

Summary Report for Individual Task  
805B-79T-4201  
Conduct a Strength Maintenance Briefing  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have been requested to conduct a Strength Maintenance briefing to the unit staff during their leaders meeting in order to address unit strength. You have access to all required references and material items. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Conduct a strength maintenance briefing by identifying the type of brief, identifying target audience, developing an outline, developing the body, and conducting a Strength Maintenance Briefing.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Identify type of briefing.
  - a. Information.
  - b. Decision.
  - c. Staff.
  - d. Mission.
2. Identify target audience.
  - a. How many will be attending.
  - b. Who are the ranking members.
  - c. What are their official positions.
  - d. How well do they know the subject.
  - e. What are their interests.
  - f. What is the anticipated reaction.
3. Develop a briefing outline.
  - a. Set objectives.
    - (1) Who is to be briefed.
    - (2) Type of briefing.
    - (3) Desired outcome.
  - b. Plan strategy.
    - (1) Relevance.
    - (2) Buy in.
  - c. Determine reports needed.
    - (1) From your web browser, log into <https://minuteman.ngb.army.mil>.
    - (2) Click on DPRO which is located in applications section (access must be requested prior to use). Access is granted based on your duty position.
    - (3) Under the strength readiness application group, select DPRO.
    - (4) Select leadership reports and determine applicable reports to be used.

(a) Losses.

(b) Strength readiness.

(c) Retention.

(5) Materials needed (projector, computer, speakers, etc...).

d. Develop the body.

(1) Key facts bearing on the SM topic.

(2) Pertinent facts that might influence decision.

(3) Objective presentation of positive and negative facts.

(4) Necessary assumptions to bridge gaps.

(5) Course of action (a discussion of the various options that can solve the problem).

(6) Analysis.

(7) Comparison.

e. Introduction.

(1) Military greeting.

(2) Statement of type, classification, purpose.

(3) Statement of problem.

(4) Recommendation.

f. Conclusion.

(1) State why selected solution is best.

(2) Ask for questions.

(3) Restate recommendation so that it only needs approval/disapproval.

(4) Request a decision (if applicable).

4. Conduct a strength maintenance briefing.

a. Introduction.

(1) Greet.

(2) Type and classification of brief.

(3) Purpose and scope.

(4) Outline or procedure.

b. Main body.

(1) Arrange the main ideas in a logical sequence.

(2) Use visual aids to emphasize main points.

(3) Plan effective transitions from one main point to the next.

(4) Be prepared to answer questions at any time.

c. Closing.

(1) Ask for questions.

(2) Briefly recap main ideas and make concluding statement.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by two methods:a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified type of briefing.			
2. Identified the target audience.			
3. Developed a briefing outline.			
4. Conducted a strength maintenance briefing.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	FM 5-0	(Superseded 17 May 2012 by ADP 5-0) THE OPERATIONS PROCESS	Yes	No

**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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**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. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4