

SAMPLE — BRIEFING PAPER
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEETING WITH NAME OF INDIVIDUAL (centered)

DATE:

LOCATION:

TIME:

From: (Name of Senior Staff Person responsible
for meeting and person's signature/initials)

I. PURPOSE

State purpose of meeting. Paper should be written as if you were talking to the President — in 2nd person (i.e. "you will meet with . . .").

II. BACKGROUND

State relevant context in which meeting arises, issues of special concern to parties, as appropriate, previous participation, etc.

III. PARTICIPANTS

List all participants including White House Staff.

IV. PRESS PLAN

Specify press coverage, photo opportunity, no press coverage, etc.

V. SEQUENCE OF EVENTS

Outline meeting agenda and President's role using bullet points.

VI. REMARKS

To be provided by Speechwriters,
Talking points attached, or
None required

Attachment: Talking Points as appropriate

IMPORTANT NOTE: Briefing memoranda (with ⁸16 copies) must be delivered to the Staff Secretary by ~~3:00 p.m.~~ ^{4:30} the day before the scheduled meeting or event.)

Attachment II
SAMPLE — DECISION MEMO
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

- I. ACTION-FORCING EVENT: The nature of the event requiring or suggesting action - and the degree of flexibility associated with it.
- II. BACKGROUND/ANALYSIS: (outline history, current status, possible options and impacts - _____ financial, constituent or other public policy considerations.)
- III. RECOMMENDATION: (Indicate single recommendation or list options.)
- IV. DECISION:
- _____ Approve _____ Approve as amended _____ Reject _____ No action

NOTE: Where necessary, tabs may be attached to Decision Memoranda. However, as in the case of other written materials directed to the President, brevity is important. Seldom should a Decision Memorandum be longer than one or two pages, and tabs, whenever possible, should be limited to five or fewer.

SAMPLE — SIGNATURE MEMORANDUM
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

Example – Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointment in the Navy.

This nomination has been staffed by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

Attachment IV
SAMPLE — INFORMATION MEMO
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

INFORMATION

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

- I. SUMMARY
(Three (3) sentences or less)
- II. DISCUSSION
(Please be concise)

NOTE: Information Memoranda should not raise issues for decision.

Attachment V

TELEPHONE CALL RECOMMENDATION
(Format)

THE WHITE HOUSE
WASHINGTON

DATE (centered)

RECOMMENDED TELEPHONE CALL

TO: Name and telephone number of person you recommend be called with brief identifying information only when you suspect name will be unfamiliar to the President.

DATE: Date and time the President should make the call.

RECOMMENDED BY: Your name and if recommendation has concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel will be helpful to the President. Usually 3-4 short sentences will suffice to set the stage and give substance to talking points. Also, make sure that no letter has been sent by Correspondence for the same purpose as the call.

TOPICS OF DISCUSSION: 1. (The specific points that you recommend be made during the conversation)

2.

3.

4.

CONTACT PERSON AND
TELEPHONE NUMBER(S):

DATE OF SUBMISSION:

ACTION: _____

SAMPLE — BRIEFING PAPER
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEETING WITH NAME OF INDIVIDUAL (centered)

DATE:

LOCATION:

TIME:

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I. PURPOSE

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II. BACKGROUND

State relevant context in which meeting arises, issues of special concern to parties, as appropriate, previous participation, etc.

III. PARTICIPANTS

List all participants including White House Staff.

IV. PRESS PLAN

Specify press coverage, photo opportunity, no press coverage, etc.

V. SEQUENCE OF EVENTS

Outline meeting agenda and President's role using bullet points.

VI. REMARKS

To be provided by Speechwriters,
Talking points attached, or
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- III. RECOMMENDATION: (Indicate single recommendation or list options.)
- IV. DECISION:
☐ Approve ☐ Approve as amended ☐ Reject ☐ No action

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SAMPLE — SIGNATURE MEMORANDUM
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

Example – Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointment in the Navy.

This nomination has been stated by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

Attachment IV
SAMPLE — INFORMATION MEMO
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

INFORMATION

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

- I. SUMMARY
(Three (3) sentences or less)
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TOPICS OF DISCUSSION: 1. (The specific points that you recommend be made during the conversation)

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4.

CONTACT PERSON AND
TELEPHONE NUMBER(S):

DATE OF SUBMISSION:

ACTION: _____

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SAMPLE — DECISION MEMO
(Format)

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