CC6620HW: WRITE AN INFORMATION PAPERMILITARY CORRESPONDENCE Page 1 of 2Instructions:1.Read CC6620REQE for a description of the information paper, the format to use, and a sample paper. This is an individual assignment; collaboration is not permitted.2.Use the Microsoft Word template provided (CC6620HW\_Template.docx) to write an information paper that answers the below scenario. The subject of the paper must align with sustaining the transformation as described in MCTP 6-10A, which is provided as CC6620SUPEin the Supplemental Material folder of the lesson. The below two excerpts from CC6620SUPE briefly describe “sustaining the transformation” and the purpose of MCTP 6-10A. Scenario: Your immediate senior has tasked you to submit an information paper that describes the primary obstacle or obstacles that are impeding the unit’s efforts to sustain the transformation of its Marines and how you or the unit can reduce these obstacles. You must also provide a conclusion that reinforces your key points and provides an overall recommendation to sustain the transformation. Excerpts from CC6620SUPE:“Transformation, as Marines define it ... begins with the prospective Marine’s first contact with the Marine recruiter and continues through the Marine’s entire life. It has five distinct phases: recruitment, recruit training, cohesion, sustainment, and citizenship. The transformation process [is] going from civilian life to a Marine and one day returning to civilian life changed as a Marine ...” “This publication [MCTP 6-10A] ... provides more detail to leaders about how to take care of their Marines through the five phases of the transformation process. It is a leadership tool that provides sound examples and methods for success. Sustaining a Marine through this process requires engaged leadership ... Your dialogue and application will improve the welfare of all Marines and our institution.”3.On the CC6620HW\_Template cover page, type your rank, name, instructor’s name, and the date. Write the information paper starting on the second page of the template following the format specified in CC6620REQE. The following guidance is provided.a.Write the paper using Times New Roman font, size 12. The paper must be no more than three pages in length not including the cover page. b.Ensure NO classified or For Official Use Only (FOUO) information is included in the paper. Starting with the second page of the template, change “CLASSIFICATION” to read, “UNCLASSIFIED” in the header and footer.c.In the upper right, enter your office code: e.g., S-1 or Trng. Enter today’s date using the abbreviated date format: e.g., 15 Feb 09. See CC6620REQA page 2-11. Align the beginning of the office code and date. See Figure 1 of CC6620REQE for an example.d.Enter a subject in all capital letters on the subject line.

Page 2 of 2e.Provide the purpose of your information paper.f.Write key points as described in Figure 1 of CC6620REQE. Primarily, use paragraph format. Only use one-sentence paragraphs or bulleted lists when necessary to highlight important ideas. If needed, cite references following the example in Figure 1 of CC6620REQE. g.Write a conclusion as described in Figure 1 of CC6620REQE. h.After the conclusion, enter your initials, last name, rank, unit, section, and phone number.4.Once complete, save your paper with a file name in the format of CC6620HW\_Lastname. You must submit your homework file in Microsoft Word file format (.doc or .docx).