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

29 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.

2. This memorandum serves as both a comprehensive guide and working example of the USAF memo template system. The template automatically handles all AFH 33-337 formatting require-ments while providing flexibility for various memo types and organizational needs.

    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. **Optional Components.** All other parameters are optional and can be omitted if not needed. This includes references, attachments, courtesy copies, distribution lists, and indorsements.

3. The template provides intelligent paragraph structuring that automatically numbers and formats content according to Air Force standards. Each paragraph and subparagraph is properly spaced and indented without manual intervention.

    a. **Paragraph Structure.** Use the provided paragraph functions to create properly formatted content:

        (1) Base paragraphs (like this one) are created by simply writing content directly in the memo body. They are automatically numbered (1., 2., 3., etc.) and formatted per AFH 33-337.

(2) First-level subparagraphs use `#sub-par[]` for breaking down main points into specific details or requirements. These are lettered (a., b., c., etc.) and automatically increment.

(3) Second-level subparagraphs use `#sub-sub-par[]` for further detail breakdown. These use parenthetical numbers (1), (2), (3), etc.

(4) Up to five levels of subparagraphs are supported using `#sub-sub-sub-par[]` and `#sub-sub-sub-sub-par[]` for complex organizational structures.

4. Writing content in Typst follows a markup-based approach that combines simplicity with powerful formatting capabilities. Understanding Typst content mode is essential for effective memo creation.

a. **Typst Content Basics.** In Typst, you write content in "content mode" where text flows naturally. Functions are called with `#function-name[]` syntax, and the square brackets contain the content or parameters.

b. **Text Formatting.** Use standard markup for emphasis: `*bold text*` for **bold text**, `_italic text_` for *italic text*, and `code text` for `code text`. These can be combined as needed.

c. **Special Characters.** Typst handles most special characters automatically. For literal hash symbols or other Typst syntax characters, escape them with a backslash: `\#` produces #.

d. **Line Breaks and Spacing.** Single line breaks are ignored (like LaTeX). Use double line breaks to create new paragraphs. The template handles all official spacing requirements automatically.

5. Template features include 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.

a. **Service Variations.** The template supports both Air Force and Space Force formats:

(1) For Air Force memos, use `letterhead-title: "DEPARTMENT OF THE AIR FORCE"` and rank format `"Colonel, USAF"`.

(2) For Space Force memos, use `letterhead-title: "DEPARTMENT OF THE SPACE FORCE"` and rank format `"Colonel, USSF"`.

6. Usage instructions for this template are straightforward and designed for efficiency. Replace all bracketed placeholders with your actual content, remove unused optional parameters, and adjust the memo-for format based on your specific distribution needs.

a. **Quick Start Steps.** Follow these steps for rapid memo creation:

(1) Copy the template file and rename it appropriately for your memo.

(2) Replace bracketed placeholders with your actual content, starting with required fields (memo-for and subject).

    (3) Add optional components (references, attachments, etc.) only as needed for your specific memo.

    (4) Write your memo content using the paragraph structure guidelines above.

    (5) Compile with `typst compile memo.typ --root .` to generate the final PDF.

7. All formatting, spacing, fonts, and positioning are handled automatically per AFH 33-337 standards. This ensures compliance while allowing you to focus on content rather than formatting details.

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

2 Attachments:
1. [Description for first attachment, Date]
2. [Description for second attachment, Date]

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.]

                                        [REVIEWER NAME], [Rank], USAF
                                        [REVIEWER TITLE]

2d Ind to [ORIGINAL/SENDER], 29 Aug 2025, [Original Subject]

[FINAL/AUTHORITY]   29 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]