

## Tuition Ordering and Payment Process Handbook – Appendix A-16

**SUBJECT:** Memorandum for the Record (MFR).

**PURPOSE:** To inform NROTC Unit Ordering Officers of the purpose and proper format and of a MFR.

**OVERVIEW:** A MFR is an internal document to record supporting information in the record that is not recorded elsewhere and is used to document significant events and issues along with your justification, decision, rationality and why you made that decision. The MFR provides you an excellent tool to tell an auditor or other reviewer “your side of the story”, why you acted in a particular manner and why your actions are justified.

The MFR is the tool you use to document “the story”. MFR’s should be written in third-person and state just the facts in a chronological order and formatted as prescribed by the Navy’s Correspondence Manual SECNAV M-5216.5.

The reason of using MFR’s in tuition ordering is to document unique/unusual events and failing to meet established procedures such as not being able submit an issued task order into EDA within the required time frame due to access issues.

MFR’s should be completed as soon as reasonably possible.

### **ACTION REQUIRED:**

1. Adhere to the entry guidance contained in the illustrations on the following pages.

### **CONTENTS:**

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## Condensed Guidance from SECNAV M-5216.5

**Font:** Recommended fonts for computer generated letterhead are Times New Roman, Century Schoolbook, Courier New, Helvetica, Arial or Univers.

**Typeface:** For text, use 10 to 12 point font size. Bold, underline, script, and italics may be used for occasional emphasis, but not for entire letters.

**Margins:** Allow one (1)-inch top, bottom, left, and right margins on each page.

**Spaces:** Use two spaces after a period. Use four spaces between Subj: and the subject text. Use tabs to align Ref: and Encl: so that they line up.

**Expressing Time:** Express military time in four digits based on the 24-hour clock. The time range is 0000 to 2359. The first two digits are the hour after midnight and the last two digits are the minutes. Do not use a colon to separate the hour from the minutes.

**Expressing Dates:** The abbreviated format (example 5 Aug 17) is used in dating the MFR. The standard format (example 5 August 17) is used in the text of the MFR.

**Numbers:** Spell out numbers less than ten in the text.

**Acronyms:** If you use an acronym, spell it out first and then define the acronym in parentheses (example Memorandum for the Record (MFR)). After the initial definition, the acronym may be used without explanation.

**Security Classifications:** The document must be labeled in the header and footer “FOR OFFICIAL USE ONLY” or “FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE” if it contains information that must be safeguarded. If the MFR is security classified as confidential or above, seek guidance from your security manager.

**References:** Type “Ref:” at the left margin on the second line below the subject line. Use a lowercase letter in parentheses before the description of every reference. If you have only one reference, list it as “Ref: (a)”. Four spaces follow the colon.

**Enclosures:** An enclosure can prevent a letter from becoming too detailed. Try to keep letters short, down to one page whenever possible, and use enclosures for lengthy explanations that cannot be avoided. An enclosure may include such things as emails, photocopies of correspondence, etc. belonging to the specific DON organization only. No external documents area allowed to be enclosures. External agency documents should be used as a Reference vice an Enclosure.

**Appearance:** Navy correspondence should have a neat and professional appearance.

17 Feb 15

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MEMORANDUM FOR THE RECORD

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Subj:....MEMORANDUM FOR THE RECORD

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Ref:.....(a) SECNAV M-5216.1

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Encl:....(1)

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1...Use an MFR to record information in the record that is not recorded elsewhere. Examples include such things as results of a meeting, telephone conversations, and other relevant information.

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2...Type or handwrite these most informal memorandums. If it is only two or three lines, include it on the file copy of your document. Leave out the subject line if you add your MFR to the file copy.

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3...A full signature line and identification symbols are not required; however, it should be dated, signed, and show the signer's organizational code.

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K. G. ROBINSON  
NROTC Penn State University  
Ordering Officer

24 Dec 16

MEMORANDUM FOR THE RECORD

Subj: ELECTRONIC DOCUMENT ACCESS (EDA) ISSUES

Ref: (a) NMCAR 5204.201(3)  
(b) PHONCON WAWF Help Desk of 17 Dec 16

Encl: (1) Computer printouts of error screens

1. Task order number N6331017F0002 was issued on 17 December 16. On the issuing date, per the requirements of reference (a) the task order was attempted to be loaded into EDA but was unable to be uploaded due to a WAWF system outage.
2. Per reference (b), the help desk technician advised that the system was experiencing an outage and it was unknown when it would be operational again.
3. On the mornings of 18, 19, 21, 22 and 23 December 16 the WAWF system was attempted to be access with no success as evident by enclosure (1).
4. On the morning of 24 December 16 the WAWF system was able to be accessed. At which time, the task order was successfully entered into EDA.
5. POC is Kevin Robinson, [krob@pennu.edu](mailto:krob@pennu.edu) or 814-863-9651.

*Kevin Glenn Robinson*  
K. G. ROBINSON  
NROTC Penn State University  
Ordering Officer

## Common Discrepancies

- Fail to reference specific order(s)
- Doesn't provide clear details for a reader to understand the issue and rationalization for actions.
- Isn't openly honest of the situation – DO NOT COVER UP
- Not using a reference if available
- Placed on letterhead