

# Last cover by paul annixter summary Textbook

## Last Cover by Paul Annixter summary

"Last Cover" by Paul Annixter is a compelling and evocative novel that immerses readers into the world of the Pacific Northwest, blending themes of nature, adventure, and human resilience. This summary provides an in-depth overview of the novel's plot, main characters, themes, and literary significance, offering readers a comprehensive understanding of this classic work.

## Introduction to "Last Cover" and Its Author

### About Paul Annixter

Paul Annixter was an American author and conservationist renowned for his vivid storytelling and deep appreciation of nature. His works often explore the relationship between humans and the natural environment, emphasizing themes of adventure, survival, and respect for nature. "Last Cover" is among his notable contributions to children's and adventure literature, praised for its compelling narrative and rich descriptive language.

### Overview of "Last Cover"

Published in the mid-20th century, "Last Cover" is a novel that captures the essence of outdoor adventure and the wilderness survival experience. It follows the journey of a young protagonist navigating the challenges of the wild, emphasizing themes of perseverance, friendship, and respect for the natural world.

## Plot Summary of "Last Cover"

### The Setting and Background

The story is set in the rugged landscapes of the Pacific Northwest, characterized by dense forests, mountain ranges, and expansive waterways. The environment plays a crucial role, almost becoming a character itself, shaping the narrative and the characters' destiny.

### Main Characters

- **Tommy:** The young protagonist, adventurous, curious, and resilient.
- **Old Jim:** A seasoned woodsman and mentor figure who guides Tommy.
- **The Wildlife:** Including various animals like bears, eagles, and fish, symbolizing the wilderness's vitality.

## The Core Plot Points

- **Introduction to Tommy:** A young boy eager to learn about the wilderness, he is introduced to Old Jim, who becomes his mentor.
- **The Journey Begins:** Tommy and Old Jim set out into the forest, embarking on a survival adventure that tests their skills and resolve.
- **The Challenges:** They face various obstacles such as harsh weather, limited supplies, and encounters with wild animals, illustrating the unpredictability of nature.
- **The Lessons Learned:** Throughout their journey, Tommy learns vital survival skills and gains a deeper respect for nature and its inhabitants.
- **The Climax:** A critical moment where Tommy must use all his knowledge and courage to overcome a life-threatening situation involving a wild bear.
- **The Resolution:** The adventure concludes with Tommy returning home, transformed by his experiences and with a newfound appreciation for the wilderness.

## The Themes of "Last Cover"

### Nature and Wilderness

The novel emphasizes the beauty, power, and unpredictability of the natural world. Annixter portrays nature as both a majestic and formidable force that demands respect and understanding.

### Survival and Resilience

A central theme, highlighting the importance of knowledge, adaptability, and perseverance when facing adversity in the wilderness.

### Mentorship and Learning

The relationship between Tommy and Old Jim underscores the value of guidance, experience, and passing down traditional skills.

### Respect for Animals and the Environment

Annixter advocates for a harmonious coexistence with wildlife, illustrating how humans can learn

from animals and the environment.

## Literary Devices and Style

### Descriptive Language

Annixter's vivid descriptions of landscapes, weather, and animals create an immersive experience, allowing readers to visualize and feel the wilderness's essence.

### Historical and Cultural References

The novel incorporates elements of local history and indigenous culture, enriching the narrative and providing context for the setting.

### Narrative Perspective

The story is primarily told from Tommy's point of view, offering an intimate glimpse into his thoughts, fears, and growth.

## Significance and Impact of "Last Cover"

### Educational Value

The book serves as an excellent resource for teaching children and young adults about outdoor skills, environmental awareness, and the importance of conservation.

### Promotion of Conservation

Annixter's portrayal of the wilderness encourages respect and preservation of natural habitats, aligning with broader conservation efforts.

### Literary Recognition

"Last Cover" is recognized as a classic in adventure literature, appreciated for its engaging storytelling and educational themes.

## Conclusion

"Last Cover" by Paul Annixter is a timeless story that captures the spirit of adventure and the intrinsic value of nature. Through the journey of Tommy and Old Jim, readers are invited to explore themes of resilience, respect, and the enduring bond between humans and the wilderness. Its rich

descriptions, memorable characters, and meaningful lessons make it a significant work in children's and adventure literature, inspiring generations to appreciate and protect the natural world.

This comprehensive summary provides an insightful overview of "Last Cover" by Paul Annixter, highlighting its plot, themes, characters, and significance in literature. Whether for educational purposes or personal interest, understanding this novel offers a window into the adventurous spirit and environmental consciousness that Annixter masterfully conveys.

### Last Cover by Paul Annixter Summary: An In-Depth Analysis of Adventure, Nature, and Humanity

In the realm of adventure and nature-themed literature, Paul Annixter's novella *Last Cover* stands out as a compelling narrative that intertwines themes of survival, environmental respect, and human resilience. This story, rich with vivid imagery and nuanced characters, captivates readers with its exploration of the wilderness and the enduring human spirit. In this comprehensive review, we will dissect the story's plot, themes, character development, and literary significance, providing an insightful understanding of Annixter's work.

## Overview of *Last Cover* by Paul Annixter

### Background and Context

Paul Annixter, an American author renowned for his writings on nature and adventure, crafted *Last Cover* as a reflection on the delicate balance between humans and the natural world. Published during a period when environmental consciousness was beginning to take root, the novella serves as both a narrative adventure and a subtle call for ecological awareness.

Set predominantly in the rugged wilderness, the story follows a small group of individuals facing the challenges of survival amidst environmental adversities. Annixter's vivid descriptions and detailed characterizations draw readers into a world where nature is both a formidable opponent and a vital partner.

### Plot Summary

The core narrative revolves around the journey of a young protagonist, Tom, and his companions as they venture into the wilderness to hunt for a rare bird known as the "Last Cover," a metaphorical and literal symbol of the final sanctuary of a dwindling species. The story unfolds in a series of escalating conflicts—both external, with the wilderness and its dangers, and internal, with the characters' moral dilemmas and fears.

The plot can be summarized as follows:

- Introduction: Tom, an aspiring naturalist, joins a hunting expedition led by a seasoned guide, Mr. Carter, into the remote forests of the Pacific Northwest. Their goal is to find and photograph the elusive Last Cover, which is believed to be the last remaining bird of its kind.

- Conflict: As the group ventures deeper, they encounter escalating obstacles?harsh weather, scarce resources, and the threat of human greed leading to overhunting. Tensions arise within the group, especially concerning the morality of hunting for sport versus conservation.

- Climax: The pivotal moment occurs when the group finally locates the Last Cover. The tension peaks as they confront the decision to either capture the bird for scientific study or preserve it in its natural habitat. Ethical debates ensue, culminating in a dramatic choice that underscores the novella's themes.

- Resolution: Ultimately, Tom advocates for conservation, leading to a decision that prioritizes protecting the Last Cover's habitat. The story concludes with the group's retreat, having learned valuable lessons about respecting nature and the importance of ecological stewardship.

## Thematic Exploration

### Environmental Conservation and Ethical Dilemmas

At its core, *Last Cover* grapples with the ethical considerations surrounding human interaction with nature. The story vividly portrays the conflict between the instinct to hunt and the moral responsibility to preserve endangered species. Annixter's narrative subtly advocates for conservation, emphasizing the importance of respecting natural habitats and understanding the fragile interconnectedness of ecosystems.

The debate among characters reflects real-world tensions?whether scientific curiosity justifies disrupting ecosystems or if preservation should take precedence. The novella urges readers to consider their own attitudes toward nature and the consequences of exploitation.

### The Significance of the "Last Cover"

The "Last Cover" symbolizes more than just a rare bird; it embodies the concept of ecological finality?the last refuge of a species on the brink of extinction. The narrative uses this symbol to evoke a sense of urgency and responsibility. The Last Cover becomes a metaphor for endangered environments worldwide, highlighting how human actions threaten biodiversity.

Furthermore, the story explores the idea that once a natural sanctuary is lost, it cannot be recovered. This underscores the importance of proactive conservation efforts and respect for natural boundaries.

## Human Resilience and Moral Growth

Throughout the story, characters undergo moral evolution, particularly Tom, who starts as a naive adventurer and matures into an advocate for conservation. The story underscores human resilience—not just physical survival but moral resilience in the face of difficult choices.

Annixter emphasizes that true strength lies in understanding and respecting nature's limits, rather than dominating or exploiting it. This moral growth reflects a broader philosophical message—that humans are part of the natural world and bear responsibility for its stewardship.

## Character Analysis

### Tom: The Young Naturalist

Tom embodies curiosity, innocence, and a burgeoning sense of environmental responsibility. His journey from naive hunter to conservation advocate symbolizes hope for future generations. His interactions with the wilderness and other characters serve as catalysts for his moral development.

Key traits include:

- A genuine passion for nature and learning
- A moral compass that guides his decisions
- Growing awareness of ecological issues

### Mr. Carter: The Experienced Guide

Carter represents traditional hunting values and practical experience. Initially pragmatic, he is resistant to changing his views on conservation, embodying the older generation's attitudes.

Traits include:

- Deep knowledge of the wilderness
- A pragmatic approach to survival
- A gradual shift toward understanding the importance of preservation

## The Other Characters

The supporting characters add depth to the narrative's ethical debates. Some represent the pragmatic, profit-driven mindset, while others symbolize environmental advocates. Their interactions highlight the spectrum of human attitudes toward nature.

## Literary Significance and Style

### Annixter's Writing Style

Paul Annixter's prose in *Last Cover* is characterized by its vivid imagery and poetic descriptions of the wilderness. His narrative employs detailed descriptions that evoke sensory experiences, immersing readers fully into the setting.

The language balances technical accuracy with lyrical beauty, making the story accessible yet profound. Annixter's skill in creating tension and atmosphere elevates the novella's impact.

### Influence and Legacy

*Last Cover* is considered a significant work within nature literature, inspiring conservation-minded thinking among its readers. Its nuanced portrayal of ethical dilemmas makes it relevant beyond its immediate setting, echoing contemporary environmental debates.

The novella's influence extends to educational contexts, where it serves as a resource for discussions on ecology, ethics, and human responsibility.

## Conclusion: The Enduring Message of *Last Cover*

Paul Annixter's *Last Cover* remains a compelling exploration of the complex relationship between humans and nature. Through its richly drawn characters, evocative descriptions, and thought-provoking themes, the novella advocates for respect, conservation, and moral growth. It challenges readers to reflect on their own attitudes toward environmental stewardship and recognizes the intrinsic value of preserving our planet's fragile ecosystems.

In an era increasingly defined by ecological crises, *Last Cover* serves as a timeless reminder: the choices we make today determine the wilderness we leave for future generations. Annixter's story encourages us to look beyond immediate gains and consider the lasting impact of our actions—a message as vital now as when it was first written.

In summary, *Last Cover* by Paul Annixter is more than a story about hunting or adventure; it is a poignant meditation on conservation, ethics, and the resilience of nature. Its detailed narrative,

complex characters, and thematic richness make it a vital piece of environmental literature?one that continues to inspire reflection and responsible stewardship of the natural world.

**Question** Answer What is the main theme of 'Last Cover' by Paul Annixter? The main theme of 'Last Cover' revolves around survival, resilience, and the importance of human connection in the face of adversity. Who are the primary characters in 'Last Cover' and what roles do they play? The story features characters such as a young boy, a seasoned woodsman, and a family, each representing different perspectives on survival and trust in challenging environments. What is the setting of 'Last Cover' and how does it influence the story? Set in a remote wilderness area, the setting emphasizes themes of isolation and the struggle to find safety, which are central to the characters' experiences. How does Paul Annixter build suspense in 'Last Cover'? Annixter builds suspense through detailed descriptions of the harsh environment, the characters' tense interactions, and the unpredictable threats they face from nature. What message does 'Last Cover' convey about human resilience? The story highlights that resilience and adaptability are crucial for survival, and that trust and cooperation can help overcome even the most daunting challenges. Is 'Last Cover' based on real events or purely fictional? 'Last Cover' is a work of fiction, inspired by real wilderness survival scenarios, but it primarily aims to entertain and explore themes of human endurance.

**Related keywords:** Paul Annixter, Last Cover, summary, novel, plot, characters, themes, review, analysis, book overview

## army executive summary format template

### army executive summary format template

Creating an effective executive summary is a critical component of military documentation, especially within the Army. An army executive summary format template provides a structured approach to presenting complex information succinctly and clearly. Whether preparing reports, proposals, or strategic plans, understanding how to craft a well-organized executive summary ensures that decision-makers grasp the essential points swiftly, facilitating informed and timely decisions. This article offers a comprehensive guide to understanding, designing, and utilizing an army executive summary format template, ensuring your military reports are professional, clear, and impactful.

## Understanding the Importance of an Army Executive Summary

### What is an Executive Summary?

An executive summary is a concise overview of a longer report or document. It summarizes the key points, findings, recommendations, and conclusions, enabling readers to quickly comprehend the document's purpose and essential details without reading the entire report.

## **Why is it Essential in the Army?**

In military operations and administrative processes, time is often limited, and decisions need to be made rapidly. An effective executive summary:

- Provides a quick snapshot of complex information
- Highlights critical issues and solutions
- Facilitates strategic decision-making
- Ensures commanders and stakeholders are aligned on core objectives

## **Benefits of Using a Standardized Format**

Adopting a consistent template ensures:

- Clarity and professionalism
- Ease of preparation and review
- Uniformity across reports
- Improved communication within military units

## **Key Components of the Army Executive Summary Format Template**

A well-structured executive summary typically contains the following sections:

### **1. Title and Identification**

- Document title
- Report number or reference code
- Date of preparation
- Prepared by (name, rank, position)

### **2. Purpose or Objective**

- Clear statement of the report's purpose

- The problem or issue addressed
- Scope of the report

### **3. Background or Context**

- Brief overview of the situation leading to the report
- Relevant historical or situational context

### **4. Key Findings or Analysis**

- Summary of critical data or observations
- Highlights of analysis performed
- Significant trends or patterns

### **5. Conclusions**

- Summarized insights drawn from findings
- Main takeaways

### **6. Recommendations**

- Actionable suggestions
- Prioritized steps
- Responsible parties

### **7. Summary and Closing Remarks**

- Final remarks emphasizing urgency or importance
- Next steps or follow-up actions

### **8. Appendices and References (if applicable)**

- Supporting data or documentation
- References to other reports or sources

## Designing an Army Executive Summary Format Template

Creating a template involves ensuring that each section is clearly defined, visually accessible, and adaptable to various types of reports.

### Best Practices for Template Design

- Use Clear Headings: Make each section easily identifiable.
- Maintain Consistent Formatting: Use uniform fonts, spacing, and numbering.
- Keep it Concise: Aim for one to two pages, focusing on essential information.
- Incorporate Visuals: Charts or tables can efficiently summarize data.
- Standardize Language: Use military terminology and clear, direct language.
- Include a Table of Contents: For longer reports, aiding navigation.

### Sample Army Executive Summary Format Template

> Title: [Report Title]

> Reference Number: [XXXX-XXXX]

> Date: [YYYY-MM-DD]

> Prepared by: [Name, Rank, Position]

Purpose:

[Briefly state the purpose of the report]

Background:

[Provide context or background information]

Key Findings:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Conclusions:

- [Summary of insights]

Recommendations:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

Summary:

[Final remarks emphasizing the importance of the report and next steps]

Attachments:

- [List of appended documents or data]

## **Steps to Develop an Effective Army Executive Summary Using the Template**

### **1. Gather and Analyze Data**

Before drafting, collect all relevant data, reports, and analysis results. Ensure accuracy and clarity.

### **2. Define the Purpose**

Clearly understand what the executive summary aims to communicate?whether it's a problem statement, status update, or strategic recommendation.

### **3. Draft Each Section**

Use the template sections as guides:

- Write succinctly, focusing on essential information.
- Use bullet points for clarity.
- Avoid jargon unless necessary, and define abbreviations.

### **4. Review and Edit**

- Verify accuracy and completeness.
- Ensure clarity and conciseness.
- Seek feedback from colleagues or superiors.

## 5. Finalize and Distribute

- Format the document professionally.
- Attach relevant appendices or data.
- Distribute to stakeholders promptly.

## Best Practices for Using the Army Executive Summary Format Template

- Consistency: Always adhere to the template to maintain professionalism.
- Customization: Adjust sections as necessary for specific reports.
- Update Regularly: Revise the template periodically to reflect new reporting standards or organizational changes.
- Training: Educate personnel on effective executive summary writing and template utilization.

## Common Mistakes to Avoid

- Overloading the summary with excessive details.
- Omitting key findings or recommendations.
- Using ambiguous language.
- Ignoring the target audience's information needs.
- Failing to proofread for errors and clarity.

## Conclusion

An army executive summary format template is an invaluable tool for military professionals aiming to communicate complex information efficiently. By following a standardized structure, personnel can produce clear, concise, and impactful summaries that support strategic decision-making and operational success. Proper design, consistent application, and continuous refinement of the template ensure that reports are professional and aligned with military communication standards.

Implementing a robust executive summary template within your unit or organization not only streamlines report preparation but also enhances clarity and effectiveness in conveying critical information. Whether for strategic planning, operational updates, or project proposals, mastering the

army executive summary format template is essential for effective military communication.

## Army Executive Summary Format Template: A Comprehensive Guide for Clear and Effective Communication

In the realm of military operations and strategic planning, clarity, brevity, and precision are paramount. The army executive summary format template serves as a vital tool for military personnel to distill complex information into a concise, accessible document that facilitates quick decision-making and effective communication. Whether preparing for a briefing, reporting on mission progress, or summarizing strategic initiatives, understanding the structure and best practices of an authoritative executive summary is essential. This article explores the key components, formatting guidelines, and practical tips for crafting an impactful army executive summary using a standardized template.

### Understanding the Purpose of an Army Executive Summary

An executive summary in the Army context functions as a snapshot of a larger report, proposal, or plan. Its primary goal is to provide senior leadership and stakeholders with a clear, comprehensive overview of critical information without requiring them to review the entire document.

Key objectives include:

- Summarizing complex data and analysis succinctly
- Highlighting key findings, recommendations, and conclusions
- Facilitating informed decision-making
- Ensuring consistency and professionalism across reports

Given these objectives, the army executive summary format template must balance depth with brevity, ensuring the reader quickly grasps essential points.

### Core Elements of the Army Executive Summary Format Template

A well-structured executive summary adheres to a standardized format that promotes clarity and logical flow. The essential components include:

- Title and Identification Block
- Title: Clearly indicate the document's purpose, e.g., "Executive Summary of Mission Analysis" or

**"Strategic Operations Report."**

- Date: Include the date of preparation.
- Author/Unit: Name of the responsible officer or unit.
- Reference Number: For tracking and cross-referencing.

- Introduction

- Briefly describe the purpose of the report.
- Provide context or background information necessary for understanding the summary.
- State the scope, including what is covered and any limitations.

- Background and Situation Overview

- Summarize the current operational environment.
- Highlight critical factors impacting the mission or project.
- Use bullet points or short paragraphs for clarity.

- Key Findings and Analysis

- Present the main insights derived from the detailed report.
- Focus on data-driven conclusions.
- Use subheadings for different sections (e.g., enemy disposition, logistical status, operational risks).

- Conclusions

- Summarize the main takeaways.
- Emphasize implications for ongoing or future operations.

- Recommendations

- Clearly outline suggested actions or decisions.
  - Prioritize recommendations if applicable.
  - Be specific, actionable, and supported by data.
- 
- Summary and Closing Remarks
- 
- Recap the core message.
  - Reinforce the importance of recommended actions.
  - Include any next steps or follow-up actions.
- 
- Attachments or Appendices (if necessary)
- 
- Reference detailed reports or data.
  - Keep attachments concise and relevant.

### Formatting Guidelines for the Army Executive Summary Template

Consistency and professionalism in formatting enhance readability and credibility. Here are recommended formatting standards:

- Length: Typically 1-2 pages, depending on complexity.
- Font: Use a standard, easy-to-read font such as Times New Roman or Arial, size 12.
- Margins: 1-inch margins on all sides.
- Spacing: Single-spaced, with clear paragraph separation.
- Headings: Bolded and capitalized to denote different sections.
- Bullet points and Lists: Use for clarity and emphasis.
- Numbering: Use numbered lists for steps or prioritized items.
- Page Numbers: Include in the footer for multi-page documents.

### Practical Tips for Crafting an Effective Army Executive Summary

Creating a compelling executive summary requires attention to detail and strategic editing. Consider the following best practices:

- Know Your Audience

- Tailor the content to the knowledge level and interests of senior leaders.
- Focus on what matters most? operational impact, risks, and suggested actions.
  
- Be Concise and Specific
  
- Avoid jargon or overly technical language unless necessary.
- Use clear, straightforward language.
- Keep sentences short and to the point.
  
- Highlight Critical Information
  
- Lead with the most important findings and recommendations.
- Use bold or italics sparingly to emphasize key points.
  
- Maintain Objectivity and Credibility
  
- Present facts supported by data.
- Avoid subjective opinions unless explicitly noted.
  
- Use Visual Aids Sparingly
  
- Incorporate simple charts or tables if they enhance understanding.
- Ensure visuals are clear and directly relevant.
  
- Review and Edit Ruthlessly
  
- Check for accuracy, clarity, and consistency.
- Seek feedback from colleagues or supervisors.
- Trim unnecessary details to maintain brevity.

## Sample Army Executive Summary Format Template

Below is a sample layout illustrating the typical structure of an army executive summary:

[Title of Executive Summary]

Prepared by: [Name/Unit]

Date: [MM/DD/YYYY]

Reference Number: [Optional]

### Introduction

This executive summary provides an overview of [purpose], focusing on [scope]. It aims to inform decision-makers about [main goal].

### Background and Situation Overview

- Brief context of the operation or issue.
- Summary of current operational environment.
- Key challenges or constraints.

### Key Findings and Analysis

- Enemy Disposition: [Summary]
- Logistical Status: [Summary]
- Operational Risks: [Summary]
- Other Critical Factors: [Summary]

### Conclusions

Based on the analysis, the following conclusions are drawn:

- [Key conclusion 1]
- [Key conclusion 2]
- [Key conclusion 3]

### Recommendations

To address the identified issues, the following actions are recommended:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

### Summary and Next Steps

This summary emphasizes the need for prompt action on [specific recommendations]. The next steps involve [actions], with follow-up scheduled for [date].

### Conclusion: The Significance of a Standardized Format

The army executive summary format template is more than a bureaucratic formality?it is a strategic communication tool that ensures vital information is conveyed efficiently and effectively. By adhering to a standardized structure, military personnel can produce reports that are easily digestible, professional, and impactful. This consistency not only saves time for busy decision-makers but also enhances the credibility of the reports, fostering trust and clarity within military operations.

In an environment where decisions can have profound consequences, mastering the art of the executive summary is indispensable. Whether you are drafting a quick situational update or a comprehensive strategic plan, a well-crafted executive summary rooted in a proven format template will serve as a cornerstone of effective military communication.

In summary, understanding and utilizing a army executive summary format template equips military professionals with a powerful tool to communicate complex information succinctly, support strategic decisions, and uphold the standards of military professionalism.

**Question** What is an army executive summary format template? An army executive summary format template is a standardized document layout designed to present key information concisely and effectively for military reports, proposals, or plans. **Why is using an executive summary template important in the army?** Using a template ensures consistency, clarity, and efficiency in communication, allowing military leaders to quickly grasp essential details without sifting through lengthy reports. **What are the key components typically included in an army executive summary template?** Key components usually include an introduction, purpose, background, main findings or recommendations, conclusions, and action items or next steps. **How can I customize an army executive summary template to fit specific needs?** Customization can be done by adjusting sections to reflect the specific project or mission details, adding relevant data or visuals, and aligning the format with organizational standards. **Are there any standard army executive summary templates available online?** Yes, various military and government websites provide downloadable

templates or examples that adhere to official formatting standards. What length should an army executive summary typically be? Generally, it should be concise, about one to two pages, summarizing the most critical information without unnecessary details. Can I include visuals or charts in the army executive summary template? Yes, incorporating visuals like charts, graphs, or maps can enhance understanding and provide quick insights into complex data. What are common mistakes to avoid when using an army executive summary template? Common mistakes include being too vague, including irrelevant information, exceeding recommended length, or failing to follow the standardized format. How does an effective army executive summary template improve decision-making? It provides clear, concise, and pertinent information that helps leaders make informed decisions rapidly and accurately. Where can I find training or guidance on creating an army executive summary using the proper template? Training resources are available through military leadership development courses, official army manuals, or internal communication and documentation guidelines.

**Related keywords:** army report template, military executive summary, army document format, military report sample, army project summary, executive summary template, military documentation format, army briefing template, military report guidelines, army presentation format

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