



DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER ACADEMY
US ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SC 29207-7050

ATSG-NC

21 August 2020

MEMORANDUM FOR NCO Academy Cadre and Student-NCOs

SUBJECT: NCO Academy Policy Memorandum #31 – NCO Academy Leadership Essay Award

1. Noncommissioned Officers attending the Senior and Advanced Leader Courses (SLC/ALC) may be recognized with the NCO Academy Leadership Essay Award.
2. The NCO Academy Leadership Essay Award is awarded to the Student-NCO that produces the best essay paper pertaining to topics from ADP 6-22, Army Leadership and the Profession, 31 July 2019. Only one Leadership Essay awardee is recognized per class load. The top seven essay papers from each 42A class load or the top three essay papers from each 56M and 36B classes are selected by the Small Group Leaders (SGLs). Submissions are forwarded to the Senior Small Group Leader (SSGL) for selection of final essay nominations. The Chief of Training selects the essay winner. The Leadership Essay is not a mandatory writing requirement; however, Student-NCOs are highly encouraged to participate as it supports Core Leader Attributes and Competencies.
3. The NCOA Leadership Essays will meet APA format guidelines (see enclosure).
 - a. The APA format is found at: https://owl.purdue.edu/owl/purdue_owl.html.
 - b. Length of Paper: Paper will consist of title page, abstract, body, conclusion, and references. No less than three and no more than five pages. **Title page and reference pages do not count towards the paper length.**
 - c. Grading is on content, punctuation, grammar, spelling, and basic APA format.
4. Essay papers are due on the 10th training day of any course.
5. Papers for consideration will not be returned to the Student-NCO.
6. Point of contact is the Chief of Training, commercial (803) 751-3136.

2 Encls

1. as
2. General Document Guidelines


LASHANA A. HAYES
CSM, USA
Commandant

Paper title: NCOs Drive Discipline and Standards

Name: SFC John Elway

Organization: NCOA, SSI

MOS & Class: 42A ALC

Class Number: 09-501

SGL: SFC Jack Williams

Date: 21 September 20xx

NOTE: Do not include items in italics. Type your title in upper and lower case letters centered in the upper half of the page.

Encl 1

Abstract

Begin a new page. On the first line of the abstract page, center and bold the word "**Abstract**" (no italics, underlining, or quotation marks). Do not indent. Write a concise summary of the key points of your research. Your abstract should be a single paragraph double-spaced. Your abstract should be no more than 250 words.

Introduction

The introduction begins on the page following the abstract. Briefly outline the topic and major elements and issues. This area should serve as an introduction for the main body and conclusion of your paper. Typically, the word limit is between 100 and 200 words.

Body

The body of the paper begins after the introduction. Subsections of the body of the paper do not begin on new pages. Frame the subject of discussion while providing your thoughts and recommendations concerning the topic in a uniformed and organized manner. Use paragraphs to separate general areas of discussion. Provide information and recommendations based on research and/or personal experiences.

Conclusion

Briefly summarize your thoughts and ideas on the topic of the paper, to include any historical lessons learned. The conclusion restates the intent of the paper and can offer areas for further research.

References

All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called a hanging indentation.

Authors' names are inverted (last name, first and middle initial); give the last name and initials for all authors of a particular work for up to and including 20 authors. If the work has more than 20 authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name.

Reference list entries should be alphabetized by the last name of the first author of each work.

For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

Present journal titles in full.

Maintain the punctuation and capitalization that is used by the journal in its title.

Capitalize all major words in journal titles.

When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

NOTE: Refer to the APA format for more information about the reference page.

General Document Guidelines

1. Margins: One inch on all sides (top, bottom, left, right).
2. Font Size and Type: 12-pt. Arial.
3. Indent first sentence of each paragraph. Line Spacing: Double-space throughout the paper, including the title page, introduction/abstract, body of the document, references, appendixes, footnotes, tables, and figures.
4. Spacing after Punctuation: Space once after commas, and semicolons within sentences; two spaces after colons and punctuation ending sentences.
5. Alignment: Flush left.
6. Paragraph Indentation: 5-7 spaces.
7. Active voice: As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."
8. Order of Pages: Title page, Abstract, Body, Conclusion, References.
9. Length: No less than three and no more than five pages.

Title page and reference pages do not count towards the length of the paper.