ALARACT TEMPLATE HIGHLIGHTS

PURPOSE
To provide basic guidelines and present a template for ALARACT messages. Also presents key elements of an ALARACT message and related information. Official policy and guidance for ALARACT processing can be found in AR 25-30 and DA Pam 25-40.

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.

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.
Example: “This ALARACT message replaces ALARACT Message 150/2019, which is now inactive.”

REFERENCES
List any publication references before the body of the ALARACT message. The reference section may have its own numbering (as paragraph 1) or separate from the rest of the ALARACT message.

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

CONTACT INFORMATION
Include contact information in the paragraph right before the expiration date.

EXPIRATION DATE LINE
The expiration date must be the last paragraph of the message. State the expiration date as a single line. No other information should be included in the expiration date line.
Example: “This ALARACT message expires on 31 December 2019.”

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 and list them at the bottom of the message.

For ALARACT message processing and support, contact the Army Publishing Directorate ALARACT Message Mailbox: usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.mil
BASIC ALARACT TEMPLATE

ALARACT XXX/2019 (ALARACT sequence number and DTG are assigned by JSP).

DTG:

UNCLAS/FOR OFFICIAL USE ONLY

SUBJ/ALARACT XXX/2019 – [Insert ALARACT subject]

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA [Insert Principal Official].

NARR: THIS ALARACT REPLACES ALARACT XXX/2019, WHICH IS NOW INACTIVE.

REFERENCES (For more than 3 references, we suggest to list the references as paragraph 1).
REF A: AR XXX-XX.
REF B: PAM XXX-XX.
REF C: ALARACT XXX-XXXX.

1. INFORMATION FOR PARAGRAPH 1.

2. INFORMATION FOR PARAGRAPH 2.

2.A. SUBPARAGRAPH A UNDER PARAGRAPH 2.

2.B. SUBPARAGRAPH B UNDER PARAGRAPH 2. (Must have minimum of 2 subparagraphs).

3. INFORMATION FOR PARAGRAPH 3.

3.A. SUBPARAGRAPH A UNDER PARAGRAPH 3.

3.B. SUBPARAGRAPH B UNDER PARAGRAPH 3.

3.C. SUBPARAGRAPH C UNDER PARAGRAPH 3.

4. CONTACT INFORMATION PARAGRAPH (Optional).

5. THIS ALARACT MESSAGE EXPIRES ON [Insert expiration date (DAY MONTH YEAR)]. (Always the last paragraph).

ATTACHMENTS: (List of attachments to the ALARACT message).