ALARACT TEMPLATE HIGHLIGHTS

PURPOSE
The purpose is to provide basic guidelines and present a template for ALARACT messages.

ALARACT MESSAGE HIGHLIGHTS
This section presents key elements of an ALARACT message and basic information.

CLASSIFICATION
State the classification of the ALARACT message. "UNCLASSIFIED" or "UNCLAS" are both accepted. The use of "(U)" on each line is not necessary if the classification has been noted at the beginning of the ALARACT message draft. **Note:** *Do not attempt to transmit classified information using an ALARACT message.*

SUBJECT LINE
State the subject of the draft ALARACT message. The subject line will only have the ALARACT message subject/title information, it does not include narrative information.

NARRATIVE
If the ALARACT is replacing another, state whether the release of the current draft ALARACT message is deactivating a previously released ALARACT message.

REFERENCES
List any publication references before the body of the ALARACT message. The reference section may have its own numbering separate from the rest of the ALARACT message draft. *Example: "This ALARACT message replaces ALARACT Message 149/2015, which is now inactive."*

ALARACT MESSAGE BODY NUMBERING
Label the paragraphs and subparagraphs in accordance with AR 25-50.

CONTACT INFORMATION
Include contact information (optional) in the last line before the expiration date.

EXPIRATION DATE LINE
Single line at the end of the ALARACT message stating the expiration date of the ALARACT message. No other information should be included in the expiration date line. *Example: "THIS ALARACT MESSAGE EXPIRES ON 31 DECEMBER 2015"*

ATTACHMENTS
Attachments for ALARACT messages should be used sparingly. Recommend including an URL Web address for any referenced material versus including attachments. If attachments are a necessity, the ALARACT messages must cite the attachments in the message content.

BASIC ALARACT TEMPLATE

ALARACT XXX/2015
DTG:

UNCLAS

SUBJ/ALARACT XXX/2015 – [SAMPLE: ALARACT SUBJECT]

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA [PRINCIPAL OFFICIAL, INCLUDE OFFICE SYMBOL]

NARR: [SAMPLE: THIS ALARACT IS A CORRECTION OF ALARACT XXX-2015, WHICH IS NOW INACTIVE]

REFERENCES
REF//A/[SAMPLE: AR XXX-XX]
REF//B/[SAMPLE: PAM XXX-XX]
REF//C/[SAMPLE: ALARACT XXX-XXXX]

1. [SAMPLE: INFORMATION FOR PARAGRAPH 1]

2. [SAMPLE: INFORMATION FOR PARAGRAPH 2]

A. [SAMPLE: SUBPARAGRAPH A UNDER PARAGRAPH 2]

B. [SAMPLE: SUBPARAGRAPH B UNDER PARAGRAPH 2]

3. [SAMPLE: INFORMATION FOR PARAGRAPH 3]

A. [SAMPLE: SUBPARAGRAPH A UNDER PARAGRAPH 3]

B. [SAMPLE: SUBPARAGRAPH B UNDER PARAGRAPH 3]

C. [SAMPLE: SUBPARAGRAPH C UNDER PARAGRAPH 3]

4. [SAMPLE: CONTACT INFORMATION PARAGRAPH (OPTIONAL)]

5. EXPIRATION DATE IS [SAMPLE: XX MONTH YEAR].