

UNCLASSIFIED

Office Call with Rank First Name "Go-By" Last Name (Phonetic Spelling)
Country, Title, or Place Event Name if TPs for an Event
(DD Mmm YY)

Success: 1-2 lines MAX. What is the overall purpose of the engagement?

(U) Name of talking point #1

- (U) Specifically what to talk about
- (U) No questions
- (U) Mark each bullet with classification
- (U) TPs are a reminder of discussion topics, not background info on topics
- (U) Use bullet format, **no paragraphs**

(U) Name of talking point #2

- (U) Don't forget to update the header and footer
- (U) The classification box must be completed

(U) Name of talking point #3

- (U) Maximum of one page of TPs typically given to the boss to take into a meeting
 - (U) Sub-bullet one tab
 - (U) Sub sub-bullet two tabs
 - (U) Understood some cases may warrant more than one page
 - (U) Put the most important items on the first page
- (U) As needed, submit a separate Info/Background Paper for context and/or support to staff (XO, Special Assistants, Front Offices; ready for Boss on any RFIs)

Margins: (maximizes space)

Top: 0.75 Bottom: 0.38

Left: 0.31 Right: 0.19

Classified by: Declassify on:

1 (Rev. 01)
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