INFORMATION PAPER

Date

FOR: Identify the recipient (specific position) of the information paper

SUBJECT: Clearly and succinctly specify the issue the paper discusses. Use specific description that summarizes the content, avoiding vague, one-word subjects. Clarifying the subject can help in organizing the presenting the most relevant information clearly. Do not introduce acronyms in the subject line. (1-2 lines)

1. PURPOSE: State what this information paper seeks to do (1 sentence)
2. DISCUSSION:
   1. Clearly and succinctly present information that the reader needs to know about the subject. Explain why it is important for the recipient to have this information.
   2. Structure main points and supporting ideas in complete but succinct bulleted paragraphs. The bullets indicate divisions and relationships among concepts.
      1. Use sub-bullets to illustrate significant supporting ideas that expand on the main bullet paragraph.
   3. The organization of information should flow from the subject, audience, and purpose. Organize the information by presenting the most important information first, unless information is necessary for the reader to understand the main point. Each bulleted paragraph should logically flow to the next.
   4. Use short, concise sentences in the active voice. The tone should be neutral, clear, and direct in nature. Limit sentences to one thought. Use short, simple words. Avoid using acronyms, abbreviations, and jargon.

*An information paper conveys information on a particular issue to a senior leader but does not ask for a decision or guidance. Authors can use Information papers to explain a developing issue, respond to a request for information, or provide background information on an issue for a senior leader reference binder. Information papers go beyond statements of simple facts, but instead seeks to explain an issue with the right level of detail for a senior leader.*