

150-LDR-5010
Conduct an Information Briefing
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Leavenworth, KS foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Conditions: The Soldier is tasked to conduct an information briefing in a given set period of time and on a specific topic. The Soldier has received guidance from his superior, has access to office equipment, information systems and research material on the topic, as well as a facility or medium in a field or garrison environment where a briefing may be delivered. Some iterations of this task should be performed in MOPP 4.

Standards: The Soldier presents an information briefing which includes facts in a form the audience can understand and within in the allotted time allowed. The information briefing does not solicit recommendations, conclusions or a decision from the target audience. The Soldier presents the information in a rational, logical and progressive manner. The Soldiers information briefing includes an introduction, main body, and closing sections.

Special Conditions: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Note 1: Task content last updated: 03 July 2014.

Note 2: For guidance on presenting a Military Briefing see Individual Task 150-718-5008 and FM 6-0 Chapter 7.

Performance Steps

1. The Soldier uses the Information briefing format to present facts in a form the audience can easily understand:
 - a. Deals primarily with facts.
 - b. Does not include or lead to conclusions or recommendations.
 - c. Does not require a decision.
2. The Soldier presents the following information in the introduction portion of the information briefing:
 - a. Delivers the greeting:
 - (1) Addresses the target audience.
 - (2) Identifies him/herself and associated organization.
 - b. Identifies the type of briefing, i.e., "This is an information briefing".
 - c. States the classification of the briefing, for example, "This is an information briefing, it is classified SECRET."
 - d. States the purpose and scope of the briefing: if the subject is complex, the subject matter is described from general to specific.
 - e. Reviews the briefing outline or procedure:
 - (1) Summarizes the key points and general approach.
 - (2) Explains any special procedures used during the briefing, such as:
 - (a) Demonstrations.
 - (b) Displays.
3. The Soldier presents the following information in the main body of the information briefing:
 - a. Presents the main ideas by arranging them in a logical sequence.
 - b. Uses visual aids to emphasize main points.
 - c. Uses effective transitions from one main point to the next.
 - d. Prepares to answer questions at any time.
4. The Soldier presents the following information during the closing of the information briefing:
 - a. Briefly recaps the main ideas.
 - b. Makes a concluding statement.
 - c. Asks for questions.
5. The Soldier prepares a memorandum for record or other document to cover the key points of the information briefing, if required.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier: GO if all performance measures are passed. Score the Soldier NO-GO if Soldier fails any performance measure. If the Soldier scores NO-GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Brief the Soldier: Tell the Soldier what is expected of him by reviewing the task standards. Stress to the Soldier the importance of observing all cautions and warnings to avoid injury to personnel and, if applicable, damage to equipment.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. The Soldier used the Information briefing format to present facts in a form the audience could easily understand			
2. The Soldier presented the following information in the introduction portion of the information briefing:			
a. Delivered the greeting:			
b. Identified the type of briefing.			
c. Stated the classification of the briefing.			
d. Stated the purpose and scope of the briefing.			
e. Reviewed the briefing outline or procedure.			
3. The Soldier presented the following information in the main body of the information briefing:			
a. Presented the main ideas by arranging them in a logical sequence.			
b. Used visual aids to emphasize main points.			
c. Used effective transitions from one main point to the next.			
d. Prepared to answer questions.			
4. The Soldier presented the following information during the closing of the information briefing:			
a. Briefly recaped the main ideas.			
b. Made a concluding statement.			
c. Asked for questions.			
5. The Soldier prepared a memorandum for record or other document to cover the key points of the information briefing, if required.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 3-0	Operations	Yes	No
	ADRP 5-0	The Operations Process	Yes	No
	ADRP 6-0 (Change 002, March 28, 2014)	Mission Command http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adrp6_0_new.pdf	Yes	No
	FM 6-0 (Change 002, April 22, 2016)	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7010-01-443-2309		Computer System, Digital: AN/TYQ-45A	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
150-LDR-5008	Present a Military Briefing	150 - Combined Arms (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
71-8-4233	Provide International Law Support (Brigade - Corps)	71 - Combined Arms (Collective)	Approved
71-8-5144	Develop Running Estimates (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
71-CO-0050	Establish a Command Post for Companies	71 - Combined Arms (Collective)	Approved
71-CO-0050	Establish a Command Post for Companies	71 - Combined Arms (Collective)	Superseded
71-8-4236	Provide Claims Support (Brigade - Corps)	71 - Combined Arms (Collective)	Approved
71-8-4232	Provide Military Justice Support (Brigade - Corps)	71 - Combined Arms (Collective)	Approved
71-8-4210	Coordinate Human Resources Support (Brigade - Corps)	71 - Combined Arms (Collective)	Approved
71-8-7000(Step: 3.)	Conduct Campaign and Major Land Combat Operations for Corps	71 - Combined Arms (Collective)	Superseded
71-6-1130	Coordinate Joint Reception, Staging and Onward Movement for Regional Support Groups	71 - Combined Arms (Collective)	Superseded
44-6-0002	Conduct Counter Unmanned Aerial System (UAS) Planning	44 - Air Defense (Collective)	Analysis
71-2-0050	Establish a Command Post for Companies	71 - Combined Arms (Collective)	Superseded
71-CORP-7000	Conduct Campaign and Major Land Combat Operations for Corps	71 - Combined Arms (Collective)	Approved
71-2-9051	Perform Computer Network Defense (IO Company)	71 - Combined Arms (Collective)	Approved
71-8-4237	Provide Legal Assistance Support (Brigade - Corps)	71 - Combined Arms (Collective)	Approved
71-BDE-5144	Develop Running Estimates for Brigades	71 - Combined Arms (Collective)	Approved
71-BDE-1130	Coordinate Joint Reception, Staging and Onward Movement for Regional Support Groups	71 - Combined Arms (Collective)	Obsolete
71-8-6320	Perform Computer Network Defense (Brigade - Corps)	71 - Combined Arms (Collective)	Approved
71-9-3500(Step: 3.)	Conduct Campaign and Major Land Combat Operations (Corps and Theater Army)	71 - Combined Arms (Collective)	Approved
31-CO-0102	Train a Resistance Force (Special Forces Company)	31 - Special Forces (Collective)	Analysis
71-GRP-1130	Coordinate Joint Reception, Staging, and Onward Movement for Regional Support Groups	71 - Combined Arms (Collective)	Approved
71-8-5116	Integrate Space Capabilities (Division - Corps)	71 - Combined Arms (Collective)	Approved
71-8-6330	Perform Electronic Protection Actions (Brigade - Corps)	71 - Combined Arms (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ICTL (SL 4) Nunez Created on Fri Jan 09 14:35:23 EST 2015	Enlisted	Skill Level: SL4