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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION

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 Code

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INFORMATION PAPER

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

 TO FACILITATE FILING AND FUTURE REFERENCE

1. Purpose. Present information in a summarized format.

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 wording.
	+ Tick and bullet format is preferred. Use key words and phrases.
* General format is not as important as content.

* + Tailor the paper to fir the need.
* Convey 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 or the participants may have for the meeting.
* Alert the reader to potential trouble areas.
	+ Identify hidden agendas.
* A length of one page is preferred. Two pages 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

**Information Paper Guidelines**

- Normally used to provide facts in a clear and concise format.

- Commonly used to prepare recipient for meetings, briefings, and discussions.

- Should be self-explanatory and require no enclosures, endorsements, or attachments.

- Letterhead format is not required, but can be utilized.

- General format is not as important as accuracy of content.

- One page is preferred, two pages maximum.

- Tailor the paper to fit the need.

- Use standard bullets as provided by Microsoft Word, or word processing program.

- If document is classified, refer to MCO P5510.18, unit S-2, or the Classified Material Control Center for proper marking and storage requirements.