OFFICE SYMBOL Date

INFORMATION PAPER

SUBJECT: Enter the subject or name of the event, as applicable (for example, Community Visit to Bamberg, GR2 Update, Army Three-Star Conference)

BLUF: Enter a one- to three-line summary of the issue.

DISCUSSION: The information paper is intended to present facts, not to request approval or decision. Each paper should be brief, concise, and not exceed one page.

* The font of the entire information paper is Arial, 12-point.
* Classification markings are required even if the document is unclassified.
* The information will be presented using bullets, which can be cut and pasted into the template for talking points if needed.
* Main bullets are designated by the bullet symbol (●). Margins are set at 1 inch, top and bottom, left and right. Text should not be block-indented; it should wrap around, as shown in this sample. Bullets are separated with two returns.
	+ Sub-bullets are designated by the clear bullet symbol (○).
	+ If sub-bullets are needed, tabs for sub-bullets are set at 0.2.
	+ As with main bullets, sub-bullets will not be block-indented. Text must wrap around from one line to the next, as shown in this sample.
	+ Sub-bullets are separated with one return.

COORDINATION: List commands and staff offices with which the information paper was coordinated, if coordination was required.

POC: Enter the grade (if military), name, DSN telephone number, and e-mail address of the action officer responsible for the information paper.

APPROVED: Enter the name and position title of the approval authority of the command or staff office responsible for the information paper.