MEMORANDUM OF UNDERSTANDING

BETWEEN

HEADQUARTERS, CALIFORNIA CADET CORPS

AND

CAJON HIGH SCHOOL

SUBJECT: Preparing a Memorandum of Understanding

1. Center the title MEMORANDUM OF UNDERSTANDING on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN, separated by the word AND. Change this requirement for centering when there are more than two agreeing agencies or when the agency titles are too lengthy to be typed on one line.

2. Type the subject flush with the left margin on the second line below the last line of the agreeing agencies’ titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.

3. If a second page is needed, the subject line will begin 1 inch from the top edge of the paper since no office symbol is used.

4. Type the signature blocks on the fifth line following the last line of text. Include the name, title, and agency for civilians and name, grade, branch, and title for military personnel. Place the signature blocks in protocol order with the senior official on the right. If a Memorandum of Understanding (MOU) has three officials, the signature block of the highest ranking official is centered at the bottom, on the fifth line following the last line of the preceding signature blocks. The signature block of the next highest ranking official is placed above and on the right. The signature block of the junior official is on the left. Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below. See AR 25-50 Figure 2-15.

5. 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 GRACE E. EDINBORO

MAJ, CACC COL, CACC

S1, HQCACC Executive Officer, HQCACC

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 (Date) (Date)