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POINT PAPER **22-1**

**(POINT PAPER NUMBER ENTERED BY ADJUTANT SECTION)**

To: Commanding Officer, Marine Corps Air Station, Cherry Point

Subj: THE SUBJECT MATTER IS INDICATED BRIEFLY BUT IN SUFFICIENT

DETAIL TO FACILITATE FILING AND FUTURE REFERENCE

Ref: (a) List References As Appropriate

1. BACKGROUND. The background sets forth in concise terms what has gone on before; it provides answers to potential questions such as, “Is this an ongoing thing,” or “Did something suddenly create this requirement?”

2. DISCUSSION

a. The discussion is a concise narrative of all the salient points related to the topic under discussion.

b. References that are used as a source are cited in the discussion.

3. RECOMMENDATION. Reduce recommendations to clear, concise statements that permit straightforward approval or disapproval by the approving authority.

Prepared by: Grade and Name, Office Code, Phone Number (Only on Final Page)

Approved by (Not Required): Grade and Name, Office Code, Phone Number (Only on Final Page)

**POINT PAPER**

1. The Point Paper presents key points, events, positions, or questions in a brief and orderly fashion.

2. Normally, the paper does not exceed one page. Write the paper in a brief, "telegraphic" style that can stand-alone; however, you can attach graphs, schedules, and background data, if required. The heading contains the originator’s office code, the date, and the caption "POINT PAPER." Indicate the subject in concise terms. Then, list the salient points that relate to the subject in short, logically arranged, concise statements. Follow these points with a brief, pithy summary. This may include any conclusion or position that is appropriate.