CLASSIFICATION

Code/Office

Date

%

INFORMATION PAPER

%

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

%

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 or briefing.

%

* Present facts and use clear concise working.

%

* Tick and bullet format preferred. Use key words and phrases.

%

* General format is not as important as context.

%

* Tailor the paper to fit the need.

%

* 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.

%

* Identify hidden agendas.

%

* A length of one page is preferred. Two page is the maximum.

%

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

%

%

Prepared by: I. M. MOTIVATOR, Capt, USMC

Agency, Section, Phone Number

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