

University of Arkansas - Fort Smith
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General Syllabus
MILS 4031 Military Writing

Credit Hours: 1

Contact Hours: Independent Study

Prerequisite: consent of department head

Effective Catalog: 2019-2020

I. Course Information

A. Catalog Description

Independent study for advanced Army ROTC students. Correspondence in military style using military forms and formats.

II. Student Learning Outcomes

A. Subject Matter

Upon successful completion of this course, the student will be able to:

1. Prepare correspondence using Active Voice.
2. Prepare correspondence using BLUF (Bottom Line Up Front).
3. Prepare correspondence to civilian agencies.
4. Prepare Developmental Counseling for Soldiers (DA Form 4856).
5. Prepare an Officer Evaluation Report Support Form (DA 69-10-1A).

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Communication Skills (written and oral)

Students will apply Army standards in written correspondence that will differ from traditional writing. Students will use Active Voice and state the reason for correspondence; they will also create counseling statements for subordinate soldiers.

Analytical Skills

Critical Thinking

Students will develop analytical skills to draw conclusions and resolve problems. They will communicate the intent, any course of action, a reason for the decision, or other issue in a clear and concise manner.

III. Major Course Topics

- A. Army Regulations- preparing and managing correspondence
- B. Army training and the counseling process
- C. Army regulation/evaluation reporting system
- D. Military reports using military forms and formats
- E. Active Voice correspondence
- F. BLUF (Bottom Line Up Front) Correspondence
- G. Prepare correspondence to civilian and other agencies