

APPENDIX B

FACT SHEET

1. The basic format and instructions for "FACT SHEET" in OM 340-1-1 (1 Feb 83) should be followed (see paragraph 1-21 and Figure 1-10, OM 340-1-1). The purpose of this paper is to provide information to the team chief of a command visit. The fact sheet should provide concise information about substantial problem areas existing within the division to be visited:

a. The subject portion should contain the identity of the division to be visited (e.g., "SUBJECT: Permit Processing Backlog at SAD").

b. The "Purpose" is as indicated in paragraph 1, above.

c. Authentication by an appropriate division chief will be sufficient for this type of paper.

2. If coordination has been accomplished, this information should be included in the body of the fact sheet.

3. The fact sheet should indicate in a short statement what problems exist, or why the information has been provided. Essential information in concise terms will assist the team chief and staff conducting the command visit to prepare for discussion with the division commander.