**STATE OF CALIFORNIA – MILITARY DEPARTMENT**

**HEADQUARTERS, CALIFORNIA CADET CORPS**

10 Sonoma Avenue Building 1301

Camp San Luis Obispo, California 93405

CACC-HQ-S1 1 December 2016

MEMORANDUM FOR C/COL Johnny K. Dett, Commander, 10th Corps, California Cadet Corps, 10 Sonoma Ave Building 1301, Camp San Luis Obispo

SUBJECT: Proper Format for a Memorandum

1. Letter head will begin with CALIFORNIA CADET CORPS in the first line. Second line will read the number battalion i.e., 123RD BATTALION. Third line may optionally have the school name. Next lines will be the standard address of the unit.

2. Office symbols will be CACC-123 where 123 is the unit number regardless if a battalion, regiment, or brigade. The following rules shall also apply:

 a. Companies may use a dash followed by the capital letter of their company.

 b. Staff sections may use their section identifier after the dash, i.e., -S1, -S2, etc.

 c. Cadet Executive Officers will use -XO following the unit number.

 d. Cadet Deputy Commanders will use -DC following the unit number.

 e. Cadet Commanders will use -CR following the unit number.

 f. Cadet 1SGs/SGMs/CSMs assigned to unit 1SG, SGM, CSM positions will use the abbreviation of the position. Adult Senior Enlisted Advisors use -SEA.

 g. Commandants of Cadets will use the -CO following the unit number. Assistant Commandants use -ACO.

3. Number your paragraphs. Typically they are main topics. Paragraphs are flush with left margin. Subparagraphs are indented as shown below. Rule of thumb is number/letter is flush with the first letter of the first sentence following the number/letter in the section above it. Always leave a one line space between all paragraphs and subdivisions.

 a. If you use subparagraphs, letter them. In the event you require letters after z, use double letters starting with aa, then ab, etc.

 b. If you use subparagraphs, you must use at least two of them.

 (1) If you use a sub-subparagraph, number them in parenthesis as shown.

 (2) If you use sub-subparagraphs, you must use at least two of them.

 (a) If you decide to further subdivide your paragraph, use letters as shown.

 (b) If you do this, you must use at least two of these.

2. On the second and subsequent pages:

 a. The office symbol goes one inch from the top of the page. Next line is the subject line. Skip two lines and on the third line continue the body of the memo. Page number goes on the bottom of the page.

 b. If the writer is writing something normally handled by the commander or another person in an authority in the official chain of command, use an authority line in ALL CAPS. For example, FOR THE COMMANDER, FOR THE COMMANDANT, FOR THE PRINCIPAL, FOR THE BRIGADE ADVISOR, etc. This amounts to a delegation of authority. Place it at the second line following the last paragraph.

 c. Start the signature block on the fifth line after last paragraph. Name is ALL CAPS. Rank and branch are abbreviated. The position is not all caps. If the commander is signing, the position is always listed as Commanding. All other positions use their full title or abbreviated staff section.

3. Other helpful hints include using the active voice instead of the passive voice. Keep it short and to the point. Keep it simple, no long words. For number less than 10, spell them out, i.e., one, two, etc. For numbers 10 or greater, use shorthand numbers, i.e., 10, 11, etc.

4. Point of contact for this memorandum is the undersigned at (123) 456-7890 or via email at ivan.mendoza@cadet.org.

 (signature goes above signature block)

 IVAN MENDOZA

 MAJ, CACC

 S1, HQCACC