

APPENDIX B

Decision Briefing Format to Support the Military Decision-Making Process

B-1. Decision Briefing Format. FM 5-0 describes the doctrinal process for the military decision-making process. The accepted format is provided in Figure B-1.

<p>1. Introduction</p> <ul style="list-style-type: none">a. Greeting. Address the decision maker. Identify yourself and your organization.b. Type and Classification of Briefing. For example, "This is a decision briefing. It is UNCLASSIFIED.c. Problem Statement.d. Recommendation. <p>2. Body</p> <ul style="list-style-type: none">a. Facts. An objective presentation of both positive and negative facts bearing upon the problem.b. Assumptions. Necessary assumptions made to bridge any gaps in factual data.c. Solutions. A discussion of the various options that can solve the problem.d. Analysis. The criteria by which you will evaluate how to solve the problem (screening and evaluation). A discussion of each course of action's relative advantages and disadvantages.e. Comparison. Show how the courses of action rate against the evaluation criteria.f. Conclusion. Describe why the selected solution is best. <p>3. Closing</p> <ul style="list-style-type: none">a. Questions?b. Restatement of the recommendation.c. Request a decision.

Figure B-1. Decision briefing format