

**UNITED STATES MARINE CORPS**  
MARINE CORPS CIVIL-MILITARY OPERATIONS SCHOOL  
WEAPONS TRAINING BATTALION  
TRAINING COMMAND  
2300 LOUIS ROAD (C478)  
QUANTICO, VIRGINIA 22134-5043

## **STUDENT OUTLINE**

### **MILITARY BRIEF**

**0531-113**

**CIVIL AFFAIRS NON-COMMISSIONED OFFICER COURSE**

**M02AAPD**

**FEBRUARY 2016**

## **LEARNING OBJECTIVES**

a. **TERMINAL LEARNING OBJECTIVE**. Given a mission, Commander's intent, a CIM plan, briefing resources, and classification guidance, conduct a military brief, to deliver a concise, objective, accurate, clearly enunciated, and forcefully delivered brief within the allotted time in accordance with FM 6.0 Chapter 7. (CACT-EXE-2004)

### b. **ENABLING LEARNING OBJECTIVES**

(1) Without the aid of references, identify the steps of the briefing process, in accordance with FM 101-5, appendix E (CACT-EXE-2004a)

(2) Without the aid of references, identify the types of military briefs, in accordance with FM 101-5, appendix E (CACT-EXE-2004b)

(3) Given a pre-formatted CA brief, deliver a CA brief, in accordance with the PE checklist (CACT-EXE-2004c)

1. **INTRODUCTION.** Military briefs are a specialized type of military speech. The purpose of a military briefing is to present information to commanders, staff, and other designated audiences. The information presented in military briefings can be a general overview or be very specialized, depending on the type of briefing and mission requirements.

2. **STEPS IN THE BRIEFING PROCESS.** Like many other tasks we perform as Marines, the briefing process has steps that must be followed in order to achieve success. The briefing process contains four steps: Plan, Prepare, Execute, and Assess.

a. **Plan.** When planning your briefing, ensure that you, the briefer, understand the purpose of the briefing and know what you want to accomplish. The time allocated for the briefing dictates the style, and preparation effort required. Keep in mind the three general purposes: inform, persuade and direct. During the planning phase, you will need to research the topic.

(1) **Research Your Topic.** Research is vital in order to provide the audience with information that is well documented and verifiable. Open source research will play a role, so be sure to properly document all of your sources. The audience affects the level of classification, scope, and depth of information that you may be allowed to discuss. Be mindful of the audience (i.e. avoid the use of military jargon or language that may be confusing). As a CA Marine, you may be required to brief members of the interagency, IGOs, and NGOs. Many of our interagency partners are not familiar with military jargon or acronyms. If you use acronyms, spell them out the first time you use them so that the audience has a reference point. While the internet is an extremely valuable tool for conducting research, do not forget to utilize the base library, higher HQ assets, or personal contacts that may be employed. During your research, begin to formulate your presentation into a logical sequence of events (a rudimentary outline) that can be modified as time/necessity permit.

b. **Prepare.** During the preparation phase, refine your rudimentary outline into major and minor points.

(1) In addition, begin choosing your visual aids (maps, overlays, charts, etc.). The form(s) of media you decide to utilize in your briefing should adhere to the following six criteria:

(a) Necessary. Use only the media needed to enhance or support the brief. Too much or unnecessary media can be distracting.

(b) Appropriate. Media must be relevant to the brief and the target audience.

(c) Simple. Each medium or visual used should convey only one thought, idea concept, or topic.

(d) Accurate. All media must be accurate in content, grammar, spelling, and format.

(e) Portable/Durable. The media should be as easy as possible to use, move, store, and maintain.

(f) Attractive/Neat. Professional, neat, and appealing media enhances the credibility of the briefer and the presentation. If utilizing PowerPoint be sure to stick to a consistent format throughout the entire slide show.

(2) A crucial task in the prepare phase is the delivery of a practice briefing. Rehearsal is absolutely critical to success. If possible, attempt to deliver the practice brief in the same location in which the actual brief will take place. This provides you not only with a familiarization of the area but also allows you to run a check on any computers or electronic devices you may choose to utilize. Ideally, if the opportunity presents itself, try and record your rehearsal brief on video and/or audio. At the very least, have colleagues sit in on the rehearsal and offer constructive criticism.

(3) Once feedback has been received, revise your brief. If you have the opportunity to videotape or record your presentation (or simply receive feedback from a colleague) take the time to address the following potential problem areas:

(a) Nervousness

(b) Eye contact

(c) Hands (nervous movements)

(d) Bearing

(e) Timing

(f) Rate

(g) Emphasis on the major points (or was this lacking?)

(h) Microphone vs. no microphone

(i) Omissions (Did you actually cover all of the material in your outline?)

c. **Execute**. Once you have revised your brief and updated your presentation (if necessary) you will be ready to deliver the final product. Remember, a successful briefing depends on how it is presented. Maintain a relaxed military bearing, use deliberate gestures and movements and avoid distracting mannerisms. The effective briefer's delivery is characterized by conciseness, objectivity, and accuracy.

Know when your briefing occurs in the context of a larger meeting. Depending on the type of briefing, you may be one of many briefers that have only a short time to deliver their presentation. Arrive early and set up the briefing area as appropriate. Be prepared to provide handouts to the audience, if necessary. Because you are likely to be one of a string of briefers, brevity precludes a lengthy introduction or summary. Use logic when arriving at conclusions and recommendations. It is likely, although not entirely certain, that interruptions and questions will occur. Plan accordingly and be ready to answer questions regarding your subject matter.

d. **Assess**. Much like the revisions you enacted following your rehearsal (prior to the actual briefing), you need to request feedback on your briefing. If questions posed by the commander or the general audience went unanswered, be sure to follow through and respond to the interested party. If your status as a briefer will be an ongoing task, revise your briefing as necessary.

3. **TYPES OF MILITARY BRIEFINGS**. There are four basic types of military briefings: Information, Decision, Mission, and Staff. Regardless of the type of brief, all share three general purposes: to inform, to persuade, and to direct.

a. **The Information Briefing**. The information briefing is designed to inform the listener. It deals primarily with facts and does not include conclusions or recommendations. It is used to present high priority information requiring immediate

attention. The information may be complex, involving complicated plans, systems, statistics or charts. The information may also be controversial requiring elaboration and explanation. Situation briefings that cover the tactical situation over a period of time usually fall into this category.

b. **The Decision Briefing.** The decision briefing is designed to obtain an answer or a decision. In higher HQ, it is used for most matters requiring command decisions on tactical matters. The decision brief contains elements of an information brief. The information presented is of a broader, more comprehensive nature.

c. **The Mission Briefing.** The mission briefing is used most often during actual operations. The mission brief is very closely related to the information brief, in that it imparts information. The mission brief also gives special instructions and instills an appreciation for the mission at hand. The most common example of a mission brief that you are likely to encounter would be a convoy brief. During a mission brief, oral or written orders may be passed, existing orders/procedures will be addressed, and new requirements will be noted.

d. **The Staff Briefing.** The staff briefing is utilized to secure a unified effort on behalf of the commander's staff. It may involve the exchange of information (i.e., between the S-3 and the S-4), the announcement of decisions, the issuance of directives, or the presentation of guidance. The staff briefing is widely used at every level of command. In garrison, the staff briefing is usually a regularly scheduled event. While in combat or when deployed, it will be held as often as necessary. The staff briefing is the briefing that may contain elements of the other three types of briefings (Information, Decision, and Mission).

**REFERENCE:**

FM 101-5 Staff Organizations and Operations

