

Summary Report for Individual Task
805B-79T-4303
Conduct a Military 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: You are scheduled to give a briefing to a military audience. You have access to general office equipment, reference materials, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conducted a Military Briefing. Identified the type of briefing and the target audience. Developed and delivered a briefing , answered questions, and closed the session.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
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. Number.
 - 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. Construct 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. Gather information/materials.
 - (1) What do you know now.
 - (2) What more do you need to know.
 - (3) How will you get that information.
 - (4) Materials needed (e.g. projector, computer, etc...).

d. Develop the body.

- (1) Key facts bearing on the problem.
- (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. Develop 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).

f. Develop introduction.

- (1) Military Greeting.
- (2) Statement of type, classification, and purpose.
- (3) Statement of problem.
- (4) Recommendation.

4. Conduct a military briefing.

a. Open.

- (1) Greet.
- (2) State BOAT (background, objectives, agenda, timeframe).
- (3) Check awareness.

b. Discuss/present.

- (1) Present topics (analysis, options, consequences).
- (2) Present recommendation.

(3) Encourage interaction.

c. Address concerns.

(1) Ask to understand.

(2) Acknowledge.

(3) Answer honestly.

d. Close.

(1) Review key points.

(2) Present next steps.

(3) Request appropriate commitment.

e. Follow-up and plan after action review.

(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, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified type of briefing.			
2. Identified target audience.			
3. Developed the briefing outline.			
a. Set objectives.			
b. Planned strategy.			
c. Gathered information/materials.			
d. Developed the body.			
e. Developed conclusion.			
f. Developed introduction.			
4. Conducted a military briefing.			
a. Opened.			
b. Discussed/presented.			
c. Addressed concerns.			
d. Closed.			
e. Followed-up and planned after action review.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	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. 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-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4