

**DRAFT
FOR OFFICIAL USE ONLY**

Specifications for Issue Papers

➤ **One page Executive Summary** (bullet points – Issue, Key Facts, Summary Findings/Conclusions, Recommendations – Pro and Con)

➤ **5 – 10 page Issue Paper**

- Statement of Issue
- Background
- Key Facts
- Summary Findings/Conclusions
- If appropriate, Recommendations – Pro and Con

*include cites
to agencies, reports...*

➤ Mark all documents “draft” and “For Official Use Only” or other appropriate classification

➤ Include name & phone number on the last page of all issue papers

Assignments: Attached

Deadline: Friday, April 27

➤ Submit by email to Stephen Garrison (Stephen_Garrison@opd.eop.gov), John Bridgeland (John_Bridgeland@opd.eop.gov), and Gary Edson (Gary_Edson@nsc.eop.gov).