Analyze the use of Department of the Army Civilians within the operational force during a End Strength Sequestration Environment Academic Level : Bachelor Paper details Use 12 point Arial (including in the title page) for all writing assignments • Title page will include the title (in all caps) centered on the middle of the page; along with the name of the author, course title, and date centered at the bottom of the page • Title page, endnotes page, and bibliography page do not count towards the word count • Army writing is a unique form of technical writing • It is a writing style that is neutral and uses the active voice • It is neither formal nor informal – nor is it colloquial • Army writing:  Uses short sentences – not sentence fragments (Senior Leaders do not have time to read sentences several times to understand the concept)  Uses adjectives or adverbs only when necessary  Avoids jargon – uses simple words in place of unusual or impressive words  Does not use contractions  It is not wordy  Uses punctuation correctly and appropriately • Give proper credit – AVOID PLAGIARISM\*  To cite from a source a superscript number is placed after a quote or a paraphrase  Citation numbers should appear in sequential order  Each number then corresponds to a citation, or to an endnote  Use the numbered endnotes page format only for all writing assignments – the page is titled Notes (centered at top)  The endnotes page should appear immediately before the bibliography page  Title bibliography page as Bibliography (centered at top) • Written assignments will not include more than 20% of quoted material (words) Introduction (e.g., Thesis Statement) EXAMPLE • “There are three assertions in the DSG that may impact how the Army runs: first, a “smaller/leaner” military will impact the determine authorizations module on the Army force management model; second, “increased global engagement” will impact the personnel module; and third, a “20% reduction in headquarters” will impact the structure module.” Supporting Paragraph / evidence EXAMPLE • “The first specific linkage between the CCJO and DSG is increased global engagement. The CCJO states that the capstone concept is globally integrated operations (p#). This objective is nested with the DSG’s discussion of increased global engagement (p#). Both the CCJO and DSG require that the military is more globally engaged but with a smaller footprint.” Conclusion (e.g., Restated Thesis Statement) EXAMPLE • “In summary, there are both similarities and differences between the 2013 and 2014 ASPG: first, the similarities are that both documents address the strategic framework of Prevent, Shape and Win and both documents include the current Army Vision; second, the differences are that the 2014 ASPG discusses assumptions and SHARP, where the 2013 ASPG did not.” • Use information paper format in accordance with DA Memo 25-52 to submit Guided Reading and Thinking Assignments • Any deviation from DA Memo 25-52 will require a rewrite (highest possible score after rewrite is 80 points) • Use 12 point Arial • Use AR 25-50 for further guidance