CLASSIFICATION

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Date

INFORMATION PAPER

Subject: format for an information paper (written in all caps)

Ref: (a) MCO 5216.20B Ch 1

(b) MARADMIN 103/23

1. Purpose. Why is the information being provided.

2. Key Points

Use these papers to convey information for the reader’s use in preparing for a meeting, briefing, or general information. List any references to include the specific paragraph as they appear in the reference as you prepare the information paper (e.g. Naval Message paragraph 2.a. or 2.b. or an Order paragraph 2, 2a) in sequence in paragraph format so the reader can easily locate the item in the reference.

Present facts and use clear concise working.

Use key words and phrases.

Context is important.

Tailor the paper to fit the need for the information.

Convey the information the audience (usually a principal) would need to know if being introduced to the subject issue or meeting for the first time.

Address objectives the reader of the participants have for the meeting.

Alert the reader to potential trouble areas.

If the meeting is one-on-one with someone the reader does not know; attach a biographical sketch.

A length of one page is preferred.

Note: Do not use bullet format, new paragraphs should be identified as prescribed above and maximize the space.

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Agency, Section, Phone Number

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