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Army decision brief template

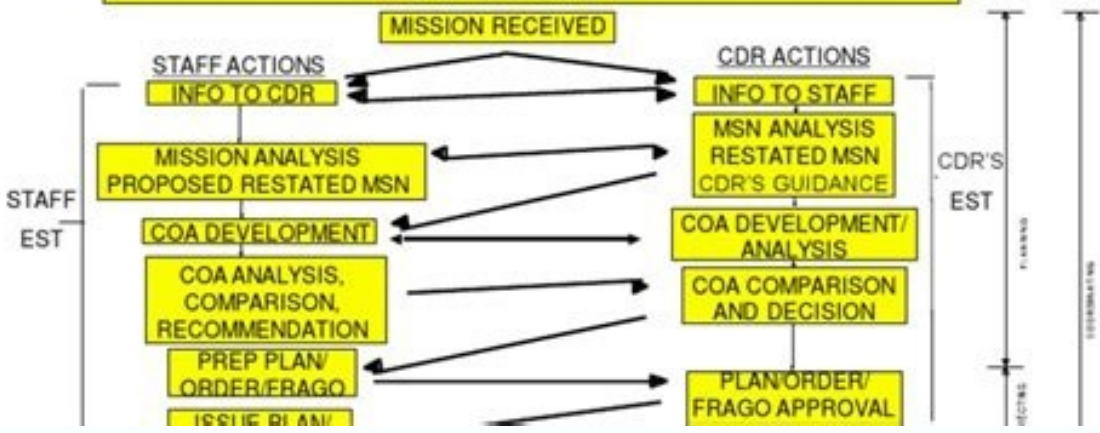
Decision support template army example. Army decision brief examples. Army back brief example.

Based on Briefing Guide, United States Army Armor School, Fort Knox, Kentucky (Printed 1987) US ARMY SERGEANTS MAJOR ACADEMY FORT BLISS, TEXAS SECTION I. BRIEFINGS Information Briefing Decision Briefing Mission Briefing Staff Briefing (General) Situation/Update Briefing Format (S2) Situation/Update Briefing Format (S3)> Checklist Briefing Tips SECTION I. BRIEFINGS Briefings are a means of presenting information to commanders, staffs, or other designated audiences. The techniques employed are determined by the purpose of the briefing, the desired response, and the role of the briefer. {Extracted from FM 101-5, Appendix C, paragraph C-1} There are four types of military briefings: Information Decision Mission Staff INFORMATION BRIEFING The purpose of the information briefing is to inform the listener. This briefing deals primarily with facts, not conclusions or recommendations. Use it to present high priority information requiring immediate attention; complex information involving complicated plans, systems, statistics, or charts; and controversial information requiring elaboration and explanation. Situation briefings that cover the tactical situation over a period of time usually fall into this category. The following format works well for an information briefing. INTRODUCTION Greeting. Use military courtesy, address the person(s) receiving the briefing, and identify yourself. Purpose.





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PROCEDURES Commands normally schedule staff briefings on a periodic basis. The attendees are usually the commander, his deputy, chief of staff, and senior representatives of coordinating and special staffs. Sometimes commanders from major subordinate commands may attend. In combat, commands hold additional briefings as the situation requires.

The chief of staff usually presides over the staff briefing. He opens the briefing by identifying the purpose of the briefing and reviewing the mission of the next higher headquarters. He then restates the command's mission and gives the commander's concept, if applicable. He then calls on staff officers to brief their areas of responsibility. The normal sequence is S2, S3, S1, S4, and S5. Special staff officer participation varies with local policy. The commander usually concludes the briefing, and he may even take an active part throughout the presentation.

SITUATION BRIEFING The tactical situation briefing is a form of staff briefing used to inform personnel not familiar with the situation at the level at which the briefing is taking place. The briefing flows back in time as far as necessary to present the full picture.

UPDATE BRIEFING When the main intent of regularly scheduled staff briefings is to achieve coordinated effort within a headquarters, the substance of each officer's presentation is only an updating of material previously presented.

SITUATION/UPDATE BRIEFING FORMAT (S2) INTRODUCTION Greeting. Identification of self, if appropriate. Scope: Define the coverage of the briefing in terms of time, geographic limits, or specific topics.

BODY Weather report and forecast. Terrain, if appropriate. Recent and present enemy activity. Other appropriate items (i.e., there has been a change in mission, enemy situation, weather, etc.).

CLOSE Conclusions, if applicable. Solicitation of questions.

Concluding statement and announcement of next briefing, if any.

SITUATION/UPDATE BRIEFING FORMAT (S3) INTRODUCTION Greeting. Identification of self, if appropriate. Scope: Define coverage in terms of time, geographic limits, or specific types of operations. **BODY** Mission of next higher headquarters. Summary of past operations. Current operations, including own mission, disposition, composition, and strength. Projected operations. **CLOSE** Solicitation of questions. Concluding statement and announcement of next briefing, if any.

SITUATION/UPDATE BRIEFING FORMAT (S1) INTRODUCTION Greeting. Identification of self, if appropriate. Scope: Define coverage in terms of time, organizational level, or other specifics.

BODY Personnel status. (1) Casualties. (2) Replacements. (3) Present for duty strength. Problems. **CLOSE** Solicitation of questions. Concluding statement and announcement of next briefing, if any.

SITUATION/UPDATE BRIEFING FORMAT (S4) INTRODUCTION Greeting. Identification of self, if appropriate. Scope: Define coverage in terms of time, organizational level, or specific categories. **BODY** Equipment status. Maintenance status. Supply status. Problems. **CLOSE** Solicitation of questions. Concluding statement and announcement of next briefing, if any.

SITUATION/UPDATE BRIEFING FORMAT (S5) INTRODUCTION Greeting. Identification of self, if appropriate. Scope: Define coverage in terms of time, geographic limits, or other applicable specifics. **BODY** Summary of past civil-military operations (CMO). Current CMO. Projected CMO. Problems.

CLOSE Solicitation of questions.

Concluding statement and announcement of next briefing, if applicable. If no briefing follows, statement that this concludes the staff presentations.

SECTION II. STAFF ESTIMATES The presentation of staff estimates culminating in a commander's decision to adopt a specific course of action is a special form of staff briefing. Staff officers usually follow the format prescribed for the written staff estimate for this staff briefing.

INTELLIGENCE ESTIMATE (ORAL) (S2) GREETING MISSION THE AREA OF OPERATIONS Weather. Terrain. Other characteristics. **ENEMY SITUATION** Disposition. Composition.

Strength. Recent and present significant activities. Peculiarities and weaknesses. **ENEMY CAPABILITIES** Enumeration. Analysis and discussion. **CONCLUSIONS** Effects of the area of operation on our courses of action. Probable courses of action. Enemy vulnerabilities. **CLOSE** Solicitation of questions. Concluding statement and announcement of the next briefing, if any.

OPERATIONS ESTIMATE (ORAL) (S3) GREETING MISSION THE SITUATION AND COURSES OF ACTION Considerations affecting the possible courses of action. (1) Characteristics of the area of operations. (2) Enemy situation.

(3) Own situation. (4) Relative combat power. Enemy capabilities. Own course of action.

ANALYSIS OF OPPOSING COURSES OF ACTION COMPARISON OF OWN COURSES OF ACTION RECOMMENDATION **CLOSE** Solicitation of questions. Concluding statement and announcement of next briefing, if any.

PERSONNEL ESTIMATE (ORAL) (S1) GREETING MISSION THE SITUATION AND CONSIDERATIONS Intelligence situation. Personnel situation. **ANALYSIS** For each course of action, analyze personnel requirements, civil-military operations, and logistic factors, indicating problems and deficiencies. **COMPARISON** Evaluate advantages and disadvantages of each course of action from own standpoint. Indicate corrective action required. **CONCLUSIONS** Indicate whether command can support the mission, which course of action we can support best, and what major deficiencies we need to overcome. **CLOSE** Solicitation of questions. Concluding statement and announcement of next briefing, if any.

LOGISTIC ESTIMATE (ORAL) (S4) GREETING MISSION THE SITUATION AND CONSIDERATIONS Intelligence situation. Tactical situation. Personnel situation. Civil-military operations situation. Logistic situation. **ANALYSIS** For each course of action, analyze personnel requirements, civil-military operations, and logistic factors, indicating problems and deficiencies. **COMPARISON** Evaluate deficiencies. Discuss advantages and disadvantages of each course of action from own standpoint. Indicate corrective action required. **CONCLUSIONS** Indicate whether command can support the mission, which course of action we can support best, and what major deficiencies we need to overcome. **CLOSE** Solicitation of questions. Concluding statement and announcement of next briefing, if any.

BRIEFING CHECKLIST ANALYSIS OF SITUATION Audience (1) Who and how many.

(2) Official position. (3) Knowledge of subject. (4) Personal preferences.

Purpose and type. Subject. Physical facilities. (1) Location. (2) Arrangements. (3) Visual aids. **SCHEDULE PRESENTATION** Complete analysis. Prepare outline. Determine requirements. Schedule rehearsals. Arrange for final review. **CONSTRUCT THE BRIEFING** Collect material. Prepare first draft. Revise and edit. Plan use of visual aids. Practice.

(1) Rehearse. (2) Isolate key points. (3) Memorize outline. (4) Develop transitions. (5) Use definitive words. **DELIVERY** Posture. (1) Military bearing. (2) Eye contact. (3) Gestures and mannerisms. Voice. (1) Pitch and volume. (2) Rate and variety. (3) Enunciation. Attitude. (1) Businesslike. (2) Confident. (3) Helpful. **FOLLOW UP** Ensure understanding. Record decisions. Inform proper authorities.