

army writing regulation

army writing regulation is a cornerstone of effective military communication, ensuring that all official documents are clear, concise, and mission-focused. This article explores the essential elements, standards, and best practices of army writing regulation, making it an indispensable guide for soldiers, officers, and civilian personnel alike. Readers will gain a thorough understanding of the regulation's purpose, required formats, and actionable tips for improving military correspondence. From the basics of the regulation and its historical context to the application of key principles such as clarity and brevity, this comprehensive guide covers everything needed to master army writing. Whether you are preparing evaluation reports, memos, or official letters, following army writing regulation is vital for maintaining professionalism and operational effectiveness. This article also delves into common mistakes, sample formats, and the importance of feedback in refining your writing. Continue reading to discover how mastering army writing regulation can significantly enhance your communication skills and contribute to mission success.

- Understanding Army Writing Regulation
- The Purpose and Importance of Military Writing Standards
- Key Elements of Army Writing Regulation
- Army Writing Style and Structure
- Common Types of Army Correspondence
- Tips for Implementing Army Writing Regulation
- Frequent Mistakes and How to Avoid Them
- Sample Army Writing Formats
- The Role of Feedback in Army Writing

Understanding Army Writing Regulation

Army writing regulation refers to the official standards and guidelines established by the United States Army to govern all forms of written communication. These regulations are primarily outlined in Army

Regulation (AR) 25-50, which provides detailed instructions on the preparation, format, and style of military correspondence. The goal is to promote uniformity, clarity, and professionalism across all branches and ranks. By adhering to army writing regulation, personnel ensure their documents are easily understood and meet the high standards expected in military operations.

The Purpose and Importance of Military Writing Standards

Military writing standards serve several essential purposes. They ensure that every message, order, and report is transmitted accurately and quickly, reducing the potential for miscommunication. Army writing regulation provides a framework for presenting information logically and succinctly, which is critical in time-sensitive and high-stakes environments. These standards also reinforce discipline and attention to detail, qualities that are integral to military success. By following the prescribed guidelines, the Army maintains a consistent and professional image in both internal and external communications.

Key Elements of Army Writing Regulation

Army writing regulation is built upon several foundational elements that guide the creation of all official documents. Understanding and applying these elements is crucial for effective military communication.

Clarity and Brevity

Documents must convey information clearly and without unnecessary complexity. Each sentence should serve a specific purpose, and extraneous details should be omitted.

Active Voice

Army writing regulation emphasizes the use of active voice to make sentences direct and vigorous. Passive constructions are discouraged unless absolutely necessary.

Organization and Structure

Information must be structured logically, with clear headings, bullet points, and paragraphs that make the document easy to scan and understand.

Correctness and Consistency

Spelling, grammar, punctuation, and formatting should be consistent throughout the document. Adherence to the prescribed templates and style guides is mandatory.

- Clear, concise language
- Active voice preference
- Logical organization
- Correct grammar and punctuation
- Standardized formatting

Army Writing Style and Structure

The army writing regulation mandates a specific style and structure for all official documents. This ensures that every piece of correspondence meets the same high standards and is easily recognizable across the organization.

Standard Format

Most army documents follow a prescribed format that includes a heading, body, and closing. Each section has clearly defined requirements to ensure consistency.

Use of BLUF (Bottom Line Up Front)

BLUF is a fundamental principle in army writing regulation. The main point or recommendation appears

at the beginning of the document, allowing readers to quickly understand the purpose and significance of the message.

Paragraph Structure

Paragraphs should be brief, focused, and directly support the document's objective. Each paragraph addresses a single idea, making the content straightforward and easy to follow.

Common Types of Army Correspondence

Army writing regulation covers a wide range of correspondence types, each with unique formatting and content requirements. Familiarity with these types is essential for all personnel.

1. Memorandums
2. Letters
3. Reports
4. Orders
5. Evaluation Reports (NCOER, OER)
6. Endorsements
7. Staff Studies

Each of these documents serves a specific function and must adhere to the formatting and stylistic guidelines outlined in army writing regulation.

Tips for Implementing Army Writing Regulation

Successfully applying army writing regulation requires practice and attention to detail. The following tips can help personnel consistently produce high-quality, regulation-compliant documents.

- Always identify the document's purpose before writing.
- Use the BLUF principle to present the main idea first.
- Edit drafts for clarity, brevity, and correctness.
- Follow the prescribed format and use standard templates.
- Seek feedback from supervisors or peers to improve quality.

Frequent Mistakes and How to Avoid Them

Despite clear guidelines, some common errors persist in army writing. Recognizing and avoiding these mistakes is crucial for effective communication.

Overuse of Passive Voice

Passive voice can obscure responsibility and reduce clarity. Always strive to use active voice unless passive construction is necessary for clarity or emphasis.

Unnecessary Jargon and Acronyms

While some technical terms are unavoidable, excessive jargon can confuse readers. Define acronyms on first use and limit technical language to what is strictly necessary.

Lack of Focus

Documents should maintain a clear focus throughout. Avoid digressions and ensure every sentence supports the main point.

Sample Army Writing Formats

Understanding and using the correct format is essential for compliance with army writing regulation. While each document type has specific requirements, standard templates provide a useful starting point.

Basic Memorandum Format

A memorandum typically includes a heading with office symbol, date, subject, and address, followed by the body and closing. The text should be single-spaced with double spaces between paragraphs, and the main point should appear at the beginning.

Official Letter Format

Official letters follow a formal structure with sender and recipient addresses, salutation, body, and closing signature block. Proper formatting reflects professionalism and adherence to army writing regulation.

The Role of Feedback in Army Writing

Constructive feedback is vital for improving compliance with army writing regulation. Supervisors, peers, and editors play an important role in identifying areas for improvement and ensuring that all documents meet the required standard. Regular reviews and ongoing training help maintain high-quality communication throughout the organization. Accepting and applying feedback fosters a culture of excellence in military writing.

Q: What is the primary purpose of army writing regulation?

A: The primary purpose of army writing regulation is to ensure all official military documents are clear, concise, and standardized, promoting effective communication across the Army.

Q: Which official document provides guidance on army writing regulation?

A: Army Regulation (AR) 25-50, titled "Preparing and Managing Correspondence," is the key document that outlines guidelines for army writing regulation.

Q: Why is the BLUF (Bottom Line Up Front) principle important in army writing?

A: BLUF ensures that the main point or recommendation appears at the beginning of a document, allowing readers to quickly grasp the essential message, which is critical in time-sensitive situations.

Q: What are the most common types of documents covered by army writing regulation?

A: Common types include memorandums, official letters, reports, orders, evaluation reports, endorsements, and staff studies.

Q: How can writers avoid common mistakes in army writing?

A: Writers can avoid mistakes by using active voice, minimizing jargon, maintaining focus, following standard formats, and seeking feedback from peers or supervisors.

Q: What role does feedback play in adhering to army writing regulation?

A: Feedback helps writers identify and correct errors, refine their writing, and ensure that all documents meet the Army's rigorous standards for clarity and professionalism.

Q: Why is active voice preferred in army writing regulation?

A: Active voice makes sentences more direct and clear, ensuring responsibility is clearly assigned and the message is easily understood.

Q: Are there specific templates that must be used for army correspondence?

A: Yes, army writing regulation provides specific templates and formats for each type of correspondence to ensure consistency and professionalism.

Q: What happens if army writing regulation is not followed?

A: Failure to follow army writing regulation can result in miscommunication, misunderstandings, delays in operations, and a lack of professionalism in official documents.

Q: How often should personnel review army writing regulation guidelines?

A: Personnel should regularly review the latest guidelines and updates to ensure ongoing compliance and maintain high standards in all written communications.

[Army Writing Regulation](#)

Find other PDF articles:

<https://fc1.getfilecloud.com/t5-goramblers-08/Book?trackid=hxj55-7041&title=punnett-squares-worksheet-with-answers.pdf>

Army Writing Regulations: A Comprehensive Guide for Military Professionals

The precision and clarity of communication are paramount in the military. A poorly written report, a confusing memo, or an ambiguous order can have devastating consequences. That's why understanding and adhering to Army writing regulations is not just beneficial, but absolutely crucial for any soldier, officer, or civilian working within the Department of the Army. This comprehensive guide dives deep into the intricacies of Army writing standards, providing you with the knowledge and tools to craft effective, professional, and compliant documents. We'll cover key aspects of military writing, offering practical advice and examples to improve your skills and ensure your writing always meets the highest standards.

Understanding the Importance of Adhering to Army Writing Regulations

The Army's emphasis on clear and concise writing isn't just about aesthetics; it's about mission success and safety. Ambiguity in orders can lead to errors, misunderstandings, and potentially life-

threatening situations. Effective communication is the cornerstone of effective leadership and efficient operations. Adhering to Army writing regulations ensures that your messages are understood precisely as intended, minimizing the risk of misinterpretations and fostering a culture of accuracy and professionalism.

Key Benefits of Following Army Writing Standards:

Enhanced Clarity and Conciseness: Military writing prioritizes brevity and directness. Every word should serve a purpose, eliminating unnecessary jargon and convoluted sentence structures.

Improved Professionalism: Well-written documents reflect positively on the author and their unit, demonstrating competence and attention to detail.

Reduced Risk of Misunderstandings: Clear and concise writing minimizes the chances of misinterpretations, ensuring that orders and reports are understood correctly.

Increased Efficiency: Effective communication saves time and resources by ensuring that information is conveyed accurately and efficiently.

Legal and Administrative Compliance: Certain documents require specific formatting and content, and adhering to Army writing regulations ensures compliance with all relevant rules and regulations.

Core Elements of Effective Army Writing

Army writing differs significantly from civilian writing styles. It demands precision, conciseness, and a focus on clear and direct communication. Several key elements contribute to effective Army writing:

1. Plain Language and Avoiding Jargon:

Avoid using overly technical jargon or acronyms that may not be understood by the intended audience. Always strive for plain language that is easily understood by everyone. If you must use an acronym, spell it out the first time it appears and then use the acronym thereafter.

2. Active Voice and Strong Verbs:

Employ the active voice whenever possible. It makes your writing more direct, concise, and easier to understand. Strong verbs add dynamism and impact to your writing. Instead of writing "The report was written by the sergeant," write "The sergeant wrote the report."

3. Precise and Concise Sentence Structure:

Keep your sentences short and to the point. Avoid overly long or complex sentences that can be confusing and difficult to follow. Each sentence should convey a single, clear idea.

4. Proper Formatting and Grammar:

Pay meticulous attention to grammar, punctuation, and spelling. Army writing utilizes a specific format, often dictated by the type of document. Ensure your document adheres to all relevant formatting guidelines.

5. Correct Use of Military Terminology:

Familiarize yourself with the correct terminology used within the Army. Using incorrect terms can lead to confusion and misunderstandings.

Common Types of Army Writing and Their Specific Requirements

Different types of Army documents have specific requirements regarding format, content, and style. These might include:

1. Military Letters:

Formal letters follow a strict format, including salutation, body, closing, and signature. They often require specific elements, such as reference numbers and distribution lists.

2. Memoranda:

Memos are used for internal communication within the Army. They should be concise, clear, and focused on the key information.

3. Reports:

Reports vary in format and length depending on their purpose. They often require detailed information, data analysis, and clear conclusions.

4. Orders:

Orders are crucial for commanding troops and directing operations. They must be unambiguous, concise, and easily understood under pressure.

Resources for Further Learning and Improvement

Several resources are available to help you improve your Army writing skills. These may include style guides, online courses, and workshops specifically designed to enhance military writing proficiency. Consult your unit's resources and seek guidance from senior personnel for specific requirements.

Conclusion

Mastering Army writing regulations is not merely a skill; it's a vital competency for anyone serving in the military. By understanding the principles of clear, concise, and precise communication, you contribute to mission success, enhanced operational efficiency, and a safer environment for yourself and your comrades. Continuous practice and a commitment to adhering to these standards will ultimately elevate your professional image and effectiveness within the Army.

FAQs

1. Where can I find the official Army writing style guide? The specific guide may vary based on the branch and type of document, but consulting your unit's administrative personnel or searching the Army's official website for relevant publications is recommended.

2. What happens if I don't follow Army writing regulations? Failure to adhere to regulations can range from minor corrections to more serious repercussions depending on the severity and context of the infraction. It could result in the rejection of a document, requiring revisions or even disciplinary action.

3. Are there any online resources specifically tailored to Army writing? While a dedicated centralized online resource may be limited, many professional development platforms and military-focused websites provide helpful information and examples related to military writing techniques and standards.

4. How can I improve my conciseness in my writing? Practice actively reviewing and editing your work, eliminating unnecessary words and phrases. Focus on conveying the most critical information with minimal language.

5. Is there a specific format for all Army reports? No, the format varies considerably depending on the type of report (e.g., after-action report, intelligence report, etc.). Your unit or superior officer will usually specify the required format.

army writing regulation: Army Regulation AR 25-50 Preparing and Managing Correspondence October 2020 United States Government Us Army, 2020-11-02 This United States Army writing manual, Army Regulation AR 25-50 Preparing and Managing Correspondence October 2020, prescribes Department of the Army (DA) policies, procedures, and standard formats for preparing and processing Army correspondence. Records Management, Information Management, Knowledge Management, and other military communications topics are also covered in this US Army publication.

army writing regulation: Army Regulation AR 25-50 Preparing and Managing Correspondence 17 May 2013 United States Government US Army, Us Army, 2013-07-20 Army Regulation AR 25-50 Preparing and Managing Correspondence establishes three forms of correspondence authorized for use within the Army: a letter, a memorandum, and a message. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to members of the Senior Executive Service within the proponent agency. Activities may request an exception or waiver to this regulation by providing justification that includes a full analysis of the expected benefits and a formal review by the activity's senior legal officer. All requests for exceptions or waivers will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the proponent. Refer to AR 25-30 for specific guidance. Chapter 1 – Preparing Correspondence Chapter 2 – Preparing Memorandums Chapter 3 – Preparing Letters Chapter 4 – Listing Enclosures, Placing Tabs, and Assembling Correspondence Chapter 5 – Processing Correspondence and Official Mail Chapter 6 – Preparing Authority Lines, Signatures, and Signature Blocks Chapter 7 – Using Prescribed Forms and Labels Chapter 8 – Marking Classified Correspondence Appendix A – References Appendix B – Titles and Protocol Sequence Appendix C – Forms of Address, Salutation, and Complimentary Close Appendix D – Model Authority Lines and Signature Blocks Appendix E – Preparing Mass Mailings Appendix F – Internal Control Evaluation Glossary

army writing regulation: Army Leadership and the Profession (ADP 6-22) Headquarters Department of the Army, 2019-10-09 ADP 6-22 describes enduring concepts of leadership through the core competencies and attributes required of leaders of all cohorts and all organizations, regardless of mission or setting. These principles reflect decades of experience and validated scientific knowledge. An ideal Army leader serves as a role model through strong intellect, physical presence, professional competence, and moral character. An Army leader is able and willing to act decisively, within superior leaders' intent and purpose, and in the organization's best interests. Army leaders recognize that organizations, built on mutual trust and confidence, accomplish missions. Every member of the Army, military or civilian, is part of a team and functions in the role of leader

and subordinate. Being a good subordinate is part of being an effective leader. Leaders do not just lead subordinates--they also lead other leaders. Leaders are not limited to just those designated by position, rank, or authority.

army writing regulation: The Army Writing Program , 1992

army writing regulation: Joint Ethics Regulation (JER). United States. Department of Defense, 1997

army writing regulation: TRADOC Pamphlet TP 600-4 The Soldier's Blue Book United States Government Us Army, 2019-12-14 This manual, TRADOC Pamphlet TP 600-4 The Soldier's Blue Book: The Guide for Initial Entry Soldiers August 2019, is the guide for all Initial Entry Training (IET) Soldiers who join our Army Profession. It provides an introduction to being a Soldier and Trusted Army Professional, certified in character, competence, and commitment to the Army. The pamphlet introduces Soldiers to the Army Ethic, Values, Culture of Trust, History, Organizations, and Training. It provides information on pay, leave, Thrift Saving Plans (TSPs), and organizations that will be available to assist you and your Families. The Soldier's Blue Book is mandated reading and will be maintained and available during BCT/OSUT and AIT. This pamphlet applies to all active Army, U.S. Army Reserve, and the Army National Guard enlisted IET conducted at service schools, Army Training Centers, and other training activities under the control of Headquarters, TRADOC.

army writing regulation: Review of Report and Approach to Evaluating Long-Term Health Effects in Army Test Subjects National Academies of Sciences, Engineering, and Medicine, Division on Earth and Life Studies, Board on Environmental Studies and Toxicology, Committee to Review Report on Long-Term Health Effects on Army Test Subjects, 2018-02-23 Between 1942 and 1975, the U.S. Army conducted tests with human subjects to study the effects of a variety of agents, including chemical warfare and biological agents. The potential long-term health effects on the test subjects from their exposures have been evaluated periodically, most recently in a report titled Assessment of Potential Long-Term Health Effects on Army Human Test Subjects of Relevant Biological and Chemical Agents, Drugs, Medications and Substances: Literature Review and Analysis (the Report), which was prepared by a contractor to assist the Army with making determinations about providing medical care to former test subjects. In response to a request by the Army, the National Academies of Sciences, Engineering, and Medicine formed a committee that was tasked with examining whether the Report appropriately identified potential long-term health effects from exposure to the test agents and whether an adequate weight-of-evidence approach was used to characterize the strength of the associations between the agents and their potential health effects. The committee was made aware at its first meeting on November 30, 2017, that the Army had already begun to receive applications for medical care and that some determinations may need to be made before the committee's evaluation of the Report was completed. Because of this urgency, the Army developed a process by which applications for medical care will be reviewed, and as a result, the committee was given the additional task of reviewing the Army's Memorandum that describes the approach that will be used by the Army to evaluate agent- and outcome-specific associations. This interim report was prepared to facilitate the Army's deliberations. A review of the Report is presented first, followed by a review of the Memorandum.

army writing regulation: Department of Defense Dictionary of Military and Associated Terms , 1984

army writing regulation: Green on Blue Elliot Ackerman, 2015 A debut novel about a young Afghan orphan and the harrowing, intractable nature of war--Amazon.com.

army writing regulation: Military Law Review , 1994

army writing regulation: From One Leader to Another Combat Studies Institute Press, 2013-05 This work is a collection of observations, insights, and advice from over 50 serving and retired Senior Non-Commissioned Officers. These experienced Army leaders have provided for the reader, outstanding mentorship on leadership skills, tasks, and responsibilities relevant to our Army today. There is much wisdom and advice from one leader to another in the following pages.

army writing regulation: U. S. Army Board Study Guide , 2006-06

army writing regulation: The Associated Press Stylebook 2017 Associated Press, 2017-07-11 The style of the Associated Press is the gold standard for news writing. With The AP Stylebook in hand, you can learn how to write and edit with the clarity and professionalism for which they are famous. Fully revised and updated, this new edition contains more than 3,000 A to Z entries—including more than 200 new ones—detailing the AP's rules on grammar, spelling, punctuation, capitalization, abbreviation, and word and numeral usage. You'll find answers to such wide-ranging questions as: · When should the names of government bodies be spelled out and when should they be abbreviated? · What are the general definitions of the major religious movements? · Which companies do the big media conglomerates own? · Who are all the members of the British Commonwealth? · How should box scores for baseball games be filed? · What constitutes “fair use”? · What exactly does the Freedom of Information Act cover? With invaluable additional sections on the unique guidelines for business and sports reporting and on how you can guard against libel and copyright infringement, The AP Stylebook is the one reference that all writers, editors, and students cannot afford to be without.

army writing regulation: Policies and Procedures for United States. Department of the Army, 1998

army writing regulation: The Fourth Industrial Revolution Klaus Schwab, 2017-01-03 World-renowned economist Klaus Schwab, Founder and Executive Chairman of the World Economic Forum, explains that we have an opportunity to shape the fourth industrial revolution, which will fundamentally alter how we live and work. Schwab argues that this revolution is different in scale, scope and complexity from any that have come before. Characterized by a range of new technologies that are fusing the physical, digital and biological worlds, the developments are affecting all disciplines, economies, industries and governments, and even challenging ideas about what it means to be human. Artificial intelligence is already all around us, from supercomputers, drones and virtual assistants to 3D printing, DNA sequencing, smart thermostats, wearable sensors and microchips smaller than a grain of sand. But this is just the beginning: nanomaterials 200 times stronger than steel and a million times thinner than a strand of hair and the first transplant of a 3D printed liver are already in development. Imagine “smart factories” in which global systems of manufacturing are coordinated virtually, or implantable mobile phones made of biosynthetic materials. The fourth industrial revolution, says Schwab, is more significant, and its ramifications more profound, than in any prior period of human history. He outlines the key technologies driving this revolution and discusses the major impacts expected on government, business, civil society and individuals. Schwab also offers bold ideas on how to harness these changes and shape a better future—one in which technology empowers people rather than replaces them; progress serves society rather than disrupts it; and in which innovators respect moral and ethical boundaries rather than cross them. We all have the opportunity to contribute to developing new frameworks that advance progress.

army writing regulation: *The Blue Book of Grammar and Punctuation* Lester Kaufman, Jane Straus, 2021-04-16 The bestselling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, *The Blue Book of Grammar and Punctuation* includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering just the facts on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, *The Blue Book of Grammar and Punctuation* offers comprehensive, straightforward instruction.

army writing regulation: Body Composition and Physical Performance Institute of Medicine,

Committee on Military Nutrition Research, 1992-02-01 This book surveys the entire field of body composition as it relates to performance. It includes a clear definition of terminology and a discussion of the various methods for measuring body composition. The authored papers represent a state-of-the-art review of this controversial field and address questions such as: What is a better measure of body composition—body fat or lean body mass? Does being overweight for one's height really affect performance? The book also addresses the issue of physical appearance as it relates to body fatness and performance. It includes an in-depth discussion of many of the topics of interest to those involved in sports medicine and exercise physiology.

army writing regulation: *Army Regulation AR 40-502 Medical Services* United States Government Us Army, 2019-10-30 Army Regulation AR 40-502 Medical Services: Medical Readiness June 2019 is a brand-new Department of the Army regulation, dated 27 June 2019. It authorizes commander deployment status decisions for specific Medical Readiness Classification and deployment-limiting codes; incorporates Army Directive 2018-11, Update to Redesign of Personnel Readiness and Medical Deployability; incorporates Army Directive 2019-07, Army Dental Readiness and Deployability; updates individual medical readiness classification; describes that temporary profiles no longer have assigned physical capacity or stamina, upper extremities, lower extremities, hearing and ears, eyes, psychiatric designation; and redesigns and prescribes the DA Form 3349 (Physical Profile Record) as a single source incorporating all duty limiting conditions and current functional limitations for providers, commanders, and trained staff. Unit commanders will review profiles on Soldiers under their command and make a determination for deployability for all duty limiting conditions not identified by policy. This regulation requires a physician review and second signature for all permanent profile with a serial of 2. It implements DODI 6025.19 and DODI 6490.07; the Assistant Secretary of Defense for Health Affairs memorandum, Subject: Individual Medical Readiness Measure Goal, dated July 15, 2015; and supplements the information provided in AR 220-1 (throughout). It implements the Commander Portal and clarifies required actions to support Soldier health and welfare, duty assignment, and medical readiness reporting (throughout). It incorporates Army Directive 2016-07, Redesign of Personnel Readiness and Medical Deployability.

army writing regulation: *Army Tactical Standard Operating Procedures (ATP 3-90. 90)* Department Army, 2012-09-28 Army Techniques Publication (ATP) 3-90.90 facilitates development of standard operating procedures (SOPs) in order to enhance efficiency and adaptability across the force. ATP 3-90.90 achieves this purpose through linking to a milWiki portal under the milSuite uniform resource locator (URL) containing guidance for tactical SOPs and unclassified examples of SOPs for reference. The SOP portal provides a baseline for developing new SOPs quickly and a forum for improving existing SOPs. The portal presents best practices consistent with doctrinal principles. The Combined Arms Doctrine Directorate established the SOP portal in 2009. The authors attempted to align the original information with pertinent doctrine and regulations. Where the portal's contents differ from current doctrine and regulations, the latter take precedence. The information in the SOP portal is not authoritative doctrine. The examples in the portal do not provide ready-to-use SOPs for Army units. Soldiers developing SOPs for their units are encouraged to apply critical thinking while referring to the models and other resources to aid their own content development. At a minimum, portal users must be familiar with this ATP, Field Manuals (FMs) 5-0 and 6-99.2; Army Regulations (ARs) 25-1, 34-4, and 380-5; and Department of the Army Pamphlet (DA Pam) 25-403. Soldiers are encouraged to use the portal to collaborate, to improve the portal's contents, and to upload new SOP examples. The SOP portal is secure and requires an Army Knowledge Online or Defense Knowledge Online login. The portal's contents are unclassified. Neither this manual nor the SOP portal is intended to regulate the appearance or content of unit SOPs. This ATP uses joint terms where applicable. When formal military terms are identified in the text of this ATP, the terms are italicized and the number of the proponent manual follows the definition. A standard operating procedure is a set of instructions covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness. The procedure is applicable unless ordered otherwise (JP 3-31). A SOP is both

standing and standard: it instructs how to perform a prescribed and accepted process established for completing a task. Features of operations that lend themselves to standardization are common and usually detailed processes performed often and requiring minimal variation each time. Well-written and properly used unit tactical SOPs enhance effective execution of tasks; the benefits of SOPs are numerous. They reduce training time, the loss of unwritten information, the commission of errors, the omission of essential steps or processes, and the time required for completion of tasks. This does not mean, however, that carrying out SOPs never requires thought or that SOPs should never change. Indeed, tactical units must change some operating procedures as rapidly as operational environments and missions change. The SOP portal helps units avoid an unnecessary loss of effectiveness that could occur by maintaining unthinking dependence on outdated written procedures. The portal also helps units avoid a loss of effectiveness that could occur when units delay writing down processes that need to become standardized. The doctrine in this manual provides techniques for developing unit tactical SOPs. Units throughout the Army can take advantage of technology to obtain guidance, collaborate in real time, and find information quickly. This manual and the SOP portal are intended to enhance operational adaptability Army-wide. In the short term, the information in the SOP portal will help units establish or improve SOPs more rapidly. In the long term, the intention is that more and more units will build SOPs using the portal and the doctrine in this manual. SOPs throughout the Army should increase in similarity as the combination of doctrinal guidance and Army-wide milWiki collaboration facilitates consensus.

army writing regulation: *Model Rules of Professional Conduct* American Bar Association. House of Delegates, Center for Professional Responsibility (American Bar Association), 2007 The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

army writing regulation: Handbook on international rules governing military operations , 2013

army writing regulation: Army Food Program Department of the Army, 2012-07-24 This regulation encompasses garrison, field, and subsistence supply operations. Specifically, this regulation comprises Army Staff and major Army command responsibilities and includes responsibilities for the Installation Management Command and subordinate regions. It also establishes policy for the adoption of an à la carte dining facility and for watercraft to provide subsistence when underway or in dock. Additionally, the regulation identifies DOD 7000.14-R as the source of meal rates for reimbursement purposes; delegates the approval authority for catered meals and host nation meals from Headquarters, Department of the Army to the Army commands; and authorizes the use of the Government purchase card for subsistence purchases when in the best interest of the Government. This regulation allows prime vendors as the source of garrison supply and pricing and provides garrison menu standards in accordance with The Surgeon General's nutrition standards for feeding military personnel. Also, included is guidance for the implementation of the U.S. Department of Agriculture Food Recovery Program.

army writing regulation: *United States Code* United States, 2013 The United States Code is the official codification of the general and permanent laws of the United States of America. The Code was first published in 1926, and a new edition of the code has been published every six years since 1934. The 2012 edition of the Code incorporates laws enacted through the One Hundred Twelfth Congress, Second Session, the last of which was signed by the President on January 15, 2013. It does not include laws of the One Hundred Thirteenth Congress, First Session, enacted between January 2, 2013, the date it convened, and January 15, 2013. By statutory authority this edition may be cited U.S.C. 2012 ed. As adopted in 1926, the Code established prima facie the general and

permanent laws of the United States. The underlying statutes reprinted in the Code remained in effect and controlled over the Code in case of any discrepancy. In 1947, Congress began enacting individual titles of the Code into positive law. When a title is enacted into positive law, the underlying statutes are repealed and the title then becomes legal evidence of the law. Currently, 26 of the 51 titles in the Code have been so enacted. These are identified in the table of titles near the beginning of each volume. The Law Revision Counsel of the House of Representatives continues to prepare legislation pursuant to 2 U.S.C. 285b to enact the remainder of the Code, on a title-by-title basis, into positive law. The 2012 edition of the Code was prepared and published under the supervision of Ralph V. Seep, Law Revision Counsel. Grateful acknowledgment is made of the contributions by all who helped in this work, particularly the staffs of the Office of the Law Revision Counsel and the Government Printing Office--Preface.

army writing regulation: Nutritional Needs in Cold and High-Altitude Environments

Committee on Military Nutrition Research, Institute of Medicine, 1996-05-29 This book reviews the research pertaining to nutrient requirements for working in cold or in high-altitude environments and states recommendations regarding the application of this information to military operational rations. It addresses whether, aside from increased energy demands, cold or high-altitude environments elicit an increased demand or requirement for specific nutrients, and whether performance in cold or high-altitude environments can be enhanced by the provision of increased amounts of specific nutrients.

army writing regulation: Document Drafting Handbook Gladys Q. Ramey, Barbara Suhre, Ernie Sowada, 1991

army writing regulation: Army Regulation AR 600-20 Army Command Policy July 2020

United States Government Us Army, 2020-07-26 This major revision to United States Army publication, Army Regulation AR 600-20 Army Command Policy July 2020, prescribes the policies and responsibilities of command, which include the Army Ready and Resilient Campaign Plan, military discipline and conduct, the Army Military Equal Opportunity (MEO) Program, the Army Harassment Prevention and Response Program, and the Army Sexual Harassment/Assault Response and Prevention (SHARP) Program. This regulation implements DoDI 1020.03, DoDI 1300.17, DoDI 1325.02, DoDI 1325.06; DoDI 1342.22; DoDI 5240.22, DoDI 5240.26, DoDI 5505.18; DoDI 6495.02; DoDI 6495.03, DoDD 1350.2, DoDD 6495.01, DoDD 5205.16 and DoDD 7050.06. Also, it prescribes the policy and responsibility of command, which include the Army Ready and Resilient Campaign Plan, military discipline and conduct, the Army Equal Opportunity Program, and the Army Sexual Harassment/Assault Response and Prevention Program. The 30-day advanced publication requirement has been waived because the revision implements previously published law, DoD directives and instructions, and Army directives that need to be consolidated and communicated to the field as soon as possible. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to all assigned, attached, or operationally controlled U.S. Army Corrections Command personnel, and all Army Corrections System prisoners incarcerated in Army Corrections System facilities. Chapters 6 and 7 and appendix E apply to members of the Army National Guard of the United States when on active duty Title 10 orders, for 30 days or more. In all other cases, members of the Army National Guard are governed by regulations issued by the Chief, National Guard Bureau consistent with Chief, National Guard Bureau's authorities under 32 USC 110, 10 USC 10503, and DoDD 5105.77. It also applies where stated to Department of the Army Civilians. Portions of this regulation that prescribe specific conduct are punitive, and violations of these provisions may subject offenders to nonjudicial or judicial action under the Uniform Code of Military Justice. The equal opportunity terms found in the glossary are applicable only to uniformed personnel. AR 690-600 and AR 690-12 contains similar terms that are applicable to Department of the Army Civilians.

army writing regulation: Guide to Effective Military Writing William A. McIntosh, 2003

Concise, easy-to-use guide to efficient communication What every military writer should know about

the English language Newly revised edition includes writing for the Internet With the advent of the Internet, servicemembers are writing more than ever. But are they writing effectively and persuasively? Many are not. This revised, updated edition provides the basics of correct and effective military communication, with emphasis on substance, organization of content, and style, along with editing techniques and military and civilian formats.

army writing regulation: Food Components to Enhance Performance Institute of Medicine, Food and Nutrition Board, Committee on Military Nutrition Research, 1994-02-01 The physiological or psychological stresses that employees bring to their workplace affect not only their own performance but that of their co-workers and others. These stresses are often compounded by those of the job itself. Medical personnel, firefighters, police, and military personnel in combat settingsâ€among othersâ€experience highly unpredictable timing and types of stressors. This book reviews and comments on the performance-enhancing potential of specific food components. It reflects the views of military and non-military scientists from such fields as neuroscience, nutrition, physiology, various medical specialties, and performance psychology on the most up-to-date research available on physical and mental performance enhancement in stressful conditions. Although placed within the context of military tasks, the volume will have wide-reaching implications for individuals in any job setting.

army writing regulation: Operations (ADP 3-0) Headquarters Department of the Army, 2019-09-27 ADP 3-0, Operations, constitutes the Army's view of how to conduct prompt and sustained operations across multiple domains, and it sets the foundation for developing other principles, tactics, techniques, and procedures detailed in subordinate doctrine publications. It articulates the Army's operational doctrine for unified land operations. ADP 3-0 accounts for the uncertainty of operations and recognizes that a military operation is a human undertaking. Additionally, this publication is the foundation for training and Army education system curricula related to unified land operations. The principal audience for ADP 3-0 is all members of the profession of arms. Commanders and staffs of Army headquarters serving as joint task force (JTF) or multinational headquarters should also refer to applicable joint or multinational doctrine concerning the range of military operations and joint or multinational forces. Trainers and educators throughout the Army will use this publication as well.

army writing regulation: Ammunition and Explosives Safety Standards , 1982

army writing regulation: Code of Federal Regulations , 2002

army writing regulation: Military Review , 2017

army writing regulation: Drilled to Write J. Michael Rifenburg, 2022-10-14 Drilled to Write offers a rich account of US Army cadets navigating the unique demands of Army writing at a senior military college. In this longitudinal case study, J. Michael Rifenburg follows one cadet, Logan Blackwell, for four years and traces how he conceptualizes Army writing and Army genres through immersion in military science classes, tactical exercises in the Appalachian Mountains, and specialized programs like Airborne School. Drawing from research on rhetorical genre studies, writing transfer, and materiality, Drilled to Write speaks to scholars in writing studies committed to capturing how students understand their own writing development. Collectively, these chapters articulate four ways Blackwell leveraged resources through ROTC to become a cadet writer at this military college. Each chapter is dedicated to one year of his undergraduate experience with focus on curricular writing for his business management major and military science classes as well as his extracurricular writing, like his Ballroom Dance Club bylaws and a three-thousand-word short story. In Drilled to Write, Rifenburg invites readers to see how cadets are positioned between civilian and military life—a curiously liminal space where they develop as writers. Using Army ROTC as an entry into genre theory and larger conversations about the role higher education plays in developing Army officers, he shows how writing students develop genre awareness and flexibility while forging a personal identity.

army writing regulation: Professional Journal of the United States Army , 2015

army writing regulation: Plain English for Lawyers Richard C. Wydick, 1998

army writing regulation: Writing Readable Regulations Thomas A. Murawski, 1999

army writing regulation: **NCO Call** , 1990-05

army writing regulation: *The Code of Federal Regulations of the United States of America* , 1995 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

army writing regulation: **Armor** , 2011

army writing regulation: **Sergeants' Business** , 1989

Back to Home: <https://fc1.getfilecloud.com>