MEMORANDUM FOR AFROTC DET 105 CW X FLT/CC

FROM: AFROTC DET 105 CW/CC

SUBJECT: Example Memo

1. This memorandum demonstrates how to correctly write a memo from an X-ray Flight Technician’s perspective.

2. The “FOR” and “FROM” lines should have slashes. For example, use CW X FLT/CC instead of CW FLT CC.

3. GMC cadets are all Flight Technicians within their respective flights.
   a. The first is an introduction explaining what the memorandum is about. The last bullet point has your contact information.

      1) Make sure if you have a sub-bullet point that you have at least two of them.

      2) That means if you have an a then you need a b or if you have a (1) you need a (2).

   b. All text between the first and last bullet points are the meat of your memo and subparagraphs are supporting points/evidence for the main paragraphs.

4. Try to keep your memos to one page and add additional information in pertinent attachments. It is very important that you have extreme attention to detail. If something is capitalized in this memo then make sure it is capitalized in your memo. Note the number of spaces between lines. Write memos easily by saving this format to your computer and filling in your information instead of Cadet Schmoe’s. One day you will be writing memos to Colonels and other high-ranking officers. If your memo does not look good, it is a poor reflection upon you.

5. Your job title should include the name of your unit. For example, use Cadet Wing Operations Group Deputy Commander instead of Cadet Wing Group 1 Deputy Commander.

6. If you have any further questions, please feel free to contact me by phone at (303) 386-5431 or by e-mail at det105cwcc@gmail.com.

//SIGNED//
DANIEL T. BURGOS, C/Col, AFROTC
Cadet Wing Commander