Subject: Format for a Position Paper

1. **Purpose.** To whom? For what reason?

2. **Major Points.** Brief summary of main points to be made.
   a. Each point should be stated in one brief sentence.
   b. Major points should stand alone and not require amplification by subordinate points.

3. **Discussion**
   a. This type of paper should be used to provide rationale to support a decision or position the reader should take.
   b. Remember to tailor discussion to the needs and knowledge of the reader. Subparagraphs such as Participants, Issues, Facts, Views, Opposing Views, Headquarters Marine Corps Staff Position, Fallback Position, or Conclusion may be used.
   c. Write in a short, direct, conversational style that allows the reader to understand the key point of the issue and come to a logical conclusion. Use the active voice and avoid jargon.
   d. General format is not as important as content. Tailor the paper to fit the need.
   e. Do not exceed two pages.

4. **Recommendation.** The recommendation must flow logically from the Major Points and Discussion.

*(Decision Grid as appropriate)*

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