 (U) **DECISION – [Title]**

(U) **PURPOSE.** [Inform / Update / Respond to RFI .…] Keep short and to the point.

**DISCUSSION**

- (U) Short introduction bullet and them jump right in. No BLUF. This one pager is the BLUF

- (U) Limit to one-page. If additional information is necessary, attach a background paper

- (U) Provide short, concise points in bullet form (not paragraphs). Bullets may have internal punctuation but do not require closing punctuation

- (U) Bullets: Key points are noted with one dash

-- (U) Sub-bullets: Supporting points are noted with a double dash and nested (Tab). If bullets get lengthy and extend beyond one line, then wrap as shown in this example

--- (U) Sub sub-bullets: (double Tab)

- (U) Include what success looks like

-- (U) Provide best military advice without emotion or prejudice

-- (U) Include any opposing views from the same level as the decision authority you wrote this for

**DECISION STATEMENT**

- (U) One or 2 sentence to clearly state what the leader is deciding on.

* Concur
* Concur with comment:

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* Non-concur

Formatting

- Margins: Top 1.0”, Left/Right 0.75”, Bottom 0.7”

- Font: Times New Roman; Size: 11 pt

- Single spaced. One blank line between sections as shown

- **BOLD** as shown