



COMDTINST 5216.17A

JAN 14 1997

COMMANDANT INSTRUCTION 5216.17A

Subj: CORRESPONDENCE STANDARDS

Ref: (a) COMDTINST M5216.4B, Correspondence Manual

1. PURPOSE. This Instruction emphasizes the requirement that users of both Standard Workstation II and III use the approved pre-formatted macros on CG Standard Workstation II (CGSWII) and templates on Standard Workstation III (WSIII) respectively. It also expands the range of approved type styles.
2. ACTION. Area and district commanders, commanders maintenance and logistics commands, commanding officers of Headquarters units, Commandant (G-A, G-H, G-L, G-M, G-O, G-S, and S-W) and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. COMDTINST 5216.17 is canceled; the provisions of this new issuance will be incorporated in a revision of reference (a).
4. DISCUSSION. With improved technology, a wide variety of font styles and sizes are available. However, we must continue to ensure uniformity as well as preclude technical difficulties in developing new templates. It is therefore important that users of both Standard Workstations II and III not alter the pre-formatted macros or templates. These macros/templates were developed and approved as the standard for Coast Guard correspondence. Below are several approved font styles to choose from when preparing official correspondence. These are all true type fonts which will allow for printing on a variety of printers.
  - a. CGSWII. The macros can be selected from the Context Manager in the Document Designer application. You may use Elite, Courier or Times, sizes 8-12 pitch.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	3	3	3	3	3	1	2	1		1	1	1	1	1	1	1	1	1	1	1	1				
B		15	50	2	285	20	20	15	15	15	5	7	3	200	3	65	3	257	3		6	2	5			
C	5	2		5	3	1	2	1	2	2	5	1	2		3	1	2		1	2	1	1	1		5	
D	5	1	1	2	1		1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	
E		2	1	2	1					1	1	1	1	1	3	1				1		1	1			
F	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1			1						
G																										
H																										

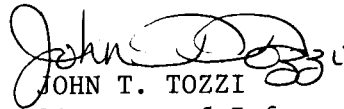
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- b. SWIII. In Microsoft Word, click on "File" then "New." A variety of template options will appear. Select the "CGMACROS" templates. These templates have been developed for each type of correspondence in the Correspondence Manual and supersede those in reference (a). You may use Times New Roman, Prestige Elite, Courier, and Courier New fonts, sizes 8-14.

Whether using CGSWII or SWIII, the 12 pitch or font size is more suitable for letters, memoranda and the text in directives. Reserve smaller sizes and the *script, italics, bold* and underlining for special effects or occasional emphasis.



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