

UNITED STATES MARINE CORPS
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STUDENT HANDOUT

MILITARY BRIEF

LESSON PURPOSE: The purpose of this period of instruction is to provide you with the knowledge to conduct a military brief.

BODY

1. Types of Military Briefs:

a. A military brief is a specialized type of presentation which has as its purpose the presentation of selected and compressed information delivered in a specific time limit. There are four types of military briefs:

(1) Information brief is to inform the listeners. The desired response is comprehension and understanding.

(2) Decision brief is used to arrive at the answer to a specific question or a decision on possible courses of action to be taken.

(3) Mission brief is design for actual operations. The mission brief is used to achieve an understanding of the unique aspects which lead to mission accomplishment. A good example of this briefing is a five paragraph order.

(4) Staff brief is design for the rapid dissemination of information. Its anticipated response is a unified or coordinated effort.

2. Fundamentals of Communication Skills:

a. Nervousness is highly probable because most individuals never completely overcome nervousness. So rather than worry about it, consider how you can minimize and control it.

(1) The major cause of nervousness is fear. There are three types of fear:

(a) Fear of what "they" will say.

(b) Fear of not being knowledgeable. (lack of preparation)

(c) Fear of failure. (lack of rehearsal)

(2) Preparation is half the battle to overcome nervousness. Remember the following things:

(a) Research.

(b) Personal interest in the subject.

(c) Develop a reserve of knowledge acquired through study and personal contact with people familiar with the subject. Do not attempt to memorize your subject. Know more than you need to present to the class. Then, the instruction will flow smoothly.

(3) Rehearsal is the other half of the battle to overcome nervousness. Remember the following things:

(a) Try to rehearse in front of a live audience.

(b) Conduct a dress rehearsal in the area where the class will be located. Practice everything that you will do in the actual class.

NOTE: Preparation and rehearsal are the key points to overcoming nervousness and the foundation of an effective military brief.

b. Select words that appeal to the audience.

(1) Avoid unfamiliar terms and never try to impress your audience with your vocabulary.

(2) Avoid abbreviations whenever possible. If it is necessary to use abbreviations, ensure the audience thoroughly understands them.

(3) Avoid words that may have different meaning to people from various areas.

(4) **Ensure correct terminology is used to describe equipment.**

(5) The use of profanity is definitely out.

c. Voice:

(1) The variety and naturalness of the voice are the key points to remember and develop.

(2) Eliminate bad speech habits such as fast speech, monotone, poor enunciation, improper pronunciation, and the use of slang.

(2) Volume is also a basic necessity. Regulate the volume to the size of the audience and the classroom. Be loud enough to be heard.

d. Supporting Mannerisms:

(1) Appearance. A military student has been programmed to expect instructors to present an exemplary military appearance. You may not be

able to judge a book by its cover, but it is a fact of life that Marines judge other Marines by their appearance.

(2) Gestures. What to do with your hands always seems to be one of the most pressing problems when addressing other people. The key to effective gestures is to be natural. Remember, nothing is bad until it is used to excess.

(3) Movement/Posture. Erect posture and relaxed movement create the impression of confidence that must surround you to have a successful brief.

(4) Eye Contact. If you want Marines to believe what you say, look them in the eye when you talk to them. Eye contact is important to the briefer for the immediate feedback he gets from the class. Guard against looking at the door or talking when looking at anything other than students.

3. Training Aids:

a. Scientists say that people learn about 80 percent of what they know through their sight, 11 percent through hearing, and 9 percent through other senses. Training aids should be used to aid understanding and to assist learning through student's senses. When an idea is presented to students by words alone, they must picture in their minds what ideas are being conveyed through these words.

b. The training aids that you will be using for your hygiene exam and final brief consist of the following and will be displayed in this order:

(1) Gantt Chart. Create a gantt chart to accurately display the priority of work and time lines you established for the operation. You are given ten days to employ and set up all utilities equipment prior to the day of the operation.

(2) Water Point. A water point must be drawn to give the audience a visual understanding on how your water point will be set up.

(3) Tactical Water Distribution Map. This map is to show the audience how the purified water from the water point is transported to the different camp sites.

(4) Maps. Maps of three different camp sites will be issued to each team. On these maps you will draw in all utilities equipment to support each camp site by symbols you create. Ensure all maps have a key, a north seeking arrow, and traffic flow arrows.

(5) Legend. The utilities equipment drawn on the maps is identified by symbols that you create. A legend must be drawn to act as a guide to identify the symbols.

c. The use of computer generated graphics using Power point is highly recommended for the final brief, but not required. If you are planning to implement a computer generated slide show with your presentation let the instructors know to assist you.

NOTE: Ensure all symbols and symbol colors are distinct and easily identifiable. All training aids must be briefed except the legend.

4. Preparatory Phase of a Military Brief:

a. You cannot learn to brief effectively by simply reading a book. Skills in presenting a military brief require knowledge of the principles of speech and the experience gained by considerable practice.

b. You will be given twenty-one hours to prepare your brief. In the construction of this particular military brief, there are certain steps which should be taken into consideration:

(1) During the preparatory phase, the first thing you must do as a team is to:

(a) Develop a plan to complete all tasks.

(b) Select a map and a topic.

(c) Discuss what equipment will be needed to support your plan.

(d) Discuss what symbol will be used to identify the equipment.

(e) Figure out all calculation on that particular topic. Then move on to the next map and topic.

NOTE: Draw symbols on maps once all calculations for the entire plan has been completed.

(2) Arrange your facts in a logical order so that the delivery to the audience will be smooth.

(3) Isolate the key or essential points to be presented. The unessential might be nice to know, but the audience will not want its valuable time wasted with nice things.

(4) Know the subject thoroughly. The overworked iceberg illustration would suffice here. The portion of your subject that you present, **only the key points**, could compare with the one tenth of the ice that protrudes above the surface of the ocean. The remaining nine tenths of ice that remains unseen, is the knowledge of the subject that remains submerged in your mind to serve as backup material in the event that those being briefed want more information.

(a) If you are not the duty expert on the subject on which you are briefing, it is advisable to have the subject matter expert in your team during the presentation to answer questions.

(b) Although the most desirable method is to become an expert in the field, this is often not possible due to time limitations.

Nonetheless, during the preparatory phase, attempt to acquire a thorough grasp of the subject as time and circumstances permit.

NOTE: Use three by five inch note cards with only key and essential points when briefing.

(5) Select only those visual aids which will help you put your point across. They should be simple, effective, and clearly illustrate the points to be made.

(a) Your audience must be able to read and comprehend your visual aids quickly. Good titles or captions will help. If the aids consist of charts, or computer aided graphics, be certain the lettering is large enough for the audience to read it. If you are using written handouts, be sure you have enough copies for everyone in the room.

(6) Rehearsal and practice will pay ample dividends with the familiarity of the subject, smoothness of your presentation, and will have impact upon your audience.

5. Constructing a Briefing Package:

a. A briefing package is design to allow the Commanding Officer to review all of the requirements needed to support the operation. He may approve, disapprove or recommend modification to your plan. Although there may be several people in your audience, the Commanding Officer is the only one being briefed.

b. The following paper work will be used to make up your briefing package for the hygiene exam and final brief. **Ensure all pages are numbered.** It consist of the following and will be displayed in this order:

(1) Cover Page. The cover page will consist of the name of the operation and the names of the members of your team by rank, last name, first name and middle initial.

(2) Table of contents. Tells the Commanding Officer and the audience what the briefing package contains. The contents must be listed in order.

(3) Gantt Chart. (See training aids.)

(4) Table of organization (T/O). You will be given a (T/O) for your exams. The personnel must be listed by MOS, rank, job title, and the quantity needed to support the operation. Use only the personnel needed to complete the mission. Additional MOS's can be requested.

(5) Table of equipment (T/E). You will be given a (T/E) for your exams. The equipment must be listed by TAMCN, nomenclature, and the quantity needed to support the operation. Use only the equipment needed to complete the mission. Additional equipment can be requested.

NOTE: The amount of equipment and personnel listed on the (T/E) and (T/O) exceeds what is actual needed. Be realistic when making your selection. Select only what you need! Back up equipment is required.

(6) Additional equipment request (S-3 Request). Any additional equipment needed that is not listed on the (T/E), must be requested and approved through the S-3 officer. If your request is denied it can not be listed.

(7) Electrical power requirements.

(a) The electrical worksheet used to calculate power requirements, phase balancing, and voltage drops is not a part of the briefing package. It is only a worksheet. Keep in mind the iceberg theory! The electrical worksheet is the nine tenths of the iceberg that remains underneath the surface. It is not required to be briefed, but the knowledge of the subject must remain submerge in your minds to serve as back up material in the event those being brief want more information.

(b) For each camp site the following must be listed on the electrical power requirement sheet:

1 List the items being powered.

2 The quantity of each item powered.

3 The total wattage of those items.

4 List the power source you selected to support those items in your camp site.

5 Add the total wattage of all items. That total should meet your power source requirements.

(8) Water/Fuel demand. The water demand required for your package is based on the requirements needed to support the camp site. The total fuel demand required for your package is based on daily and thirty days of operation for each camp site. When calculating the fuel demand, it is recommended to have calculation available for daily, weekly, and thirty day use on hand.

NOTE: Each team should keep all calculations on hand for personal references when briefing to answer questions.

(9) Laundry/Shower schedule. Daily shower hours and a weekly laundry schedule is required. Keep in mind separate shower hours for male and female must be established. Minimum requirement for laundry is once a week per unit.

(10) POL requirements. The POL requirements is based on a thirty day supply.

(11) Bill of materials (S-4 Request). The Bill of materials is a list or estimate of all materials needed to support your plan. Several

devices must be constructed. For example; burnout head, soakage pits, and decking for showers etc. All materials such as; plywood, nails, gravel, 2x4, shovels, and axes, which are needed to help construct devices, must be listed.

NOTE: You will be informed on who the S-3 and S-4 officer is to approve your request.

(12) Safety requirements. A list of safety precaution must be listed to prevent accidents from occurring.

(13) Task requirements. All task that is required for set up, installation and construction must be listed by rank and MOS.

(14) Work Request. Any items that needs to built, or prefabricated to support your operations task prior to departing must be on a work request sheet. Items such as waste disposal device can be prefabricated in the rear to save time setting them up in the field.

6. Procedures to follow when briefing:

a. Each team will be allowed 20 minutes to brief their plan. A team will consist of three to four Marines. One person will be designated as the Utilities Chief. The Utilities Chief must perform the following:

(1) Address the Commanding Officer with the greeting of the day. Introduce yourself as the utilities chief and inform the Commanding Officer what unit you represent. Then introduce your team. Once the team member name is called he/she will stand at the position of attention to be recognized, then sit down.

(2) Inform the Commanding Officer where the Utilities Chief will be located. (Example: camp site one snco billeting area.)

(3) Inform the Commanding Officer, in a brief scenario, the operation order. He must be informed of the following:

(a) The mission.

(b) The number of Marines being supported.

(c) Location.

(d) Terrain and weather

(e) Situation.

(4) Then brief the Gantt Chart.

(5) After briefing the Gantt Chart the Utilities Chief has the option to turn it over to next team member to start his/her brief or continue on.

(6) The Utilities Chief is also responsible for the summary.

b. It is up to the individual teams on how you select who briefs what topics. The Utilities Chief is responsible for briefing steps 1-4, and step 6. All charts and maps will be briefed in the order they are displayed. See training aids.

NOTE: Keep in mind just because you may be designated as the Utilities Chief, you are not limited to what topics you brief. Depending on the size of the team you may also have to brief a camp site.

c. When briefing the camp sites perform the following:

(1) Inform the Commanding Officer of the location and the total number of personnel at that camp site. (Example: Camp site #2 is located north of camp site #1. It has total number of 800 Marines and Sailors)

(2) Each camp site should be briefed in some type of logical order or format.

(3) When question, it is highly recommended that the person who brief that camp site or topic stand and reply with an answer. If that person does not know the answer, the duty expert with in the team or the other team member should assist him/her.

7. Memorandum for record:

a. After you have completed your briefing prepare a memorandum for record. This should be brief. It should record the subject, date, time and place of the briefing as well as the ranks, names, and job titles of those present.

(1) Recommendations and their approval, disapproval, or modification must be recorded as well as any instructions or directed actions resulting from the briefing.

(2) The memorandum for record must be distributed to all persons or units who must take action on the decisions or instructions that may affect the operations plans.