The questions highlighted in yellow are has to be answered with 500 word count for each.

APA format

Use Army references (example ADP or ADRP)

Use proper Army terminology (Weapons not Guns)

No Passive

Army is capitalized not military

Provide military examples

Don’t use filler words: For example (like, which etc.)

Use this sentence in the introduction: The purpose of this Focused Area Writing Assignment is to -------.

Running head: FOCUSED AREA WRITING ASSIGNMENT

Level one heading should be tailored to the question: For example, **Performance Work Statement**

Transitions between level one headings should led to the next question

Conclusion: tie in all questions and use the purpose of this Focused Area Writing Assignment was to ……. At the beginning

No third person

Don’t exceed the word count of 2,000

a. F-A1: There are eight steps to developing a Performance Work Statement. In your opinion, what are the most critical steps and why? To note: eight steps listed below and most critical highlighted in yellow

- Plan, define the requirements, Identify Desired Results, and Create a Work Breakdown Structure, Collect and Analyze Goals or Outcomes, Write the PWS, Write the QASP, Finalize the Performance Work Statement https://www.acq.osd.mil/dpap/ccap/cc/jcchb/Files/Topical/SOWs/09-48.pdf

b. F-A2: The Quality Assurance Surveillance Plan (QASP) defines the process the government takes to evaluate execution of the Performance Work Statement (PWS). There are five methods of surveillance. Describe and provide examples for any three of the five.

c. F-A3: There are three types of contract support (External, Theater, and Systems). Explain the advantages and disadvantages of the labor group for each type. Support your discussion with examples.

d. F-A4: Describe and provide an example for each of the following: Operation and Maintenance, Army; Other Procurement; Army, Military Construction; and Military Personnel, Army. Include one limitation associated with each.

2. In academic writing, format is as important as content. The format allows you to organize your findings in a logical sequence while promoting clarity. The required format for your writing assignment is the American Psychological (APA) style. APA citations are expected, an abstract is not. You must use proper citations and references to identify borrowed material and avoid plagiarism.

(1) FOCUSED: The paper should address all parts of the focused-area without a lot of random ideas which have little or nothing to do with the focused-area.

(2)STRUCTURED: You know what you want to write, but your ability to communicate that knowledge to your instructor depends on how well you structure your paper. Take the time to make a rough outline of what you want to write and in what order you want to present it. Stream of consciousness writing (putting things on paper as you think of them) will result in a mediocre grade at best.

 (3) DOCUMENTED The instructor is looking for the correct content, yes, but more importantly, for your understanding of the content. So, always include relevant facts, figures, examples, and tests (the phosphate test showed a ph. of …), etc.

 (4) WELL PRESENTED: Have all of the elements of a well-written paper, but your use of language, sentence structure, or spelling make it difficult to read or understand what you are trying to say, your grade will suffer. Make sure you use good sentence structure, grammar, and spelling.

2. Most focused-areas contain an action word that you can use to help you organize your response to that area. In general, the following actions words are some that we use: define, compare and contrast, analyze, describe, explain, discuss, give examples, examine, and prepare.