



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
15 December 2000

MEMORANDUM FOR DISTRIBUTION

Subj: VCNO SIGNATURE BLOCK (**CHANGE 1**)

1. In order to facilitate packages destined for VCNO signature, the following signature block information is provided:

a. For standard letters, business letters, endorsements, or memorandums (printed on CNO letterhead):

WILLIAM J. FALLON
Admiral, U.S. Navy
Vice Chief of Naval Operations

b. For personal letters (printed VCNO personal stationary):

Sincerely,

WILLIAM J. FALLON
Admiral, U.S. Navy

2. On messages prepared for VCNO's signature, the releaser's block should read: ADMIRAL WILLIAM J. FALLON, VCNO. When preparing "Personal For" messages, the "Personal For" line should end with "FROM FALLON", with one of the following complementary close comments:

a. For persons senior to the VCNO: WARM REGARDS AND VERY RESPECTFULLY, BILL.

b. For the Four Stars: ALL THE BEST, BILL.

c. For persons junior to the VCNO: ADMIRAL WILLIAM J. FALLON, VCNO.

3. When sending messages to areas under MINIMIZE, the last paragraph of the message should read "RELEASED BY ADM WILLIAM J. FALLON, VCNO."

W. D. CROWDER
Captain, U.S. Navy
Executive Assistant to the
Vice Chief of Naval Operations

Distribution:

N09A

N09B

All OPNAV Secretariats