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TO : Board of Review for Shortages and Losses
SUBJECT: (Sufficient only for file identification)

1. PROBLEM:

Concise statement of the problem.

2. FACTS BEARING ON THE PROBLEM:

- a. List essential facts in logical sequence.
- b. List only important facts bearing directly on problem, supported by documentary evidence or statements signed by the individual involved.
- c. List unfavorable as well as favorable facts.

3. DISCUSSION:

A careful analysis of the essential facts, presenting considerations pro and con, to arrive logically at the conclusions and recommendations.

4. CONCLUSIONS:

- a. Statement of the results derived from a reasoned judgment of the effects and implications of the essential facts.
 - b. Alternate lines of action are eliminated in this paragraph.
5. ACTION RECOMMENDED:
- a. Provide a direct solution.
 - b. Chart a complete, concise and clear-cut course of action permitting simple approval or disapproval.
 - c. If the proposed solution will require implementation by memorandum, formal issuance, or other communications media, proposed documents for such implementation should be submitted with the Staff Study.

(Signature)

(Title of the official submitting
the Staff Study to the addressee.)

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ANNEXES:

(List annexes and/or supporting papers. Reference should be made to these in body of study.) Annexes will be appropriately tabbed and in the case of the more complex Studies, an Index of tabbed annexes will precede this section of the study.

CONCURRENCES:

(Chief of Staff or Area Division)

(Date)

(Chief, Finance Division,
Office of the Comptroller)

(Date)

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