CLASSIFICATION

 Code/Office

 Date

%

POSITION/DECISION PAPER

%

Subj:\*\*FORMAT FOR A POSITION/DECISION PAPER

%

1.\*\*Purpose.\*\*Bottom Line Up Front ((BLUF) briefly state who the paper is for and why. For example: “Obtain CG decision establish command position on subject.”

%

2.\*\*Major Points.\*\*Briefly summarize main points to be made.

%

\*\*\*\*a.\*\*State each point in one brief sentence.

%

\*\*\*\*b.\*\*Major points should stand alone and not require amplification by subordinate points.

%

3.\*\*Discussion

%

\*\*\*\*a.\*\*This format is used to examine issues/unresolved matter, courses of action for implementation/resolution; provide rationale to support a recommended position/decision the reader should take/make.

%

\*\*\*\*b.\*\*Tailor discussion to needs and knowledge of the reader.

%

\*\*\*\*c.\*\*Write in short, clear, direct conversational style so the reader understands key points and arrives at a logical conclusion. Use the active voice and avoid jargon; brevity is expected; identify all acronyms.

%

\*\*\*\*d.\*\*General format is not as important as content. Tailor paper to fit the need. Subparagraphs such as “Participants”, “Facts,” “Opposing Views,”, “Other Staff Positions,” “Fallback Position,” “Conclusion,” or others may be used.

&

\*\*\*\*e.\*\*Limit to 1 page, unless issue is complex, do not exceed 2 pages. If greater detail needed, attach tabs with supporting documents and address in content.

&

4.\*\*Recommendation. The recommendation(s) must flow logically from the major points and discussion. State in direct and positive language; provide a decision grid to route through the chain to the decision-making authority.

Prepared by: Grade and Name, Office Code, phone number

Approved by: Grade and Name, Office Code, phone number

Subj:\*\*SAME AS FIRST PAGE

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For Decision by the CG:

%

COS Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

%

 Disapproval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dep Comdr Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

%

 Disapproval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

%

CG: Approves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

%

 Disapproves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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• Add additional principal staff members as required.

CLASSIFICATION