

# DECISION PAPER

DCO O&T

DATE: 13 January 2010

THRU: Chief of Staff, Virginia Defense Force

FOR: Commanding General, Virginia Defense Force

SUBJECT: VDF Formats for Information and Decision Papers

1. FOR: Decision - VDF Policy for Information and Decision Papers

2. PURPOSE: VDF formal adoption of a standardized formation for information and decision papers.

3. RECOMMENDATION: Adoption of the information and decision formats attached.

4. ASSUMPTIONS:

a. The attached formats would standardize the use of information and decision papers in the VDF. .

b. Enhanced communications and record keeping up and down the VDF chain of command.

c. Improved documentation of what happened and when it happened.

5. FACTS:

a. Background. The attached formats have been adopted by the US Army and the Joint Community

b. Facts. The VDF does not have a prescribed formation for information and decision papers.

6. RATIONALE FOR RECOMMENDATION: Enhanced record keeping and documentation of actions within the VDF.

7. IMPACT OF SUCCESS OR FAILURE: Various formats lead to fractured staff actions at all levels. Standardized formats will lead to successful documentation and appropriate staff actions; great staff involvement.

8. COORDINATION: Required (Draw a line through "concur" or "nonconcur", date and write the name of the person with whom coordination was made.)

ACofS, G1:   Concur   Nonconcur   Name and Date:

ACofS, G3:   Concur   Nonconcur   Name and Date:

ACofS, G4:   Concur   Nonconcur   Name and Date:

ACofS, G6:   Concur   Nonconcur   Name and Date:

DIV CSM:    Concur   Nonconcur   Name and Date:

DCO SPT:    Concur   Nonconcur   Name and Date:

DIV OIC:     Concur   Nonconcur   Name and Date:

9. APPROVED \_\_\_ DISAPPROVED \_\_\_ SEE ME \_\_\_

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## Writing Decision Papers

- A. Decision papers are used to obtain approval, decision, or signature for actions from members of the Command Group. The format for decision papers is at figure 2-2.
- B. Decision papers should not exceed two pages. If enclosures are included, they will be identified in the body of the decision paper.
- C. When decision papers are addressed to the CG, a "THRU Chief of Staff" address is added to the heading d. If decision papers do not require coordination, it is mandatory to state "not required" in the "COORDINATION" paragraph.
- D. If a staff principal does not concur with an action, the staff principal/deputy will provide a memorandum listing the reason for nonconcurrence to the initiating staff element. The memorandum will be included in the decision paper package forwarded to the Command Group. Staff principals preparing the response must address in the decision paper that they have considered the nonconcurrence and how it affected their final response.
- E. Decision papers forwarded to the Command Group will not include copies of papers that each staff principal has signed indicating concurrence. The drafter will line through concur or nonconcur and write the date and names of the people with whom coordinated.
- F. The initiating staff principal will inform coordinating staff principals of actions taken by the approving authority in response to decision papers.
- G. Either the initiating staff principal or deputy will initial decision papers prior to release and submission to the Command Group.
- H. A Typical Decision Paper Format is attached

# DECISION PAPER FORMAT

OFFICE  
SYMBOL (MARKS NUMBER)

DATE

THRU Chief of Staff

FOR Commanding General

SUBJECT:

1. FOR: Decision
2. PURPOSE: (Briefly state the issue or problem being addressed.)
3. RECOMMENDATION: (What decision is wanted or required? Quantify dollars, manpower, and equipment, if involved. Clearly state desired decision.)
4. ASSUMPTIONS:
  - a. (State assumptions, i.e., it is assumed that current funding levels will remain constant.)
  - b. (If there are no assumptions, state, "none.")
5. FACTS:
  - a. Background. (Provide a brief background of the issue or problem.)
  - b. Facts. (Provide a brief description of the current status of the issue or problem.)
6. RATIONALE FOR RECOMMENDATION: (The assumptions, if any, and facts should support the recommendation in paragraph 2 .)
7. IMPACT OF SUCCESS OR FAILURE: (State the results of putting and not putting the recommendation into action.)
8. COORDINATION: (If coordination is not required, state, "not required.") (Draw a line through "concur" or "nonconcur", date and write the name of the person with whom coordination was made.)

ACofS, G3:    Concur    Nonconcur    Name and Date:

ACofS, G4: Concur Nonconcur Name and Date:

9. APPROVED \_\_\_ DISAPPROVED \_\_\_ SEE ME \_\_\_

DRAFTED BY: Typed name/Position Title/Telephone

RELEASED BY: Typed name/Position Title/Telephone