING SECRETARY OF DEFENSE

2. Correspondence prepared on Secretary of Defense letterhead should use the following signature block:

Richard V. Spencer
Acting

3. Correspondence not prepared on Secretary of Defense letterhead, e.g., DoD directives, documents with dual signatures, declarations, etc., should use the following signature block:

Richard V. Spencer
Acting Secretary of Defense

4. All other formatting standards from the DoD Manual for Written Material (DoDM 5110.04-M) and additional guidance remain unchanged, with the exception that the complimentary closing, "Sincerely," will be used on letters for the Acting Secretary of Defense signature.