

CLASSIFICATION

OFFICE SYMBOL

Date

POINT PAPER

SUBJECT: Enter the subject or name of the event, as applicable (for example, European Basing, Theater Security Cooperation)

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

USAREUR POSITION: State the coordinated USAREUR position. Specify whether the position was approved by the USAREUR Command Group or by a HQ USAREUR staff principal.

USEUCOM POSITION: State USEUCOM position, if applicable

DA POSITION: State DA position, if applicable.

DISCUSSION POINTS: The point paper is intended to present facts or issues, not to request approval or decision. Each paper should be brief, concise, and not exceed one page. If more than one issue is presented, number them.

- 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. Regulations, orders, directives, and other documents will be added as enclosures, 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 if the paper was coordinated.

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

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

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