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(CLASSIFICATION)

INFORMATION PAPER

1  
2 Office Symbol  
Date

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2 SUBJECT: Information Paper Format

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2 1. Purpose: To provide guidance on the preparation and use of an Information Paper.

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2 2. Facts:

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2 a. An Information paper provides facts in a clear and concise format (that is, for use  
3 in a discussion paper or trip book). The format may be altered to meet a specific need.

b. Include the subject and purpose. Paragraphs will contain only essential facts concerning the subject. Papers will be self explanatory and will not refer to enclosures except for tabular data, charts, or photographs.

c. Papers should not exceed one page in length and need not be signed, but must include the action officer's name and telephone number in the lower right corner. Type the name of the approval authority below the action officer's name and number to indicate agency approval by principal, deputy, or director.

d. Avoid using acronyms and abbreviations, except for those that are familiar outside of the Army (e.g., DOD, ARSTAF, etc.).

e. Avoid using classified information when it does not contribute to understanding the issue.

f. The preparing agency will furnish the requesting official the original. Furnish an information copy to OCSA when providing an information paper to OSA.

g. The information paper is also the medium used to provide data for trip books for OCSA and OSA officials.

h. Information papers for Members of Congress are monitored by the Congressional Activities Division, Management Directorate, Office of the Chief of Legislative Liaison. Refer to the Congressional Actions and Responsibilities Standing Operating Procedures for guidance on preparing information papers for congressional actions.

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2 i. An information paper is normally forwarded under a HQDA Form 5.

Action Officer's Name/Phone #  
Approved by: COL Paul C. Swift

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**Figure 19. Sample format for an information paper (8 1/2 x 11)**

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