GENERAL

# army decision paper template schcl

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## Introduction

The modern Army relies on clear, concise, and structured communication to make timely decisions that affect personnel, resources, and mission success. One of the most critical tools for this process is the **army decision paper template schcl**, a standardized format designed to guide commanders and staff officers in presenting complex information in a logical and actionable way. Whether you are drafting a brief for a small unit or preparing a high level strategic recommendation, understanding how to use this template can save time, reduce errors, and increase the likelihood that your recommendations are accepted and acted upon.

## What Is a Decision Paper?

A decision paper is a formal document that presents a problem, analyzes alternatives, and recommends a course of action. In the Army, these papers are used at every echelon—from company command to the Joint Chiefs of Staff—to inform decision makers who may not have the time or expertise to review raw data. The **army decision paper template schcl**encapsulates the essential elements of this process in a single, repeatable format, ensuring consistency across units and preventing critical information from being omitted.

## Why the Army Requires a Standardized Template

Uniformity in documentation promotes interoperability, reduces training time, and eases the review process for higher headquarters. When every decision paper follows the same structure, reviewers can quickly locate the data they need, compare alternatives, and verify that the paper meets doctrinal and regulatory requirements. The **army decision paper template schcl**incorporates the guidance from Army Doctrine Publication (ADP) 5 0, Joint Planning, and the Army Doctrine Publication 3 0, Operations, ensuring that the paper aligns with both Army and joint planning principles.

## Key Components of the Army Decision Paper Template SCHCL

The template is divided into several mandatory sections, each with a specific purpose. Below is an overview of the core components:

- Title Page – Includes the paper’s title, author, date, and classification level.
- Purpose – A brief statement that explains why the paper is being written.
- Background – Contextual information that frames the problem.
- Problem Statement – A concise description of the issue that needs resolution.
- Options – A list of feasible alternatives, each with its own analysis.
- Recommendation – The preferred option, supported by evidence.
- Implementation Plan – Steps, resources, and timelines required to execute the recommendation.
- Risk Assessment – Identification of potential risks and mitigation strategies.
- Conclusion – A brief wrap up that reiterates the recommendation.
- Attachments – Supporting documents, charts, or data tables.

### Title Page

The title page sets the tone and provides essential metadata. It should include:

1. Title of the paper (e.g., “Decision Paper – Deployment of Unmanned Aerial Systems”).
2. Author’s name and rank.
3. Unit or organization.
4. Date of issue.
5. Classification (e.g., Unclassified, Sensitive).

### Purpose

The purpose section is a single paragraph that answers the “why” of the paper. It should be no more than two sentences and directly reference the decision that must be made. For example: “To recommend the deployment of unmanned aerial systems (UAS) to support surveillance operations in the 3rd Brigade Combat Team.”

### Background

Background provides the necessary context. It should be concise but thorough enough for a reader who has not been involved in the issue. Include relevant mission objectives, historical data, and any prior decisions that influence the current problem.

### Problem Statement

Clearly articulate the problem. Use active voice and avoid jargon. A well written problem statement is a foundation for all subsequent analysis. It should answer: What is the issue? Why is it significant? What are the consequences of inaction?

### Options

Present at least three feasible options, including the status quo. For each option, include:

1. Option Description – Brief overview.
2. Benefits – Quantitative and qualitative advantages.
3. Drawbacks – Potential costs, risks, or limitations.
4. Resource Requirements – Personnel, equipment, funding.
5. Timeline – Implementation schedule.

### Recommendation

The recommendation section should identify the preferred option and provide a compelling justification. Use evidence from the options analysis to support your choice. Address how the recommendation aligns with mission objectives, doctrine, and available resources.

### Implementation Plan

Detail the steps required to execute the recommendation. Break the plan into phases, assign responsibilities, and specify key milestones. Include a table or Gantt chart if necessary to illustrate the schedule.

### Risk Assessment

Identify potential risks associated with the recommendation and propose mitigation measures. Consider operational, logistical, and security risks. Provide a risk matrix or scoring system to convey severity and likelihood.

### Conclusion

Reaffirm the recommendation and summarize the key points. This section should be brief—no more than one paragraph—yet powerful enough to leave a lasting impression on the decision maker.

### Attachments

Attach any supporting documents, such as maps, data tables, or after action reports. Reference each attachment in the main body of the paper to maintain coherence.

## Step by Step Guide to Using the Template

Below is a practical workflow for drafting a decision paper using the **army decision paper template schcl**:

1. Define the Decision Scope – Clarify the decision's objective, stakeholders, and constraints.
2. Gather Data – Collect intelligence, operational reports, and resource inventories.
3. Draft the Title Page – Ensure accuracy of metadata.
4. Write the Purpose – Keep it concise.
5. Compile Background Information – Synthesize relevant context.
6. Formulate the Problem Statement – Make it specific and measurable.
7. Develop Options – Use a structured analysis matrix.
8. Analyze and Select Recommendation – Apply decision criteria.
9. Create Implementation Plan – Map out actions, resources, and timelines.
10. Assess Risks – Evaluate and document mitigation strategies.
11. Write the Conclusion – Summarize and emphasize the recommendation.
12. Attach Supporting Documents – Label and reference attachments.
13. Review and Revise – Peer review, check for compliance with ADP 5 0.
14. Submit for Approval – Follow the chain of command and classification procedures.

## Common Mistakes and How to Avoid Them

- Overloading the Paper – Avoid excessive detail. Stick to the key points that influence the decision.
- Inconsistent Formatting – Use the template's prescribed font, margins, and heading styles.
- Lack of Clear Options – Provide at least three alternatives, including a status quo option.
- Insufficient Evidence – Support every recommendation with data or doctrinal references.
- Neglecting Risk Assessment – Failing to identify risks can lead to costly surprises.
- Ignoring Chain of Command – Ensure the paper is routed appropriately for approval.

## Tips for Writing an Effective Decision Paper

- Start with the End in Mind – Keep the decision maker's needs at the forefront.
- Use Plain Language – Avoid jargon unless it is essential.
- Be Concise – Aim for 4–6 pages, including attachments.
- Leverage Visuals – Charts, tables, and timelines aid comprehension.
- Proofread Thoroughly – Check for grammar, spelling, and doctrinal accuracy.
- Seek Feedback Early – Engage peers or mentors before finalizing.

## Case Study: Deploying a New Communications System

In 2023, the 2nd Infantry Brigade Combat Team needed a robust, secure communications platform to support rapid deployment operations. Using the **army decision paper template schcl**, the planning staff produced a paper that compared three options: upgrading the existing radio network, integrating a commercial satellite system, or adopting a next generation tactical network. The recommendation to adopt the next generation network was supported by cost benefit analysis, risk mitigation plans, and a phased implementation schedule. The paper's clear structure facilitated swift approval from the brigade commander, and the new system was operational within six months.

## Resources and Further Reading

- Army Doctrine Publication 5  0, Joint Planning – Provides the foundational principles for planning.
- Army Doctrine Publication 3  0, Operations – Offers guidance on operational planning and execution.
- ADP 6  0, Army Leadership – Highlights decision  making skills for leaders.
- Joint Publication 5  0, Joint Planning – For joint operations planning.
- Defense Acquisition Guidebook (DAG) – For resource and procurement guidance.

## Conclusion

The **army decision paper template schcl**is more than a bureaucratic requirement; it is a powerful tool that structures complex information into a clear, actionable format. By mastering its components, avoiding common pitfalls, and applying the step by step guide outlined above, Army professionals can produce high quality decision papers that support mission success and uphold the standards of the Army's decision  making processes. Whether you are a junior officer or a senior staff officer, a well crafted decision paper is your best ally in navigating the challenges of modern military operations.


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