



William Craig <wcraig@hc.cap.gov>

[CAP Announcement] NCSA Essay

Ellen Browning <76embrowning@gmail.com>
 To: announcements@lists.mncap.org

Wed, Dec 19, 2018 at 10:11 PM

Minnesota Wing Cadets,

Applications for National Cadet Special Activities (NCSA) are now available. If you are applying for an NCSA, you must submit an essay to myself at 76embrowning@gmail.com. When sending me your essay, you will also need to copy your Deputy Commander of Cadets. Essay must be received by January 10th, 2019 by 11:59 PM in order to get Wing approval to attend your chosen NCSA.

Your essay must be no more than 1 page and should be in Memorandum format. Stating why you want to attend the NSCA, how the NSCA will make you a better cadet, how your attendance will help your squadron, and how your attendance will help the wing.

Below is what Memorandum format would look like:

DD Mmmmm YYYY

MEMORANDUM FOR ADDRESSEE (for example, CAP NATIONAL COMMANDER or CAP/CC)
 ADDITIONAL ADDRESSEE

FROM: OFFICE SYMBOL (for example, GLR/CC)

SUBJECT: Brief Summary of Contents

1. Enter text for first paragraph. If memorandum contains only one paragraph, then it is not numbered.
2. Enter contents of subsequent paragraphs using same format.
 - a. Each subordinate paragraph is indented 5 spaces (or 1/4 inch tab) from preceding superior paragraph.
 - b. When subparagraphs are used, there must be two or more of them (i.e. you can't have an "a" without a "b"). If there is only one subparagraph, then it's better to make it a main paragraph.

(1) Additional subordinate paragraph. The same rule applies about needing two or more subparagraphs. The following subparagraphs show the standard number/letter format.

(a) Additional subordinate paragraph

1 Additional subordinate paragraph

a Additional subordinate paragraph

[1] Additional subordinate paragraph

3. Closing paragraph should summarize desired action (if any) and provide contact information for the memorandum's point of contact.

RELEASING OFFICIAL'S NAME, Grade, CAP
Duty Title



Lt. Col. Ellen Browning, CAP

Wing Director for Cadet Programs

Encampment Commander

(C) 507.259.0001

U.S. Air Force Auxiliary

Subscribed Email Address: wcraig@hc.cap.gov
Announcements mailing list
Announcements@lists.mncap.org
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