POINT PAPER ON
FORMAL POINT PAPER FORMAT

PROBLEM

Statement or description of topic. Type "PROBLEM" three lines from title.

BACKGROUND

A summary of what has transpired to date. Block paragraph(s).

DISCUSSION

A summary of what remains to be done. Indented, numbered paragraphs.

    1. There are formal and informal point papers. Formats are not universal, but this is a sample of a formal point paper used by some major commands.

    2. Prepare on 8- x 10 1/2-inch plain bond paper.

    3. Center the subject or title in underscored capital letters approximately 1 inch from the top of page.

    4. Place security classification and markings (if any) in accordance with security regulations.

    5. Use 1-inch margins on top, right and bottom of page; use 1 1/4-inch margin on the left. Double-space all lines.

    6. Use appropriate language to permit use of the paper for oral delivery without considerable paraphrasing, deletion and substitution. Write points in a brief, telegraphic style.

    7. Formal point papers normally contain the five unnumbered headings you see underlined.

    8. Point papers are written briefs prepared to jog the memory of managers during oral presentations; they are based on the assumption the intended user has knowledge of the subject. They may be used in conjunction with a background paper when detailed background on a subject is required.

CONCLUSION

Point papers are outline guidance papers concisely stating facts and giving a series of reminders.

RECOMMENDATION

Point papers should do the following:

    1. Point out areas of disagreement.
    2. Include areas of agreement.
    3. Be limited to as few pages as possible.
(Enter office symbol of prepared here, in parentheses.)