

## Appendix 9c

### CADET MEMO

January 1, 2008

FROM: CADET DOE, J.  
TO: CAPTAIN SMITH (use instructors department rank)  
Subject: FORMAT FOR CADET MEMO's  
Cc: LIST ALL (copies to blank if not needed)

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The format for a CADET MEMO is very similar to the Gig Report, except for a few changes. One is that the font for the CADET MEMO title is bolded and 14-point font. Also there are not indentations at the beginning of paragraphs.

Aside from the heading, all of the other formatting should be the same as a Gig Report.

The Cadet Memo should be placed in an envelop and titled for each person you wish the memo to go to. If it is only directed to the Staff Member on duty, an envelope is not necessary. If the memo is of a personal nature, you are encouraged to seal the envelope.