

Summary Report for Individual Task
805B-79T-3402
Conduct a Strength Maintenance Decision Briefing
Status: Approved

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: Given a requirement to deliver a decision briefing for the Strength Maintenance Team; with access to all applicable reference materials and automated retention resources.

Standard: The Soldier will receive an overall GO on this task by receiving a GO on every one of the performance measures.

Special Condition: None

Safety Risk: Low

MOPP 4:

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| Task Statements |
|------------------------|

Cue: None

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| DANGER |
| None |

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|----------------|
| WARNING |
| None |

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|----------------|
| CAUTION |
| None |

Remarks: None

Notes: None

Performance Steps

1. Schedule Briefing.
 - a. Requested by Strength Maintenance Team.
 - b. Review training schedule.
2. Determine the Subject.
 - a. What is the specific subject?
 - b. What is the desired coverage?
 - c. How much time will be allocated?
3. Analyze Situation and Prepare a Briefing Outline.
 - a. Audience.
 - (1) Number?
 - (2) Composition? Single service or joint?
 - (3) Civilians? Foreign nationals?
 - (4) Who are the ranking members?
 - (5) What are their official positions?
 - (6) Where are they assigned?
 - (7) How well do they know the subject?
 - (8) Are they generalists or specialists?
 - (9) What are their interests?
 - (10) What are their personal preferences?
 - (11) What is the anticipated reaction?
 - b. Purpose and Type.
 - (1) Information briefing (to inform).
 - (2) Decision briefing (to obtain decision).
 - (3) Mission briefing (to review important details).
 - (4) Staff briefing (to exchange information).

c. Physical Facilities and Support Needed.

- (1) Where will the briefing be presented?
- (2) What arrangements will be required?
- (3) What are the visual aid facilities?
- (4) What are the deficiencies?
- (5) What actions are needed to overcome deficiencies?

d. Prepare Schedule.

- (1) Finish analysis of the situation.
- (2) Prepare preliminary outline.
- (3) Determine requirements for training aids, assistants, and recorders.
- (4) Edit or redraft.
- (5) Schedule rehearsals, facilities, and critiques.
- (6) Arrange for final review by responsible authority.

4. Construct Briefing.

a. Collect Material.

- (1) Research.
- (2) Become familiar with the subject.
- (3) Collect authoritative opinions and facts.

b. Prepare First Draft.

- (1) State problem (if necessary).
- (2) Isolate key points (facts).
- (3) Identify courses of action.
- (4) Analyze and compare courses of action.
- (5) Determine conclusions and recommendations.
- (6) Prepare draft outline.
- (7) Include visual aids.

(8) Fill in appropriate material.

(9) Review with appropriate authority.

c. Revise First Draft and Edit (Make sure that facts are important and necessary).

(1) Include all necessary facts.

(2) Include answers to anticipated questions.

(3) Polish material.

d. Plan Use of Visual Aids.

(1) Check for simplicity and readability.

(2) Develop method for use.

e. Practice.

(1) Rehearse (with assistants and visual aids).

(2) Refine briefing.

(3) Isolate key points.

(4) Memorize outline.

(5) Develop transitions.

(6) Use definitive words.

5. Deliver Briefing.

a. Maintain a relaxed military bearing.

b. Clearly enunciate.

c. Use natural gestures and movements.

d. Be concise, objective, and accurate.

e. Be prepared to support any part of the briefing.

6. Follow-up.

a. Ensure understanding.

b. Record decision.

- c. Inform proper authorities.
- d. Solicit referrals.
- e. Memorandum for Record.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed (P). Score the Soldier a NO GO if any performance measure is failed (F).

Evaluation Preparation: Ensure that the Soldier being evaluated has access to all equipment and references required to successfully complete this task.

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|---|----|-------|-----|
| 1. Scheduled briefing. | | | |
| 2. Determined the subject. | | | |
| 3. Analyzed Situation and Prepare a Briefing Outline. | | | |
| 4. Constructed briefing. | | | |
| 5. Delivered briefing. | | | |
| 6. Followed up. | | | |

Supporting Reference(s): None

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.

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-SL3 | Enlisted | MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4 |