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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION

POSTAL SERVICE CENTER BOX 8003

CHERRY POINT, NORTH CAROLINA 28533-0003

Code

DD Mon YY

POSITION/DECISION PAPER

Subj: THE SUBJECT MATTER IS INDICATED BRIEFLY BUT IN SUFFICIENT DETAIL

TO FACILITATE FILING AND FUTURE REFERENCE

Ref: (a) References are listed as appropriate

1. Purpose. Bottom Line Up Front (BLUF): briefly state who the paper is for and why. For example: ‘Obtain CMC decision/establish Marine Corps 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 matters: 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 the 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 Service Positions,” “Failback Position,” “Conclusion,” or others may be used.

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

f. Include preparer and approving official information at the bottom of the page per below.

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. See the examples provided on the following pages; use only the one appropriate to your situation.

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

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

**In this example, only one course of action is presented.**

SgtMaj Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

XO Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

CO: Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapproved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In this example, three courses of action are presented.**

SgtMaj Recommends: COA 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COA 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COA 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XO Recommends: COA 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COA 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COA 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO: COA 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COA 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COA 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In this example, there are multiple recommendations to consider.**

4. Recommendations

a. Approve adoption and wear of the male bowtie with the Service “A” and “B” uniform.

SgtMaj Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

XO Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

CO: Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapproved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Adopt the “left over right” method for lacing all Marine Corps uniform footwear.

SgtMaj Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

XO Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

CO: Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapproved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_