

Information Paper General Instructions

- 3 pages max so people will read it.
- Page numbers at the bottom centered.
- Please leave the formatting alone to be consistent with others
- 8th grade English
- If there is Intellectual Property, it should be marked in both the paper's header and footer. This is included in the draft that you will be sent as shown this document's header and footer.
- NEVER put anything classified in in what you submit.
- Do NOT use links, because they will be stripped away on their government email accounts.
- The Information Paper can have diagrams and pictures as needed to support the dialogue and point the author is trying to get across.
- 2 signatures for 1 path of communications with TS's
 - 1 SPOC – person responsible to gather info and communicate with TS's
 - 1 APOC – company authorization
- As you make socialization connections, it may branch out
- Again – Technology paper, NOT a sales paper.