**READ-AHEAD FOR SECRETARY OF DEFENSE
OR DEPUTY SECRETARY OF DEFENSE**

**PC, Bilat, Meeting on [Topic]**

**Date, Time in Regular Time, Room Location via SVTC or Zoom**

**From:**

**Meeting Purpose:**

**Attendees:**

**Background and Key Issues.**

* **Issue 1**.
	+ Sub-bullet.
		- Sub-bullet.
* **Issue 2**.
	+ Bureaucratic State of Play.
* ***If Raised*** **Topic**.

**Non-Concur/Alternate Viewpoints.** *(By exception)*

* Text

**Attachment(s)**

TAB A – Talking Points

TAB B – Agenda or slides, if relevant.

TAB C – Coordination (GC coordination required)

**TALKING POINTS FOR SECRETARY OF DEFENSE**

**PC, Bilat, Meeting on [Topic]**

**Date, Time in Regular Time, Room Location via SVTC or Zoom**

**Run of Show.**

* Text

**Strategic Framing Points.**

* Text

**Key Issues.**

* **Issue 1.** Text
	+ Text

		- Text
* **Issue 2.** Text