

**I'm not a robot!**

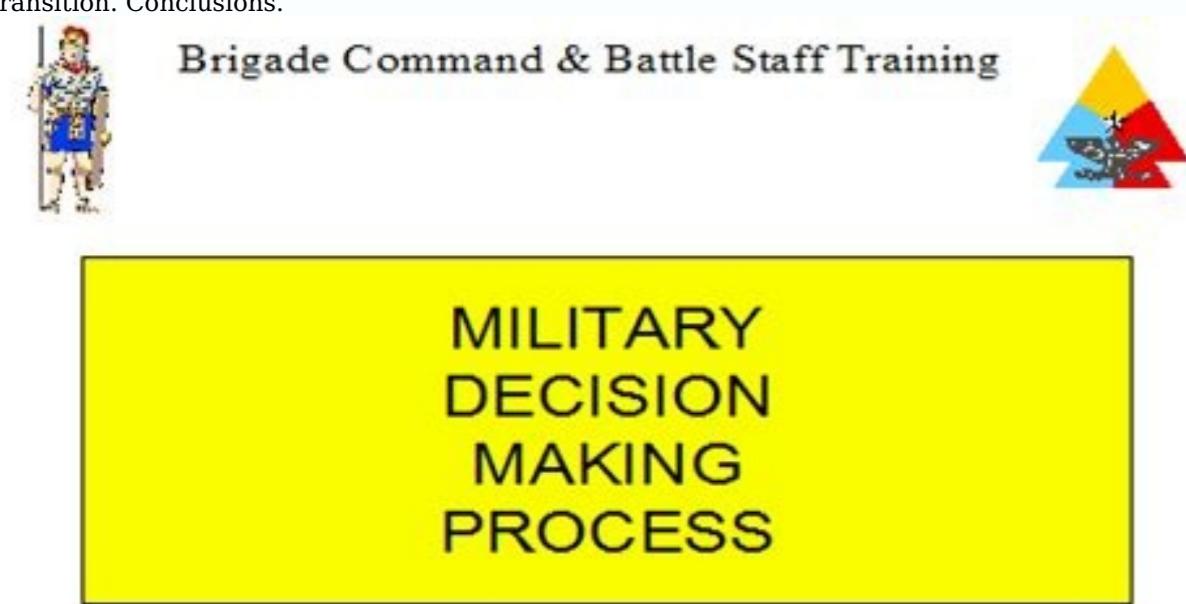
## Army decision brief template

### 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 1997) US ARMY SERGEANTS MAJOR ACADEMY FORT BLISS, TEXAS SECTION I. BRIEFINGS Information Briefing Decision Briefing Mission Briefing (General) Situation/Update Briefing Format (S3) Situation/Update Briefing Format (S3) Situation/Update Briefing Format (S3) Situation/Update Briefing Format (S4) Situation/Update Briefing Format (S5) SECTION II. STAFF ESTIMATES Staff Estimates Intelligence Estimate (Oral) (S2) Operations Estimate (Oral) (S3) Personnel Estimate (Oral) (S1) Logistics Estimate (Oral) (S4) Civil/Military Operations Estimate (Oral) (S5) Briefing 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.

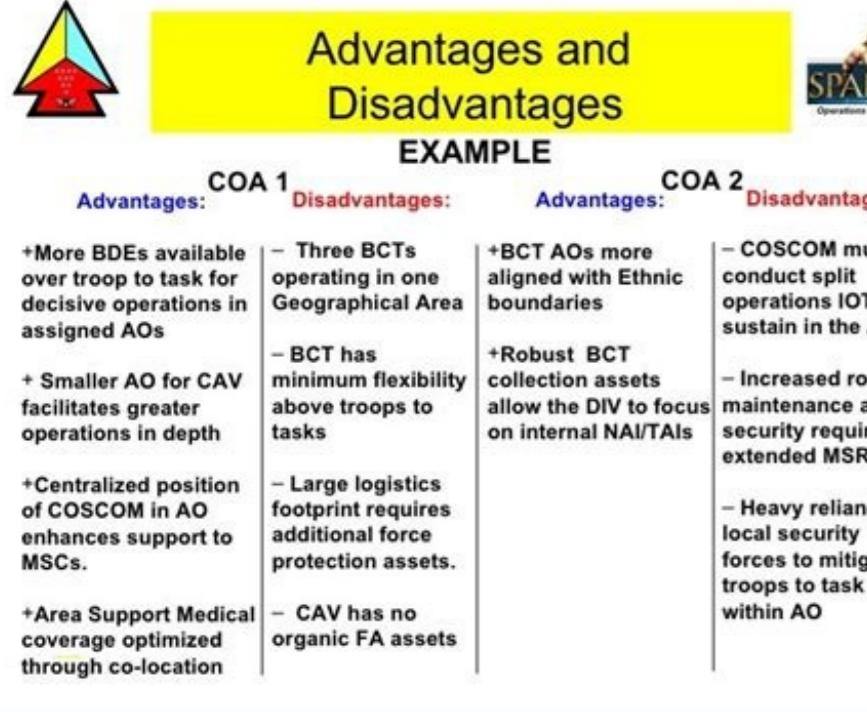


Explain the purpose and scope. Procedure. Indicate procedure if briefing involves demonstration, display, or tour. BODY Arrange main ideas in logical sequence. Use visual aids correctly. Plan effective transitions. Prepare to answer questions at any time. CLOSE Ask for questions. Give closing statement. Announce the next briefer, if applicable. DECISION BRIEFING The purpose of the decision briefing is to obtain an answer or a decision. Personnel in higher headquarters use this briefing for most tactical matters requiring command decisions. In division headquarters and below, personnel often use a more informal modified decision briefing. The decision briefing compares to an oral staff study and generally follows the same format. INTRODUCTION Greeting. Use military courtesy, address the person(s) receiving the briefing, and identify yourself. Purpose. State that the purpose of the briefing is to obtain a decision and announce the problem statement. Procedure. Explain any special procedures such as a trip to outlying facilities or introduction of an additional briefer. Coordination. Indicate accomplishment of any coordination. Classification. State the classification of the briefing. BODY Assumptions. Must be valid, relevant, and necessary. Facts Bearing on the Problem. Must be supportable, relevant, and necessary. Discussion. Analyze courses of action. Plan for smooth transition. Conclusions.

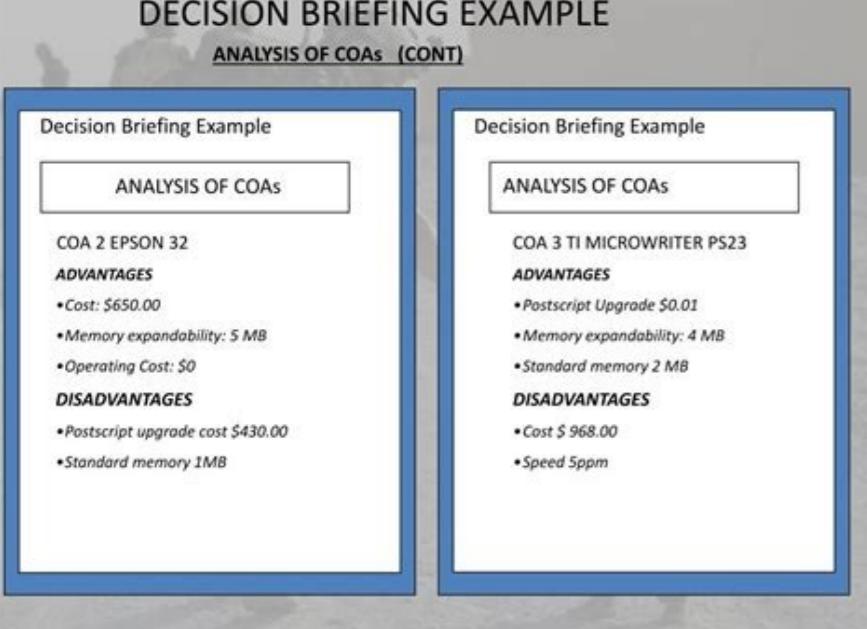


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Degree of acceptance or the order of merit of each course of action. Recommendation(s). State action(s) recommended. Must be specific, not a solicitation of opinion. CLOSE Ask for questions. Request a decision. FOLLOW UP Note. If the chief of staff is not present after the briefing is over, the briefer must inform the staff secretary or executive officer of the commander's decision. MISSION BRIEFING Use the mission briefing under operational conditions to impart information, to give specific instructions, or to instill an appreciation of the mission. In an operational situation or when the mission is of a critical nature, it may become necessary to provide individuals or smaller units with more data than plans or orders provide. You may do this by means of the mission briefing.



The mission briefing reinforces orders, provides more detailed requirements and instructions for individuals, and provides an explanation of the significance of their individual role. You must present this type of briefing with care to ensure that it does not cause confusion of conflict with plans and orders. One briefing officer usually conducts the mission briefing. This officer may be the commander, an assistant, a staff officer, or a special representative, depending on the nature of the mission or the level of the headquarters. There is no prescribed format for the mission briefing. It should possess the ABCs of military briefings: accuracy, brevity, and clarity. In some cases you may use the operation order (OPORD) format if it doesn't result in unnecessary repetition. STAFF BRIEFING (GENERAL) PURPOSE The staff briefing is to secure a coordinated or unified effort.



This briefing may involve the exchange of information, the announcement of decisions, the issuance of directives, or the presentation of guidance. The staff briefing may include the characteristics of the information, decision, and mission briefings.

