**Good Staff Writing**

* Staff papers meant to be read, understood and discussed so that quality decisions can be made
* Staff Officer should inform, frame the issues and promote honest discussions
* C’s of writing
  + Conceptualise thoughts (Reflective)
    - Clarity of thought
      * Prevent muddling concepts and relationships
      * Avoid False Causation
      * Does your writing avoid unnecessary jargon or details?
      * Is it punctuated for easy reading?
      * Are the materials organised logically and efficiently
      * Have you taken into account readers’ likely knowledge of the subject
      * Is your writing free of ambiguities?
  + Communicate ideas to people (Persuasive)
    - Clear writing: Avoid Jargons
    - Correctness: Factual in content and accurate in grammar, spelling, word usage and punctuation; Correct = factual precision; Beware of spellchecker
    - Conciseness: Align to intent; avoid redundancy; quality not length; Break up long sentences – Try not to have more than 25 words in a sentence; get rid of ‘who’ and ‘which’; eliminate redundancy; prevent repetition of idea
    - Coherence: logical connection or consistency
* Intel Research product
  + ‘intelligence’ defined as the product resulting from the **collection, processing, analysis and interpretation** (sense-make) of available information concerning COI, hostile or potentially hostile Armed Forces or elements that could affect Singapore /MINDEF/SAF
  + Research paper needs to strike a balance between including enough detail but not over-explaining
  + Don’t repeat or stray off points
  + Don’t leave out important points or miss basic information
  + Stay with the focus of each paragraph and include all the necessary detail
  + **Form own view**, taking into account range of evidence and opinions
  + Purpose of intel research products in the SAF
    - Facilitate formulation of defence policy and policy decision making
    - Support formulation of SAF’s force development plans and operations decision making
    - Provide situational awareness and framing of relevant issues
* Differences between Academic and intelligence writing
  + Academic
    - Focus mainly on the past
    - Written for experts with no responsibility to act
    - Detailed, proof-laden characterisations(using existing data)
    - Rarely go beyond the evidence; tends to summarize
  + Intelligence
    - Focus on the future; thinking what the facts eman
    - Written for generalists facing real problems
    - Essentials only; meaningful
    - Begins with conclusion
* Type of intel research product in the SAF
  + Estimative(Looking Ahead)
    - Deals with what might be or what might happen. Help policy makers navigate the gaps between available info by suggesting alternative patterns into which those info may fit and to provide assessments of the range of possibilities
  + In-Depth
    - Serves as basis/framework for current intel and research products. It includes intel such as structured compilation of military, political, geographic, demographic data on COI which MINDEF/SAF has an interest in and for operational support
  + Scientific and Technical
    - Technical developments and characteristics, performance and capabilities of foreign technologies, covering infrastructure, C4I, Satellite, nuclear energy, missiles etc. often explain how a piece of foreign equipment or system works
* Intel Research products format
  + Font size 13 times new roman single line spacing
  + Title in full caps, bolded and aligned to the left
  + Subtitles are also in full cap letters, bolded and aligned to left of page
  + Writing style must be formal and serious, write as a professional no ‘I think’.
  + Overview
    - Exec summary no more than 50 words
  + Main-body
    - Contents plus appropriate pictures, graphs and charts
    - Facts and assessment must be differentiated
  + Conclusion
    - Summary of assessment and the implication of these assessments to Singapore/MINDEF/SAF
* Group Report – 25th Feb 1700hrs
  + Geopolitical
  + Look for PC to clear topic, latest Thursday to clear
* Group Presentation – 5th March actual presentation, submit 4th March on learnet
* Individual Report – 26th Feb 1700hrs
  + Which country should Singapore strengthen diplomatic ties with and why?
  + What are the challenges facing SAF and how do we overcome them?
    - Focus on geopolitical issues, technology level

Title:

Why Artificial Intelligence is highly sought after by other Armed Forces and how does it affect SAF?

Geopolitical: Artificial Intelligence Arms Race

**Key Message:**

AI tremendously increases the productivity and accuracy of the Armed Forces.

1. Through the applications of AI, it can reduce the work load of human efforts which creates an conducive environment and ample space to make informed decisions
2. Integrating AI into military systems
3. Real life application on the ground

**Key Body:**

1. Define Artificial Intelligence
   1. Overview
   2. Background/intro of Artificial intelligence
   3. Brief highlight on the increasing use of AI using common application + effects
2. Implications of AI to geopolitical environments
   * 1. AI Arms Race+ Case Study 1 + pros & cons 1
     2. AI Accidental War+ Case Study 2 + pros & Cons 2
     3. AI Replacements to the Force + Case Study 3 + pros & Cons 3
3. Evaluation:
   1. Mitigation
4. Conclusion
5. Implications of AI Arms race
   1. Risks of AI Arms Race
      1. Case study highlighting the potential risks
         1. Tilt of power balance
         2. Safety measures
   2. Mitigation

Conclusion:

1. Artificial Intelligence has the ability to boost productivity within the armed forces, 4th gen SAF

Capabilities of AI

<https://onlinelibrary.wiley.com/doi/full/10.1111/1758-5899.12713> - projections from current trends in lethal ai and aws developmen