SECURITY DESIGNATION (if required)

BRIEFING NOTE FOR COMD CDA

SUBJECT OF BRIEFING NOTE

Reference: CANFORGEN…

AIM

1. The aim paragraph (2-3 lines) introduces the issue and provides a clear statement of the intent of the Briefing Note. The time-sensitive nature to the Briefing Note should be indicated here, if applicable.

BACKGROUND

2. This section explains why the Briefing Note was written. The titles are underlined and capitalized.

DISCUSSION

3. The discussion is an examination by argument with essential information. Briefing Notes should run one page to three at the most.

4 A half-inch indent is used after each paragraph number. The page number is positioned in the bottom left corner of each page. If the Briefing Note is classified/designated, the classification/designation should be listed as the uppermost and lowermost items on the page. In the interest of clarity, acronyms and abbreviations should be avoided.

5. The Briefing Note may include options and options analysis in order to help the reader make his own decision.

CONCLUSION

6. Summarize the preceding information in your conclusion. If applicable, provide advice on the issue, but always support advice with facts and logic. Do not provide any unsubstantiated personal opinions. Never introduce new material in the conclusion.

RECOMMENDATION (if required)

 7. If your briefing note proposes action, use the heading “recommendation.” Your recommendations need to be explicit and supported by the arguments and facts in your discussion. The reader should be able to rely on your briefing note to make the decision without the need for more information or further discussion.

Prepared by: Name, Rank, Title

Reviewed by: Name, Rank, Title

Approved by: Name, Rank, Title

Date prepared:

Annex: If included, annexes are to be listed at the bottom of the Briefing Note.

SECURITY DESIGNATION (if required)

\* 1 inch margin for top, bottom, left and right-hand margin.\*