Date

POSITION/DECISION PAPER

Subj: FORMAT FOR A POSITION/DECISION PAPER

1. Purpose. **Bottom Line Up Front (BLUF)**: briefly state who the paper is for and why. For example: ‘Obtain CMC decision/establish Marine Corps position on subject.’

2. Major Points. Briefly summarize main points to be made.

 a. State each point in one brief sentence.

 b. Major points should stand alone and not require amplification by subordinate points.

3. Discussion

 a. This format is used to examine issues/unresolved matters, courses of action for implementation/resolution, provide rationale to support a recommended position/decision the reader should take/make.

 b. Tailor discussion to needs and knowledge of the reader.

 c. Write in short, clear, direct conversational style so the reader understands the key points and arrives at a logical conclusion. Use the active voice and avoid jargon; brevity is expected; identify all acronyms.

 d. General format is not as important as content. Tailor paper to fit the need. Subparagraphs such as “Participants,” “Facts,” “Opposing Views,” “Other Staff/Service Positions,” “Fallback Position,” “Conclusion” or others may be used.

 e. Limit to 1 page, unless issue is complex; regardless, do not exceed 2 pages. If greater detail needed, attach tabs with supporting documents and address in content.

 f. Include preparer and approving official information at the bottom of page per below. Minimum colonel/GS-15 level approving officials required when going to CMC/ACMC.

4. Recommendation. The recommendation(s) must flow logically from the major points and discussion. State in direct and positive language; provide a decision grid to route through the chain to the decision-making authority. Note: recommendations affecting enlisted matters require Sergeant Major of the Marine Corps (SMMC) review and comment; add SMMC in the grid immediately before the Staff Director HQMC. See the examples provided on the following pages; use only the one appropriate to your situation.

Prepared by: Grade and Name, Office Code, phone number

Approved by: Grade and Name, Office Code, phone number

**Single Recommendation Format & Decision Grid**

4. Recommendation. Approve the establishment of Marine Experimental Riverine Unit 1 in the Mojave Desert.

Dir Ops recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

ADC PP&O recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

DC PP&O recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

DMCS recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

ACMC recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

CMC decision: Approved \_\_\_\_\_\_\_\_

 Disapproved \_\_\_\_\_\_\_\_

**Multiple Choice Recommendation & Decision Grid**

In this example, three courses of action (COA) examined and presented.

4. Approve COA 1, establishment of Marine Experimental Riverine Unit 1 in the Mojave Desert.

Dir Ops recommends: COA 1 \_\_\_\_\_\_\_\_

 COA 2 \_\_\_\_\_\_\_\_

 COA 3 \_\_\_\_\_\_\_\_

ADC PP&O recommends: COA 1 \_\_\_\_\_\_\_\_

 COA 2 \_\_\_\_\_\_\_\_

 COA 3 \_\_\_\_\_\_\_\_

DC PP&O recommends: COA 1 \_\_\_\_\_\_\_\_

 COA 2 \_\_\_\_\_\_\_\_

 COA 3 \_\_\_\_\_\_\_\_

DMCS recommends: COA 1 \_\_\_\_\_\_\_\_

 COA 2 \_\_\_\_\_\_\_\_

 COA 3 \_\_\_\_\_\_\_\_

ACMC recommends: COA 1 \_\_\_\_\_\_\_\_

 COA 2 \_\_\_\_\_\_\_\_

 COA 3 \_\_\_\_\_\_\_\_

CMC decision: COA 1 \_\_\_\_\_\_\_\_

 COA 2 \_\_\_\_\_\_\_\_

 COA 3 \_\_\_\_\_\_\_\_

**Multiple Recommendations & Decision Grid**

In this example, the Permanent Marine Corps Uniform Board presented multiple recommendations to change the Marine Corps Uniform Regulations.

4. Recommendations

 a. Approve adoption and wear of the male bow tie with the Service “A” and “B” uniform effective 1 October 2015.

SMMC recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

DMCS recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

ACMC recommends: Approval \_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_

CMC decision Approved \_\_\_\_\_\_\_\_

 Disapproved \_\_\_\_\_\_\_\_

 b. Adopt the “left over right” method for lacing all Marine Corps uniform footwear.

SMMC recommends: Approval \_\_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_\_

DMCS recommends: Approval \_\_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_\_

ACMC recommends: Approval \_\_\_\_\_\_\_\_\_

 Disapproval \_\_\_\_\_\_\_\_\_

CMC decision: Approved \_\_\_\_\_\_\_\_\_

 Disapproved \_\_\_\_\_\_\_\_\_