

Position Paper. A study-type document developing an official MCB CamLej position for approval by the CO. It will include a clear statement explaining why the position is required, essential background of the problem or the subject in terms of MCB CamLej interest, and rationale for the recommended position. If the position requires presentation to higher or adjacent headquarters, prepare the final statement on a separate attachment for signature by the CO. Format contained in Figure 22-4.

CLASSIFICATION

Code/Office  
Date

POSITION PAPER

Subj: THE SUBJECT MATTER IS INDICATED BRIEFLY BUT IN SUFFICIENT  
DETAIL TO FACILITATE FILING AND FUTURE REFERENCE.

Ref: (a) References are listed as appropriate.  
(b) If none are appropriate, enter the notation "None."

1. Problem. The problem statement tells what the problem is for which the position paper is being developed. Usually stated "To develop a . . . position . . . ."

2. Why Required

- a. A position paper also states why the paper is required.
- b. Is it directed by higher headquarters?
- c. . . . .

3. Background

- a. The background sets forth in concise terms what has gone before.
- b. It provides answers to such potential questions as: Is this an ongoing thing? Did something occur requiring reexamination?
- c. . . . .

Subj: SAME AS FIRST PAGE

4. Position of Other Agencies. The position of other agencies are addressed when appropriate, otherwise this part of the position paper has the caption "Not Applicable" inserted.

5. Recommended MCB CamLej Position: The recommended position is stated in clear, concise terms. When it is to be promulgated, it is usually attached on a separate sheet.

6. Rationale

a. The rationale includes concise statements which support the position taken.

b. . . . .

7. Recommendation. The recommendation is what you recommend be done: e.g., "Approve the MCB CamLej position contained in paragraph 5," or "reconsider. . . ." A decision block is also included for the decision to be recorded by the approving authority.

/s/ \_\_\_\_\_  
(Staff Agency Head)

For Decision by the CO MCB CamLej:

XO Recommends: Approval\_\_\_\_\_

Disapproval\_\_\_\_\_

CO: Approves\_\_\_\_\_

Disapproves\_\_\_\_\_

CLASSIFICATION

Figure 22-4.--Format for Position Paper--Continued