Place Full Title Here in Title Case

Firstname N. Lastname Jr.

Navy Senior Enlisted Academy

Class # Color Group

Place Full Title Here in Title Case

Start with a one-or-two sentence attention-getter. Add a motivational statement (who, what, why). Finish with an overview of the main points (e.g., *This paper will examine the problem with XYZ, provide a discussion of the associated cause-and-effect, and make a recommendation to remedy this issue*).

**Problem**

Clearly identify the problem or issue. Include background if needed. Set the foundation for the Discussion and Recommendation that follows. Finish with a transition sentence that bridges to the Discussion.

**Discussion**

Examine the significance of the issue. Look at the size, scope, and impact of the problem. Finish with a transition sentence that bridges to the Recommendation.

**Recommendation**

Tell the reader what action to take to remedy the problem identified. Based on the facts presented, the Navy should take the following action. A, B, and C. Remember to write it in the third person perspective.

In summary, this paper highlighted the problem with XYZ, provided a discussion of the associated cause-and-effect, and made a recommendation to resolve this issue. Add a re-motivational sentence (who, what, why). Finish with a quote or thought-provoking close using one or two sentences.

References

Example, J.C. (2005). *Accrued leave in excess of 60 days*. (OPNAVINST 1050.3). Washington, DC: Chief of Naval Operations. Retrieved from http://doni.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-01%20General%20Military%20Personnel%20Records/1050.3.pdf