

3-8. Information paper

Use an information paper to provide the reader pertinent facts in a clear and concise format. Figure 3- 5 provides format and instructions for preparing an information paper. TRADOC information paper format is the same as HQDA information paper format. Note the authority block begins at the center of the page and one line below the last paragraph.

INFORMATION PAPER

ATCS-XS
30 Aug 15

SUBJECT: Information Paper Format

1. Purpose: To provide guidance on the preparation and use of an information paper.
2. Facts:
 - a. An information paper provides facts in a clear and concise format.
 - b. Include the subject and the purpose. Paragraphs will contain only essential facts concerning the subject. There is one line between the title "INFORMATION PAPER" and the office symbol. There is one line between the date and the subject line. Do not "bold" any text.
 - c. Information papers are self-explanatory and will not refer to enclosures, except for tabular data, charts, or photographs.
 - d. Information papers should not exceed one page in length. If a continuation page is unavoidable, number pages starting on page 2, bottom center. Do not repeat the subject line, title, or date on the second page.
 - e. Information papers do not require signature, but must include the AO's name and telephone number at the bottom of the page. Type the AO's information on the second line below the last paragraph. Type an approval line below AO's name and number to indicate directorate approval by principal, deputy, or director. Begin typing at the center of the page.
 - f. Avoid using acronyms and abbreviations, except those that are familiar outside the Army. Avoid using classified information when it does not contribute to understanding the issue.
 - g. Information papers should not include a decision statement, ask for a decision, include recommendations, or courses of action.
 - h. An information paper is forwarded under cover of a TRADOC Form 5-E.

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Figure 3-5. Sample information paper