

CHAPTER 3

SERVICE CORRESPONDENCE

'I have made this letter rather long only because I didn't have the time to make it shorter.'

Blaise Pascal (1623-1662)

INTRODUCTION

1. 'Service Correspondence' is the generic term for correspondence written by members of the Service in the course of their duties. In common with all SW, Service correspondence conforms to standard layout. The layout used depends upon the purpose of the correspondence. Some correspondences are very formal and their forms are fixed by tradition; others are very informal.

TYPES OF SERVICE CORRESPONDENCE

2. There are 7 types of Service correspondence as follows:
- a. Commanded letters.
 - b. Directed letters.
 - c. Routine letters.
 - d. Formal letters.
 - e. Demi-official letters.
 - f. Memoranda.
 - g. Loose Minutes.

The formats of the above, with the exception of commanded letter, are given at Annexes A - H. Note that abbreviations, apart from those for decorations, are not used in commanded, directed, demi-official or formal letters.

3. **Commanded Letters.** Commanded letters are formal letters issued by the Ministry of Defence in the name of the Defence Council or one of the Service councils or boards. They are reserved for statements of major policy, directives and letters of special character, and are normally signed by directors or above according to the nature and importance of the subject. The format is not subject to the normal rules and no example is therefore given in this volume.

4. **Directed Letters.** Directed letters are originated by the Ministry of Defence and the Services for correspondence at a level between commanded and routine letters. Staff officers may be authorized to sign such letters at the discretion of directors or heads of divisions. An example of a directed letter is at Annex A.

5. **Routine Letters.** Routine letters are the normal form of correspondence within and between the Services. A routine letter may therefore be written by a formation or unit to any other formation or unit, or to the Ministry of Defence, or by an individual member of the Service on a personal subject. An example of a routine letter is at Annex B.

a. **Letters to Civilians.** In correspondence with civilian authorities and members of the public, the layout of the routine letter with a salutation and conventional ending, provides the most generally used framework. Reference to previous correspondence or documents is made in the text. The style of the letter must be appropriate to both the subject and the recipient and abbreviations should not be used. For instance, paragraphs in letters of condolence are not to be numbered. (See Chapter 2, Paragraph 11). An example of a correspondence to a civilian authority is at Annex C.

b. **Signatory.** Routine letters addressed to a superior authority or to an external agency or organization are signed by or for the officer commanding the formation or unit.

6. **Formal Letters.** The use of formal letters is confined to ceremonial matters and certain formal submissions. A formal letter is addressed only to a senior or equal and is signed by the originator. A formal letter begins with the salutation 'Sir' and the text starts 'I have the honour to' When it concerns a letter of regret, misconduct of a disciplinary nature; such as in the NN

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circumstantial letters, the formal letter should start with: 'I regret to report the circumstance that'. It is more appropriate to write in such a style. A formal letter always ends with 'I have the honour to be, Sir, Your obedient officer/soldier/rating/airman'. An example of a formal letter is at Annex D. Occasions on which a formal letter would be appropriate are:

- a. Writing an application or a formal request or explanation.
- b. When making a submission of an exceptional nature or forwarding a non-routine report to higher authority.
- c. In arranging ceremonial matters with outside authorities.
- d. Acknowledging a directive.
- e. A commander expressing his personal opinion to higher headquarters on a matter of importance.

7. **Demi-Official Letters.** Demi-official (DO) letters permit an informal and more personal approach to Service or civilian addressees. They should be restricted to one subject and filed in the normal way. The full identity of the originator is shown at the head of the letter and the salutation 'Dear 'and the ending 'Yours ' are inserted in manuscript by the originator. Some other peculiarities to DO letters are as follow:

- a. **Subject Heading.** Normally, a DO letter has a subject heading such as in the example at Annex E. However, the subject heading may be omitted from a short letter on all informal or social topics sent to a recipient whom the writer knows well. Example of such a DO letter is at Annex F.
- b. **Text.** A DO letter is written in the first person using an informal conversational style. The formal format using heading and paragraph numbers should be used for official subjects. Personal letters such as letters of congratulation or condolence should not use the more formal format.

c. **Use of Abbreviations.**

(1) Apart from decorations, military symbols, the name of the Service, regiment or corps following an officer's name, identifying references, PMB numbers and telephone numbers, abbreviations are not normally used in DO letters. However, exceptions to this rule are permitted on the grounds of common usage. Once a common abbreviation has been used in the body of the letter, it must be used consistently throughout.

(2) The abbreviated name of the Service, regiment or corps following the name and decorations of officers is as follows:

(a) Army officers of and below the rank of lieutenant colonel, not customary in the NA but normally shown in foreign armies, eg, R Signals (British Army).

(b) Naval officers of the rank of lieutenant and captain; eg, Capt I Ebijie-Odeh (NN).

(c) Air force officers, RAF, USAF (not customary in NAF).

d. **Signature.** The ending of a DO letter and the signature are written in manuscript. Normal signature blocks are not used. The ending is a matter of personal choice, but 'Yours sincerely' and 'Yours' are the most common. The writer should sign a DO letter with his first name or nickname, but if the addressee is senior or not very well known to him, the nickname is not used.

8. **Memoranda.** A printed memorandum form may be used for correspondence on minor matters at all levels within departments, headquarters or units. It is designed to save time and is normally written in manuscript. Abbreviations may be used in a memorandum (see Chapter 2 Paragraphs 59a). An example of memorandum is at Annex G to this chapter.

9. **Loose Minutes.** There may be occasions when a handwritten memorandum will not suffice. Other forms of internal correspondence may then be used. Loose minutes are used extensively within the Ministry of Defence, headquarters, and Service units when it is necessary to disseminate

information but inappropriate or inconvenient to circulate a file. An example of a loose minute is at Annex H to this chapter. Whatever form an internal minute may take, it should be filed in the same way as all other correspondence and should never be distributed outside the originating headquarters or unit.

COMPOSITION OF THE TEXT

10. In all, except short letters on routine matters, the text should consist of an introduction, main body and the conclusion. The introduction gives the purpose of the letter and summarizes any background information, while the main body presents the case and lists any argument or problems in a concise and logical sequence. The conclusion summarizes the salient points in the main body and must end by leaving the recipient in no doubt of the writer's orders, wishes, opinions, problems or recommendations. While introduction and conclusion are seldom used as headings in letter writing, the reader should never be in doubt when he is passing from one part of the text to the next. Some other important hints on the composition of the text are as follows:

- a. **Content**. A letter should deal with one subject. Letters containing more than one subject are difficult to register and file. The subjects may belong to different files and may also be required to be treated by different staff branches. However in certain circumstances, where a letter inevitably deals with several subjects; for example, exercise instructions or a report on a unit's activity, headings should be used liberally to aid clarity.
- b. **Tone**. It is important to adopt a tone which is appropriate to the purpose of the letter. A letter requesting help/assistance or approval should beseech rather than command, while a letter of admonishment should be stern. Suitable words should be used to fit the occasion. Words which exaggerate weaken the argument. See Chapter 1, Paragraph 10 for further details.
- c. **Style**. The effectiveness of an individual's style of writing is judged by the clarity of the message being conveyed to the reader. This includes the orderly arrangement of materials, correct grammar, conventions, and conciseness of expression. When drafting a letter for a senior officer the following should be noted:

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(1) The words dictated or preferred by the senior officer should be used as much as possible.

(2) Imitate the senior officer's style of writing. Although your style may be superior to his, it may be less acceptable; after all, he is to sign the letter. It is appropriate that the letter appears as if it was written by him.

d. **Acknowledgement.** A letter can be ended with a request for a written reply or acknowledgement by a certain date. Such an ending should only be used when necessary. In deciding a date for the reply, adequate time should be given for the recipient to study the letter and respond to the stated problems.

GENERAL

11. **Use of First and Third Person.**

a. Most Service correspondence are written in the third person. Exceptions are as follows:

(1) Formal letters.

(2) Demi-official letters.

(3) Letters from a commander in which he expresses his personal views or conveys praise or blame and which he signs personally.

(4) Letters from headquarters in which it is often convenient to make use of the first person plural.

b. When the first person is used in the opening and closing paragraphs, it is permissible to use the third person in intervening paragraphs.

12. **Letter Headed Paper.** Some formations use letter headed paper for Service correspondence, including routine letters. Printed letterheads should conform in general terms with the standard SW layout allowing for reasonable

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variation in printing styles not available to the typist. The space for the address on the letterhead is to be correctly placed for the use of window envelopes. When using such a paper, quote the addressee's reference, if any, in the space provided in the letterhead and then refer only to the date of the reference in the text of the letter. Otherwise, follow the normal rules for Service correspondence.

13. **Addresses**. Letters addressed to one of the other Services, government authorities and civilian addressees should bear full postal addresses of the originator and all recipients. Private Mail Bag (PMB) numbers are to be used when applicable. In some cases, it is common practice to show the recognized abbreviations for the originator and recipients; addresses need to be added only when a recipient's designation alone is not sufficient to ensure that the envelope can be correctly addressed. When the department or branch required to take action is known to the sender, its abbreviation is to be included in the address.

14. **Style of Address**. Examples of styles of address are given at Annex I, while examples of salutations and endings are at Annex J.

Annexes:

- A. Example of Directed Letter.
- B. Example of Routine Letter
- C. Example of Routine Letter to a Civilian Organization.
- D. Example of Formal Letter.
- E. Example of Demi-official Letter with Heading.
- F. Example of Demi-official Letter without Heading.
- G. Illustration of Memorandum.
- H. Example of Loose Minute.
- I. Styles of Address.
- J. Salutations and Endings.

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ANNEX A TO
CHAPTER 3
DATED JUL 11

EXAMPLE OF DIRECTED LETTER

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DHQ/00156/3/M

Defence Headquarters
Area 8
Abuja

09 263156

Captain SBM Audu (NN)
Commanding Officer
Nigerian Navy Ship OTOBO
LAGOS

July 2011

Sir ⁽¹⁾

DISPOSAL OF NIGERIAN NAVY SHIP OTOBO

1. I am directed by the Defence Council to inform you that the recent intensive press speculation as to the imminent disposal of the Nigerian Navy Ship OTOBO is untrue. A decision as to her future will be made and promulgated by January 2012, but the current plans are that she will remain fully operational until the end of 2013.

2. A press statement to this effect will be released this week. Meanwhile, you are permitted to divulge this information to your ship's company.

I am Sir,
Yours obediently

AKJ AWE
Captain (NN)
for Chief of Naval Staff

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Note:

1. A Directed Letter must always start with the salutation 'Sir' even if the signatory is of higher rank than the addressee.

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ANNEX B TO
CHAPTER 3
DATED JUL 11

EXAMPLE OF ROUTINE LETTER

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DRAFT

71 BDE/11/G7

HQ 71 Mech Bde
Katsina Road
PMB 3993
Kaduna

062-4413674 Ext 15

See Distribution

Jul 11

HQ 7 MECH DIV THIRD QUARTER OFFICERS' TRAINING DAY

Reference:

A. 7 DIV/317/G7 dated Jun 11.

1. In Reference A, HQ 7 Mech Div Officers' Training Day for Third Quarter 2011 is scheduled to come up on 15 Aug 11. The aim of the training day is to expand officers' knowledge of Peace Support Operations, especially as 2 units of the Division will soon be deployed to Darfur.

2. Four lectures are to be delivered during the training day. The high-point of the exercise would be a lecture on 'Challenges of Contemporary African Conflicts: Darfur Crisis in Perspective' to be delivered by the GOC 7 Mech Div, Maj Gen AG Olafimihan. The programme for the training period is at Annex A.

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3. Units under command are to nominate 5 officers each to attend the training day. Your nominations are to reach this HQ NLT 30 Jul 11.

NA MOHAMMED
Lt Col
for Comd

Annex:

A. Tentative Programme of Events for HQ 7 Mech Div Officers' Training Day 15 Aug11.

Distribution:

External:

Action:

711 Mech Bn
712 Mech Bn
713 Mech Bn
71 Fd Regt
71 Bde Wksp

Information:

HQ 7 Mech Div

Internal:

Action:

Prov Gp.

Information:

NAIC Gp.

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ANNEX A TO
71 BDE/11/G7
DATED JUL 11

TENTATIVE PROGRAMME OF EVENTS FOR HQ 7 MECH DIV OFFICERS'
TRAINING DAY 15 AUG 11

Serial	Time (hrs)	Event/Lecture	Responsibility	Remarks
(a)	(b)	(c)	(d)	(e)
1.	0830	GOC arrives.	COS	Traffic Control by NACMP.
2.	0840	Opening address.	COS	
3.	0900	Conceptual approach to PSOs.	COS	
4.	1020	Application of International Humanitarian Law and Laws of Armed Conflict in PSOs.	COS	
5.	1135	Tea break.	SO1 G4	
6.	1200	Sexual exploitation and abuse in PSOs.	COS	
7.	1315	Lunch break.	SO1 G4	
8.	1400	Challenges of contemporary African conflicts: Darfur crisis in perspective.	COS	
9.	1515	Closing address.	COS	

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ANNEX C TO
CHAPTER 3
DATED JUL 11

EXAMPLE OF ROUTINE LETTER TO A CIVILIAN ORGANIZATION

AFCSC/125/G

Atlas Nigeria Limited
Development House
PMB 2320
LAGOS

Armed Forces Command
and Staff College
PMB 2234
Jaji-Kaduna

July 2011

Dear Sir

MAINTENANCE OF PRINTING MACHINERY

1. Thank you for your letter ANL/15 dated 2 June 2011 confirming that your service technician will be able to visit the Armed Forces Command and Staff College on 26 September. Provided you inform us of his arrival details, we shall arrange reception and transport from Kaduna Airport.
2. Please submit your account to the Finance Officer at the above address. Should further enquiries be required, please contact the undersigned.

Yours faithfully

AK UNOBE
Colonel
for Commandant

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ANNEX D TO
CHAPTER 3
DATED Jul 11

AN EXAMPLE OF FORMAL LETTER

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TC/NAF/37/TRG

Headquarters
Training Command
Nigerian Air Force
Kaduna

062 233514 Extension 32

The Air Officer Commanding
Training Command
Nigerian Air Force
KADUNA

June 2011

Sir

REINSTATEMENT AS MEMBER OF AIR POWER DEMONSTRATION
SQUADRON LEADER AA ALEGE

1. I have the honour to request you reconsider your decision communicated in your letter TC/NAF/37/TRG dated 21 April 2011. You directed that my name should be withdrawn from the list of pilots participating in this year's Air Power Demonstration for the Armed Forces Command and Staff College. The reasons given were my age and my state of health.
2. I would admit that at about the time of last year's demonstration and immediately thereafter, my state of health was poor and this contributed to the near crash in which I was involved at the demonstration. However, I regained currency on F-7 some 6 months ago and have been flying in those aircraft regularly with success.

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3. I would submit therefore, that the reasons given for my being dropped are not valid, given that the medical authorities have cleared me and I have regained currency and achieved high levels of performance on a combat aircraft. The question of age should not form part of the argument as a pilot's ability should be judged on his performance and medical fitness.

4. I appeal to you therefore, on the basis of the facts I have put before you, to reconsider your decision and reinstate me as a member of the demonstration team participating in this year's air power demonstration.

I have the honour to be,
Sir,
Your obedient officer

AA ALEGE
Squadron Leader
Staff Officer 2 Operations

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ANNEX E TO
CHAPTER 3
DATED JUL 11

EXAMPLE OF DEMI-OFFICIAL LETTER WITH HEADING

From: Captain OA Ayoola (NN)

NNS/0015/2/G

Nigerian Navy Ship VICTORY
Calabar

087 241171 Ext 10

Commander JS Dibal (NN)
Commanding Officer
Nigerian Navy Ship PATHFINDER
PORT HARCOURT

June 2011

My Dear Commander⁽¹⁾

DINGHIES FOR COMMAND SAILING COMPETITION

1. I need your assistance in preparing for the forthcoming sailing competition. I would be delighted if you could make available 2 of your dinghies, as I lost the service of mine in a mock run early in the week.

2. Please let me know if you can help. I will then arrange to send my hands to take delivery.

Yours⁽¹⁾

Oye^{(1) (2)}

Notes:

1. Inserted in manuscript.

2. First name or nickname is used if the person is familiar or use signature if the addressee is senior.

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ANNEX F TO
CHAPTER 3
DATED JUL 11

EXAMPLE OF A DEMI-OFFICIAL LETTER WITHOUT HEADING

From: Lieutenant Colonel TU Mohammed

Department of Land Warfare
Armed Forces Command
and Staff College
PMB 2234
Jaji - Kaduna

DO/MAA/3471

062-420100

Lieutenant Colonel OB Miller
Commanding Officer
911 Mechanized Battalion
PMB 6610
KADUNA

June 2011

Dear Baba Miller ⁽¹⁾

I am writing to thank you for forwarding the report on your latest battalion Command Post Exercise. The students here have rarely experienced a command post exercise carried out by a Nigerian unit in the field. The details you have sent me will be a most useful source for prompting discussion.

I am sorry I missed you at the Kaduna Polo Tournament last weekend. I heard that you played extremely well and was able to score a goal. Keep it up.

Yours

Tijani ^{(1) (2)}

Notes:

1. Inserted in manuscript.
2. First name or nickname is used if the person is familiar or signature if the addressee is senior.

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ANNEX G TO
CHAPTER 3
DATED JUL 11

ILLUSTRATION OF A MEMORANDUM

<u>MEMORANDUM</u>	
To: SO 1 Trg ⁽¹⁾ Ref: 301 FTS/392/HQ	From: SO 2 Ops ⁽¹⁾ Tel: Ext 41 ⁽²⁾ Date: Jun 11
Subject: <u>301 FTS SCHEDULE OF VISITS - 2011</u>	
Reference:	
A. 301 FTS/392/HQ dated 2 Jun 11.	
The visit of A Sqn to Makurdi from 2 – 5 Sep 11 has been rescheduled for 4 – 7 Oct 11. All other details remain the same. Please amend the 301 FTS Schedule of Visits for 2011, which was forwarded vide Reference A.	
Rank: Flt Lt	Name: AK MOHAMMED (block letters)
Appointment..... ⁽³⁾ <i>mohammed</i>	Signature
Complete this form in manuscript unless there are special reasons for typing.	

Notes:

1. Appointments are used, not names, unless appointments are not known.
2. Only the extension number is needed when the writer and the addressee are in the same formation and intercom is used.

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3. Appointment is not written here because it has already been shown at the superscription.

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ANNEX H TO
CHAPTER 3
DATED JUL 11

EXAMPLE OF LOOSE MINUTE

CONFIDENTIAL

IMMEDIATE ⁽¹⁾

7 DIV/206/G OPS

See Distribution

AID TO CIVIL AUTHORITY – OPERATION SAFEWAYS

Operation SAFEWAYS is expected to be implemented within the next 3 days. All action addressees are to attend a briefing in the GOC's Conference Room at 1530 hours today. SO1 G4 is to represent ST and Ord.

AY EFFIONG
Maj
for COS
Ext 211

Jul 11

Distribution:

Action:

G 2
G 4
G 5

Information:

G 6

1 of 1

CONFIDENTIAL

Note:

1. Used due to the urgency of the matter.

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STYLES OF ADDRESS

1. Styles of addressing correspondence to Nigerian Army, Navy and Air Force authorities are shown at Appendices 1, 2 and 3 respectively to this Annex.

2. The choice of salutation in Demi-Official letters depends upon the relative ranks and how well the writer and recipient know each other. Using Brigadier General AJ Kazir as an example, the salutation in order of formality are:

- a. 'Dear General Kazir'.
- b. 'Dear General'.
- c. 'Dear Alwali'.
- d. 'My Dear Alwali'.

An officer of equivalent or senior rank who does not know Brigadier General Kazir might well address him as 'Dear Kazir'.

3. When such address will be appropriate, officers should be addressed by their generic rank. For example, a vice admiral will be addressed as 'Dear Admiral'.

CIVILIANS

4. The normal salutation and ending in letters addressed to individual civilians are:

- a. 'Dear Sir' (or Madam) and 'Yours sincerely'.
- b. 'Dear Mr Alo' and 'Yours sincerely'.

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5. In a letter to a corporate civilian body such as a local government council or learned society, the formal salutation and ending are: 'Gentlemen' and 'I have the honour to be, Gentlemen, Yours obediently'. The phrase 'Yours obedient servant' is considered too servile in the Nigerian setting.

6. In the case of a letter to a civilian firm or body when formality is more appropriate, 'Dear Sirs' and 'Yours faithfully' should be used.

Appendices:

1. Addressing Commands, Formations and Units of Nigerian Army.
2. Addressing Commands, Formations and Units of Nigerian Navy.
3. Addressing Commands, Formations and Units of Nigerian Air Force.

APPENDIX 1 TO
ANNEX I TO
CHAPTER 3
DATED JUL 11

ADDRESSING COMMANDS, FORMATIONS AND UNITS OF NIGERIAN ARMY

1. The form of address used for formations and units depends upon the content of the document. For formations, policy matters are normally addressed to the commander and other matters to the HQ (indicating the branch to which the correspondence is intended). For units, policy matters are addressed to the commanding officer and routine correspondence to the unit. The address in operation orders and signal messages is just the title of the formation/unit. Addressees are normally abbreviated in routine letters.

2. The following examples show the address of the commander and the address of the HQ. In all cases, the location has been omitted.

a. **Army Headquarters.**

- | | | |
|-----|-------------------------|------|
| (1) | The Chief of Army Staff | COAS |
| (2) | Army Headquarters | AHQ |

b. **Division.**

- | | | |
|-----|--|----------------|
| (1) | The General Officer
Commanding
7 Mechanized Division | GOC 7 Mech Div |
| (2) | Headquarters
7 Mechanized Division | HQ 7 Mech Div |

c. **Brigade.**

- | | | |
|-----|------------------------------|------------------|
| (1) | The Commander
71 Mech Bde | Comd 71 Mech Bde |
|-----|------------------------------|------------------|

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(2)	Headquarters 71 Mechanized Brigade	HQ 71 Mech Bde
-----	---------------------------------------	----------------

d. **Bn.**

a.	The Commanding Officer ⁽¹⁾ 711 Mechanized Battalion	CO 711 Mech Bn
----	---	----------------

b.	711 Mechanized Battalion	711 Mech Bn
----	--------------------------	-------------

8. **Minor Unit and Sub-Unit.**

(1)	The Officer Commanding ⁽¹⁾ 713 Field Battery	OC 713 Fd Bty
-----	--	---------------

(2)	713 Field Battery	713 Fd Bty
-----	-------------------	------------

Note:

1. Normally, an officer in command of a major unit, such as a regiment or a battalion is addressed as 'Commanding Officer'. In the case of a minor unit such as battery, company he is addressed as 'Officer Commanding'.

APPENDIX 2 TO
ANNEX I TO
CHAPTER 3
DATED JUL 11

ADDRESSING COMMANDS, SQUADRONS, SHIPS AND BASES OF NIGERIAN NAVY

1. The form of addressing commands, squadrons, ships and bases is determined by the formation being addressed. Naval Headquarters is the address for all matters to the Nigerian Naval Headquarters. In commands, all matters are addressed to the commanders. In squadrons, ships and bases names of such squadrons, ships and bases constitute the address.

- | | | | |
|----|----|----------------------------|---|
| 2. | a. | The Chief of Naval Staff | CNS |
| | b. | Naval Headquarters | NHQ |
| | c. | <u>Commands.</u> | |
| | | (1) Western Naval Command | Flag Officer Commanding Western Naval Command
FOC WEST |
| | | (2) Naval Training Command | Flag Officer Commanding Naval Training Command
FOC NAVTRAC |
| | | (3) Eastern Naval Command | Flag Officer Commanding Eastern Naval Command
FOC EAST |
| | | (4) Logistics Command | Flag Officer Commanding The Logistics Command
FOC LOG |

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d. **Squadrons, Ships and Bases.**⁽¹⁾

(1)	1st Corvette Squadron	CORON 1
(2)	2nd Patrol Squadron	PATRON 2
(3)	Nigerian Naval Ship OTOBO	NNS OTOBO
(4)	Nigerian Naval Base PATHFINDER	NNS PATHFINDER

Note:

1. Normally, an officer in command of a ship or establishment, such as NNS OBUMA, NNS BEECROFT, etc, is addressed as the Commanding Officer. In a major ship, the Commanding Officer is addressed as the 'Captain'.

APPENDIX 3 TO
ANNEX 1 TO
CHAPTER 3
DATED JUL 11

ADDRESSING COMMANDS, GROUPS, STATIONS AND UNITS OF NIGERIAN AIR FORCE

1. In general, policy matters and formal correspondence are addressed to the head of the respective formations, while routine correspondence, orders and instructions are addressed to the formations. Postal locations have been omitted in the examples given below:

a. **HQ NAF.**

- | | | |
|-----|------------------------------------|--------|
| (1) | The Chief of the Air Staff | CAS |
| (2) | Headquarters
Nigerian Air Force | HQ NAF |

b. **Command.**

- | | | |
|-----|--|--------|
| (1) | The Air Officer Commanding
Training Command | AOC TC |
| (2) | Headquarters
Training Command | HQ TC |

c. **Group.**

- | | | |
|-----|---|--------------|
| (1) | The Commander
325 Ground Training Group. | Comd 325 GTG |
| (2) | Headquarters
325 Ground Training Group | HQ 325 GTG |

d. **Station.**

- | | | |
|--|-----------------------|----------|
| | The Station Commander | Stn Comd |
|--|-----------------------|----------|

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e. **Unit.**

The Commanding Officer
32 Logistics Wing

CO 32 Log Wg

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SALUTATIONS AND ENDINGS

Serial	Status/Rank (1)	Formal (2)	Routine/Information/Social		Notes
			Hardly Known	Well Known (4)	
(a)	(b)	(c)	(d)	(e)	(f)
1.	Field Marshal	Sir Dear Sir My Lord (5)	Dear Sir Dear Sir Martins Dean (6) Dear Lord Dean (5)	Dear Martins Dear Sir martin (6) Dear Field Marshal (7)	<p>1. Similar courtesy can be applied in respect of equivalent ranks in the NN and NAF where applicable</p> <p>2. The customary ending is 'Yours faithfully'.</p> <p>3. Unless otherwise shown, the customary ending is 'Yours sincerely' Less formal endings incl 'Yours', 'Yours ever'.</p> <p>4. Used only where the correspondents are very familiar with each other.</p> <p>5. If a peer (UK).</p> <p>6. If a knight.</p> <p>7. Only Lieutenant Colonels and above are addressed by rank.</p> <p>8. For colonel and lieutenant colonel. Some rule applies for other subsidiary ranks; vice admiral, lieutenant general etc.</p> <p>9. It is not customary to address a Nigerian officer by his first name and rank. It is acceptable in the UK.</p> <p>10. Subalterns are not addressed as Mr in Nigerian but that is the UK practice.</p> <p>11. The customary endings for business correspondence is 'Yours faithfully', 'Yours Truly' is preferable for non-business social correspondence.</p> <p>12. Surname is used only when a Senior writes to a junior or between male Correspondents.</p> <p>13. It is safer to adopt formal salutations with certain dignitaries despite the degree of intimacy</p>
2.	General, Lieutenant General or Major-General	Sir Dear Sir	Dear General Abu Dear Sir Ali Abu (6)	Dear General (7) Dear (sir) Al.	
3.	Brigadier-General	Sir Dear Sir	Dear General Are	Dear General (7) Dear Kayode	
4.	Colonel or Lieutenant Colonel	Sir Dear Sir	Dear Colonel Makka	Dear Colonel (7) (8) Dear Colonel James (9)	
5.	Major or Captain	Dear Sir	Dear Major Okafor Dear Captain Musa	Dear John	
6.	Lieutenant or Second Lieutenant	Dear Mr Madza (10) Dear Lieutenant Madza	Dear Madza	Dear Musa	
7.	Civilians – General	Dear Sirs (11) Dear Sir/Madam	Dear Mr Ojo Dear Mrs Ojo		
8.	Senior Executives/ Legislators	Dear Mr President Dear Governor Dear Chairman Honourable Minster Dear Senator Dear Honourable Member Dear Sir Dear Madam	Your Excellency (13)	 (13)	
9.	Royalty	Your Majesty Your Highness	(13)	(13)	
10.	Ambassadors	Your Excellency	(13)	(13)	
11.	Judges	My Lord	(13)	(13)	
12.	Magistrates	Your Worship	(13)	(13)	