**STATE OF CALIFORNIA – MILITARY DEPARTMENT**

**HEADQUARTERS, CALIFORNIA CADET CORPS**

10 Sonoma Avenue Building 1301

Camp San Luis Obispo, California 93405

CACC-HQ-S1 21 January 2017

MEMORANDUM THRU C/CPT Brett G. Miller, Executive Officer, 10th Corps, California Cadet Corps, 10 Sonoma Ave, Building 1301, Camp San Luis Obispo

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

SUBJECT: Single-Address MEMORANDUM THRU

1. A MEMORANDUM THRU is used to keep the THRU addressee informed or give the opportunity to comment or approve. A single-address MEMORANDUM THRU is prepared as shown in this figure.

2. If no comment is made, the THRU addressee will line through and initial or sign the THRU address line and write “concur,” “noted,” or other short remarks and the date.

3. 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