DEPARTMENT OF THE AIR FORCE
[YOUR SQUADRON/UNIT NAME]

28 August 2025

MEMORANDUM FOR [FIRST/OFFICE]   [SECOND/   [THIRD/OFFICE]
                                          OFFICE]

                 [FOURTH/   [FIFTH/OFFICE]   [SIXTH/OFFICE]
                 OFFICE]

FROM: [YOUR/SYMBOL]
       [Your Organization Name]
       [Street Address]
       [City ST 12345-6789]

SUBJECT: [Your Subject in Title Case - Required Field]

References: (a) [Reference 1: Regulation/Directive, Date, Title]
             (b) [Reference 2: AFI/AFH Number, Date, Title]
             (c) [Reference 3: Local instruction or guidance]

1. This document demonstrates every parameter and feature of the USAF memorandum template. Replace all bracketed placeholders with your actual content.

    a. **Required Parameters.** Only two parameters are required: `memo-for` (recipients) and `subject` (subject line in title case). Recipients can be formatted as a string, array, or 2D array for grid layout.

    b. **Paragraph Structure Examples.** This template automatically numbers main paragraphs with proper AFH 33-337 spacing and indentation. All formatting including fonts, margins, and line spacing is handled automatically.

        (1) First-level subparagraphs use `#sub-par[]` for breaking down main points into specific details or requirements. Each call automatically increments the letter while maintaining proper formatting.

        (2) Second-level subparagraphs use `#sub-sub-par[]` for further subdivision of complex topics. These are useful for detailed breakdowns of procedures or specifications.

            (a) Third-level subparagraphs use `#sub-sub-sub-par[]` for very detailed subdivisions. Use sparingly and only when necessary for clarity.

    c. **Template Features.** This template provides automatic AFH 33-337 compliant formatting, smart paragraph and subparagraph numbering, intelligent page break handling, grid layout support for multiple recipients, complete indorsement system for routing, and enforcement of all Air Force publishing standards.

d. **Service Variations.** For Air Force memos, use `letterhead-title: "DEPARTMENT OF THE AIR FORCE"` and rank format `"Colonel, USAF"`. For Space Force memos, use `letterhead-title: "DEPARTMENT OF THE SPACE FORCE"` and rank format `"Colonel, USSF"`.

    e. **Usage Instructions.** Replace all bracketed placeholders with your actual content. Remove unused optional parameters (references, attachments, cc, distribution, indorsements). Adjust memo-for format based on your needs: single recipient as string, multiple recipients as array, or grid layout as 2D array. Use paragraph functions for complex structure. Compile with `typst compile memo.typ --root ..`

2. All formatting, spacing, fonts, and positioning are handled automatically per AFH 33-337 standards.

[FIRST M. LAST, Rank, USAF]
[Your Official Duty Title]
[Organization (optional)]

3 Attachments:
1. [Attachment 1: Description, Date]
2. [Attachment 2: Chart/Report, Date]
3. [Attachment 3: Supporting documentation]

cc:
[First CC Recipient, ORG/SYMBOL]
[Second CC Recipient, ORG/SYMBOL]
[Third CC Recipient]

DISTRIBUTION:
[ORGANIZATION/SYMBOL]
[Another Organization Name]
[Third Distribution Point]

1st Ind, [REVIEWING/OFFICE]

MEMORANDUM FOR [NEXT/OFFICE]

1. [First indorsement body text. This is where the reviewing office adds their comments, recommendations, or approval. Indorsements are automatically numbered as "1st Ind", "2d Ind", etc.]

[REVIEWING OFFICIAL, Rank, USAF|
   USSF]
[Reviewing Official Title]

2d Ind to [ORIGINAL/SENDER], 28 Aug 2025, [Original Subject]

[FINAL/AUTHORITY]   28 Aug 2025

MEMORANDUM FOR [ORIGINAL/SENDER]

1. [Final indorsement text. This indorsement uses separate page format, commonly used when returning to the original sender with final approval or disapproval.]

                                        [FINAL OFFICIAL, Rank, USAF]
                                        [Final Authority Title]