



PROGRAM MEMORANDUM 26-1

DATE: August 11, 2026

TO: Adult Education Division State Staff

FROM: Nick Moore
Chief Adult Education and Learning Officer

SUBJECT: Guidelines on the Preparation, Distribution, and Placement of Division Program Memoranda

I. Purpose

The purpose of this policy is to establish consistent standards for the preparation, formatting, branding, organization, numbering, approval, and distribution of program memoranda issued by the Alabama Community College System (ACCS) Adult Education Division.

Program memoranda serve as the official means of communicating Division-level policies, guidance, expectations, requirements, decisions, and other program-specific information to adult education programs and stakeholders. Standardization of memorandum format and presentation ensures that official communications are professional, recognizable, accessible, and consistent across the Adult Education Division.

II. Scope

This policy applies to all program memoranda issued by the ACCS Adult Education Division and establishes standards for the preparation, format, branding, organization, numbering, approval, and distribution of Adult Education Division memoranda.

III. Policy

The Adult Education Division shall use a standardized memorandum format for official Adult Education Division communications that are suitable to be transmitted through a program memorandum.

All Adult Education Division program memoranda shall:

1. Follow the approved ACCS Adult Education Division memorandum template;
2. Use the required Adult Education Division branding and identifying information;
3. Include a memorandum number or another approved tracking identifier;
4. Clearly identify the intended recipients, issuing authority, date, and subject;
5. Present information in a clear, concise, and professional format;
6. Use consistent fonts, margins, headings, spacing, and page numbering;
7. Clearly distinguish requirements, guidance, and informational content when applicable;

8. Be reviewed and approved by the Chief Adult Education and Learning Officer before distribution;
9. Be maintained in an official repository for reference and recordkeeping.

IV. Memorandum Format

All Adult Education Division policy memoranda shall use the following standard memorandum heading:



PROGRAM MEMORANDUM [YY-#]

DATE: Month, Day, Year

TO: Adult Education Division State Staff

FROM: Name of issuer
Title of Issuer

SUBJECT: The subject line shall clearly and concisely identify the primary purpose of the memorandum. Whenever possible, the subject should allow the reader to understand the topic without reading the body of the memorandum.

V. Branding Standards

All official memoranda shall use the approved ACCS and Adult Education Division branding.

A. Logo

The approved ACCS logo and/or Adult Education Division identifier shall be used in accordance with current ACCS branding standards. Logos shall not be altered, stretched, recolored, or otherwise modified.

B. Division Identification

The memorandum shall clearly identify the ACCS Adult Education Division as the issuing office.

C. Colors

Official ACCS and Adult Education Division colors shall be used consistently in headers, identifying elements, and other approved design features. Decorative colors or graphics should not be added to official policy memoranda unless approved by the Adult Education Division.

VI. Typography and Page Layout

To promote consistency and readability, memoranda shall follow these standards unless an approved template specifies otherwise.

A. Font

The primary font shall be Calibri, 11-point. Headings shall be bold font.

B. Margins

Standard page margins shall be:

- Top: 1 inch
- Bottom: 1 inch
- Left: 1 inch
- Right: 1 inch

C. Spacing

Body text shall generally use single spacing with appropriate spacing between paragraphs and sections.

D. Alignment

Body text shall be left aligned. Headings shall follow the formatting established in the approved memorandum template.

E. Page Numbers

Memoranda exceeding one page shall include center-aligned page numbers within the footer.

VII. Organization of Content

Policy memoranda should be organized using clear headings and concise sections.

When appropriate, memoranda should include:

1. Purpose – Explains why the memorandum is being issued;
2. Background – Provides relevant context;
3. Policy or Guidance – States the applicable requirement, expectation, or guidance;
4. Implementation – Explains how the policy or guidance is to be implemented;
5. Responsibilities – Identifies individuals or offices responsible for implementation;
6. Effective Date – Identifies when the memorandum becomes effective; and
7. Questions or Technical Assistance – Identifies the appropriate contact for questions.

Not every memorandum requires all sections. The structure should correspond to the purpose and complexity of the policy to be communicated.

VIII. Memorandum Numbering

Each official policy memorandum shall be assigned a unique memorandum number. The Adult Education Division shall maintain a consistent numbering system to facilitate document control, retrieval, and historical reference.

A memorandum number should generally identify:

- The year the memorandum was issued
- The sequential number within the year issued

IX. Dates and Effective Dates

The date of issuance shall appear in the memorandum heading. When a memorandum establishes a new requirement, procedure, or expectation, the memorandum shall clearly identify its effective date. If implementation occurs in phases, the memorandum shall identify applicable implementation dates.

X. Attachments and References

Attachments referenced in a memorandum shall be clearly identified and labeled. References to statutes, regulations, federal guidance, state policies, ACCS policies, or other authoritative sources should be cited accurately and consistently.

When a memorandum establishes or modifies a requirement based on an external authority, the applicable authority should be identified within the memorandum.

XI. Review and Approval

Policy memoranda shall be reviewed for:

- Accuracy;
- Clarity;
- Consistency with federal and state requirements;
- Consistency with ACCS policies and procedures;
- Appropriate branding and formatting; and
- Appropriate approval authority

The issuing authority shall ensure that required reviews and approvals are completed before the memorandum is distributed as official Adult Education Division guidance.

XII. Distribution

Official policy memoranda shall be distributed through approved communication channels. The final version distributed to programs shall be an approved PDF unless specifically instructed otherwise by the Chief Adult Education and Learning Officer.

Draft memoranda shall not be distributed as official policy.

XIII. Records Management

The Adult Education Division shall maintain an official record of issued policy memoranda. The official record should include, as applicable:

- Memorandum number;
- Date issued;
- Subject;
- Issuing authority;
- Effective date;
- Superseded memorandum, if applicable;
- Attachments;
- Final approved version;
- Revision or rescission information

When a memorandum is superseded or rescinded, the record should clearly identify its status as active or inactive.

XIV. Superseding or Rescinding a Memorandum

A new memorandum that replaces an existing memorandum shall clearly state which memorandum is being superseded.

When a memorandum is rescinded without replacement, the rescinding memorandum shall identify the memorandum being rescinded, the effective date of the rescission, and the superseded memorandum shall be placed in an inactive status.

XV. Exceptions

Exceptions to these standards may be approved when necessary because of legal requirements, federal or state guidance, accessibility considerations, emergency circumstances, or other operational needs. Exceptions will be limited to the extent necessary and will not compromise the clarity, accessibility, or official nature of the communication.